RGC Ref No.

RESEARCH GRANTS COUNCIL

Application for Allocation from the Collaborative Research Fund (CRF) 2023/24 Collaborative Research Equipment Grant

Full Proposal

- Please read the "Overview and Guidance Notes (CRPG & CREG) – Full Proposals" carefully before completing this form.
- All project information must follow the format specified in the application form. Failure to comply with the application format and / or the allowable page may lead to disqualification of the proposal.
- 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 is strongly encouraged to vet the grant applications using anti-plagiarism software before submitting them to 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)	Open Researcher and Contributor ID (ORCID)	Post	Unit/ Department/ University/ Institution	Current Member of UGC/ RGC/ Subject Panel/ Committee as at application deadline (Yes / No)	UGC/ RGC/ Name of RGC Subject Panel/ Committee	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:							

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(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 ☐

Reference no. of ALL previous submission(s):

_____

(b) (i) Primary Field:_____& Code ____; Percentage_____

Secondary Field:_____& Code ____; Percentage_____

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

(iii) Anticipated useful life of the equipment: _____

(iv) Project Duration: _____ Months

(v) Funding Requested
[The amount shown here should be the same as shown in Section 4(a) of Part II below]

Total cost of the project: HK$

Less:

Other research funds secured from other sources HK$

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

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

(c) Abstract of research proposal comprehensible to a non-specialist
(either a maximum of 400 words in one A4 page[1] of PDF document in standard RGC format or a maximum of 400 words for direct input in the text box. The abstract will be posted on RGC's website for public information if the project is funded):

[1] A two-sided A4 page will be counted as two pages.

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PART II DETAILS OF THE EQUIPMENT PROPOSAL

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

RESEARCH DETAILS

1. Impact and objectives

(a) Project objectives *(in point form and 800 words at maximum)*

1.
2.
3.

(b) Pathway to Impact Statement *(not exceeding two A4 pages)*
[Please refer to the "Overview and Guidance Notes (CRPG & CREG) – Full Proposals" on what is expected in the Pathways to Impact Statement]

[A maximum of 12 A4 pages in total in standard RGC format for Section 2(I), 2(II)(a) to (e) below.]

2. (I) Background of proposal and motivation

(II) Project Description

(a) Equipment acquisition plan (including list of vendors, quotations, delivery time and any further development plan, etc.)

(b) Brief descriptions of research projects (1/2 A4 pages in RGC standard format or less for each project) to be supported by the equipment

(c) Is the equipment to be placed in a shared facility?

☐ No.

☐ Yes. Please describe potential users other than Co-PIs (e.g., industrial users), and give plans for facility management and user training

(d) Describe briefly the amount and type of space, e.g., clean room, wet lab, computing lab, and essential infrastructure, e.g. fume hoods, computer networks, etc., available for housing the equipment. Note that this grant may not be used for the construction or

remodeling of the lab space, nor for the installation of the proposed equipment.

(e) Please describe governance and sustainability plan for the equipment and the maintenance plan for the anticipated useful life of the equipment.

(f) A one-page Gantt chart showing the project activities

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

3. <u>Re-submission of a proposal not supported previously</u>

(a) (i) Is this proposal a re-submission or largely similar to a proposal that has been submitted to but not supported by UGC / RGC or other funding agencies? An affirmative reply should be given if a component of this proposal is a re-submission.

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:

(ii) Number of times of re-submission under the CRF since its first submission and proposal reference number(s) *(if applicable)*, and provide a summary of all the previous submissions and the revisions made to each of the previous submissions (*Should not exceed one A4 page)*:

(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 3(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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PROJECT FUNDING

4. 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 (allowed only for equipment development proposals)
[Please read Part II Section 4(a)(A)(i) of "Overview and Guidance Notes (CRPG & CREG) – Full Proposals" carefully.]

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

Monthly salary x Nos. x Months HK$

Justification:

(ii) Equipment Expenses HK$
[Please itemise (including equipment / software license) and **provide quotations** for each item costing over $200,000.

Justification:

Total cost of the project HK$

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(B) Deduction Items

Less:

(iii) Other research funds secured from other sources HK$

(iv) Matching funding from university HK$
Partnership / matching funding in monetary terms on a 50% (RGC)(excluding on-costs) / 50% (university) basis is required for net total project cost (after deducting other research funds secured from other sources.]

Sub-total for (B) (Deduction Items): HK$

(v) **Amount requested in this application: (A) - (B)** HK$

(b) Declaration on the Equipment Procurement:

☐ (i) I declare that the equipment indicated in Section 4(a)(A)(ii) above is not available in the university

OR

☐ (ii) I declare that all or some of the equipment (please provide details in the following text box) indicated in Section 4(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)

(c) 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 4(a)(A)(ii) 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 4(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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5. Existing facilities and major equipment available for this research project
(a maximum of 400 words)

6. 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 4 of Part II above.]

Source Amount ($)

(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]:

Source Amount ($)

COLLABORATION PLAN

7. Particulars of PC and Co-PIs

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

[For the PC and each Co-PI, please attach a CV (either a maximum of **two A4 pages** of PDF document in standard RGC format 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 "Overview and Guidance Notes (CRPG & CREG) – Full Proposals" Part II Section 7 for the format required by 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 the order as presented in the original publication 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. Project teams are encouraged to elaborate in their proposals on the linkage between various research elements and collaboration among the team members apart from stating their roles in the proposed project, e.g. how collaboration could enhance the synergy, achievements and delivery of the project.]
(A maximum of two A4 pages in standard RGC format with a maximum of 800 words)

Letter(s) of collaboration should be attached to Section 12]

☐ I confirm that the Co-PI(s) listed in the proposal have explicitly agreed to serve in the project team and a copy of the proposal has been provided to each of the Co-PIs. Letter(s) of collaboration from Co-PI(s) is / are attached to Section 12. I shall provide further documentary proof on the collaboration upon the request of RGC / the Secretariat.

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DECLARATION OF TIME COMMITMENTS, SIMILAR EQUIPMENT, RELATED PROPOSALS / RESEARCH WORK & GRANT RECORD

[Please refer to "Overview and Guidance Notes (CRPG & CREG) – Full Proposals" for information required and implications for non-disclosure of related proposals]
[If you have difficulty in making the declaration, please explain]

Please add a new table for each research work

8. (A) Declaration of time commitments

The PC is required to provide the numbers of:
(i) on-going individual research projects currently held by him / her in any capacity (e.g. Principal Investigator, Co-Investigator (Co-I), Collaborator, etc.); and
(ii) on-going collaborative research projects currently held by him / her in any capacity (e.g. PC, Co-PI, Co-I, Collaborator, etc.).

If the number declared in (i) exceeds **THREE OR** the number declared in (ii) exceeds **TWO**, please provide the following information:
(i) overall amount of time spent on research in percentage terms; and
(ii) justifications on how he / she would be able to take up this additional research project if funded while maintaining the research quality.

(B) Declaration of similar equipment

Is there similar equipment being set up or already set up elsewhere in Hong Kong?

Yes ☐ No ☐

If yes, please give the following details –

(i) Please provide brief information on the similar equipment, including location, ownership and funding source, and justification for the proposed equipment in this application:

(ii) If this similar equipment is related to projects by the PC / Co-PI(s) / the collaborator(s), please give a brief account including name of coordinators / investigators, departmental and institutional affiliation, project title(s) and nature of the project(s):

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9. Grant Record of Project Coordinator / Co-Principal Investigators

(a) PC – Details of research work undertaken and proposals submitted by the PC (in a PC / PI or Co-PI / Co-I capacity) including

(i) completed research work funded from all sources (irrespective of whether from UGC / RGC) in the past five years;

(ii) on-going research work funded from all sources (including work funded but yet to commence; irrespective of whether from UGC / RGC);

(iii) proposals pending funding approval (irrespective of whether submitted to UGC / RGC); and

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

	Details
(1) Project / Proposal Ref. No. (if any)	
(2) Project Title	
(3) Project Objectives	
(4) Status	Completed / On-going / Pending funding approval
(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) Related to the current application If yes, provide the details in table under (iv) below	Related / NA

(iv) any related research work that is being / has been conducted in relation to the proposal (irrespective of whether from UGC / RGC and not limited to the past five years), including but not limited to data collection, preliminary research, other submitted proposals, working papers, publications (such as journal papers, conference papers and books, etc.), presentations and media interviews, etc. Please provide the details of the related research work (such as the title of the projects and / or papers / publications, or a brief description

of the preliminary research work, etc.) whether or not such work was part of a funded project; and provide clarifications that distinguish that related research work from the work requested to be funded through this proposal. **Any researcher who fails to disclose any related research work that is being / has been conducted in relation to the proposal will be subject to disciplinary action.**

	Details
Please provide the details on whether or not such related research work was part of a funded project; and provide clarifications that distinguish that related research work from the work required to be funded through this proposal (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 RGC.

(b) Co-PI(s) – Details of research work undertaken and proposals submitted by each Co-PI (in a PC / PI or Co-PI / Co-I capacity) including

(i) on-going research work funded from all sources (including work funded but yet to commence; irrespective of whether from UGC / RGC);

(ii) proposals pending funding approval (irrespective of whether submitted to UGC / RGC); and

Name of Co-PI concerned: _____

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

	Details
(1) Project / Proposal Ref. No. (if any)	
(2) Project Title	
(3) Capacity	PC / PI /Co-PI / Co-I
(4) Status	On-going / Pending funding approval
(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) Related to the current application — Related / NA
If yes, please provide the details in table under (iii) below

(iii) any related research work that is being / has been conducted in relation to the proposal (irrespective of whether from UGC / RGC and not limited to the past five years), including but not limited to data collection, preliminary research, other submitted proposals, working papers, publications (such as journal papers, conference papers and books, etc.), presentations and media interviews, etc. Please provide the details of the related research work (such as the title of the projects and / or papers / publications, or a brief description of the preliminary research work, etc.) whether or not such work was part of a funded project; and provide clarifications that distinguish that related research work from the work requested to be funded through this proposal. **Any researcher who fails to disclose any related research work that is being / has been conducted in relation to the proposal will be subject to disciplinary action.**

	Details
Please provide the details on whether such related research work was part of a funded project; and provide clarifications that distinguish that related research work from the work requested to be funded through this proposal (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 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.]

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ANCILLARY INFORMATION

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

[Please refer to "Overview and Guidance Notes (CRPG & CREG) – Full Proposals" Part II Section 10 for the responsibilities and implications]

(a) Research Ethics / Safety Approval

(i) I confirm that the research proposal ☐ involves / ☐ does not involve human subjects.

(ii) I confirm that the research proposal ☐ involves / ☐ does not involve the study of artefacts.

(iii) 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.

	Approval not required	Approval being sought	Approval obtained
(1) Animal research ethics	☐	☐	☐
(2) Biological safety	☐	☐	☐
(3) Ionising radiation safety	☐	☐	☐
(4) Non-ionising radiation safety	☐	☐	☐
(5) Chemical Safety	☐	☐	☐
(6) Human research ethics (non-clinical)	☐	☐	☐
(7) Artefacts research ethics	☐	☐	☐

	Approval not required	Approval being sought	Approval obtained	Approval will be sought if funded
(8) Human research ethics (clinical)	☐	☐	☐	☐

(iv) 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.

List of agency(ies)	Approval not required	Approval being sought	Approval obtained
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

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

11. Release of completion report, data archive possibilities and public access of publications resulting from research funded by 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 RGC will release the completion report to the public and only considers data archiving requests after the completion of RGC-funded project. RGC has full discretion in funding the archiving requests. Data sets archived with RGC funds will require users to acknowledge the originator and 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.

12. 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: Proposed Changes to Information Submitted at Preliminary Proposal Stage with Detailed Justification (Optional)

(iii) Appendix III: Collaboration Letters (Please combine all letters in a single PDF file)

(iv) Appendix IV: Other Supporting Documents
(A maximum of 20 words to caption each document)

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13. <u>Undertaking of the Project Coordinator (PC)</u>

By submitting the application, I also undertake that the research activity(ies) / expenditure(s) of the project if funded will be carefully monitored for its / their compliance with applicable laws, health and safety guidelines and ethical standards.

Signature : _____

Name of Project Coordinator : _____
(in BLOCK letters)

Designation : _____

University : _____

Date : _____

We certify that we have completed this application in accordance with the "Overview and Guidance Notes (CRPG & CREG) – Full Proposals". 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 explicit consent of all the parties in Part I(a) to collaborate in the proposed research and he / she would be required to provide documentary proof on the collaboration if necessary. In addition, the PC confirms that a copy of the proposal has been provided to each of the Co-PIs and that he / she had made the proposal available to all the Co-PIs for making declaration. The PC fully understands the failure to comply with any of 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.

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

(To be completed 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 RGC.)

UNIVERSITY'S ENDORSEMENT

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

1. Staff eligibility requirement for CRF CREG

I confirm that:

(a) the application has been evaluated and endorsed by the university for submission to RGC;

(b) the PC, in the staff grade__, meets fully the stipulated staff eligibility requirement for CRF and is not debarred from applying for CRF grant;

[where the PC is newly appointed, the university has formally entered into a contract of service with him / her on or before the deadline of application and the contract requires him / her to report for duty on or before 1 September 2023.]

(c) ☐ the PC is will be primarily engaged in and spending at least 80% of time in degree or higher degree work at the university; **or**

☐ the PC is / will be seconded to work at the following Innovation and Technology (I&T) clusters at the Hong Kong Science Park with effect from _____ (mm / yyyy)

☐ Health@InnoHK

☐ AIR@InnoHK

☐ the PC is / will be seconded to conduct research in a university or a research institute / body / agency in the Mainland / overseas jurisdiction with effect from _____

[Name of university / research institute / body / agency: _____
Region / Country: _____]

(d) ☐ 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 2023 / January 2024 and throughout the whole project period.]

(e) ☐ 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.]

(f) 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;

(g) the university will inform 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 RGC for approval of a suitable new PC, if any, to take over the funded project. The university understands that failure in identifying a suitable new PC or obtaining approval from RGC for change of PC will result in termination of the funded project; and

(h) the university understands that the CRF grant, if given, will be withdrawn if the project does not start by 30 June 2024 without justification to the satisfaction of RGC. The university should report to 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.

UNIVERSITY'S COMMITMENTS

2. Support to PC and Students

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 RGC.

☐ no RPg student will be trained in this proposed project

☐ not applicable

(b) the research project under this CRF CREG application

☐ is

☐ is not

in line with the role of the university;

(c) ☐ the PC's declaration and reasons at Part II Section 4(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 project and satisfactory arrangements will be worked out among the universities concerned for the ownership and management of the equipment / facilities, if funded, and for meeting the recurrent costs;

(d) ☐ no research-related software licence / dataset is required

☐ the PC's declaration and reasons at Part II Section 4(c) are true and correct and I support the PC's request for this procurement of the research-related software licence / dataset;

(e) ☐ 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; and

(f) this application

☐ has

☐ has not
(please provide reasons for not scanning by anti-plagiarism software:

_____)

been scanned by anti-plagiarism software.

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

(a) <u>Research Ethics / Safety Approval</u>

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.
- ☐ approval not required/ exemption has been obtained.
- ☐ exemption is being sought.

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

or

☐ the research proposal does not involve human subjects.

(ii) ☐ the research proposal involves the study of artefacts and

- ☐ approval has been obtained.
- ☐ approval is being sought.
- ☐ approval not required.

or

☐ the research proposal does not involve the study of artefacts.

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

		Approval not required	Approval being sought	Approval obtained
(i)	Animal research ethics	☐	☐	☐
(ii)	Biological safety	☐	☐	☐
(iii)	Ionising radiation safety	☐	☐	☐
(iv)	Non-ionising radiation safety	☐	☐	☐
(v)	Chemical safety	☐	☐	☐

(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 :

List of agency(ies)	Approval not required	Approval being sought	Approval obtained
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

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 RGC by 28 September 2023, RGC will regard this CRF application as being withdrawn and will stop further processing it.