

RESEARCH GRANTS COUNCIL**Humanities and Social Sciences
Prestigious Fellowship Scheme 2018 / 19
Application Form (HSSPFS1)**

- Please read the Explanatory Notes HSSPFS2 (Dec 17) carefully before completing this form.
- To safeguard the interests of the researcher and the university, the awardee university bears the primary responsibility for prevention, detection and investigation of research misconduct, including but not limited to misuse of funds, data falsification, plagiarism and double-dipping. The university should vet the grant applications using anti-plagiarism software before submitting them to the RGC.
- Please submit your application through Electronic System.

PART I PARTICULARS OF THE APPLICANT

[To be completed by the applicant. Applicants are required to provide a detailed CV (a maximum of 10 A4 pages) in pdf format under Section 11 of Part II.]

1. Name

Title

Surname

Other names

Name in Chinese (if applicable)

Personal Website (if any) :

2. Current Employment

Post Title:

Department:

University:

Date of Appointment:

3. Education (from undergraduate degree to PhD in chronological order)

Degree	University	Date of Degree (Month/Year)	Major/Field of Study	Dissertation Title

4. Previous Academic Employments (in chronological order)

Period (Month/Year)	Post Title	University	Department

5. Your Current Research Interests
(Do not exceed 400 words)6. Brief Description of Career Accomplishment (up to half A4 page)7. Research Output (including Publications) (up to five)8. Current Teaching Responsibilities
(Specify courses or responsibilities and estimated time spent on each per week)9. Current Administrative Responsibilities
(Specify responsibilities and estimated time spent on each per week)10. Estimated Amount of Time Currently Spent on Your Research
(e.g. estimated hours per week)

PART II DETAILS OF THE RESEARCH PROPOSAL

[To be completed by the applicant]

RESEARCH DETAILS

1. (a) Title of Proposed Research for the Fellowship
(A *maximum of 80 words*)

Title in Chinese

- (b) Subject Area:
Primary Field: _____ & Code _____

- (c) Nature of Application:

New Re-submission Continuation

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

- (a) Long-term impact

- (b) Objectives

[Please list the objectives in point form]

- (i) YYYYYYYYY
(ii) XXXXXXXXX

3. Background of Research, Research Plan and Methodology:
(a *maximum of seven A4 pages in total in standard RGC format for items (a) and (b)*).

- (a) Background of research

- (b) Research plan and methodology

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

- (d) Reference (a maximum of three pages for references is allowed for listing the publications cited in Section 2 - 3. All full references should be provided, including all authors of each reference.)

4. Work Plan

(A maximum of 250 words)

- (a) Timetable of the Proposed Research
- (b) Proposed Duration of the Fellowship (up to 12 months)
- (c) The Work to be Undertaken during the Fellowship

5. Research Ethics / Safety Approval and Access to Government / Official / Private Data / Records and Restricted Area(s)

[Please refer to HSSPFS2 Part II Section 5 for responsibilities and implications.]

(a) Research Ethics / Safety Approval

- (i) I confirm that the research proposal involves / does not involve human subjects. [Note: All proposals involving human subjects MUST obtain ethics clearance.]
- (ii) Please put '√' 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 applicant's university. Applicants are encouraged to seek necessary approval before application deadline as far as possible. Approval letter(s), if available, should be provided under Section 11 of Part II as supporting documents.

	Approval not required	Approval being sought	Approval obtained
(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"/>
	Approval not required	Approval being sought	Approval will be sought if funded
(7) Human research ethics (clinical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approval obtained		
	<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."

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

(i) Is access to Government or official or private data and records or restricted area(s) critical to the proposed study?

- Yes No

If approval is required, please indicate below the name(s) of the agency(ies) of obtaining such approval. Please put '√' in the appropriate boxes to confirm if approval for access to the related data/records/area(s) has been / is being obtained from the relevant agency(ies). If approval has been obtained, please provide evidence under Section 11 of Part II.

<u>List of agency(ies)</u>	Approval not required	Approval being sought	Approval obtained
	<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: Applicants are encouraged to seek necessary approval before application deadline.]

6. Outputs to be delivered at the end of the Fellowship

FUNDING REQUEST

7. Cost and Justification

(A) One-line Vote Items

(i) Supporting staff other than relief teacher

Rank:

Monthly salary x Months \$

Justification :

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(ii) Travel

Destination	Number of Days	Justifications	Proposed Costs
Sub-total			\$

(iii) Subsistence

Destination	Number of Days	Subsistence Allowance per Day	Justifications	Total
Sub-total				\$

(iv) Dissemination of Outputs

\$

Justification:

(B) Earmarked Item

(v) Relief Teacher

Rank:

Monthly salary x Months

\$

Justification :

Total amount requested

\$

GRANT RECORD & RE-SUBMISSION

[Applicants are reminded that failure to declare properly may lead to RGC disciplinary action.]

8. Grants (with amounts specified) currently held and held within the **recent five years only** as Principal Investigator *(Please state only those that are relevant to the work to be undertaken under the proposed Fellowship)*

Source of Support	Project Title	Amount	Grant Period

9. 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 II above.]:

Date (month/year) of application:

Outcome:

- (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?
- (c) Please give a brief response to the points mentioned in Section 9(b) above, highlighting the major changes that have been incorporated in this application.

ANCILLARY INFORMATION

10. Dissemination Plan *(up to one A4 page)*

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11. Education Plan, Curriculum Vitae and Supporting Documents

(A maximum of 20 words for each box to caption each uploaded pdf document)

Appendix 1: Education Plan (up to one A4 page)

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Upload

Appendix 2: Curriculum Vitae (a maximum of 10 A4 pages)

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Upload

Appendix 3: Supporting Documents

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Upload

12. 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

Not applicable

I 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.

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

I undertake that upon acceptance of a paper for publication,

- (i) I will check whether the publisher already allows (A) full open access to the publisher's version, or (B) my 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, I will request the publisher to allow me to place either version in my 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, I will deposit a copy of the publication in my university's repository as early as possible but no later than six months after publication or the embargo period, if any.

13. Applicant's Other Undertaking

- (a) Commitment of your time to the Fellowship

100%

less than 100%

(Please state your proposed commitments in teaching and administrative duties (with estimated percentage) alongside with the proposed Fellowship)

- (b) I understand that I must continue to serve at the university for at least one year upon the completion of the Fellowship.

14. Declaration by the Applicant

- (a) By submitting this application, I confirm the information provided in this form is truthful and agree that the application will be seen by persons who are involved in the review of the application.

PART III UNIVERSITY’S ENDORSEMENT

1. Staff Eligibility Requirement

I confirm that:

- (a) the applicant, in the staff grade_____, fully meets the stipulated staff eligibility requirement for HSSPFS and is not debarred from applying for RGC grant;

[where the applicant is newly appointed, the university has formally entered into a contract of service with him/her on or before the submission deadline of this funding exercise and the contract requires him/her to report full duty on or before 16 April 2018.]

- (b) the applicant is/ will be* employed on permanent term
- the applicant is/ will be* employed on fixed term contract

[If the applicant is/will be employed on a fixed term contract, the applicant must be still eligible for the Fellowship at the time of the funding award being made in June the following year.]

* Please delete where inappropriate.

- (c) the university will inform the RGC as soon as the applicant ceases to be eligible to apply, receive or hold the Fellowship, and will withdraw the application;
- (d) the university understands that the Fellowship, if given, will be withdrawn if the offer is not activated within one year of the funding award.

2. Research Ethics / Safety Approval and Access to Government / Official / Private Data / Records and Restricted Area(s)

(Please put “✓” as appropriate in the boxes)

(a) Research Ethics / Safety Approval

I have examined the proposed 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.
 - approval not required / exemption has been obtained.

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exemption is being sought.

and human research ethics
(clinical)

approval not required.

approval is being sought.

approval will be sought if funded.

approval has been obtained.

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>
(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"/>

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

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"/>

RGC Ref No.



RGC Ref No.

For (a) and (b) above, 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 15 April 2018, the RGC will regard this application as being withdrawn and will stop further processing it.

3. University's Statement

(For items (a) and (b), up to 400 words)

- (a) How will the Fellowship fit within relevant university's research and career development of the applicant?
- (b) What support the university has already provided and will contribute to provide for the development of the applicant's research project and for the work the applicant proposes to undertake during the Fellowship?

4. University's Undertaking

(This application is not valid without the endorsement by a senior authorized person on behalf of the applicant's university.)

If the application is successful, the university undertakes to manage the grant and make arrangements to release the applicant from:

- major teaching duties and all administrative work
- all duties other than those stated at paragraph (a) of Section 13 of Part II above