**Jadwal Pelaksanaan Pengelolaan**
**Program Riset ITB 2017**

| No | Tahapan Kegiatan | Pelaksana | Jadwal | Januari 2017 | | | | | | | | | | | | | | | | | | | | | Februari 2017 | | | | | | | | | | | | | | |
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| | | | | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | 31 | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 |
| 1 | Entry Data Prospek dan Kontrak di SIPPM | Fakultas/Sekolah | 5 - 6 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Entry Data Pagu RAB di SIPPM | Fakultas/Sekolah | 9 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Entry Data Tagihan di SIPPM | Fakultas/Sekolah | 9 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Entry Data RAB di SIPPM | Peneliti/Staf Admin | 10 - 16 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Review RAB | LPPM | 17 - 19 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Revisi RAB | Peneliti/Staf Admin | 17 - 19 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Pengiriman Surat Usulan Pagu Anggaran | LPPM | 20 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Entry Data Usulan Pagu di SIPPM | LPPM | 20 - 23 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Pencantuman Pagu Anggaran di SISPRAN | Dit. Perencanaan | 23 - 24 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Rencana Implementasi (RI) Pegawai | Unit Pengelola | 25- 26 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | FRA Pegawai | Unit Pengelola | 25- 26 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Pembuatan SK TIM | Unit Pengelola | 17 - 18 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Pengajuan SK PPK ke Direktur Kepegawaian | Unit Pengelola | 19 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Pembuatan SK PPK | Dit. Kepegawaian | 19 - 20 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Pengajuan SPP Belanja Pegawai | Unit Pengelola | 20 - 27 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Proses Verifikasi SPP Belanja Pegawai | Dit. Kepegawaian<br>Dit. Keuangan | 1 - 10 Feburari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Proses Pembayaran Honor Pegawai | Dit. Kepegawaian | 13 - 16 Februari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Rencana Implementasi (RI) Barang dan Jasa | Unit Pengelola | 25- 26 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Pemilahan Jalur Pengadaan Barang dan Jasa | Dit. Logistik | 27 - 30 Januari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | FRA Barang dan Jasa | Unit Pengelola | 31 Januari - 1 Februari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | Penyiapan Dokumen UMK Barang dan Jasa | Unit Pengelola | 1 - 3 Februari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | Verifikasi Berkas Pengajuan UMK | Pejabat Pembuat Komitmen/Pejabat Penanggungjawab Kegiatan | 6 - 13 Februari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | Proses Pencairan Dana UMK ke Unit Pengelola | Dit. Keuangan | 14 - 17 Februari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | Proses Pencairan Dana UMK Barang dan Jasa dari Unit Pengelola ke Peneliti | Unit Pengelola | 20 - 21 Februari 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |