PROCESS FLOW

ACTIVITY FLOW	RESPONSIBLE	DETAILS
START → Receipt of duly endorsed request with complete documentary requirements with DTS.	RMO Staff	A duly endorsed request with complete documentary requirements will be forwarded for technical evaluation.
FRW Proposal Evaluation	Research Office/Institute	The research office/institute will evaluate the FRW proposal according to the evaluation criteria.
Inter-Office Processes → A	Finance and Administrative Sectors	Inter-Office processes on budget allocation, SO preparation, disbursement process, etc.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
A → *University Approval of the Request* → [Research office/institute will coordinate with the research team]	FMO and Research Office/Institute	Once the University approved the request, the fund will be released to the SDO of the FRW Proposal by the FMO. Consequently, the Funding Support Confirmation will be issued to the concerned research office/institute.
Review and Improve Activities through FRW Monitoring	Research Office/Institute	Quarterly review of processes, risks, and opportunities submitted to the QMS Sector Head emanated from the research progress report
Targets achieve? → [Corrective Action] → **END**	Research Office/Institute	The research office/institute director and the chief shall check if the targets set are achieved or not. If targets are not achieved corresponding corrective actions shall be undertaken to focus on achieving the targets set by the section.

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