

Guide for the preparation of the Schedule of Critical/Research activities

The faculty proponent is expected to include in the critical activities the submission of his/her final report and revised report to URCO within the specified duration of the project. They are also expected to submit mid-term report and progress reports, three progress reports for long term projects with funding more than P50,000.00

Schedule A (One-Term Project)	Deadline of submission	Example: First Term Approved Projects (for implementation^{2nd} term)	
Final Report	14 weeks	Final Report	December 19
Revised Final Report	One month after evaluation of final report	Revised Final Report	January 31

Projects with funding less than P50,000.00***Schedule B (Two-Term Project)***

Mid-Term report	14 weeks	Mid-Term report	December 19
Final report	14 weeks	Final Report	April 17
Revised Final Report	One month after evaluation of final report	Revised Final report	May 31

Schedule C (Three-Term Project)

Mid-Term Report	21 weeks	Mid-term report	February 28
Final Report	21 weeks	Final report	August 31
Revised Final Report	One month after evaluation of Final Report	Revised Final report	September 30

Projects with funding more than P50,000.00***Schedule B (Two-Term Project)***

First Progress Report	7 weeks	First Progress Report	November 3
Second Progress Report	7 weeks after 1 st PR	Second Progress Report	December 19
Third Progress Report	7 weeks after 2 nd PR	Third Progress Report	February 6
Final report	7 weeks after 3 rd PR	Final Report	April 17
Revised Final Report	One month after evaluation of final report	Revised Final report	May 31

Schedule C (Three-Term Project)

First Progress Report	10 weeks	First Progress Report	November 21
Second Progress Report	10 weeks after 1 st PR	Second Progress Report	February 13
Third Progress Report	10 weeks after 2 nd PR	Third Progress report	June 4
Final Report	12 weeks after 3 rd PR	Final report	September 3
Revised Final Report	One month after evaluation of Final Report	Revised Final report	October 30