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

SCHEDULE OF SUBMISSION AND APPROVAL OF PROPOSALS
Academic Year 2024-2025
(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 AY2025-2026*	
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 5, 2024**	Friday	**November 8, 2024**	Friday	**March 7, 2025**	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**	July 8, 2024 to Sept. 20, 2024		Nov. 11, 2024 to Jan. 24, 2025		March 10, 2025 to May 16, 2025	
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**	**September 30 – October 4, 2024**	Mon-Fri	**February 3-7, 2025**	Mon-Fri	**May 26-30, 2025**	Mon-Fri
		First Term		*Second Term*		*Third Term*	

Activity		Research Projects for Implementation in the Second Term		Research Projects for Implementation in the Third Term		Research Projects for Implementation in the First term AY2025-2026	
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 7-11, 2024	Mon-Fri	February 10-14, 2025	Mon-Fri	June 2-6, 2025	Mon-Fri
CRC Meetings for the Final Approval of the Revised Project Proposals	**Research Panel's final approval of the revised IR proposal**	October 14-18, 2024	Mon-Fri	February 17-21, 2025	Mon-Fri	June 9-13, 2025	Mon-Fri
RGMO communicates CRC action on project proposals to faculty proponents							
Ethics Review of Proposals		(Wk7-14 T1AY24-25 & Wk1- T2AY24-25)		(Wk7-14 T2AY24-25 & Wk1- T3AY24-25)		(Wk7-14 T3AY24-25 & Wk1- T1AY25-26)	
Accomplishment and submission of ethics checklists		October 21 – December 20, 2024 to January 10, 2025	Mon-Fri (On-going process of clearing until all requirements are completed)	February 24 – April 30, 2025 to May 9, 2025	Mon-Fri (On-going process of clearing until all requirements are completed)	June 16 – August 15, 2025 to September 12, 2025	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 21 – December 20, 2024 to January 10, 2025	Mon-Fri (On-going process of clearing until all requirements are completed)	February 24 – April 30, 2025 to May 9, 2025	Mon-Fri (On-going process of clearing until all requirements are completed)	June 16 – August 15, 2025 to September 12, 2025	Mon-Fri (On-going process of clearing until all requirements are completed)
RGMO Communicates Ethical Clearance for Expedited Reviews to Faculty Proponents		November 25-29, 2024 (Wk 12 Term 1 AY2024-2025)		March 31 – April 4, 2025 (Wk 12 Term 2 AY2024-2025)		July 21-25, 2025 (Wk 12 Term 3 AY2024-2025)	
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 21 – December 20, 2024 to January 10, 2025	Every month (to be scheduled)	February 24 – April 30, 2025 to May 9, 2025	Every month (to be scheduled)	June 16 – August 15, 2025 to September 12, 2025	Every month (to be scheduled)
RGMO Communicates Ethical Clearance for Full Reviews to Faculty Proponents		January 20-24, 2025		May 12 – 16, 2025		September 15-19, 2025	

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	