

CI Timeline of Activities - Semester 1 AY2026-2027

No.	Task	Week															
		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 course registration period																
2	Confirm CI topic and supervisor																
3	Download all forms, templates, sample proposals and reports from CI website																
4	Plan project timeline: Gantt chart																
5	Course registration: To update the course registration period for S1																
6	IRB Briefing with Dr Sharon Quek, CI/Dissertation Briefing with Dr Lee Chu Keong - 11 August 2026																
7	Submit CI Project Title and Supervisor Form (Deadline: 21 August 2026)																
8	Sign up for CITI Certification Training and complete it																
9	Preparation for proposal submission:																
10	a. Introduction & Motivation																
11	b. Problem Statement																
12	c. Objective																
13	d. Research Question																
14	e. Literature Review																
15	f. Methodology																
16	g. Research Schedule																
17	h. Submit Proposal (Deadline: 4 September 2026)																
18	Check that at least one group member has a GIRO account with NTU if group plans to offer incentives to boost response rate in CI study. If no group member has a GIRO account with the university, quickly apply for it.																
19	Prepare documents for IRB application																
20	Submit IRB application (Deadline: 18 September 2026. 2359 hrs) - Final processing date is 23 October 2026. - There will be weekly deadlines, so if students submit on Friday, 2359hrs, we will have to tidy it and then prepare it for IRB processing on the next Monday.																
21	Work on Project and Report																
22	Submit CI incentive reimbursement (Deadline: 13 November 2026)																
23	Submit final report (Deadline: 26 November 2026)																

Proposal content is to be confirmed with supervisor. What you see here is a recommendation.

Work on task

Deadline