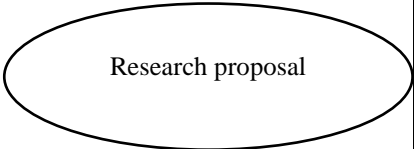
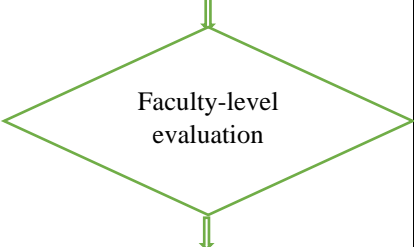

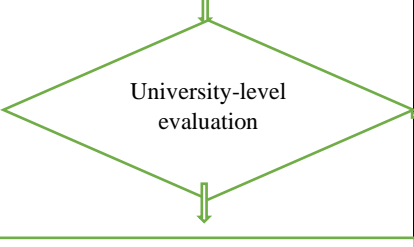
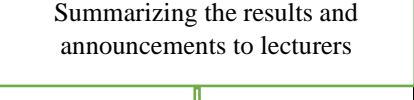
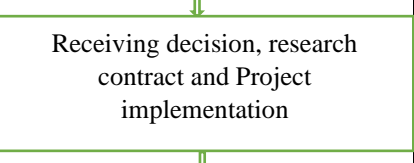
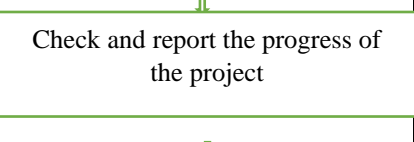
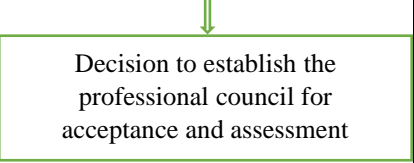
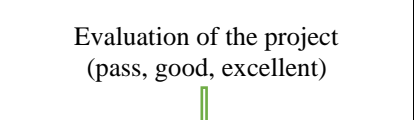
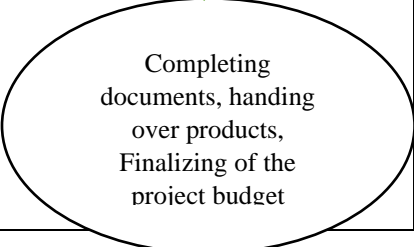


Project Management Procedures of the Faculty

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/QĐ-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		Individuals, research groups (the project manager prepares and submits the proposal)	January, February
2		- Professional Council of Faculty/Department	February
3		Science administration of the faculty	
4		<div style="border: 1px solid black; padding: 5px;"> If the proposal is at the ministerial/city /state level, it will be transferred to the respective management agency </div>	
5		Office of Science Management and International Affairs	
6		- Office of Science Management and International Affairs; - Project manager	
7		- Office of Science Management and International Affairs; - Project manager	
8		- Office of Science Management and International Affairs; - Acceptance council - Project manager	
			
9		- Office of Science Management and International Affairs; - Financial Planning Department; - Laboratory; - Project manager	