



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute



ADMINISTRATIVE ORDER NO. 2017-281
Series of 2017

**SUBJECT: GUIDELINES FOR THE IMPLEMENTATION OF CONCEPT
PROTOTYPING PROGRAM**

1.0 BACKGROUND

The Technology Application and Promotion Institute (TAPI) is mandated to implement Republic Act No. 7459 otherwise known as "Inventors and Invention Incentives Act of the Philippines" which provides various forms of assistance to Filipino Inventors. In recognition of the indispensability and ingenuity of the Filipino Inventors in the development of the technology, TAPI implements a program for the development of the invention through prototype development. Prototypes are tested so that the design or working parameters can be changed to attain sustainability prior to commercial production.

Inventive ideas require considerable resources to transform into at least a working model. As such, Inventors should receive support through technical and financial assistance and avail government service facilities / laboratories to develop their ideas into a working model. Article IV of R.A. No. 7459 states that the Invention Development Assistance Fund (IDAF) was established to assist potential or actual inventors in the initial experiments, prototype development and other invention development related activities.

2.0 PROGRAM DESCRIPTION

The Program provides support for the development of an initial working prototype of a potential invention or innovation:

- a. Provision of technical assistance in collaboration with experts from the industry, DOST-RDIs and SUCs / HEIs;
- b. Provision of financial assistance for the development of an initial working prototype of the invention to cover raw materials, labor expenses and testing fees. This excludes clinical study / trial specifically on medical-related technologies;

- c. Assistance by laboratories and other facilities of RDIs and SUCs/HEIs in the development of an initial working prototype.

3.0 PROGRAM OBJECTIVES

The Program aims to:

- 3.1 Encourage the development of new and working technologies by providing technical and financial assistance in the initial experiment and development of a potential or actual invention; and
- 3.2 Assist inventors in tapping the common service facilities of RDIs and SUCs/HEIs.

4.0 DEFINITION OF TERMS

- 4.1 **Designer** is a person who created / owned the design as evidenced by an Industrial Design registration;
- 4.2 **Financial Grant** refers to the funds provided to the proponent on a particular project for a specified period that does not require repayment;
- 4.3 **Grantee** the proponent whose project proposal has been approved;
- 4.4 **Idea / Concept** refers to an intangible product of creative thinking which is novel and viable;
- 4.5 **Industrial Designs** may be three-dimensional features, such as the shape of the surface of an article, or of two-dimensional features, such as patterns, lines or color. Industrial designs are applied to a wide-variety of products of industry and handicraft: from technical and medical instruments to watches, jewelry and other luxury items; from housewares and electrical appliances to vehicles; from textile designs to leisure goods. An industrial design is non-functional; it is primarily of an aesthetic nature and any technical features of which it is applied are not protected (source: www.ipophil.gov.ph);
- 4.6 **Inter-Agency Technical Evaluation Committee (IATEC)** composed of experts from the DOST, other departments such as the Department of Energy (DOE), Department of Health (DOH), Intellectual Property Office of the Philippines (IPOPHL), academe, industry or other organizations whose technical expertise and/or background is relevant to the request;
- 4.7 **Invention** refers to any patented machine, product, process including implements or tools and other related gadgets of invention that has a patent certificate or at least with pending application to the Intellectual Property Office of the Philippines;

- 4.8 **Inventor** is a person who invented / made / created a technical solution to a problem as evidenced by Patent document;
- 4.9 **Maker** is a person who made / created a Utility Model as evidenced by a Utility Model Registration;
- 4.10 **Proponent / Applicant** refers to the person or a juridical entity that prepares and submits proposals for technical or financial assistance for the development of an idea / concept or for the fabrication of a crude working or commercial prototype;
- 4.11 **Inventor's Forum** is an avenue for inventors to present their ideas / concepts to a selected group of technical and economic panel of experts who could help provide directions for the revision and/or improvement of the concept. The inventor may be requesting for assistance on patenting of his idea / concept or for the fabrication of a crude working prototype;
- 4.12 **Line-Item Budget** refers to the detailed breakdown of financial assistance requested and reflects counterpart of the proponent;
- 4.13 **Partner Institutions** composed of public or private fabricators, designers, laboratories who may be tapped or commissioned by TAPI to assist the proponent;
- 4.14 **Project Completion** refers to the completion of the fabrication of invention, submission of required documents as stipulated in the Memorandum of Agreement;
- 4.15 **Proponent** refers to person, private entity or agency that prepares and submits project proposals for TAPI's assistance. They shall exert all necessary efforts to attain objectives specified in the approved project proposal;
- 4.16 **Research and Development Institutes (RDIs)** refers to DOST and non-DOST RDIs which may be tapped as member of the IATEC or has facilities and laboratories that may be used by the inventor / proponent;
- 4.17 **Technical Evaluation Committee (TEC)** composed of TAPI experts who evaluate the request of the inventor/ maker / designer;
- 4.18 **Utility Model** may be a useful machine, implement, tools, product, composition, process, improvement or part of the same that is of practical utility, novelty and industrial applicability. A utility model is entitled to seven

(7) years of protection from the date of filing with no possibility of renewal (source: www.ipophil.gov.ph);

- 4.19 **Working Prototype** refers to first unit(s) of a product / device / machine or preliminary version of the technology or innovative idea that can clearly demonstrate the value and functionality of the concept. Working prototypes are tested so that the design or working parameters can be changed if necessary prior to commercial production or fabrication.

5.0 PROGRAM COVERAGE

The Program shall provide technical and financial support to Filipino Inventors:

- Technical assistance through the Inventor's Forum or through endorsement to other DOST Agencies or RDIs or other experts from the industry;
- Financial assistance not exceeding ₱1,000,000.00 in the form of grant shall be released to SUCs for the purchase of equipment to be used by the inventor for the development of an initial working prototype. The financial assistance shall also cover labor expenses including payment for the use of laboratories, facilities of SUCs and testing fees. The Proponent shall agree to offer its counterpart such as but not limited to personal expenses, raw materials, among others.
- Financial assistance not exceeding ₱200,000.00 in the form of grant shall be released to the inventor for the purchase of raw materials to be used in the development of an initial working prototype.

6.0 ELIGIBILITY

6.1 The proponent shall satisfy the following to be eligible for assistance:

- a.) The inventor must be a Filipino citizen permanently residing in the Philippines or at least willing to permanently reside in the Philippines for the next five (5) years;
- b.) An inventor 65 years old and above should take in a co-implementor
- c.) He/She must be of good moral character or has not been convicted of any case involving moral turpitude;
- d.) Must have no outstanding obligation with TAPI, DOST and its attached agencies and other government institutions. Outstanding obligation

refers to an overdue obligation that is not fully settled or cleared with the FAD of TAPI;

- e.) For juridical entity, it must be Filipino-owned and registered in the Philippines and has secured a deed of assignment of patent/UM registration.

6.2 The proponent shall comply/submit the following requirements:

1. Application letter addressed to TAPI Director;
2. Valid Government-issued ID;
3. Concept paper, such as:
 - a. If machine/device/apparatus, a disclosure containing but not limited to concept paper, technical drawings or sketches, schematic diagrams, wiring diagrams including the basic components or parts and must show the manner and process of making and constructing;
 - b. If a chemical or food products or process, a disclosure containing the description of the step by step procedure on how to formulate the product and the conditions being observed in each step (raw materials, preparation of the raw materials, temperature/pressure being observed during the process), chemical compositions in percent weight or volume and concentrations of the reagents used;
 - c. If IT or computer-related concepts comprising programs, application tools, disclosure containing graphical user interface and flowchart among a few

7.0 PROGRAM CRITERIA

The invention shall be evaluated based on the following criteria:

7.1 Technical Viability

- a. Technical soundness of the inventive idea or concept to be identified by external expert/s – workability and sustainability of materials to be validated by external pool of experts or Inter-Agency Technical Evaluation Committee (IATEC);
- b. Availability of technical description (refer to Item No.3 of 6.2);
- c. Advanced features of the idea or concept over existing same product/invention;
- d. Compliance to environmental and/or any applicable laws and standards, *if applicable*;
- e. Social benefits, *if applicable*.

8.0 IMPLEMENTATION PROCEDURES

- 8.1 Proponent submits proposal to the Office of the Director (OD). The OD forwards the request to the Invention Development Division (IDD) for action;
- 8.2 The Program Manager checks the completeness of the submitted documents based on Item 6.2 under ELIGIBILITY;
- 8.3 If the submitted documents are not complete, the proponent is requested to submit the lacking requirements within forty-five (45) calendar days. If no written response is received within the period, the proposal is considered withdrawn without prejudicial to reapply;
- 8.4 If the documents are complete, the Program Manager acknowledges the submission of the documents;
- 8.5 TAPI forms Inter-Agency Technical Evaluation Committee (IATEC);
- 8.6 The technology will be subjected to an Inventor's Forum with the IATEC to be scheduled by the Program Manager;
- 8.7 If the result of the IATEC is favorable, the request may be endorsed for fabrication of initial working prototype;
- 8.8 The Program Manager will initially identify SUCs that could be tapped as co-implementor of the Program. SUCs with an Innovation and Technology Support Office (ITSO) shall be prioritized;
- 8.9 A Memorandum of Agreement (MOA) among TAPI, the proponent and SUC shall be executed. The terms and conditions concerning the parties' obligations, monitoring, review, assessment and completion shall be stipulated in the MOA;
- 8.10 Once signed and all the documentary requirements are completed, the financial assistance will be released to the SUCs;
- 8.11 A Certificate of Ownership of the working prototype shall be awarded to the inventor upon project completion.

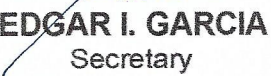
9.0 APPLICABILITY

Other provisions stated in the DOST-GIA Guidelines that was not included in these guidelines but applicable as the case may be.

10.0 EFFECTIVITY

This Circular shall take effect fifteen (15) days after its publication in the Official Gazette or newspaper of general circulation.

Taguig City, Philippines, October 2017


EDGAR I. GARCIA
Secretary