RGC Ref No.

RESEARCH GRANTS COUNCIL

Application for Allocation from
the Collaborative Research Fund (CRF) 2026/27
Application Form for Collaborative Research Equipment Grant

Preliminary Proposal

- Please read the "Overview and Guidance Notes (CRF) – Preliminary Proposals" carefully before completing this form. Section 2 of the Guidance Notes mirrors the application form structure, so will provide you with step-by-step advice on completion.
- The preliminary proposals should provide sufficient information about the proposed project to allow assessment of the main ideas and approaches.
- 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, self-plagiarism and double-dipping. The university is strongly encouraged to vet the grant applications using anti-plagiarism software before submitting them to the RGC.

PART I 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:							

(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[1] ☐

*Reference no. of ALL previous submission(s):*_____

(b) Re-submission of a Proposal Not Supported Previously

(i) 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? 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)(iii) of Part I above]:

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

Outcome:

Number of times of re-submission under the CRF since its first submission and proposal reference number(s) *(if applicable)*:

(ii) If this proposal is a re-submission under any of the UGC/RGC funding schemes, please provide a summary of all the previous submissions and the **revisions** made to each of the previous submissions. Please make sure that sufficient revisions and improvement based on the comments provided by the assessment panels have been made. (A maximum of 400 words.):

(iii) What were the main concerns/suggestions of the reviewers?

[1] "Re-submission" refers to the application on research topic which the PC and/or Co-PI(s) have previously applied for UGC/RGC funds but not supported.

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(iv) Please give a brief response to the points in (b)(iii) 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.)

(c) (i) Primary Field[2 & 3]:_____& Code ____Percentage_____

Secondary Field[2 & 3]:_____& Code ____Percentage_____

(ii) A maximum of five keywords[3] 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

Total cost of the project: HK$

Less:

Other research funds secured from other sources HK$

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

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

2. Project Objectives

[A maximum of 800 words in total for the project objectives.]

Project objectives
[Please list the objectives in point form]

1.
2.
3.

[2] Please refer to the list of field codes/areas in GRF2, which is available on the RGC website: http://www.ugc.edu.hk/doc/eng/rgc/form/GRF2.pdf.

[3] To facilitate the appointment of the right experts to evaluate the proposal, applicants are reminded to carefully select the primary and secondary fields (in particular for cross-disciplinary proposals) as well as keywords. For more details, please refer to the Part I of "Overview and Guidance Notes (CRF) – Preliminary Proposals".

A maximum of four A4 pages[4] in total, excluding quotations but including all other attachments and references, in standard RGC format (i.e. single-line spacing with 2.5cm margin all round, use font "Times New Roman (point 12)") for Sections 3 – 4 below.

3. Proposed Outline

(a) Background of proposal and motivation

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

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

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

☐ No

☐ Yes. Please describe the potential users other than Co-PIs (e.g. industrial users)

(e) Please provide a brief governance and maintenance plan for the life span of the equipment.

(f) Is there similar equipment being set up or already set up elsewhere in Hong Kong? If yes, please provide brief information on the similar equipment, including location, ownership and funding source, and justification for the proposed equipment in this application.

4. Collaboration Plan

[Please identify the role and specific task(s) the PC and each of the Co-PIs is responsible for and describe the added value from the collaboration. 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.]

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

5. <u>Pathways to Impact Statement (should not exceed two A4 pages in standard RGC format)</u>

[Please refer to the "Overview and Guidance Notes (CRF) – Preliminary Proposals" on what is expected in the Pathways to Impact Statement.]

6. <u>Confirmation of the Project Coordinator (PC)</u>

I confirm that all the Co-PIs listed in this preliminary proposal have explicitly agreed to serve in the project team and a copy of the preliminary proposal has been provided to each of the Co-PIs. I will provide written proof on the collaboration upon the request of the RGC/the Secretariat.

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, including but not limited to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region.

Signature : _____

Name of Project Coordinator : _____
(in BLOCK letters)

Designation : _____

University : _____

Date : _____

7. <u>Brief Curriculum Vitae (CV) for Applicants</u>

[Please attach a one-page curriculum vitae, in standard RGC format, for the PC and each Co-PI.]

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

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PART II UNIVERSITY'S ENDORSEMENT

[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 the RGC, and verify that the PC fully meets the criteria for and is not debarred from applying for UGC/RGC funds. Before giving the various confirmations required, the university should satisfy itself that the PC in all respect meets the requirement of the RGC and can complete the project, if funded. It is also required to report to the RGC immediately if the PC subsequently becomes ineligible for the grant.]

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

1. Staff eligibility requirement for CRF

I confirm that:

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

(b) the PC, in the staff grade ____ , meets fully the stipulated staff eligibility requirement for CRF and is not debarred from applying for 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 submission deadline of the preliminary proposal and the contract requires him/her to report for duty on or before 1 September 2026.]

(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 Chinese 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; or

☐ 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 2026/January 2027 and throughout the whole project period.]

(e) ☐ the PC is/will be a visiting scholar; or

☐ the PC is NOT a visiting scholar

[If 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 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 the RGC as soon as the PC ceases to be eligible to apply, receive or hold a CRF grant, and will withdraw the application; or once funded and commenced, recommend to the RGC for approval of a suitable new PC, if any, to take over the funded project. The university understands that failure in identifying a suitable new PC or obtaining approval from the 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 2027 without justification to the satisfaction of the RGC. The university should report to the RGC as soon as possible when a PC proceeds on no-pay leave/professional leave for a continuous or cumulative period exceeding 183 days within the project period.

2. University's commitments

I confirm that:

(a) the research project under this CRF application

☐ is

☐ is not

in line with the role of the university;

(b) ☐ the university will provide matching funding on a 50% (RGC)/50% (university) basis on the total project cost and satisfactory arrangements will be worked out among the institutions concerned for the ownership and management of the equipment/facilities, if funded, and for meeting the recurrent costs; and

(c) this application

☐ has

☐ has not

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

_____)

been scanned by anti-plagiarism software.