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

SCHEDULE OF SUBMISSION AND APPROVAL OF PROPOSALS
Academic Year 2022-2023
(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* *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 AY2023-2024*	
Deadline for Submission of Project Proposals with Departmental Action to URCO							
• 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 • Creative Works Grant (Competitive, Once a Year Call for the Whole University) • Interdisciplinary Research Grant (Teams should be composed of at least 3 faculty members coming from at least 2 different colleges, with distinct disciplinal differentiation among the proponents.)		**May 13, 2022**	Friday	**November 11, 2022**	Friday	**March 10, 2023**	Friday
FRP/SPG Proposals **Technical Review of Proposals by Internal Experts** • Initial review of proposals • 1st revision of proposals by faculty proponents • Final review of proposals	**IR Proposals** **Scheduling of the Research Panel Meetings**	May 16, 2022 to Sep 16, 2022		Nov 14, 2022 to Jan 20, 2023		March 20, 2023 to May 19, 2023	
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**	**September 19-23, 2022**	Mon-Fri	**January 23-27, 2023**	Mon-Fri	**May 22-26, 2023**	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 AY2023-2024	
FRP/SPG 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)**	Sep 26-30, 2022	Mon-Fri	Jan 30-Feb 3, 2023	Mon-Fri	May 29-Jun 2, 2023	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 3-7, 2022	Mon-Fri	Feb 6-10, 2023	Mon-Fri	Jun 5-9, 2023	Mon-Fri
Ethics Review of Proposals		(Wk6-14 T1AY22-23 & Wk1- T2AY22-23)		(Wk6-14 T2AY22-23 & Wk1- T3AY22-23)		(Wk6-14 T3AY22-23 & Wk1- T1AY23-24)	
Accomplishment and submission of ethics checklists							
Initial screening of submitted protocol • Initial screening by REO • Completion of documentary requirements		October 10, 2022- Dec 16, 2022 to January 13, 2023	Mon-Fri (On-going process of clearing until all requirements are completed)	Feb 13-Apr 14, 2023 to May 12, 2023	Mon-Fri (On-going process of clearing until all requirements are completed)	Jun 12-Aug 12, 2023 to Sep 15, 2023	Mon-Fri (On-going process of clearing until all requirements are completed)
Expedited Review • Expedited review • 1st revision of protocol by faculty proponents (if modifications are required) • 2nd review by RERC member (Review of Resubmitted Protocol)		October 10, 2022- Dec 16, 2022 to January 13, 2023	Mon-Fri (On-going process of clearing until all requirements are completed)	Feb 13-Apr 14, 2023 to May 12, 2023	Mon-Fri (On-going process of clearing until all requirements are completed)	Jun 12-Aug 12, 2023 to Sep 15, 2023	Mon-Fri (On-going process of clearing until all requirements are completed)
URCO Communicates Ethical Clearance for Expedited Reviews to Faculty Proponents		Nov 28-Dec 2, 2022		March 27-31, 2023		Jul 24-28, 2023	
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)		October 10, 2022- Dec 16, 2022 to January 13, 2023	Every month (to be scheduled)	Feb 13-Apr 14, 2023 to May 12, 2023	Every month (to be scheduled)	Jun 12-Aug 12, 2023 to Sep 15, 2023	Every month (to be scheduled)
URCO Communicates Ethical Clearance for Full Reviews to Faculty Proponents		Jan 16-20, 2023		May 15-19, 2023		Sep 18-22, 2023	
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	