

**TIMETABLE  
FOR PROCESSING OF RESEARCH APPLICATIONS  
1<sup>st</sup> Semester SY 2007-2008**

	<b>PROCEDURE</b>	<b>DEADLINE (NOT LATER THAN DATE INDICATED)</b>	
		<b>Type 1 Research</b>	<b>Type 2 Research</b>
<b>Step 1</b>	Submission of duly accomplished research proposal	<b>March 21, 2007*</b> To College Research Committee (CRC) thru Dean; Dean will submit to technical panel	<b>March 21, 2007</b> To Office of Research Coordination (ORC) Thru Dean; Dean to CRC for review
<b>Step 2</b>	Proposal is peer reviewed by CRC, returned to proponent with comments; proponent submits revised proposal to CRC which finally endorses it for approval	<b>April 10, 2007</b> CRC to Dean and endorsement of Dean to Chancellor not later than April 27,2007	<b>April 10, 2007</b> CRC to URC through the Dean
<b>Step 3</b>	Approval by Chancellor or URC as the case maybe, thru the Dean	<b>April 27, 2007</b> Chancellor approves and endorses to President  (Approval/ Disapproval) (Non-action by the deadline implies APPROVAL)	<b>April 27, 2007</b> URC submits to Chancellor for endorsement to the President  (Approval/ Disapproval) (Non-action by the deadline implies APPROVAL)
<b>Step 3.1</b>		<b>May 4, 2007</b> President approves and forwards it to ORC to facilitate implementation	<b>May 4, 2007</b> President approves and forwards it to ORC to facilitate implementation
<b>Step 4.1</b>	Signing of contract by grantee	<b>May 11,2007</b>	<b>May 11, 2007</b>
<b>Step 4.2</b>	Signing of contract by President	<b>May 14, 2007</b> ORC submits signed contracts to President for signature	<b>May 14, 2007</b> ORC submits signed contracts to President for signature
<b>Step 4.3</b>	Signed Contracts from the President to Dean & Chancellor	<b>May 21, 2007</b>	<b>May 21, 2007</b>
<b>Step 4.4</b>	ORC informs the Comptroller's Office of the approved research grant and coordinates with the Dean for de-loading of faculty grantee	<b>June 1, 2007</b>	<b>June 1, 2007</b>
<b>Step 5</b>	Researcher starts the project and submits monthly report to Dean	<b>One semester or two semesters as the case may be</b>	<b>Researchers start the project, submit monthly report of the URC &amp; at end of semester must submit financial report.</b>

\* Holy Week 2007 is from April 2 (Monday) to April 6 (Friday).