

**RESEARCH GRANTS COUNCIL**  
**Application for Allocation from**  
**the Collaborative Research Fund (CRF) for 2018/19**  
**Application Form for Group Research and Renewal Funding**  
**Preliminary Proposal**

- 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 and double-dipping. The university is strongly encouraged to vet the 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 <sup>1</sup> (with title)	Post	Unit/ Department/ University/ Institution	Current Member of RGC Council/ Subject Panel as at application deadline (Yes / No)	RGC Council/ Name of RGC Subject Panel	Number of Hours Per Week to be spent by the PC and each Co-PI on the Proposal
Project Coordinator [PC]:						
Co-Principal Investigator [Co-PI]:						
Collaborator:						

<sup>1</sup> Please refer to Explanatory Notes used by the General Research Fund exercise of the RGC (GRF2) for the eligibility requirements of the applicants and the standardized format of names agreed with respective universities when submitting all RGC grant applications.

(ii) Title of Project (in English and Traditional Chinese):

(iii) Nature of Application:

New

Re-submission

Renewal

Reference no. of relevant proposal: \_\_\_\_\_

Reference no. of relevant project: \_\_\_\_\_

(b) (i) Primary Field<sup>2</sup>: \_\_\_\_\_ & Code \_\_\_\_\_

Secondary Field<sup>2</sup>: \_\_\_\_\_ & Code \_\_\_\_\_

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

(iii) Project Duration<sup>3</sup>: \_\_\_\_\_ Months

(iv) Funding Requested<sup>4</sup>

Total cost of the project:

Less:

Other research funds secured from other sources

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

Net amount requested from RGC<sup>5</sup>:  
(exclusive of on-costs)

<sup>2</sup> Please refer to the list of field codes/areas in the Explanatory Notes used by the General Research Fund exercise of the RGC (GRF2), which is available on the RGC website: <http://www.ugc.edu.hk/doc/eng/rgc/form/GRF2.pdf>. To indicate the cross-disciplinary nature of a proposal, a PC is allowed to select the secondary field area/code from a subject area which is different from that of the primary field area/code. The RGC reserves the authority to decide whether an application is cross-disciplinary or not.

<sup>3</sup> Normally last for no more than three years

<sup>4</sup> PC and Co-PIs are not regarded as project staff and whose salaries must not be funded by the project. Academic staff remunerated by any UGC-funded universities in Hong Kong must not be paid with honorarium or other forms of payment from the project. The estimated cost should not include any "hidden" costs covered by the recurrent block grant expenditure, such as 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.

<sup>5</sup> Net amount requested from RGC should range from HK\$2 million to HK\$10 million and the RGC will grant only 90% of the approved budget (excluding equipment cost).

**2. Impact and Objectives**

[a maximum of 800 words in total for the long-term impact and project objectives]

(a) Long-term impact

(b) Project objectives

[Please list the objectives in point form]

- 1.
- 2.
- 3.

**A maximum of four A4 pages in total, including all attachments and references, in standard RGC format for Sections 3 – 4 below**

**3. Proposed Outline of Research Plan and Methodology****4. Collaboration Plan**

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

**Technology Transfer Plan (Optional)**

[Applicants who contemplate applying for funding support from the Government's Innovation and Technology Fund at a later stage may provide a technology transfer plan in the preliminary proposal in one separate page. The plan will be passed to the Innovation and Technology Commission for advance information. This plan will not be assessed by the RGC for the purpose of shortlisting proposals. The Technology Transfer Plan should include information such as:

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

**5. Brief Curriculum Vitae (CV) for Applicants**

[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.**

**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 RGC and can complete the project, if funded. It is also required to report to RGC immediately if the PC subsequently becomes ineligible for the grant.]

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

I confirm the following:

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

[where the PC is newly appointed, the university has formally entered into a contract of service with him/her on or before the 1 May 2018 and the contract requires him/her to report for duty on or before 1 November 2018.]

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

[If the PC is/will be employed on a fixed term contract, the PC will still be eligible for a CRF grant at the time of the funding award being made in December 2018/January 2019 and throughout the whole project period.]

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

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

- (e) the applicant will have the number of hours per week as declared in Part I to supervise the proposed project without prejudice to his/her existing commitment in other research work, teaching and administrative duties;
- (f) the university will inform the RGC as soon as the PC ceases to be eligible to apply, receive or hold a CRF grant, and will withdraw the application; or once funded and commenced, recommend to the RGC for approval of a suitable new PC, if any, to take over the funded project;
- (g) the university understands that the CRF grant, if given, will be withdrawn if the project does not start by 30 June 2019 without justification to the satisfaction of the RGC; or the PC leaves the UGC sector before the project completion and the universities cannot identify a suitable new PC to take over the project. The university should report to the RGC as soon as possible when a PC proceeds on no-pay leave/professional leave for a continuous or cumulative period

exceeding 183 days within the project period;

(h) the research project under this CRF application

is

is not

in line with the role of the university.

(i) the university will provide matching funding on a 50% (RGC)/50% (university) basis on the total equipment cost of the project. The university understands that upon approval of a project, the RGC will only grant 90% of the total approved budget (excluding equipment cost).

(j)  the university undertakes to provide a video clip to publicize the project's research achievements within three months upon satisfactory rating of completion report, if the project is funded;

(k) this application

has

has not

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

\_\_\_\_\_)

been scanned by anti-plagiarism software.