

RESEARCH GRANTS COUNCIL

GENERAL RESEARCH FUND (GRF) 2010/2011

Explanatory Notes (GRF 2) for completing the Application Form

You must read this Explanatory Notes carefully before completing and submitting your research proposal. The RGC may stop processing your application if it does not comply with any of the requirements as set out in the Explanatory Notes.

GENERAL

- (a) These notes are intended to be read by applicant(s)/related staff of institution(s) before completion and submission of a GRF application.
- (b) The form is in 3 parts, Part I : Summary of the Research Proposal; Part II : Details of the Research Proposal; and Part III : Institutional Endorsement and Declaration of Research Ethics/Safety.
- (c) For applications which have genuine special needs to be completed in a language other than English, applicant(s)/institution(s) are required to provide an English version on the Abstract and Research Details (Objectives and Long-term Impact, Background of Research and Research Plan and Methodology) in pdf file format.
- (d) In order to ensure consistency and fairness to all applicants, applicants must complete the applications, including attached pdf documents, in the following standard RGC format. Failure to comply with the following format may lead to disqualification of their applications.

Font : Times New Roman
Font Size : 12 point
Margin : 1-inch all round
Spacing : Single-line spacing

- (e) All sections of the relevant parts should be completed. Where information sought is not applicable or not provided under a particular section, insert “NA” or “Nil”.
- (f) When proposals are submitted through the GRF Electronic Information System, a project reference number will be automatically generated for each of the proposals for identification purposes. The project reference number should be used and quoted in all future correspondence. While

an application could be made to a particular panel, the RGC shall have the discretion to decide on the panel responsible for the final assessment of each application. The RGC will however notify the applicants concerned of any intended swapping of their applications among the panels and will take into account their views in making the final decision.

- (g) Applications should be submitted in multiple copies by two batches. A hard copy of each proposal needs to be forwarded to the UGC Secretariat as the first batch by 30 November 2009, and additional copies as the second batch together with the information updates should be forwarded to the UGC Secretariat by 07 May 2010. Institutions will be notified of the exact number of extra copies needed for the second batch in March 2010.
- (h) To help reduce the cost of processing and save paper, applicants are urged to keep the length of proposals and attachments to the minimum and use double-sided printing/photocopying when making copies. It is important that applicants should comply with the page/word limits specified in various sections of the application form. Applications will be disqualified if the proposals are found to have exceeded the allowable page/word limits in various sections or have abused the purpose of the “Supporting Documents” in Section 14 of Part II of the application form (only supporting documents and letters of collaboration for the purpose of research ethics/safety approval are allowed to be attached). Applicants should not make use of this section to supplement the contents of other sections.
- (i) It is the obligation of the PIs to ensure that their respective applications contain sufficient and consistent information for evaluation. Incomplete submission or inconsistent/inaccurate information would lead to the disqualification of an application.

INFORMATION UPDATE

- (j) A brief update of the proposal, if any, should be submitted through the GRF System to the UGC Secretariat on or before 30 April 2010, indicating any significant changes, e.g. changes in the eligibility of the PI and changes in investigator(s), modification of the scope of the project and the budget proposals, personnel, alternative funding obtained, investigator(s)’s relationship with nominated reviewers, etc. It should be emphasized that such update should be confined to the above-said changes, and applicants should NOT use the opportunity to revise their proposals substantially. The information update in hard copy should be appended to the second batch of proposals (number of copies required will be confirmed in March 2010) which should be submitted to the UGC

Secretariat on or before 7 May 2010.

- (k) If an update is provided for ethics/safety approval for an application, the respective Research Office should submit the relevant updated data to the RGC on or before 30 April 2010. Submission of letters on ethics/safety approval is however NOT required at this stage, but such letters, if necessary, may need to be provided upon RGC's request.

ENQUIRIES

- (l) Enquiries about the contents of these Explanatory Notes and other related matters about the GRF funding exercise should be directed to the Research Offices of the Institutions which, if in doubt, should consult the UGC Secretariat for clarification. Also, correspondence regarding GRF matters including enquiries, appeals and complaints should be made through the Research Offices of the Institutions.
- (m) The guidelines on handling the information and personal data contained in GRF applications are at Annex A. Applicants requiring additional information about internal deadlines, application procedures or assistance in completing the application form may contact the Research Offices of their own institutions.

PART I SUMMARY OF THE RESEARCH PROPOSAL

[To be completed by the applicant(s)]

1. Particulars of the Projects

- (a) The project title should be informative, but short and concise. For all proposals, the primary and secondary fields of research and codes should be stated clearly under the "Project Title".
- (b)(i) The primary field area/code should be selected from among the list of areas/codes as prescribed under the relevant subject area of the assessment panel to which the proposal is submitted. For example, if a proposal's primary area/code is "Water (2106)", it should come under the subject area of "Civil Engineering, Surveying, Building & Construction (E1)" of the Engineering Panel. The schedules showing the field area descriptions and the corresponding codes are at Annex B(1) to B(4). A maximum of two fields are accepted.
- (ii) Please give a maximum of five keywords to characterise the work of the proposal.
- (iii) Projects to be funded from the General Research Fund should normally last for no more than THREE years except for applications for longer-term

research grant, the objective of which is to cater for projects with a research objective(s) that can only be achieved in a time span of four to five years. For proposals of equal quality, preference will be given to proposals with higher impact, large scope and longer duration (three years and longer) over those with incremental advances and shorter duration.

- (c)(i) The applicant(s) is required to indicate the nature of the application being submitted. This is intended to include some additional background about the application for consideration.
- (ii) For those applying for special funding templates, please refer to Enclosure I and II for Clinical Research Fellowship Scheme, Enclosure III for individual research, Enclosure IV for longer-term research grant, Enclosure V for employment of relief teachers under the Humanities Sub-Panel and Enclosure VI for provision of research experience for undergraduate students.
- (d) A short abstract of a maximum of 400 words comprehensible to a non-specialist should be typed in the text box. This should be informative and indicative of the nature of the research to be conducted. One A-4 page of abstract in standard RGC format should be uploaded as pdf file ONLY when there are special symbols which the system cannot support. If a proposal is funded, the “Abstract of Research” (Abstract) will be mounted on the RGC website for public’s information. The applicant will also be requested to provide a Chinese version of the Abstract for public access shortly after the announcement of the funding results, or an English version if the original Abstract is presented in Chinese.

2. Particulars of PI and Co-Is

- (a) Each application should be submitted with only one applicant nominated as the Principal Investigator (PI) and no applicant should submit more than one application in this capacity. Other joint applicants, if any, will be regarded as Co-investigators (Co-I). Each Co-I should have a clear, distinct and material role. Excessive number of Co-Is should be avoided. Save in very exceptional circumstances, the RGC will not entertain requests for the addition of co-investigators to a project after the funding award. A change of Principal Investigator (PI) during the period of processing the application, as a rule, will not be approved.

The PI of an RGC project grant must be an academic staff member of an UGC-funded institution with conditions of employment meeting ALL the following requirements:

- (i) having a full-time¹ appointment in the institution proper²

¹ Excluding part-time staff and staff holding honorary appointments.

² Excluding schools / arms of continuing education and professional training and other analogous outfits.

- (ii) being in Staff Grades from ‘A’ to ‘I’³ as defined in the Common Data Collection Format (i.e. from ‘Professor’ to ‘Assistant Lecturer’, see Annex C);
- (iii) being primarily engaged in and spending at least 80% of time in degree or higher degree work at the institution proper; and
- (iv) salary being wholly funded⁴ by the institution proper.

The following categories of staff members are subject to the following additional requirements besides meeting criteria (i) to (iv) above:

- (a) A newly appointed staff member should have formally entered into a contract of service with the Institution on or before 31 October 2009 and that their appointments would take effect on or before 1 May 2010.
- (b) A staff member employed on a fixed term contract should be eligible at the time of funding award being made in June 2010 and for at least the first year of the project’s planned duration; or
- (c) A visiting scholar should have a full-time employment at the institution proper covering at least one year or the duration of the project whichever is the longer.

An academic staff member who is engaged in non-degree programmes which are still funded by the UGC may also apply as PI. Eligible staff in this category must be wholly funded from the General Funds of the institution concerned.

Notwithstanding the foregoing cases of exceptional circumstances may be considered by the RGC on a case-by-case basis. The institution should seek the RGC’s special approval for such cases before submitting the application.

To ensure record accuracy and to facilitate identification of PIs, PIs should use the standardized format of names as agreed with respective institutions when submitting all RGC grant applications:

	PI Surname	PI Other Name *
e.g.	Chan	Peter Tai-wai
e.g.	Zhong	Yaping
e.g.	Robinson	Philip G

* first / given name, then Chinese name in English syllables (hyphenated) or middle name, if any; initials should be avoided

- (b) To encourage new appointees in an academic or research position to apply under the GRF exercise, applicants are requested to declare under this

³ Excluding polytechnic staff grades.

⁴ Excluding staff members who is receiving income from paid appointments outside the institution proper or who is supported by external research grants.

section if they are within two years of full-time paid appointment to their first substantive position equivalent to staff grades 'A' (Professor) to 'I' (Assistant Lecturer) as defined in the CDCF in any university (local or overseas) at the time of the submission deadline of this funding exercise, and their proposals should be printed in green-colour paper for easy identification.

- (c) This section should summarize the qualifications of the PI and each Co-I(s) who will be involved in the project. The CV(s) to be attached should include the following information, as appropriate :

Name, academic qualifications, previous academic positions held (with date(s)) & present position (state if applicant is a visiting academic from overseas), previous relevant research work, publication records including the five most representative publications in the recent five years and five representative publications beyond the recent five years (ten at maximum) and others including research-related prizes and awards, brief description of experience in consultancies, service as a referee in evaluating other grant applications, patents, PhD theses supervised, etc.

Each CV should be limited to one A-4 page in the standard RGC format stated in "d" of "General" above for attached pdf documents or maximum 400 words for direct input in the text box.

PART II DETAILS OF THE RESEARCH PROPOSAL

[To be completed by the applicant(s)]

RESEARCH DETAILS

Details of the proposed research. This is the major portion of the proposal. It should be presented clearly and concisely and at the same time be detailed enough to indicate the significance and merits of the proposed research and to permit a meaningful evaluation of the worthiness of the project.

1. Impact and Objectives

- (a) Identify the key issues and problems being addressed. The key issues and the elements of the problem should be described and those elements which are critical to the solution of the problem should be clearly identified. State the possible outcome of the research project, its relevance, significance and value, such as contribution to academic, educational, scientific or professional development or potential for practical application.

- (b) The objectives of the project must be presented in point form and reasons for undertaking the project.

Item 1 should be limited to 800 words.

2. Background of research, research plan and methodology

- (a) State whether work has been/is being carried out by you and/or others on a related subject. Outline previous and alternative approaches to the problem and their deficiencies, list key references to relevant research by you and others. For new projects, the reasons for investigation and the relevant findings should be clearly demonstrated. For on-going/continuing projects, the progress made and results achieved during the previous years should be clearly summarized. The summary should be sufficiently detailed to allow an evaluation of the worthiness of the project for continuation of support.
- (b) A complete description of the research plan and the selected approach to the problem solution should be given. Where appropriate, experiments, tests and required facilities should be described. The relevant scientific principles and techniques on which the problem solution depends should also be presented. Outline uniqueness and justification of the proposed approach with its plan of investigation, giving citation from literature where applicable.
- (c) A maximum of two additional A-4 non-text pages for diagrams, photos, charts and tables etc, if any.
- (d) Please note that the above page limit in Section 1 - 2 does not include references. All references should be provided in full and include all authors.

Items 2(a) and (b) together should not exceed seven A-4 pages in standard RGC format.

PROJECT FUNDING

3. Cost and justifications

You must read this carefully. The RGC may not process your application if the proposed budget does not comply with the requirements as set out below. The RGC also reserves the right to impose penalty on any institutions which fail to screen out non-compliant applications.

The threshold limits for applications are \$150,000 for projects in the fields of Engineering, Physical Sciences and Biology & Medicine, and \$100,000

for projects in the fields of Humanities, Social Sciences & Business Studies. A standard provision of up to \$12,000 per year for each funded project may be used for travelling internationally in connection with the presentation of the work relating to the funded project.

An additional 15% of the GRF project grant will be allocated to the institutional management as on-costs. Institutions should use the on-costs to cover indirect costs. They should not be used to purchase personal electronic devices under item (iv) and (v) below.

- (a) A detailed budget for the project throughout the project period should be given. Applications for longer-term grant (i.e. more than three years) may include a budget for the 4th or 5th year as appropriate. Supporting documents (such as quotations) of up to two A-4 pages can be attached if necessary. The estimated costs should not include any ‘hidden’ costs covered by recurrent block grant expenditure, such as the normal salaries of teaching staff who spend a portion of their time on research, cost of utilities, stationery, etc. They should include only expenditure which would not otherwise be separately incurred. Examples of these are: salaries of Research Assistants specifically employed for this project; purchase of equipment necessary for the investigation but not available in the institution(s). In cases where a particular Research Assistant is employed for several projects, his salary should be apportioned accordingly. The “General expenses” item is a catch-all category for costs which cannot be included in any of the other items.

Justifications for staff support, equipment and other non-salary items should be adequately given. For staff, the work involved and justifications for the proposed rank and duration should be described. If a relief teacher is required, the CV of the teacher in one A-4 page should be attached, if available, for consideration by the RGC. In the case of applications for funding for Post-doctoral Fellows, the CV of the post-doc in one A-4 page should also be attached if available.

For equipment, the following points should be addressed :

- (i) Is the equipment essential to the project?
- (ii) Has the department/institution already provided such equipment?
- (iii) Is there similar equipment elsewhere in other institutions and what is the possibility of sharing?
- (iv) Cost of equipment - give information supporting the estimates e.g. quotes from suppliers. Items costing over HK\$200,000 and without

supporting quotations will NOT be considered.

For purchase of equipment at or over \$1 million, the following supplementary information is required :

- Has the institution already been provided with similar equipment? If yes, please explain the need for the purchase.
- Is there similar equipment elsewhere in other institutions? If yes, please provide the following information regarding such equipment in other institutions as far as possible -
 - brand / model details and the year of purchase of the equipment
 - the number of hours of its utilization and percentage of utilization(say per month or per year as appropriate);
 - the estimated number of hours (say per month or per year as appropriate) available for use by other institutions per year;
 - whether and how it can perform more/less functions and capabilities than the equipment under application;
 - whether there is the practice of shared use of the equipment with other institutions currently and in the past two years; and
 - any other reasons that preclude the shared use of the equipment with other institutions.
- Level of use: please provide the estimated numbers of staff members and / or students expected to use the equipment under application and the estimated number of hours per annum of utilization.
Will the equipment be available for use by institutions other than the collaborating institutions under the application? If yes, please state the extent of shared use by other institutions such as the number of hours available for sharing per week.

Co-Is are not regarded as staff and must not be remunerated with salaries. Academic staff remunerated by any UGC-funded institutions in Hong Kong must not be paid with honorarium or other form of payments.

Starting from GRF 2009/10 exercise, an additional 15% of the GRF project grant awarded will be allocated to the institutional management as on-costs. Institutions should use the on-costs to cover indirect costs. They should not be used to purchase personal electronic devices under item (iv) and (v) below.

(a)(i) Staff

Please state the number, rank and cost of staff involved. The RGC normally supports research support staff at the RA level. The grant assumes an indicative rate is currently at \$208,000 per annum for RA and \$332,000 per annum for senior RA. These indicative rates are only meant for reference. The rates will be reviewed in May every year. The RAs/SRAs will be funded at the indicative rates or the rates proposed by

the PIs concerned, whichever is lower.

(a)(ii) Other Personnel

If a higher grade of supporting staff and/or other personnel is required, detailed justifications should be provided.

(a)(iii) Relief Teacher

Please state the rank of the relief teacher, the months and costs involved. The RGC agrees in principle to provide, in cases where there is genuine need, funding for relief teachers so as to enable the PI to allocate sufficient time for research. Relief teachers engaged for this purpose are meant to relieve the PIs of their day-to-day teaching loads and administrative burden related to teaching work. Nevertheless, the RGC is of the view that it is the primary responsibility of the institutions to put their resources in areas where they would be best used. Hence, such funding will be provided only exceptionally and upon detailed and sound justifications. It is not necessary to find a relief teacher with equivalent salary, status and experience as the PI concerned. The relief teacher is also not supposed to take up non-teaching related duties, such as purely administrative work, of the PI. In this connection, the institutions are requested to confirm that the salaries for the relief teachers proposed by the PIs do not exceed the salary of Staff Grade 'G' (i.e. Lecturer (U)) of the institutions concerned. If the applicant or the institution intends to employ a relief teacher with salary higher than that for 'Lecturer (U)', strong and detailed justification must be provided for consideration by the Panel.

For employment of relief teachers under the Humanities Sub-Panel, please see the Explanatory Notes at Enclosure V.

(a) (iv) and (v) Equipment and General Expenses

Please itemize all equipment/general expenses. While RGC may fully or partially fund the approved projects, institutions are expected to provide necessary infrastructural and overhead supports (normal academic equipment, consumables (consumable research materials, however, may be funded by the project grant as necessary), postage, fax, stationery, overseas telephone charges etc.) to funded projects. Institutions may be required by the RGC to confirm the availability of institutional resources prior to their acceptance of an award. This is what the RGC means by "institutional commitment". Research-related Software Licence/Dataset should be procured under general expenses item rather than equipment item. For requests for purchase/subscription of database(s) under general expenses, price quotations should be provided as far as possible. Requests without quotations may not be considered. For equipment, it should be noted that RGC fund must not be used to purchase personal electronic devices such as cell phones, iPod, MP3 Players, digital cameras

and PDAs except with sound justifications as approved by the RGC. In addition, the RGC will not provide funding for the purchase or use of standard equipment (e.g. desktop PCs, servers, laptop computers, standard software licence/dataset, printers and scanners) known to be available, or reasonably expected to be provided in the institutions concerned. The PIs and the institutions must not use RGC grants for the purchase or the use of such equipment.

(a)(vi) Research Experience for Undergraduate Students

For applying for provision of research experience for undergraduate students, please see the Explanatory Notes at Enclosure VI.

(a)(vii) Stipends to Research Postgraduate Students

Please use the standard rate of stipends of the institution concerned.

(a)(viii) Conference Expenses

The RGC encourages researchers to present their work internationally and to exchange information with others in their particular research areas. A provision of up to HK\$12,000 per year, irrespective of the number of investigators involved in the project, is normally allowed for each funded project.

In principle, research grants awarded by the RGC should primarily be used in undertaking research work in Hong Kong, and that any outsourcing amounting to the sub-contracting of research work should be strictly prohibited. Nevertheless, it would be legitimate for the PIs to use the grant for data collection outside Hong Kong if this is a necessary and justified part of the research, and the RGC would consider such request on a case-by-case basis, having regard to the merits and justifications provided by the PI.

- (b)&(c) Please confirm whether or not the requested equipment/research-related software licence is available in the institution. If yes, please explain why such equipment/software cannot be used by the applicant(s).

4. Existing facilities and major equipment

Please elaborate the existing facilities and equipment available for this research project.

5. Funds secured or to be secured

Other sources of funds can include private donations, awards or grants from other organizations, contract research funds from commercial enterprises, or special allocations made by the institution from the block grant or the indicated grant for equipment, etc. It should be noted that the amount secured from other sources will be deducted from the total cost of

the project in Section 3(a) of Part II.

The RGC has the sole discretion in deciding the final funding. Even if the proposal is fully funded as requested, the RGC funds must not be spent on items that are prohibited unless it is explicitly allowed by the RGC.

DECLARATION OF SIMILAR OR RELATED PROPOSALS

6. Re-submission of a proposal not supported previously

- (a) In case the proposal is a re-submission or is largely similar to a proposal that has been submitted to the UGC/RGC or other funding bodies, please revisit the main concerns/suggestions previously expressed by external reviewers if an earlier/similar version of the proposal has been assessed before.
- (b)&(c) This section allows the applicant to respond to those comments, and explain whether and if so what changes have been incorporated in the latest proposal. Some external reviewers' comments may be more agreeable/ disagreeable than others. However, if a rebuttal is offered, it should be scholarly and preferably measured. Under the existing policy, re-submitted proposals, will be treated as fresh applications in peer-review and handled in an identical manner to other new applications. Although subject panels will take into account the PIs' responses to the reviewers' comments, the panels are not obliged to invite the same group of external reviewers.

7. Previous similar and related research proposals

It is the responsibility of applicants (both PI and Co-I) to ensure that no duplicate funding from all sources including competitive schemes of the RGC will be sought for the same/similar research project. Breach of this rule or failure to declare similarity of proposals may result in disqualification of the application. In 7(b), PIs/Co-Is are required to explain the differences of all their applications submitted in GRF 2010/11 in the capacity of PIs or Co-Is. In 7(c) and (d), it is the RGC to decide whether two proposals/projects are similar. The judgment of the RGC is final. Therefore, it is always advisable for the PI or the Co-I(s) to declare similarity when there is uncertainty. The PI or the Co-Is are advised to make the declaration and elaborate the difference in the proposals/projects to avoid misunderstanding. Declaration of similar proposals/projects does not necessarily mean that the proposals concerned will be adversely affected. The RGC may still fund the proposals concerned if the PI/Co-I is able to justify the differences of the proposals/projects for separate funding.

COLLABORATION PLAN

8. Plan(s) for collaboration in this project

Give details of plan of collaboration. In proposals involving more than one investigator, the role and specific task(s) of each individual (including the PI and Co-Is) in the proposed research should be described clearly. If the research involves collaboration with other research team(s) or institution(s), letters of collaboration should be attached to Section 14.

GRANT RECORD OF INVESTIGATORS

9. Details of research projects

- (a) Please provide details on the on-going and completed research projects funded from all sources which are undertaken by the PI (in both capacity as PI and Co-I) in the past five years. Please attach copies of the original abstracts of the quoted on-going projects and attach additional pages to the application. No abstracts are required for completed projects, i.e. projects with completion reports submitted.
- (b) Please provide details on the on-going and completed research projects funded from all sources which are undertaken by each Co-I (in only the capacity as PI) in the past three years. Please attach copies of the original abstracts of the quoted on-going projects to the application. No abstracts are required for completed projects, i.e., project with completion reports submitted.

10. Major research output of previously funded projects

Please include a summary of a maximum of 400 words in standard RGC format on the key results and publications in respect of each previously RGC and non-RGC funded project undertaken by the PI and each Co-I, in descending chronological order, which are relevant to the application.

ANCILLARY INFORMATION

11. Research ethics/safety approval

This item should be completed in respect of proposal involving safety hazards, the use of living animal or human subjects including those in social science research (e.g. potential physical or psychological harm, discomfort or stress to human subjects in a research project, subjects' privacy etc). All proposals involving human subjects **MUST** obtain ethics approval/exemptions. Applications should not be submitted unless the approval of the appropriate authority(ies) has/have been or is/are being sought. Grants will not be awarded unless the appropriate approval has been obtained by 30 April 2010. Please also see notes to Item 3 of Part III below.

It is the responsibility of the institution and the PI to ensure that the research proposal is carefully reviewed for its compliance with applicable laws, health and safety guidelines and ethical standards. Ethics clearance should be sought for research involving living animals and/or human subjects including social science research involving human subjects (e.g. potential physical or psychological harms, discomfort or stress to human participants that a research project might generate, subjects' privacy etc.). The primary responsibility of seeking the relevant approval and ethics clearance rests with the PI. The PI's institution is required to complete and sign Part III of this application form to confirm whether the research proposal involves human subjects and certify whether the relevant approval is required and if required, the relevant approval has been given/is being sought.

If the institution/PI declared that no ethics approval was required but the RGC/Panel has turned out to think otherwise, the related application runs the risk of being disqualified.

12. Proposed reviewers

The nomination of reviewers by the applicant(s) is optional, but is highly encouraged especially the research is a very specialised area. However, if nominations are proposed, it is the collective responsibility of all applicants involved, i.e. PI and Co-I(s), in a grant application to complete Section 12 accurately and fully. Failure to do so will result in disqualification of the application and possible penalty to the applicants. Any conflict or potential conflict of interests should be avoided. Any change or update in relationships between investigator(s) and nominated reviewers should also be reported to the RGC by 30 April 2010 when submitting the proposal updates.

The RGC encourages grant applicants to nominate external reviewers in their proposals for consideration by RGC panels. Panel members have found that the nominated lists of external reviewers are very helpful in assisting them to identify international peers to evaluate the proposals. In nominating reviewers, the applicants are required to declare in the application forms their full relationship with the nominated reviewers, for fairness and transparency. Any undeclared relationships that have existed between the PIs and Co-Is and the external reviewers, and subsequently come to the attention of the RGC will be treated most seriously, and may result in disqualification and debarring from applying future UGC/RGC grants.

The PIs must ensure that their nominations of external reviewers are made known to the Co-Is. Otherwise, the Co-Is will not be able to declare relationship with the nominated reviewers as required, and thus may lead

to disqualification of the applications.

If, for any reason of possible conflict of interest, an applicant wants to exclude a person from reviewing his or her application, he or she should submit the request in writing separately through the respective Research Office setting out the full circumstances and justifications. Such request should NOT be made under any section of GRF1 which in its entirety will be sent to external reviewers for assessment. In all cases, the RGC reserves the right of final decision on the selection and invitation of external reviewers having regard to the merits involved.

13. Data Archive Possibilities

Please assess data archive potential and opportunities for data sharing. The extent to which additional weight is given to an application where the applicants are willing to make research data available to others will be considered by the RGC.

14. Letters of collaboration and supporting documents

Only letter of collaboration and supporting documents (e.g. ethics/safety approval letters) are allowed. Applicants should not make use of this section to supplement the contents of other sections. Applications will be disqualified if the proposals are found to have abused the purpose of this section.

PART III INSTITUTIONAL ENDORSEMENT AND DECLARATION OF RESEARCH ETHICS/SAFETY APPROVAL

[To be completed by the appropriate authority of the PI's institution]

You must read this Explanatory Notes carefully before completing and submitting your research proposal. The RGC may stop processing your application if it does not comply with any of the requirements as set out in the Explanatory Notes.

INSTITUTIONAL ENDORSEMENT

1. Staff eligibility requirement for GRF

The institution should confirm that it has evaluated and given support to the application before submission to the RGC. The institution is also required (i) to verify that a PI fully meets the criteria for the GRF grant, including the eligibility rules of Individual Research and Longer-term Research, and/or (ii) to confirm the salary for the relief teacher proposed by the PI not exceeding the salary of Staff Grade 'G' as set out in the Supplementary Notes for Applicants of GRF for Relief Support under Humanities Sub-Panel.

INSTITUTIONAL COMMITMENTS

2. Allowance for undergraduate student helper

The institution should commit the provision of a monthly allowance of \$1,250 to the undergraduate student helper up to a maximum period of ten months if this proposal is funded.

Before giving the various confirmations required, the institution should satisfy itself that the PI is in all respects meets the requirements of the RGC and can complete the project, if funded. The institution is also required to report to the RGC immediately if a PI subsequently becomes ineligible for the grant.

The institution is required to verify and confirm whether the GRF application is in line with its role, and that adequate supervision, research facilities and training provisions are in place to meet the need of RPg students so employed under the research grant if the application is supported by the RGC. Nevertheless, it should be also made clear that the primary duty of the Principal Investigator of the RGC grant is to complete the project according to plan and that the training of RPg students and/or undergraduate students should not be used to justify any delay of project completion nor unsatisfactory project performance.

For Items (n) to (p), please see the notes for Items 3(b) and (c) in Part II.

3. Research Ethics / Safety Approval

The institution should confirm that the approval of the appropriate authority(ies) has/have been or is/are being obtained in respect of projects involving safety hazards or the use of living animal or human subjects, including those in social science research (e.g. potential physical or psychological harm, discomfort or stress to human subjects in a research project, subjects' privacy etc). It should be noted that all applications must be vetted by the institutions to ascertain if they involve human subjects. If they do, the institutions must give approval/exemption according to their internal ethics guidelines by 30 April 2010 as is the case with other ethics approval. If the institution is unable to confirm by 30 April 2010 that the required approval has been obtained, the RGC will stop processing the application which will be regarded as to have been withdrawn.

If the institution/PI declared that no ethics approval was required but the RGC/Panel has turned out to think otherwise, the related application runs the risk of being disqualified.

Item 1, Item 2 and Item 3 of Part III should be completed and submitted by the appropriate administrative authority or responsible person(s) in the institution.

UGC Secretariat
August 2009

Handling of Information and Personal Data
Contained in GRF Application

Purpose of Collection of Data

1. Information and personal data contained in your research grant application are collected for the following purposes:
 - (a) determination of your eligibility, as a staff member of a UGC-funded institution, to apply for an earmarked grant from the Research Grants Council (RGC);
 - (b) assessment of the merits of the research proposal which you have submitted for funding support;
 - (c) assisting the RGC subject panels in identifying external reviewers to assess your research proposal (nomination of external reviewer(s) by yourself is not obligatory); and
 - (d) compilation of periodic reports and statistical returns for analysis and research by the RGC/UGC in relation to the use of public funds.

Handling of your information and data

2. Your research proposal including your personal data (e.g. CVs) will be handled with care by the RGC. Staff of the UGC Secretariat, members of the RGC and RGC panels, local and overseas reviewers, and other parties who may be involved in the processes described in Paragraph 1 above will be allowed access to the data on a need-to-know basis but they will be placed under a duty of confidentiality to the RGC. Information so collected by the RGC will not be used for any other purposes. If you want to exclude any individuals from access to your research proposal, you should inform the RGC separately when you submit your research proposal. The RGC does not accept research proposals that are classified “confidential” by the principal investigators. It also reserves the right to stop processing or reject any applications if the applicants’ requests render it impossible for the applications to be adequately peer-reviewed.

3. Normally, your research proposal is sent to up to five external reviewers selected by the relevant RGC subject panel. The RGC panel requires a minimum of two external assessments to enable a decision on funding to be made.

4. When the RGC obtains external assessments on your research proposal, external reviewers will be made aware of the existence of a Personal Data (Privacy) Ordinance in Hong Kong, and be forewarned that all written comments about the applicant and research proposal are liable to be released to the applicant concerned upon request. External reviewers will also be advised of the RGC policy on providing feedback to grant applicants, which is described in paragraph 5 below.

5. It is the policy of the RGC to provide comments from all external reviewers anonymously to applicants whether or not their applications have been successful in securing funding from the RGC upon the announcement of results. Where necessary, the RGC will also provide additional comments for inclusion in the feedback to help applicants better understand the comments of the RGC panel.

6. The results of applications for project grants will be announced in June/July the following year. Applicants should note the following:

- (a) all proposals will have undergone a very rigorous peer-review process which involves external assessments and the relevant RGC panels which are made up of experts from the local and international academic/professional community;
- (b) grants are allocated on a competitive basis and each year is a different exercise (the success rate is based on the general quality of the proposals as assessed by the relevant RGC subject panels, and the availability of funds, in that particular year);
- (c) the RGC is gradually raising the quality threshold, meaning that only the top and the best quality proposals will be “funded”; and
- (d) comments from all external reviewers on each proposal will be provided to the applicants concerned through their institutions.

Physical retention of applications

7. Applications not selected for funding by the RGC will not be retained by the Secretariat. They will be destroyed upon conclusion of the grant allocation exercise. Applications that are funded by the RGC will be retained at the UGC Secretariat for periodic review of progress and final assessment of the research investigation and outcome of the project upon completion by the RGC, with the assistance of external reviewers where appropriate.

Right of Access to Data

8. Notwithstanding the arrangement described above, nothing in this note will affect your legal right to request access to data held by the RGC about you or your research proposal and to update or correct such data. Nevertheless, the RGC reserves the right to charge a reasonable fee for the processing of any such request(s).

Further Information

9. All requests for access to data or correction of data or for information regarding policies and practices and kinds of data held by the RGC should be made in writing, by post or by fax, addressed as follows:

Deputy Secretary
Research Grants Council
7/F Shui On Centre
6-8 Harbour Road
Wanchai
Hong Kong

Fax: 2845 1183

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Urban Planning	4405
Geography	4406
Others	4499
(please specify :)

STAFF GRADES, Modes and Funding Sources

Academic Grades

Academic, Senior

- A. Professor
- B. Reader
- C. Senior Lecturer (U)
- D. Principal Lecturer (P)

Academic, Junior

- F. Senior Lecturer (P)
- G. Lecturer (U)
- H. Lecturer (P)
- I. Assistant Lecturer

Academic supporting staff

- J. Instructor
- K. Demonstrator/Tutor/Teacher Assistant
- L. Others, including language assistant, fieldwork supervisor etc.

Technical Research Staff (Staff who spend essentially all their time on research)

- M. Senior Technical Research Staff (“leaders”, usually Post Doctoral
- N. Junior Technical Research Staff (“followers”, usually Graduate

Non-Academic Grades

Non-academic, Senior

- O. Admin, Senior
- Q. Technical, Senior

Non-academic, Junior

- P. Admin, Junior (including secretarial, clerical)
- R. Technical, Junior
- S. Other, including “Mod 1”
