Project Management Procedures of the Faculty

- 1. Planning the scientific researches for the academic year
- 2. Disseminating the announcements to Departments and faculty members
- 3. Complying with the Decision No. 850/QD-ĐHCN dated May 24, 2021 of the Director of the Industrial University of Ho Chi Minh City on regulations on management of university-level scientific research projects in Industrial University of Ho Chi Minh City.
- 4. The Dean of Faculty establishes the professional council to select the research topics (according to the announcement).
- 5. Preparing the proposal for research projects and submitting the proposals for the research funding to the university once it has been endorsed by the faculty.
- 6. After the research projects are approved: Decision, Contract.
- 7. The project manager follows the schedule signed in the contract.
- 8. Check and report the progress of the project.
- 9. Finalizing of the project budget (at least 30 days before the contract expiry date) according to the form prescribed by the Financial Planning Department.
- 10. Acceptance and liquidation of the project.
- 11. Finalizing the project.

Flowchart of Project Management Procedures

No	Process		Responsibility	Time
1	Research proposal		Individuals, research groups (the project manager prepares and submits the proposal)	January, February
2	Faculty-level evaluation		- Professional Council of Faculty/Department	February
3	Summary	If the proposal is at the ministerial/city /state level, it will be transferred to the respective management agency	Science administration of the faculty	
4	University-level evaluation		- Science and Education Council of the University; - Office of Science Management and International Affairs	
5	Summarizing the results and announcements to lecturers		Office of Science Management and International Affairs	
6	Receiving decision, research contract and Project implementation		- Office of Science Management and International Affairs; - Project manager	
7	Check and report the progress of the project		- Office of Science Management and International Affairs; - Project manager	
8	Decision to establish the professional council for acceptance and assessment Evaluation of the project (pass, good, excellent)		- Office of Science Management and International Affairs; - Acceptance council - Project manager	
9	Completing documents, handing over products, Finalizing of the project budget		- Office of Science Management and International Affairs; - Financial Planning Department; - Laboratory; - Project manager	