University Research Coordination Office
3/F HSSH * Locals 164/257

SCHEDULE OF SUBMISSION AND APPROVAL OF PROPOSALS
Academic Year 2018-2019
(Faculty Research Program, Humanities Projects, Creative Work, Review Articles, New Ph.D. Grant, Thesis/Dissertation Projects, Book/Article Manuscript Writing Program, Interdisciplinary Research, Research Program Workshop)

Activity		First Term		Second Term		Third Term	
		Research Projects for Implementation in the Second Term		*Research Projects for Implementation in the Third Term*		*Research Projects for Implementation in the First Term AY2019-2020*	
Deadline for Submission of Project Proposals with Departmental Action to URCO							
• Faculty Research Program, New Ph.D. Grant, Humanities, Creative Works, Book/Article Manuscript Writing Program, Review Articles • Interdisciplinary Research (IR)		August 3, 2018	Friday	Nov 23, 2018	Friday	March 22, 2019	Friday
• Proposals for Research Program Workshops (RPW)						March 22, 2019	Friday
FRP/SPG/RPW Proposals **Technical Review of Proposals by Internal Experts (except for RPW)** • Initial review of proposals • 1st revision of proposals by faculty proponents • Final review of proposals	**IR Proposals** **Scheduling of the Research Panel Meetings**	Aug-Sept 2018		Nov-Dec 2018		Apr-May 2019	
CRC meetings for the evaluation and approval of submitted project proposals *URCO communicates CRC action on project proposals to faculty proponents*	**Research Panel meetings for the deliberation and approval of IR proposals**	Sept 17-21, 2018	Mon-Fri	Jan 14-18, 2019	Mon-Fri	May 27-31, 2019	Mon-Fri

Activity		First Term — Research Projects for Implementation in the Second Term		Second Term — Research Projects for Implementation in the Third Term		Third Term — Research Projects for Implementation in the First term AY2019-2020	
FRP/SPG/RPW Proposals **Proposal revision after CRC meeting (i.e., proponent to address the CRC recommendations)**	**IR Proposals** **Proposal revision after Research Panel meetings (i.e., IR Team to address the Research Panel Members' recommendations)**	September 24-28, 2018	Mon-Fri	January 21-25, 2019	Mon-Fri	June 3-7, 2019	Mon-Fri
CRC Meetings for the Final Approval of the Revised Project Proposals *URCO communicates CRC action on project proposals to faculty proponents*	**Research Panel's final approval of the revised IR proposal**	Oct 1-5, 2018	Mon-Fri	Jan 28-Feb 1, 2019	Mon-Fri	Jun 10-14, 2019	Mon-Fri
Ethics Review of Proposals		(Wk5-14 T1AY18-19 & Wk1-2 T2AY18-19)		(Wk5-14 T2AY18-19 & Wk1 T3AY18-19)		(Wk5-14 T3AY18-19 & Wk1 1 T1AY19-20)	
Accomplishment and submission of ethics checklists		October 2018		February 2019		June 2019	
Initial screening of submitted protocol • Initial screening by REO • Completion of documentary requirements							
Expedited Review • Expedited review • 1st revision of protocol by faculty proponents (if modifications are required) • 2nd review by RERC member (Review of Resubmitted Protocol)		Oct-Nov 2018		Feb-March 2019		July – Aug 2019	
URCO Communicates Ethical Clearance for Expedited Reviews to Faculty Proponents		Nov 26-30, 2018		Mar 25-29, 2019		Aug 5-9, 2019	
Full Board Review • Proponent to provide data collection protocol in lay language • Distribution of protocol to RERC members • Full Board Review Meeting • 1st revision of protocol by faculty proponents • 2nd review c/o RERC Chair (Review of Resubmitted Protocol)		Oct 2018-Jan 2019		Feb– April 2019		Jun - Aug 2019	
URCO Communicates Ethical Clearance for Full Reviews to Faculty Proponents		Jan 14-18, 2019		May 27-31, 2019		Sept 16-20, 2019	
Signing of the URCO Research Grant Agreement Form/Contract and the DIPO Intellectual Property Record Form by faculty proponents		To follow immediately after ethical clearance is granted to the project		To follow immediately after ethical clearance is granted to the project		To follow immediately after ethical clearance is granted to the project	