

RESEARCH GRANTS COUNCIL

Humanities and Social Sciences Prestigious Fellowship Scheme
Application Form for 2025 / 26 (HSSPFS1)
(Please submit your application through RGC Electronic System)

- Please ensure you read the Scheme Overview and Guidance Notes for the scheme before completing this application form.
- 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 should vet the grant applications using anti-plagiarism software before submitting them to the RGC.

PART I: PARTICULARS OF THE APPLICANT**[To be completed by the applicant]****1. Basic Information**

Title: Professor / Dr / Ir / Mr / Ms / Miss / Mrs *

** Please delete as appropriate*

Family Name:

Given Name:

*(Please use the name as shown in your Hong Kong Identity Card or passport)*Name in Chinese
(if applicable):Open Researcher and Contributor
ID Identifier (ORCID iD):

Personal Website (if any):

Are you a current UGC / RGC Committee / Panel Member as at the close of nomination?

[Please tick '✓' in the appropriate box.]☐

Yes

Please provide the name of UGC / RGC Committee / Panel you are serving:

☐

No

2. Current Employment

Post Title:

Unit / Department:

University:

Is Your Academic Appointment on Full-time Basis?

Yes / No*

* Please delete as appropriate

Date of Appointment (dd/mm/yyyy):

Education (*from undergraduate degree to PhD in chronological order*)

Degree	University	Date of Degree (Month / Year)	Major / Field of Study	Dissertation Title

Previous Academic Appointments (*in chronological order*)

Period (Month / Year)	Post Title	University	Department

Current Teaching Responsibilities:

(*Please specify courses or responsibilities and estimated time spent on each per week*)

Current Administrative Responsibilities:

(*Please specify responsibilities and estimated time spent on each per week*)

Estimated Amount of Time Currently Spent on Your Research:
(e.g. *estimated hours per week*)

3. Curriculum Vitae (CV)

- (a) Research Interests – Please provide a brief description of your current research interest in max. 400 words:

- (b) Research Output (including Publications) (up to five):

- (c) Career Profile – Please provide a brief description of your career accomplishment in max. 400 words:

- (d) Please attach a CV – Ten A4 sides maximum in the standard RGC format, for details please refer to the Guidance Notes.

PART II: DETAILS OF THE RESEARCH PROPOSAL**[To be completed by the applicant]****1. Particulars of the Project**

- (a) Title of Proposed Research for the Fellowship:
(A maximum of 80 words)

Title in Chinese:

- (b) Research Field(s):

Primary Field:

& Code:

Please provide a maximum of five keywords to characterise the work of your proposal:
(Maximum of 30 characters for each keyword)

(i)

(iv)

(ii)

(v)

(iii)

- (c) Abstract of Research (comprehensible to a non-specialist).

2. Research Details

- (a) **Nature of Proposal:**

[Please tick '✓' in the appropriate box.]

New

☐

Continuation

☐

Re-submission

☐

If this research proposal is a re-submission or largely similar to a proposal that has been submitted to but not supported by the UGC / RGC or another funding agency, or a continuation application, please provide the following details –

Funding Agency(ies): _____

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

Reference No(s).: _____

[for UGC / RGC projects only]

Project Title(s): _____
[if different from current proposal title]

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

Outcome: _____

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

- (b) **Project Objectives**
- (c) **Research Project Statement**
- (d) **Pathways to Impact Statement**
- (e) **References**
- (f) **Work Plan (A maximum of 250 words)**
 - a. **Timetable of the Proposed Research**
 - b. **Proposed Duration of the Fellowship (up to 12 months)**
 - c. **The Work to be Undertaken during the Fellowship**
- (g) **Outputs to be delivered at the end of the Fellowship and dissemination plan**

Target timing of dissemination (quarter / year)	Output Type (Journal / Conference / Others)	Name of journal, conference or other dissemination means

Please add row(s) if needed

Details: *(a maximum of 800 words)*

PART III: PROJECT FUNDING AND RESOURCES**[Please refer to the Guidance Notes for the Application Form for details of the Fellowship grant]****Estimated Cost and Resource Implications:**

[Detailed justification should be given to support the request for each item below. Items without quotations as required will not be considered. Non-permissible items should not be included. Please insert "N/A" where applicable.]

(A) One-line Vote Items**(i) Non-research related supporting staff other than relief teacher**

Rank:

Monthly salary x Months

HK\$

Justification :

(ii) Travel *[Please specify the destination and number of days of travel]*

Destination	Number of Days	Justifications	Proposed Costs
Sub-total			HK\$

Justification :

(iii) Subsistence *[Please specify the destination, number of days and the amount of subsistence allowance required]*

Destination	Number of Days	Subsistence Allowance per Day	Justifications	Total
Sub-total				HK\$

Justification :

(iv) Expenses for Dissemination of Research Deliverables

HK\$

Details :

Justification :

Sub-total for (A) (One-line Vote Items):

HK\$

(B) Earmarked Item**(v) Relief Teacher**

Rank of relief teacher:

No. of courses to be relieved:

Per course rate of relief teacher:

Period to be relieved:_____ months

HK\$

Justification :

Sub-total for (B) (Earmarked Items):

HK\$

Total Cost of the Project (A) + (B)

HK\$

PART IV: DECLARATION OF RELATED PROPOSALS, GRANT AND FELLOWSHIP RECORD

[Applicants are reminded that failure to declare properly may lead to RGC disciplinary action.]

Grants (with amounts specified) currently held and held within the recent five years only as Principal Investigator (*Please state only those that are relevant to the work to be undertaken under the proposed Fellowship*)

Source of Support	Project Title	Amount	Grant Period

PART V: ETHICS AND OTHER APPROVALS

[To be completed by the applicant.]

1. Research Ethics / Safety Approval and Access to Government / Official / Private Data / Records and Restricted Area(s)

[Please refer to Part V of the Guidance Notes (HSSPFS2) for the responsibilities and implications]

(a) Research Ethics / Safety Approval

(i) I confirm that the research proposal

☐ involves human subjects. [Note: All proposals involving human subjects MUST obtain ethics clearance.]

OR

☐ does not involve human subjects.

(ii) I confirm that the research proposal

☐ involves the study of artefacts.

OR

☐ 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 my supporting university. You are encouraged to seek necessary approval before nomination deadline as far as possible. Approval letter(s), if available, should be provided under Part VI as supporting documents.

	Approval not <u>required</u>	Approval <u>being sought</u>	Approval <u>obtained</u>
Human research ethics (non-clinical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animal research ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chemical safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artefacts research ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Approval not required</u>	<u>Approval being sought</u>	<u>Approval obtained</u>	<u>Approval will be sought if funded</u>
Human research ethics (clinical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- (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 “N/A”.

Names of authority(ies):

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

- (i) Is access to Government or official or private data or records and restricted area(s) critical to the research proposal?

Yes ☐ No ☐

If approval is required, please indicate below the names of the agency(ies) of obtaining such approval. Please tick ‘✓’ in the appropriate boxes to confirm if approval for access to the related data / records / area(s) has been / is being obtained from the relevant agency(ies). If approval has been obtained, please provide evidence under Part VI.

<u>Names of agency(ies)</u>	<u>Approval not required</u>	<u>Approval being sought</u>	<u>Approval obtained</u>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Note: You are encouraged to seek necessary approval before nomination deadline.]

2. Release of Completion Report, Data Archive Possibilities and Public Access of Publications Resulting from Research Funded by the 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 upon the completion of this proposed project?

Yes ☐ No ☐ Not applicable ☐

I 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 supporting university's repository or the publishers' websites so that the public could have ready access to the manuscripts or journal articles. I will also consider to include 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 supporting university's 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 my supporting 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, I will deposit a copy of the publication in my supporting university's repository as early as possible but no later than six months after publication or the embargo period, if any.

PART VI: ADDITIONAL ATTACHMENTS

Appendix 1: Education Plan (up to one A4 page)

Appendix 2: Supporting Documents (if any)

PART VII: APPLICANT'S COMMITMENTS

(a) Commitment of your time to the Fellowship

☐ 100%

☐ less than 100%

(Please state your proposed commitments in teaching and administrative duties (with estimated percentage) alongside with the proposed Fellowship)

(b) I understand that I must continue to serve at the university for at least one year after the completion of the Fellowship.

(c) By submitting this application, I confirm the information provided in this form is truthful and agree that the application will be seen by persons who are involved in the review of the application.

PART VIII: 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.

PART IX UNIVERSITY'S ENDORSEMENT

1. Staff Eligibility Requirement

I confirm that:

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

[where the applicant is newly appointed, the university has formally entered into a contract of service with him / her on or before the submission deadline of this funding exercise and the contract requires him / her to report full duty on or before 16 April 2025.]

☐ the PI is / will be primarily engaged in and spending at least 80% of time in degree or higher degree work at the university; **or**

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

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

(c) ☐ the applicant is / will be* employed on permanent term

☐ the applicant is / will be* employed on fixed term contract

[If the applicant is / will be employed on a fixed term contract, the applicant must be still eligible for the Fellowship at the time of the funding award being made in June the following year.]

* Please delete where inappropriate.

(d) the university will inform the RGC as soon as the applicant ceases to be eligible to apply, receive or hold the Fellowship, and will withdraw the application;

(e) the university understands that the Fellowship, if given, will be withdrawn if the offer is not activated within one year of the funding award.

2. Research Ethics / Safety Approval and Access to Government / Official / Private Data / Records and Restricted Area(s)
(Please put “✓” as appropriate in the boxes)

(a) Research Ethics / Safety Approval

I have examined the proposed 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 not required.
- ☐ approval is being sought.
- ☐ approval has been obtained.
- ☐ 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 :

	<u>Approval not required</u>	<u>Approval being sought</u>	<u>Approval obtained</u>
(1) Animal research ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Biological safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Non-ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Chemical safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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 :

<u>List of agency(ies)</u>	<u>Approval not required</u>	<u>Approval being sought</u>	<u>Approval obtained</u>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For (a) and (b) above, 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 the RGC by 15 April 2025, the RGC will regard this application as being withdrawn and will stop further processing it.

3. University's Statement

(For items (a) and (b), up to 400 words)

- (a) How will the Fellowship fit within relevant university's research and career development of the applicant?
- (b) What support the university has already provided and will contribute to provide for the development of the applicant's research project and for the work the applicant proposes to undertake during the Fellowship?

4. University's Undertaking

(This application is not valid without the endorsement by a senior authorized person on behalf of the applicant's university.)

If the application is successful, the university undertakes to manage the grant and make arrangements to release the applicant from:

- ☐ major teaching duties and all administrative work
- ☐ all duties other than those stated at Part VII above