

CI Timeline of Activities - Semester 2 AY2026-2027

S/N	Task	Week 0	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
1	Find and confirm your group members before the course registration period.																
2	Confirm your CI topic and supervisor.																
3	Download all forms, templates, sample proposals, and reports from the CI website.																
4	Plan your project timeline using a Gantt chart.																
5	Course Registration To update the course registration period for Semester 2.																
6	IRB Briefing by Dr Sharon Quek and CI/Dissertation Briefing by Dr Lee Chu Keong Date - TBC																
7	Submit the CI Project Title and Supervisor Form (Deadline: 18 January 2027).																
8	Sign up for and complete the CITI Certification Training.																
9	Prepare for proposal submission: a. Introduction & Motivation b. Problem Statement c. Objective d. Research Question e. Literature Review f. Methodology g. Research Schedule																
10	Proposal Submission (Deadline: 3 February 2027)																
11	If your group plans to offer incentives to boost response rates in the CI study, ensure that at least one group member has a GIRO account with NTU. If no group member has a GIRO account with the University, apply for one as soon as possible.																
12	Prepare the documents required for the IRB application.																
13	Submit the IRB application (Deadline: 19 February 2027, 2359 hrs). Final Processing Date: 25 March 2027 Weekly submission deadlines apply. If students submit by Friday, 2359 hrs, the application will be reviewed and prepared for IRB processing on the following Monday.																
14	Work on the project and report.																
15	Submit the CI Incentive Reimbursement Form (Deadline: 14 April 2027).																
16	Submit the Final Report (Deadline: 28 April 2027).																

Legend

- Recommended proposal components (subject to supervisor's confirmation)
- Task duration
- Submission deadline / milestone