



FAR EASTERN UNIVERSITY

<i>Documented Information:</i>			
Policy on Submission of Progress Report			
<i>Process Code:</i> FEU/URC.D	<i>Documented Information Code:</i> POL.01	<i>Version Code:</i> VER.00 / EFF.01 AUG 2023	<i>Page:</i> 1 of 2

INTRODUCTION / DESCRIPTION

This policy outlines the requirements and procedures for the submission of progress reports for research grants awarded by the University Research Center. The submission of comprehensive progress reports is essential to ensure transparency, accountability, and successful completion of funded research projects.

DEFINITION OF TERMS

URC – University Research Center

SCOPE

This policy applies to all research grants awarded by URC for projects conducted by faculty members.

PROVISIONS

1. Validation of Data Results

- a. All data and results generated during the research project must undergo a validation process before the submission and acceptance of the terminal report.
- b. The validation process shall be endorsed by the department chair and institute dean. It serves as the basis for project completion and clearance of the research proponent from the University Research Center (URC).

2. Reporting Frequency and Requirements

- a. Throughout the project's duration, research progress reports and fund utilization reports must be submitted at the end of each project phase or semester.
- b. For the final phase of the project, a terminal report and a fund utilization report must be submitted.
- c. A grace period of thirty (30) days may be granted for the submission of the research progress report/terminal report and fund utilization report.

3. Evaluation and Review

- a. The Research Review Committee of the concerned institute may be convened to evaluate submitted reports as deemed necessary.
- b. In cases where the submitted reports do not meet the requirements, the research proponent will be notified of the need for additional justifications or project revisions.
- c. The research proponent will receive notice to proceed only after the reports have been evaluated and meet the established criteria.

4. Non-Compliance and Sanctions

- a. Failure or refusal to submit progress or terminal reports within the designated time frame, including the grace period, will result in administrative actions.
 - b. Repeated instances of non-submission without justifiable cause may lead to the closure of the project and imposition of sanctions.
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- c. Administrative sanctions may include the reimbursement of all grants related to the project and disqualification from future research undertakings.

Prepared By (Name, Signature, and Date)	Reviewed By (Name, Signature, and Date)	Approved By (Name, Signature, and Date)
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