

RESEARCH GRANTS COUNCIL

Application for Allocation from the Collaborative Research Fund (CRF) for 2017/18 Application Form for Group Research and Renewal Funding Full Proposal

- Please read the Explanatory Notes CRF(GR&R)2 (May 17) carefully before completing this form.
- To safeguard the interests of the researcher and the university, awardee university bears the primary responsibility for prevention, detection and investigation of research misconduct, including but not limiting to misusing of funds, data falsification, plagiarism and seeking duplicate funding for projects which the applicant has already completed partially or entirely. Concerning research grant applications, the university is strongly advised to use anti-plagiarism software before submitting the application to the RGC.

PART I SUMMARY OF THE RESEARCH PROPOSAL

[To be completed by the applicant(s)]

1. Particulars of the Project

(a) (i) Name and Academic Affiliation of Applicants:

Name (with title)	Post	Unit/ Department/ University/ Institution	Current Member of RGC Council/ Subject Panel as at application deadline (Yes/No)	RGC Council/ Name of RGC Subject Panel	Number of Hours Per Week to be spent by the PC and each Co-PI on the Proposal
Project Coordinator [PC]:					
Co-Principal Investigator [Co-PI]:					
Collaborator:					

- (ii) Is the PC a new appointee within 2 years of full time paid appointment to his/her first substantive academic/research position in any university/institution (both local and overseas) at the time of submission of the proposal?

Yes No

- (iii) Title of Project (in English and Traditional Chinese):

- (iv) Nature of Application

New Re-submission Renewal

Reference no. of relevant proposal:

Reference no. of relevant project:

- (b) (i) Primary Field: _____ & Code _____

Secondary Field: _____ & Code _____

- (ii) A maximum of five keywords to characterise the work of your proposal
(a maximum of 30 characters for each keyword)

- (iii) Project Duration: _____ Months

- (iv) Funding Requested

[The amount shown here should be the same as shown in Section 3(a) of Part II below]

Total cost of the project:

\$

Less:

Other research funds secured from other sources

\$

Matching fund provided by university on equipment
(Should be on 50% (RGC)(excluding on-costs)/
50% (university) basis on the total equipment cost)

\$

Net Amount Requested from RGC:
(exclusive of on-costs)

\$

- (c) Abstract of research proposal comprehensible to a non-specialist
(a maximum of one A4 page in standard RGC Format for attaching PDF file or a maximum of 400 words for direct input in the text box. The abstract will be posted on the RGC's website for public information if the project is funded):

PART II DETAILS OF THE RESEARCH PROPOSAL

[To be completed by the applicant(s).]

RESEARCH DETAILS

1. **Impact and objectives**
(a maximum of 800 words in total for the long-term impact and project objectives)

(a) Long-term impact

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(b) Project objectives
[Please list the objectives in point form]

- 1.
- 2.
- 3.

2. **Background of research, research plan and methodology**
(a maximum of 11 A4 pages in total in Standard RGC format for items (a) to (c))

(a) Background of research

(b) Research plan and methodology

(c) A one-page Gantt chart showing the research activities

(d) A maximum of two non-text pages of attached diagrams, photos, charts, and table etc., if any.

(e) Reference (a maximum of three pages for references is allowed for listing the publications cited in Sections 1 – 2. All full references should be provided, including all authors of each reference.)

PROJECT FUNDING

3. Cost and justification

- (a) Estimated cost and resource implications:
 [Detailed justification should be given in order to support the request for each item below]
 (a maximum of 500 words for each box)

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)

(A) One-line Vote Items

- (i) Supporting Staff Costs
 [please read Part II Section 3(a)(A)(i) of Explanatory Notes CRF(GR&R)2 carefully]

Types

- Senior Research Assistant/Research Assistant/Post-doctoral Fellows/Research Postgraduate Students
- Others

Monthly salary x Nos. x Months \$

Justification :

- (ii) Equipment Expenses \$

[please itemize and provide quotations for each item costing over \$200,000. Partnership/matching funding in real money on a 50% (RGC)(excluding on-costs)/50% (university) basis is required. Applicants should input the full amount of Equipment expenses when providing the detailed breakdown while the amount of matching funding provided by university should be separately inputted in Section (C) item (ix).]

Justification :

- (iii) Outsourcing Expenses of Research Work Outside Hong Kong \$

[please itemize your cost estimation with justification and provide quotations for work costing over \$200,000]

Justification :

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(iv) General Expenses

\$

[please itemize and **provide quotations** for services/purchase costing over \$200,000]

Justification :

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Quotation Provided : Yes No

(v) Conference Expenses

\$

Justification :

--

Sub-total for (A) (One-line Vote Items):

\$

(B) Earmarked Items

(vi) High-performance Computing Services Expenses

\$

Justification :

--

Quotation Provided : Yes No

(vii) Research-related Software Licence/Dataset

\$

[please itemize and provide quotations for each item]

Justification :

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Sub-total for (B) (Earmarked Items):

\$

(viii) Total cost of the project (A) + (B)

\$

(C) Deduction Items

Less :

(ix) Matching funding from university on equipment

\$

(x) Other research funds secured from other sources

\$

Sub-total for (C) (Deduction Items):

\$

(xi) **Amount requested in this application: (A) + (B) – (C)**

\$

(b) Declaration on the Equipment Procurement:

(i) No procurement of equipment is required

OR

(ii) I declare that the equipment indicated in Section 3(a)(A)(ii) above is not available in the university

OR

(iii) I declare that all or some of the equipment (please provide details in the following text box) indicated in Section 3(a)(A)(ii) above is available in the university but cannot be used by me in view of the following reasons (a maximum of 500 words)

Reasons: (a maximum of 500 words)

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(c) Declaration on high-performance computing services

(i) No procurement of high-performance computing services is required

OR

(ii) I declare that the high-performance computing services indicated in Section 3(a)(B)(vi) above is not available in the university

OR

(iii) I declare that all or some of the high-performance computing services (please provide details in the following text box) indicated in Section 3(a)(B)(vi) above is available in the university but cannot be used by me in view of the following reasons (a maximum of 500 words)

Reasons : (a maximum of 500 words)

--

(d) Declaration on the research-related software licence / dataset

(i) No procurement of research-related software licence/dataset is required

OR

(ii) I declare that the research-related software licence/dataset indicated in Section 3(a)(B)(vii) above is not available in the university

OR

(iii) I declare that all or some of the research-related software licence/dataset (please provide details in the following text box) indicated in Section 3(a)(B)(vii) above is available in the university but cannot be used by me in view of the following reasons (a maximum of 500 words)

Reasons : (a maximum of 500 words)

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4. Existing facilities and major equipment available for this research project
 (a maximum of 400 words)

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5. Funds secured or to be secured

- (a) Other research funds already secured for this research proposal:
 [This amount will be deducted from the total cost of the project in Section 3 of Part II above.]

<u>Source</u>	<u>Amount</u>
	(\$)

- (b) Other research funds to be or are being sought for this research proposal.
 [If funds under this item are secured, the amount of the Collaborative Research Fund Grant to be awarded may be reduced]:

<u>Source</u>	<u>Amount</u>
	(\$)

COLLABORATION PLAN6. Particulars of PC and Co-PIs

(a) Curriculum vitae (CV) of applicant(s)

[For the PC and each Co-PI, please attach a CV (a maximum of **two A4 pages** in standard RGC format for attaching PDF documents or a maximum of 800 words for direct input in the text box per person in the following format.)]

- (i) Name:
- (ii) Academic qualifications:
- (iii) Previous academic positions held (with dates):
- (iv) Present academic position:
- (v) Previous relevant research work:
- (vi) Publication records*[Please refer to CRF(GR&R) 2 Part II Section 6 for the format required by the RGC]:
 - Section A - Five most representative publications in recent five years
 - Section B - Five representative publications beyond the recent five-year period with the latest publication entered first.
- (vii) Others (please specify):

* Full citation of the publication should be provided. For example: it could be in the format "Author name(s) in actual order with relevant researcher in bold. "Title of Article" Title of Journal (Year); Volume (Issue): Pages"

(b) Plan(s) for collaboration in this application

[Indicate the role and the specific task(s) the PC and each Co-PI, is responsible for. (A maximum of two A4 page in standard RGC format with a maximum of 800 words)]
[Letter(s) of collaboration should be attached to Section 11]

DECLARATION OF SIMILAR OR RELATED PROPOSALS & GRANT RECORD

[Please refer to Explanatory Notes for information required and implications for non-disclosure of similar or related proposals]

7. **Re-submission of a proposal not supported previously**

- (a) Is this proposal a re-submission or largely similar to a proposal that has been submitted to but not supported by the UGC/RGC or other funding agencies?

Yes No

If yes, please state the funding agency(ies) and the funding programme(s):

Reference No(s). [for UGC/RGC projects only]:

Project title(s) [if different from Section 1(a) of Part I above.]:

Date (month/year) of application(s):

Outcome:

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- (b) If this application is the same as or similar to the one(s) submitted but not supported previously, what were the main concerns/suggestions of the reviewers then?

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- (c) Please give a brief response to the points mentioned in Section 7(b) above, highlighting the major changes that have been incorporated in this application. (One A4 page in standard RGC format with a maximum of 400 words.)

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8. **Grant Record of Project Coordinator/Co-Principal Investigators**

- (a) PC - Details of research projects undertaken and proposals submitted by the PC (in a PC/PI or Co-PI/Co-I capacity) including (i) completed research projects funded from all sources (irrespective whether from UGC/RGC) in the past five years; and (ii) on-going research projects funded from all sources (irrespective whether from UGC/RGC); (iii) terminated projects funded by UGC/RGC in the past five years; (iv) unsuccessful proposals or withdrawn projects submitted to UGC/RGC in past five years; and (v) proposals pending funding approval (irrespective whether submitted to UGC/RGC). **If you have any research project(s)/proposal(s) (not limited to the past five years and irrespective whether from UGC/RGC) which is/are similar or related to this application, please include in the table below and provide an explanation on the differences between that/those project(s)/proposal(s) and this application (a maximum of 400 words). [If you have difficulty in making the declaration, please explain.]** Please add a new table for each project/proposal.

No. of on-going research projects being held by the PC:

Details

-
- (1) Project/Proposal Ref. No.
- (2) Project Title
- (3) Project Objectives (not applicable for unsuccessful proposals or withdrawn projects)
- (4) Status Completed/On-going/Terminated/Unsuccessful/
Withdrawn/Pending
- (5) Capacity PC/PI/Co-PI/Co-I
- (6) Funding Source(s) and Amount(\$)
- (7) Start Date and (estimated) Completion Date (if applicable)
- (8) Number of Hours Per Week Spent by the PC in Each On-going Project*
- (9) Similar or related to the current application Similar/Related/NA
If yes, please explain the differences
[a maximum of 400 words]

* The PC is not required to report on the time spent in the capacity of Co-I in General Research Fund / Joint Research Schemes projects funded by the RGC.

- (b) Co-PI(s) - Details of research projects undertaken and proposals submitted by each Co-PI (in a PC/PI or Co-PI/Co-I capacity) including (i) on-going research projects funded from all sources (irrespective whether from UGC/RGC); (ii) completed research projects funded from all sources (irrespective whether from UGC/RGC) that are similar/related to the current application; and (iii) proposals pending funding approval (irrespective whether submitted to UGC/RGC). **If you have any research project(s)/proposal(s) (irrespective whether from UGC/RGC) which is/are similar or related to this application, please include in the table below and provide an explanation on the differences between that/those project(s)/proposal(s) and this application** (a maximum of 400 words). [If you have difficulty in making the declaration, please explain.] Please add a new table for each project/proposal.

Name of Co-PI concerned: _____

No. of on-going research projects being held by the Co-PI:

Details

-
- (1) Project/Proposal Ref. No.
- (2) Project Title
- (3) Capacity PC/PI/Co-PI/Co-I
- (4) Status Completed/On-going/Pending
- (5) Funding Source(s) and Amount(\$)
- (6) Start Date and (estimated) Completion Date (if applicable)
- (7) Number of Hours Per Week Spent by the Co-PI in Each On-going Project*
- (8) Similar or related to the current application Similar/Related/NA
If yes, please state the project objectives and explain the differences [a maximum of 400 words]

* The Co-PI is not required to report on the time spent in the capacity of Co-I in General Research Fund / Joint Research Schemes projects funded by the RGC.

(c) Major research output of previously funded projects

Major Research output of previously funded projects (UGC/RGC and non-UGC/RGC sources), in descending chronological order, undertaken by the PC and Co-PI(s) relevant to this application.

[Attach a summary (a maximum of 400 words in standard RGC Format, one summary per application) on the progress/publications/conferences/student-training or output in any other formats of the projects, with the relevant project reference no.]

ANCILLARY INFORMATION9. Research Ethics/Safety Approval and Access to Government/Official/Private Data and Records

[Please refer to Explanatory Notes Part II Section 9 for the responsibilities and implications]

(a) Research Ethics/Safety Approval

- (i) I confirm that the research proposal involves / does not involve human subjects.
- (ii) Please tick '✓' in the appropriate boxes to confirm if approval for the respective ethics and/or safety issues is required and has been/is being obtained from the PC's university. PCs are encouraged to seek necessary approval (except for human research ethics (clinical)) before application deadline as far as possible.

	<u>Approval not required</u>	<u>Approval being sought</u>	<u>Approval obtained</u>
(1) Animal research ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Biological safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Non-ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Chemical Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Human research ethics (non-clinical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Approval not required</u>	<u>Approval being sought</u>	<u>Approval will be sought if funded</u>
(7) Human research ethics (clinical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- (iii) If approval is required by **other authorities**, please indicate below the names of the authorities and the prospects of obtaining such approval. If not applicable, please put down "N.A.".

(b) Access to Government/ Official/ Private Data and Records

- (i) Is access to Government or official or private data and records critical to the research proposal?

No

Yes

If approval is required, please indicate below the names of the agency(ies) of obtaining such approval.

- (ii) Please tick '✓' in the appropriate boxes to confirm if approval for access to the related data/records has been / is being obtained from the relevant agency(ies). If approval has been obtained, please provide evidence.

<u>List of agency(ies)</u>	<u>Approval not required</u>	<u>Approval being sought</u>	<u>Approval obtained</u>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Note: PCs are encouraged to seek necessary approval before application deadline as far as possible.]

10. Release of completion report, data archive possibilities and public access of publications resulting from research funded by the RGC

- (a) Is the proposed project likely to generate data set(s) of retention value?

Yes

No

If yes, please describe the nature, quantity and potential use of the data set(s) in future.

- (b) Are you willing to make the data set(s) available to others for reference twelve months after the publication of research results or the completion of this proposed project?

Yes

No

I/We understand that the RGC will release the completion report to the public and only considers data archiving requests after the completion of the RGC-funded project. The RGC has full discretion in funding the archiving requests. Data sets archived with RGC funds will require users to acknowledge the originator and the RGC. The originator will also be provided with copies of all publications derived from the use of the data.

The PC undertakes to include in the completion report the URL links to the university's repository or the publishers' websites so that the public could have quick and easy access to the manuscripts or journal articles. The PC will also consider to include in the completion report the data repository where research data of the project could be accessed and shared, where appropriate.

The PC also undertakes that upon acceptance of a paper for publication:

- (i) he/she will check whether the publisher already allows (A) full open access to the publisher's version, or (B) his/her depositing a copy of the paper (either the publisher's version or the final accepted manuscript after peer-review) in the university's repository for open access;
- (ii) if both (i) (A) and (B) are not allowed, he/she will request the publisher to allow him/her to place either version in his/her university's repository for restricted access immediately upon publication or after an embargo period of up to twelve months if required by the publisher; and
- (iii) subject to the publisher's agreement on (i) or (ii) above, he/she will deposit a copy of the publication in his/her university's repository as early as possible but no later than six months after publication or the embargo period, if any.

11. Education Plan, Letters of Collaboration and Supporting Documents

(i) Appendix I: Education Plan

Describe how the PC will leverage the research in an educational context with a view to strengthening the teaching-research integration. As there may be different expectation within different disciplines, a wide range of educational activities will be acceptable. (a maximum of one A4 page in standard RGC Format)

(ii) Appendix II: Technology Transfer Plan (Optional)

Applicants who contemplate applying for funding support from the Government's Innovation and Technology Fund (ITF) at a later stage may provide a technology transfer plan in the full proposal (in one separate page) for advance information of the Information and Technology Commission. This plan will not be assessed by the RGC for the purpose of making funding decisions. The technology transfer plan should include information such as:

- (a) Activities to be undertaken to:
 - disseminate the R&D deliverables;
 - realise the application of the R&D deliverables in the public sector, i.e. the R&D deliverables being used in government departments, public bodies, trade associations, charitable organisations, etc.; and/or
 - market the R&D deliverables in the commercial world, e.g. target markets and customers.
- (b) Potential industry partners for technology transfer/manufacturing. If possible, please provide information in relation to the future positioning of the product/technology in the market.
- (c) Associated/complementary technology development projects which may synergise with this project for technology transfer. In this case, please give some brief information of such project(s).

- (d) Future plans to apply for ITF to support the applied research component of the proposed project.
- (iii) Appendix III: Proposed Changes to Information Submitted at Preliminary Proposal Stage with Detailed Justification (Optional)
- (iv) Appendix IV: Collaboration Letters (Please combine all letters in a single PDF file)
- (v) Appendix V: Other Supporting Documents
(A maximum of 20 words to caption each document)

We certify that we have completed this application in accordance with the Explanatory Notes CRF(GR&R)2 (May 17). The information given is complete and accurate to the best of our knowledge. In addition, the PC herewith confirms that he/she has obtained the consent of all the parties in Part I(a) to collaborate in the proposed research and made the proposal available to all the Co-PIs for making declaration. The PC fully understands the failure to comply with any of the RGC's requirements may lead to disqualification of the application and/or other debarment of applying future UGC/RGC grants for a certain period of time.

PART III UNIVERSITY'S ENDORSEMENT AND DECLARATION OF RESEARCH ETHICS/SAFETY

(To be completed and signed by the appropriate authority of the PC's university. The university should confirm that it has evaluated and given support to the application before submission to the RGC.)

1. University's Endorsement

(* Please tick '✓' as appropriate in the boxes)

I confirm the following:

- (a) the application has been evaluated and endorsed by the university for submission to the RGC;
- (b) the PC, in the staff grade ___, meets fully the stipulated staff eligibility requirement for CRF and is not debarred from applying for RGC grant;

[where the PC is newly appointed, the university has formally entered into a contract of service with him/her on or before the 1 May 2017 and the contract requires him/her to report for duty on or before 1 November 2017.]

- (c) the PC is/will be employed on permanent term
- the PC is/will be employed on fixed term contract

[If the PC is/will be employed on a fixed term contract, the PC will still be eligible for a CRF grant at the time of the funding award being made in December 2017/January 2018 and throughout the whole project period.]

- (d) the PC is/will be a visiting scholar
- the PC is NOT a visiting scholar

[where the PC is a visiting scholar, he/she has a full-time employment with the university covering the whole project period.]

- (e) the applicant will have the number of hours per week as declared in Part I Section 1(a) to supervise the proposed project without prejudice to his/her existing commitment in other research work, teaching and administrative duties;
- (f) the university will inform the RGC as soon as the PC ceases to be eligible to apply, receive or hold a CRF grant, and will withdraw the application; or once funded and commenced, recommend to the RGC for approval of a suitable new PC, if any, to take over the funded project;
- (g) the university understands that the CRF grant, if given, will be withdrawn if the project does not start by 30 June 2018 without justification to the satisfaction of the RGC; or the PC leaves the UGC sector before the project completion and the university

cannot identify a suitable new PC to take over the project. The university should report to the RGC as soon as possible when a PC proceeds on no-pay leave/professional leave for a continuous or cumulative period exceeding 183 days within the project period;

2. University's Commitments

I confirm that:

- (a) adequate supervision, research facilities and training provisions

will

will not

be in place to meet the need of RPg student(s) so employed under the research grant if this application is supported by the RGC.

No RPg student will be trained in this proposed project

Not applicable

- (b) the research project under this CRF application

is

is not

in line with the role of the university;

- (c) no outsourcing outside Hong Kong is required

the PC's justification at Part II Section 3(a)(A)(iii) is reasonable and I support the PC's application for outsourcing the stated work outside Hong Kong;

- (d) no equipment is required

the PC's declaration and reasons at Part II Section 3(b) are true and correct and I support the PC's request for this procurement of equipment and confirm that the university will provide matching funding on a 50% (RGC)/50% (university) basis on the total cost of the equipment;

- (e) no high-performance computing services is required

the PC's declaration and reasons at Part II Section 3(c) are true and correct and I

support the PC's request for this subscription of high-performance computing resources;

- (f) no research-related software licence/dataset is required
- the PC's declaration and reasons at Part II Section 3(d) are true and correct and I support the PC's request for this procurement of the research-related software licence/dataset;
- (g) this application does not include requests for purchasing normal academic equipment, computer, consumables, postage, fax, stationery, overseas telephone charges, and standard software licence/dataset known to be available or reasonably expected to be provided in the universities concerned;
- (h) the university undertakes to provide a video clip to publicize the project's research achievements within three months upon satisfactory rating of completion report, if the project is funded; and
- (i) this application
- has
- has not
(please provide reasons for not scanning by anti-plagiarism software:

)

been scanned by anti-plagiarism software.

3. Research Ethics/Safety Approval and Access to Government/Official/Private Data and Records
(Please tick '✓' as appropriate in the boxes)

(a) Research Ethics/Safety Approval

I have examined the research proposal and confirm that:

- (i) the research proposal involves human subjects
- and human research ethics (non-clinical) approval has been obtained.
- approval is being sought.
- exemption has been obtained.
- exemption is being sought.

- and human research ethics approval not required.
 (clinical) approval is being sought.
 approval will be sought if funded.

or

the research proposal does not involve human subjects.

(ii) the approval of the appropriate authority(ies) is/are not required or has been/will be obtained in respect of the following :

	<u>Approval not required</u>	<u>Approval being sought</u>	<u>Approval obtained</u>
(i) Animal research ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Biological safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Non-ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Chemical safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Access to Government/Official/Private Data and Records

I have examined the research proposal and confirm that

(i) the approval of the appropriate authority(ies) is/ are:

required

not required

(ii) the approval of the appropriate agency(ies) has been/will be obtained in respect of the following :

<u>List of agency(ies)</u>	<u>Approval not required</u>	<u>Approval being sought</u>	<u>Approval obtained</u>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For (a) and (b) above, except human research ethics (clinical), where such approval is required but has not yet been obtained, the university will ensure that it will be obtained without delay. The university understands that if no confirmation of such approval is provided to the RGC by 29 September 2017, the RGC will regard this CRF application as being withdrawn and will stop further processing it.

Signature : _____

Name : _____
(in BLOCK letters)

Designation : _____

Date : _____