

No	Activities	PIC and responsibilities	Duration
1	<p>FRGS submissions to the Faculty Research and Scholarly Activity (FRSA) committee for evaluation and endorsement.</p> <ul style="list-style-type: none"> PI to complete the application in MyGRANTS system and print out the application for submission to FRSA committee. PI to make sure all team members' profile in MyGRANTS are updated before submission. 	Principal Investigator (PI)	<p>20 December – 21 January 2021</p> <p>Heads of Research to submit a masterlist (as attached) of the endorsed applications to CERVIE by 5.00pm, 21 January 2022.</p>
2	Evaluation by FRSA committee	FRSA committee	
3	Revision by PI	Principal Investigator (PI)	
4	Re-evaluation and endorsement by FRSA committee	FRSA committee	
5	<p>Submission of the revised proposals into the MyGRANTS system.</p> <ul style="list-style-type: none"> Make sure to select COMPLETE at the last tab of the online application page and then click save. Submission is complete when notification of 'Your Proposal is ready to collect by RMC' is popped up. 	Principal Investigator (PI)	
6	Arrangement of IPT evaluation	CERVIE	22 January – 6 February 2022
7	Face-to-face evaluation by IPT Panel	PI & Panel	7 – 11 February 2022
8	<p>Revision and evaluation online</p> <ul style="list-style-type: none"> PI to submit the revised proposal online after face-to-face evaluation. IPT panel will re-evaluate the revised proposal online. Note that the cycle of evaluation and resubmission may be repeated until the panel is satisfied by the revision. 	PI & Panels	14 – 28 February 2022
9	Endorsement and submission by CERVIE to KPT	CERVIE	14 February – 15 March 2022