RGC Ref. No.: _____

(To be assigned and filled in by institution)

RESEARCH GRANTS COUNCIL
COMPETITIVE RESEARCH FUNDING SCHEMES FOR THE LOCAL SELF-FINANCING DEGREE SECTOR 2027/28

FACULTY DEVELOPMENT SCHEME (FDS)
Application Form (FDS1)

Please ensure you read the Scheme Overview and Guidance Notes (Guidance Notes) carefully before completing this application form. In addition, ensure you are clear on the details in the Guidelines on Disbursement, Accounting and Monitoring Arrangements for Competitive Research Funding Schemes for the Local Self-financing Degree Sector (SF-DAMA) as you will need to confirm compliance at the end of the application form.

To safeguard the interests of the researcher and the institution, the awardee institution 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 institution must check the proposal with anti-plagiarism software before submitting the application to the Research Grants Council (RGC).

[Please tick '✓' the box below to confirm. Otherwise, this application will NOT be further processed.]

☐ ***This is to confirm that the applicant has read and fully understands the requirements as set out in this Application Form, the Guidance Notes (FDS2 (Nov 2026)), the Call for Proposals and the SF-DAMA.***

PART I SUMMARY OF THE RESEARCH PROPOSAL

1. Particulars of the Principal Investigator (PI)
(Please use the name as shown in the Hong Kong Identity Card or passport.)

(a) Title: Professor / Dr / Mr / Ms / Miss / Mrs* *Please delete as appropriate*

(English) Surname: _____ Other Names: _____
(capital letters)

(Chinese): _____ Post: _____

Unit / Department: _____

Institution: _____

Contact Tel. No.: _____ Email: _____

Personal Website (if any): _____

[Please tick '✓' the appropriate box.]

(b) Is the PI a full-time academic staff engaged by one of the local self-financing degree-awarding institutions as listed in the Guidance Notes (FDS2), who –

(i) spends at least 80% of time on locally-accredited local degree or higher degree work[1], and

(ii) has at least a one-year renewable contract with the institution at the time of funding award being made?

Yes ☐ No ☐

(c) (i) Is the PI / will the PI be seconded to conduct research in a university or a research institute / body / agency in the Chinese Mainland / overseas jurisdiction?

☐ Yes (Please specify –

Name of university / research institute / body / agency: _____

Region / Country: _____

With effect from: _____)

☐ No

(ii) If yes to (c)(i) above, is the PI retaining his / her full-time appointment and position with his / her parent institution and is still on the payroll of the parent institution during the secondment?

Yes ☐ No ☐

(d) Please indicate the number of years that the PI has worked as a full-time academic staff in a local / overseas degree-awarding university / institution at the time of submission of the proposal. All academic staff, including junior academics (i.e. less than four years of service) are encouraged to apply.

☐ Less than 1 year

☐ 1 to less than 2 years

☐ 2 to less than 3 years

☐ 3 to less than 4 years

☐ 4 years or above

[1] A PI who is / will be seconded to conduct research in a university or a research institute / body / agency in the Chinese Mainland / overseas jurisdiction while retaining his / her full-time appointment and position with his / her parent institution and is still on the payroll of the parent institution is eligible to apply for FDS.

(e) Is the PI working concurrently on two or more on-going research projects in any capacity[2]?

☐ No

☐ Yes. Please also complete item (f) below and Part IV Table 1(a)(ii).

(f) Please elaborate the amount of time to be spent by the PI on this additional research project if funded and how the PI would be able to take up such project while maintaining the research quality.

.....

.....

.....

2. Information on PI and Co-Investigator (Co-I)

(a) Investigator(s) information, including the average number of hours per week to be spent by the PI and each Co-I on the proposed project.

	Title / Surname (in capital letters) / Other Names	Post	Unit / Department / Institution	Open Researcher and Contributor ID Identifier (ORCID iD)	Average Number of Hours Per Week to be Spent on Project	Member of an RGC Committee / Panel: (Yes or No? If yes, please indicate the name of committee / panel concerned)
PI						
Co-I						

(b) Curriculum Vitae (CV) and Publication List of Applicant(s)
(Maximum of <u>two</u> A4 pages in standard RGC format for each CV)

(c) Plan(s) for Collaboration
(Please provide plan to make clear the roles and specific task(s) of individual members of the project team.)

[Please tick '✓' the box below to confirm.]

☐ I confirm that the Co-I(s) listed in the proposal has / have explicitly agreed to serve in the project team and a copy of the proposal has been provided to each of the Co-Is. I shall provide documentary proof on the collaboration upon the request of the RGC / University Grants Committee (UGC) Secretariat.

[2] Individual or collaborative research projects funded from all sources (irrespective of whether from UGC / RGC) should be included. PIs holding the capacity of PI, Project holder, Team leader, Project Coordinator (PC), Co-Principal Investigator (Co-PI), Co-I or collaborator in projects should declare.

3. Particulars of the Project

(a) Title of Project:

(English) _____

(Chinese) _____

(b) Nature of Application:

New ☐ Re-submission ☐ Continuation ☐

If this research proposal is a re-submission or continuation, please provide the UGC / RGC Reference No(s).: _____

(c) (i) Research Field(s):

Primary Field: _____ & Code: _____

Secondary Field: _____ & Code: _____

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

(d) Project Duration: _____ months (maximum 36 months)

(e) Total Amount Requested (excluding on-costs): HK$

(f) If this proposal is 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, or a continuation of funded project, please give the following details –

Funding Agency(ies): _____

Funding Programme(s) / Scheme(s): _____

Reference No(s).: _____
[for UGC / RGC projects only]

Project Title(s): _____

Date (month / year) of Application(s): _____

Rating: _____

(g) Abstract of Research Comprehensible to a Non-specialist
(Maximum of <u>one</u> A4 page in standard RGC format)

(h) Provision of Research Experience for Undergraduate Student

Yes ☐ No ☐

PART II DETAILS OF THE RESEARCH PROPOSAL

RESEARCH DETAILS

1. Project Objectives
(Maximum of two A4 pages in standard RGC format)

2. Pathways to Impact Statement
(Maximum of two A4 pages in standard RGC format)

3. Research Project Statement
(Maximum of ten A4 pages in standard RGC format, including two non-text A4 pages for diagrams, photos, charts and tables, etc.)

4. References
(Maximum of three A4 pages in standard RGC format)

5. Re-submission of a Proposal Previously NOT Supported

(a) If this application is the same as or similar to the proposal(s) submitted under any UGC / RGC funding schemes but not supported previously, please provide a summary of all the previous submissions and the main concerns / suggestions of the reviewers.

(b) Please give a brief response to the points mentioned in (a) above, highlighting the major changes that have been incorporated in this application. Please ensure that sufficient revisions and improvement based on the comments provided by the Assessment Panel have been made.

PART III PROJECT FUNDING

1. Cost and Justification

(a) Estimated Cost and Resource Implications

[Justification in a maximum of one A4 page per item should be given to support the request for each item below. Items without quotations as required will not be considered. Please refer to Part III of Guidance Notes (FDS2) and paragraph 22 in Part III of SF-DAMA for details. Please insert "N/A" where applicable.]

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Total (HK$)
(A) One-line Vote Items				
(i) Supporting Staff Costs *(Monthly Salary x Nos. x Months)*				HK$
Details:				
‣ Senior Research Assistant(s)				
‣ Research Assistant(s)				
‣ Post-doctoral Fellow(s)				
‣ Research Postgraduate Student(s)				
‣ Others (please specify the post)				
Justification:				
(ii) Equipment Expenses *[Please itemise and provide quotation(s) for each item costing over HK$200,000.]* Quotation(s) Provided: Yes ☐ No ☐				HK$
Details:				
‣				
‣				
‣				
Justification:				

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Total (HK$)
(iii) Outsourcing Expenses of Research Work Outside Hong Kong *[Please itemise your cost estimation with justification and provide quotations for each work costing over HK$200,000; and provide detailed justification of sample sizes and costs for surveys conducted outside Hong Kong.]* Quotation(s) Provided: Yes ☐ No ☐				HK$
Details:				
‣ _____				
‣ _____				
‣ _____				
Justification:				
(iv) General Expenses *[Please itemise and provide quotations for services / purchase costing over HK$200,000; and provide detailed justification of sample sizes and costs for surveys conducted in Hong Kong.]* Quotation(s) Provided: Yes ☐ No ☐				HK$
Details:				
‣ _____				
‣ _____				
‣ _____				
Justification:				

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Total (HK$)
(v) Conference Expenses *[Up to HK$30,000 per year]*				HK$
Justification:				
(vi) Expenses for Dissemination of the Deliverables of Research				HK$
Details:				
‣ _____				
‣ _____				
‣ _____				
Justification:				
Sub-total for (A) (One-line Vote Items):				**HK$**
(B) Earmarked Items				
(vii) Costs for Employment of Relief Teacher ‣ Rank of Relief Teacher: (please specify the rank) ‣ No. of courses of the PI to be relieved by the Relief Teacher: Year 1: _____ courses Year 2: _____ courses Year 3: _____ courses ‣ Per course rate of relief teacher: Year 1: HK$_____ Year 2: HK$_____ Year 3: HK$_____				HK$

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Total (HK$)
‣ Number of course(s) the PI is currently teaching in an academic year: _____ *[please include course(s) for locally-accredited local degree or higher degree work only]*				
Justification:				
(viii) Provision of Research Experience for ONE Undergraduate Student *[Up to HK$2,500 per month to ONE undergraduate student helper for a maximum period of ten months]*				HK$
Details and Justification:				
(ix) High-performance Computing Services (HPCS) Expenses (a) *[Up to HK$100,000]* Quotation(s) Provided: Yes ☐ No ☐				HK$
Justification:				
(b) Enhanced Earmarked Funding to meet exceptionally high demand HPCS *[For proposal requesting for funding exceeding $100,000 in (ix)]* Quotation(s) Provided: Yes ☐ No ☐				

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Total (HK$)
Justification: ☐ By clicking this box, I declare that there are exceptional research needs to apply for the enhanced earmarked funding for HPCS. I also understand that I am obliged to provide further justifications to support this request.				
(x) Research-related Software Licence / Dataset *[Please itemise and provide quotations for each item.]* Quotation(s) Provided: Yes ☐ No ☐				HK$
Justification:				
Sub-total for (B) (Earmarked Items):				**HK$**
(xi) Total Cost of the Project (A) + (B)				**HK$**
(C) Deduction Items				
(xii) Less: Other Research Funds Secured from Other Sources				**HK$**
(D) Amount Requested in This Application (A) + (B) – (C)				**HK$**
(E) Auditing Expenses				**HK$**
(F) Total Amount Requested (D) + (E)				**HK$**
(G) On-costs (15% of approved cost on (D))				**HK$**

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Total (HK$)
(H) Grand Total for This Application (F) + (G)				**HK$**

(b) Declaration on the Equipment Procurement

☐ (i) I declare that no equipment is required.

OR

☐ (ii) I declare that the equipment indicated in 1(a)(A)(ii) above is not available in the institution.

OR

☐ (iii) I declare that all or some of the equipment (please provide details) indicated in 1(a)(A)(ii) above is available in the institution but cannot be used by this project in view of the following reasons.

Details and Reasons: *(Maximum of one A4 page in standard RGC format)*

(c) Declaration on Employment of Relief Teacher

☐ (i) I declare that no relief teacher is required.

OR

☐ (ii) I declare that I currently do not hold any grant for employment of relief teacher from any on-going project under UGC / RGC funding schemes.

OR

☐ (iii) I declare that I hold funding for employment of relief teacher from the following on-going project(s) under UGC / RGC funding schemes.

Project Ref. No.:
Project Title:
Project Period:
Approved Amount for Relief Teacher:

(d) Declaration on High-performance Computing Services

☐ (i) I declare that no high-performance computing services are required.

OR

☐ (ii) I declare that the high-performance computing services indicated in 1(a)(B)(ix) above are not available in the institution.

OR

☐ (iii) I declare that all or some of the high-performance computing services (please provide details) indicated in 1(a)(B)(ix) above are available in the institution but cannot be used by this project for the following reasons.

Details and Reasons: *(Maximum of one A4 page in standard RGC format)*

(e) Declaration on the Research-related Software Licence / Dataset

☐ (i) I declare that no research-related software licence / dataset is required.

OR

☐ (ii) I declare that the research-related software licence / dataset indicated in 1(a)(B)(x) above is not available in the institution.

OR

☐ (iii) I declare that all or some of the research-related software licence / dataset (please provide details) indicated in 1(a)(B)(x) above is available in the institution but cannot be used by this project in view of the following reasons.

Details and Reasons: *(Maximum of one A4 page in standard RGC format)*

2. Existing Facilities and Major Equipment Available for This Research Project
(Maximum of one A4 page in standard RGC format)

3. 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. The total amount should tally with that in 1(a)(C)(xii) above.]

Source	Amount (HK$)

(b) Other research funds to be or are being sought for this research proposal.
[If funds under this item are secured, the amount of funding to be awarded under FDS may be reduced.]

Source	Amount (HK$)

PART IV GRANT RECORD AND RELATED RESEARCH WORK OF INVESTIGATORS

Grant Record of Investigator(s)

(Note: It is the responsibility of the PI and Co-I(s) to ensure that no duplicate funding from all sources including the RGC will be sought / has been sought for the same / substantially similar research project. The PI should ensure that the Co-I(s) understand(s) the requirements and has / have declared all related research work. **If the PI and / or Co-I(s) fail(s) to disclose any related research work that is being / has been conducted in relation to the proposal in this section, the PI and / or Co-I(s) will be subject to disciplinary action even if the proposal is finally not supported. The application may be disqualified and the PI and / or Co-I(s) may be debarred from applying for future UGC / RGC grants.)**

Table 1(a) Details of research projects undertaken and proposals submitted by the PI (in the capacity of a PI / PC / Co-PI / Co-I / Project holder / Team leader)

(i) Completed research projects funded from all sources (irrespective of whether from the UGC / RGC) in the past five years

Project Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK$)	Project Period	Related to the Current Application (Yes / No) If yes, please provide details in Table 1(c)

(ii) On-going research projects funded from all sources (irrespective of whether from the UGC / RGC)

Project Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK$)	Project Period	Amount of Time Spent on Each Project		Related to the Current Application (Yes / No) If yes, please provide details in Table 1(c)
						Average Number of Hours Per Week	In Percentage Terms	

(iii) Proposals pending funding approval from all sources (irrespective of whether from the UGC / RGC)

Proposal Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK$)	Estimated Project Period	Related to the Current Application (Yes / No) If yes, please provide details in Table 1(c)

Table 1(b) Details of research projects undertaken and proposals submitted by each Co-I (in the capacity of a PI / PC / Project holder / Team leader)

(i) On-going research projects funded from all sources (irrespective of whether from the UGC / RGC)

Name of Co-I(s)	Project Ref. No.	Project Title	Capacity (PI / PC / Project holder / Team leader)	Funding Source(s) and Amount (HK$)	Project Period	Related to the Current Application (Yes / No) If yes, please provide details in Table 1(c)

(ii) Proposals pending funding approval from all sources (irrespective of whether from the UGC / RGC)

Name of Co-I(s)	Proposal Ref. No.	Project Title	Capacity (PI / PC / Project holder / Team leader)	Funding Source(s) and Amount (HK$)	Estimated Project Period	Related to the Current Application (Yes / No) If yes, please provide details in Table 1(c)

Table 1(c) Details of related research work undertaken by the PI and each Co-I (irrespective of whether from UGC / RGC and not limited to the past five years)
One table for each related project / proposal / research work.

(i) Details of related research work undertaken by _____
(Name of PI / Co-I)

(ii) Details to distinguish the related research work from the work in this proposal

PART V RESEARCH ETHICS AND OTHER APPROVALS

(a) Research Ethics / Safety Approval

(i) I confirm that the research proposal

☐ involves human subjects.

OR

☐ does not involve human subjects.

(ii) Please tick '✓' 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 PI's institution. PI is encouraged to seek necessary approval before application deadline as far as possible.

	Approval not required	Approval obtained	Approval being sought
Human research ethics	☐	☐	☐
Animal research ethics	☐	☐	☐
Biological safety	☐	☐	☐
Ionising radiation safety	☐	☐	☐
Non-ionising radiation safety	☐	☐	☐
Chemical safety	☐	☐	☐

(iii) If approval is required by **other authorities**, please indicate below the names of the authorities and the prospects of obtaining such approval. If not applicable, please put "N/A".

Names of authority(ies):

.....

.....

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

(i) Is access to Government, official or private data and records critical to the research proposal?

Yes ☐ No ☐

If approval is required, please indicate below the names of the agency(ies) of obtaining such approval.

.....

.....

(ii) Please tick '✓' 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.

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

[*Note: PI is encouraged to seek necessary approval before application deadline as far as possible.*]

(c) Release of Completion Report, Data Archive Possibilities and Public Access of Publications Resulting from Research Funded by the RGC

(i) 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.

(ii) Are you willing to make the data set(s) available to others for reference twelve months after the publication of research results or upon the completion of this proposed project?

Yes ☐ No ☐

I / We understand that the RGC will release the completion report to the public and only considers data archiving requests after the completion of the RGC-funded project. The RGC has full discretion in funding the archiving requests. Data sets archived with RGC funds will require users to acknowledge the originator and the RGC. The originator will also be provided with copies of all publications derived from the use of the data.

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

I undertake that upon acceptance of a paper for publication,

(i) I will check whether the publisher already allows (A) full open access to the publisher's version, or (B) my depositing a copy of the paper (either the publisher's version or the final accepted manuscript after peer-review) in the institutional repository for open access;

(ii) if both (i)(A) and (B) above are not allowed, I will request the publisher to allow me to place either version in the institutional 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) and (ii) above, I will deposit a copy of the publication in the institutional repository as early as possible but no later than six months after publication or the embargo period, if any.

(d) Use of Artificial Intelligence (AI)

(i) Were AI models / systems / tools used when preparing the proposal?

Yes ☐ No ☐

If yes, please specify which AI models / systems / tools were used; and provide the details of usage including but not limited to the purpose and the extent of such usage. *(Maximum of <u>one</u> A4 page in standard RGC format)*

(ii) Will AI models / systems / tools to be used when conducting the research if funded?

Yes ☐ No ☐

If yes, please describe in details how and to what extent the AI models / systems / tools will be used. *(Maximum of <u>one</u> A4 page in standard RGC format)*

<u>Declaration</u>

☐ (i) I confirm the use of AI models / systems / tools mentioned above complies / will comply with my university's / institution's relevant institutional policies.

AND

☐ (ii) I accept full responsibility for the scholarly and scientific integrity, accuracy, originality and intellectual content of all AI-generated content in the proposal and the research if funded.

(e) Data Collection and Management

If the proposed research involves (i) the collection of personal data and / or (ii) the collection of data set(s) outside Hong Kong, the PI should provide the following details regarding data collection and management *(Maximum of <u>two</u> A4 pages in standard RGC format)* –

(i) Will this proposed research involve collection of personal data? This question may refer to any information relating to identifiable individuals, including demographic, health, behavioural, educational, occupational, or digital records.

Yes ☐ No ☐

(ii) Will this proposed research involve collection of data set(s) outside Hong Kong? This question includes use of any research data collected, accessed, transferred, linked, or obtained from individuals, organisations, systems, or sources outside Hong Kong.

Yes ☐ No ☐

(iii) If yes for either check box above, please describe in this section how data generated, accessed or reused through the proposed research will be collected, managed, stored, shared and ultimately disposed of, where appropriate. The proposed approach should be proportionate to the scale, nature and rigor of the research as well as sensitivity of the data concerned. It should demonstrate good research practice and comply with all relevant ethical, legal, regulatory and institutional requirements. Please provide the description with respect to the following <u>four</u> aspects, with details of each aspect set out in the Guidance Notes –

(A) Data Collection and Consent
(B) Data Management and Security
(C) Data Sharing and Access
(D) Legal and Regulatory Compliance

(f) Technology Transfer Plan (Optional)
(Maximum of <u>one</u> A4 page in standard RGC format)

(g) Letters of Collaboration and Supporting Documents
(Maximum of <u>one</u> A4 page in standard RGC format for each item)

PART VI UNDERTAKING OF THE PI

By submitting the application, I 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 as well as the terms and conditions laid down by the RGC.

Principal Investigator

Signature : _____

Title / Name : _____
(in BLOCK letters)

Designation : _____

Institution : _____

Date : _____

PART VII INSTITUTIONAL ENDORSEMENT, COMMITMENTS AND CONFIRMATION

[To be completed and signed by the appropriate authority of the PI's institution. The institution should confirm that it has evaluated and given support to the application before submission to the RGC.]

INSTITUTIONAL ENDORSEMENT

[Please tick '✓' the appropriate boxes.]

1. Eligibility Requirement for FDS

I confirm that –

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

(b) ☐ the PI fully meets the eligibility requirement for the FDS as stated in Part I Section 1(b) and is not debarred from applying for any UGC / RGC grants;

(c) ☐ the PI 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 _____ (date) while retaining his / her full-time appointment and position with this institution and is still on the payroll of this institution;

(d) ☐ the PI's statement in Part I Section 1(d) is genuine and true;

(e) ☐ the PI's declared teaching load at Part III Section 1(a)(B)(vii) has been verified correct (only for the case where the applicant is seeking funding support for relief teacher);

(f) ☐ the salary for the relief teacher proposed by the PI does not exceed the salary of the PI (only for the case where the applicant is seeking funding support for relief teacher);

(g) ☐ the applicant will have the average number of hours per week as declared in Part I Section 2(a) to supervise the proposed project without prejudice to his / her existing commitment in other research work, teaching and administrative duties;

(h) ☐ the applicant will abide by the in-house guidelines of the institution, as well as the relevant guidelines as set out by the RGC and the Independent Commission Against Corruption, whichever is more stringent, regarding procurement of facilities / equipment / services and for recruitment of supporting staff;

(i) ☐ the institution will inform the RGC as soon as the PI ceases to be eligible to apply, receive or hold an FDS grant, and will withdraw the application; or recommend to the RGC for approval of a suitable new PI, if applicable[+], to take over the funded project once it is funded and commenced. The institution understands that failure in identifying a suitable new PI or obtaining approval from the RGC for change of PI will result in termination of the funded project;

(j) ☐ the institution understands that the FDS grant, if given, will be withdrawn if the project does not start within one year of the announcement of funding result. The institution should report to the RGC as soon as possible when a PI proceeds on no-pay leave / professional leave for a continuous or cumulative period exceeding 183 days within the project period;

(k) ☐ the institution understands that if the project is approved, the institution may need to provide additional funding to ensure that the project can be successfully completed. The institution will also provide necessary infrastructural and overhead supports such as normal academic equipment, consumables, postage, fax, stationery, reference books, overseas telephone charges, etc. to the approved projects as appropriate; and

(l) ☐ the institution will ensure that the research activity(ies) / expenditure(s) of the project if funded will be carefully monitored for its / their compliance with any 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 as well as the terms and conditions laid down by the RGC.

INSTITUTIONAL COMMITMENTS

2. Support to PI

I fully understand that the primary duty of the PI, having received the RGC grant, is to complete the project according to the plan and I hereby confirm that –

(a) the research project under this FDS application

☐ is

☐ is not

in line with the role of the institution.

[+] As a matter of policy, change of PI will normally not be approved within the first six months of an approved project and during the process of the application. However, change of PI from the seventh month may be considered by the RGC under the circumstances as stipulated in the SF-DAMA.

(b) adequate supervision, research facilities and training provisions

☐ will

☐ will not

be in place to meet the need of Senior Research Assistant(s) / Research Assistant(s) / Post-doctoral Fellow(s) / Research Postgraduate Student(s) / Undergraduate Student Helpers so employed under the research grant if this application is supported by the RGC.

(c) ☐ no equipment is required.

☐ the PI's declaration and reasons in Part III Section 1(b) are genuine and true; and I support the PI's request for this procurement of equipment.

(d) ☐ no outsourcing of research work outside Hong Kong is required.

☐ the PI's justification at Part III Section 1(a)(A)(iii) is reasonable and I support the PI's application for outsourcing the stated work outside Hong Kong.

(e) ☐ no relief teacher is required.

☐ the PI's declaration in Part III Section 1(c) is true and correct and I support the PI's request for this employment of relief teacher.

(f) ☐ no high-performance computing services are required.

☐ the PI's declaration and reasons in Part III Section 1(d) are true and correct and I support the PI's request for this subscription of high-performance computing services.

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

☐ the PI's declaration and reasons in Part III Section 1(e) are genuine and true; and I support the PI's request for this procurement of the research-related software licence / dataset.

(h) ☐ this application does not include requests for purchasing normal academic equipment, computer, consumables, postage, fax, stationery, reference books, overseas telephone charges, and standard software licence / dataset known to be available or reasonably expected to be provided in the institutions concerned.

(i) this application

☐ has

☐ has not

been scanned by anti-plagiarism software. (Please provide reasons for not scanning by anti-plagiarism software)

[Please note that the application will not be processed if it has not been scanned by anti-plagiarism software unless the institution is able to provide reasons that are considered justifiable by the RGC.]

3. Declaration of Research Ethics / Safety Approval and Access to Government / Official / Private Data and Records / Use of AI / Data Collection and Management

[Please tick '✓' the appropriate boxes.]

(a) Research Ethics / Safety Approval

I have examined the research proposal and confirm that

(i) ☐ the research proposal does not involve human subjects.

OR

☐ the research proposal involves human subjects

and human research ethics
- ☐ approval has been obtained.
- ☐ approval is being sought.
- ☐ approval is not required / exemption has been obtained.
- ☐ exemption is being sought.

(ii) 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 obtained	Approval being sought
Animal research ethics	☐	☐	☐
Biological safety	☐	☐	☐
Ionising radiation safety	☐	☐	☐
Non-ionising radiation safety	☐	☐	☐
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 –

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

For (a) and (b) above, the institution will ensure that such approval will be obtained without delay. . The institution understands that if no confirmation of such approval is provided to the RGC by 18 June 2027, the RGC will regard this FDS application as being withdrawn and will stop further processing it.

(c) Use of AI

I have examined the research proposal and confirm that

☐ AI models / systems / tools are used / will be used in this research. The use of AI is / will be in compliance with the relevant institutional policies of the university / institution.

☐ AI models / systems / tools are not used / will not be used in this research.

(d) Data Collection and Management

I have examined the research proposal and confirm that

☐ The collection and management of research data of this proposal is / will be in compliance with the relevant institutional policies of the university / institution.

Signature : _____

Title / Name : _____
(in BLOCK letters)

Designation : _____

Institution : _____

Date : _____

UGC Secretariat
November 2026