

Schedule of Reminders for Certifications

First Reminder is issued 4 weeks before expiry date

-advise that either renewal or final report is due in 4 weeks

Second Reminder is issued 3 weeks before expiry date

-advise that either renewal or final report is due in 3 weeks

Third Reminder is issued 1 week before expiry date

-advise that either renewal or final report is due in 1 week

Final notice is issued on due date to inform researcher that their certification has expired and their project has been suspended, their funds have been frozen, and their access to the certification committee has been limited.

[Faculty Dean is copied.](#)