Research and Grants Management Office
3/F HSSH * Locals 164/257

SCHEDULE OF SUBMISSION AND APPROVAL OF PROPOSALS
Academic Year 2023-2024
(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 AY2024-2025*	
Call for Submission of Proposals							
Deadline for Submission of Project Proposals with Departmental Action to RGMO							
• 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.)		**July 7, 2023**	Friday	**November 10, 2023**	Friday	**March 15, 2024**	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 8, 2023 to Sept. 22, 2023		Nov. 20, 2023 to Jan. 26, 2024		April 1, 2024 to May 17, 2024	
CRC meetings for the evaluation and approval of submitted project proposals *RGMO communicates CRC action on project proposals to faculty proponents*	**Research Panel meetings for the deliberation and approval of IR proposals**	**October 2-6, 2023**	Mon-Fri	**February 5-9, 2024**	Mon-Fri	**May 27-31, 2024**	Mon-Fri

1

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 AY2024-2025	
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)**	October 9-13, 2023	Mon-Fri	February 12-16, 2024	Mon-Fri	June 3-7, 2024	Mon-Fri
CRC Meetings for the Final Approval of the Revised Project Proposals	**Research Panel's final approval of the revised IR proposal**	October 16-20, 2023	Mon-Fri	February 19-23, 2024	Mon-Fri	June 10-14, 2024	Mon-Fri
RGMO communicates CRC action on project proposals to faculty proponents							
Ethics Review of Proposals		(Wk7-14 T1AY23-24 & Wk1- T2AY23-24)		(Wk7-14 T2AY23-24 & Wk1- T3AY23-24)		(Wk7-14 T3AY23-24 & Wk1- T1AY24-25)	
Accomplishment and submission of ethics checklists		October 23 – December 20, 2023 to January 12, 2024	Mon-Fri (On-going process of clearing until all requirements are completed)	February 26 – April 30, 2023 to May 10, 2024	Mon-Fri (On-going process of clearing until all requirements are completed)	June 17 – August 16, 2023 to September 13, 2024	Mon-Fri (On-going process of clearing until all requirements are completed)
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)		October 23 – December 20, 2023 to January 12, 2024	Mon-Fri (On-going process of clearing until all requirements are completed)	February 26 – April 30, 2023 to May 10, 2024	Mon-Fri (On-going process of clearing until all requirements are completed)	June 17 – August 16, 2023 to September 13, 2024	Mon-Fri (On-going process of clearing until all requirements are completed)
RGMO Communicates Ethical Clearance for Expedited Reviews to Faculty Proponents		Nov. 27- Dec.1, 2023		April 1-5, 2024		July 22-26, 2024	
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 23 – December 20, 2023 to January 12, 2024	Every month (to be scheduled)	February 26 – April 30, 2023 to May 10, 2024	Every month (to be scheduled)	June 17 – August 16, 2023 to September 13, 2024	Every month (to be scheduled)
RGMO Communicates Ethical Clearance for Full Reviews to Faculty Proponents		January 22-26, 2024		May 13 – 17, 2024		September 16-20, 2024	
Signing of the RGMO 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	