

**SCHEDULE OF SUBMISSION AND APPROVAL OF PROPOSALS**

**Academic Year 2021-2022**

**(Faculty Research Program, Humanities Projects, Creative Works, Literature Review Articles, New Ph.D. Grant, Thesis/Dissertation Projects, Book/Article Manuscript Writing Program, Interdisciplinary Research)**

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 AY2022-2023		
<b>Call for Submission of Proposals</b>	1 <sup>st</sup> Call June 21, 2021 2 <sup>nd</sup> Call July 5, 2021 (Wk 7) (Term 3 AY2020-2021)	Monday Monday	1 <sup>st</sup> Call Oct 11, 2021 2 <sup>nd</sup> Call Nov 8, 2021 (Wk 7) (Term 1 AY2021-2022)	Monday Monday	1 <sup>st</sup> Call February 14, 2022 2 <sup>nd</sup> Call March 7, 2022 (Wk 7) (Term 2 AY2021-2022)	Monday Monday	
<b>Deadline for Submission of Project Proposals with Departmental Action to URCO</b>							
<ul style="list-style-type: none"> <li>Regular Faculty Research Project Grant (Competitive per College), New Ph.D. Grant, Materials Development/Online Materials Development Grant, Book/Article Manuscript Writing Program, Literature Review Articles Grant</li> <li>Creative Works Grant (Competitive, Once a Year Call for the Whole University)</li> <li>Interdisciplinary Research Grant (Teams should be composed of at least 3 faculty members coming from at least 2 different colleges, with distinct disciplinary differentiation among the proponents.)</li> </ul>	<b>August 27, 2021</b>  (Wk 10 Term 3 AY2020-2021)	Friday	<b>December 10, 2021</b>  (Wk 9 Term 1 AY2021-2022)	Friday	<b>April 22, 2022</b>  (Wk 10 Term 2 AY2021-2022)	Friday	
<b>FRP/SPG/RPW Proposals</b>	<b>IR Proposals</b>	Aug 30-Oct 22, 2021  (Wk 11-14 Term 3 AY2020-2021 to Wk 2 Term 1 AY2021-2022)		Dec 13, 2021-Feb 24, 2022  (Wk 10-14 Term 1 AY2021-2022 to Wk 2 Term 2 AY2021-2022)		April-June 17, 2022  (Wk 11-14 Term 2 AY2021-2022 to Wk 2 Term 3 AY2021-2022)	
<b>Technical Review of Proposals by Internal Experts (except for RPW)</b> <ul style="list-style-type: none"> <li>Initial review of proposals</li> <li>1<sup>st</sup> revision of proposals by faculty proponents</li> <li>Final review of proposals</li> </ul>	<b>Scheduling of the Research Panel Meetings</b>						
<b>CRC meetings for the evaluation and approval of submitted project proposals</b>	<b>Research Panel meetings for the deliberation and approval of IR proposals</b>	<b>October 25-29, 2021</b>  (Wk 3 Term 1 AY2021-2022)	Mon-Fri	<b>Feb 28-March 4, 2022</b>  (Wk 3 Term 2 AY2021-2022)	Mon-Fri	<b>June 20-24, 2022</b>  (Wk 3 Term 3 AY2021-2022)	Mon-Fri
<i>URCO communicates CRC action on project proposals to faculty proponents</i>							

Activity		<i>First Term</i>		<i>Second Term</i>		<i>Third Term</i>	
		<i>Research Projects for Implementation in the Second Term</i>		<i>Research Projects for Implementation in the Third Term</i>		<i>Research Projects for Implementation in the First term AY2022-2023</i>	
<b>FRP/SPG/RPW Proposals</b>	<b>IR Proposals</b>						
Proposal revision after CRC meeting (i.e., proponent to address the CRC recommendations)	Proposal revision after Research Panel meetings (i.e., IR Team to address the Research Panel Members' recommendations)	Nov 3-5, 2021 (Wk 4, Term 1 AY2021-2022)	Wed-Sat	March 7-11, 2022 (Wk 4, Term 2 AY2021-2022)	Mon-Fri	June 27-Mar 1, 2022 (Wk 4, Term 3 AY2021-2022)	Mon-Fri
<b>CRC Meetings for the Final Approval of the Revised Project Proposals</b>	<b>Research Panel's final approval of the revised IR proposal</b>	Nov 8-12, 2021 (Wk 5 Term 1 AY2021-2022)	Mon-Fri	March 14-18, 2022 (Wk 5 Term 2 AY2021-2022)	Mon-Fri	July 4-8, 2022 (Wk 5 Term 3 AY2021-2022)	Mon-Fri
<i>URCO communicates CRC action on project proposals to faculty proponents</i>							
<b>Ethics Review of Proposals</b>		(Wk6-14 T1AY21-22 & Wk1- T2AY21-22)		(Wk6-14 T2AY21-22 & Wk1- T3AY21-22)		(Wk6-14 T3AY21-22 & Wk1- T1AY22-23)	
Accomplishment and submission of ethics checklists			Mon-Fri		Mon-Fri		Mon-Fri
Initial screening of submitted protocol		November 2021	(On-going process of clearing until all requirements are completed)	March 2022	(On-going process of clearing until all requirements are completed)	July 2022	(On-going process of clearing until all requirements are completed)
<ul style="list-style-type: none"> <li>Initial screening by REO</li> <li>Completion of documentary requirements</li> </ul>							
<b>Expedited Review</b>		Nov 2021-Feb 18, 2022	Mon-Fri  (On-going process of clearing until all requirements are completed)	March- Jun 10, 2022	Mon-Fri  (On-going process of clearing until all requirements are completed)	July – Oct 12, 2022	Mon-Fri  (On-going process of clearing until all requirements are completed)
<ul style="list-style-type: none"> <li>Expedited review</li> </ul>							
<ul style="list-style-type: none"> <li>1<sup>st</sup> revision of protocol by faculty proponents (if modifications are required)</li> <li>2<sup>nd</sup> review by RERC member (Review of Resubmitted Protocol)</li> </ul>							
<b>URCO Communicates Ethical Clearance for Expedited Reviews to Faculty Proponents</b>		Jan. 10-14, 2022 (Wk 12 Term 1 AY2021-2022)		May 9-13, 2022 (Wk 12 Term 2 AY2021-2022)		Aug 22-26, 2022 (Wk 12 Term 3 AY2021-2022)	
<b>Full Board Review</b>		November 2021-February 18, 2022	Once per term (to be scheduled)	March -June 10, 2022	Once per term (to be scheduled)	July- Oct 12, 2022	Once per term (to be scheduled)
<ul style="list-style-type: none"> <li>Proponent to provide data collection protocol in lay language</li> </ul>							
<ul style="list-style-type: none"> <li>Distribution of protocol to RERC members</li> <li>Full Board Review Meeting</li> </ul>							
<ul style="list-style-type: none"> <li>1<sup>st</sup> revision of protocol by faculty proponents</li> <li>2<sup>nd</sup> review c/o RERC Chair (Review of Resubmitted Protocol)</li> </ul>							
<b>URCO Communicates Ethical Clearance for Full Reviews to Faculty Proponents</b>		Feb 21-24, 2022 (Wk 2 Term 2 AY2021-2022)		June 13-17, 2022 (Wk 2 Term 3 AY2021-2022)		Oct 17-21, 2022 (Wk 2 Term 1 AY2022-2023)	

<b>Signing of the URCO Research Grant Agreement Form/Contract and the DIPO Intellectual Property Record Form by faculty proponents</b>	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	
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