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|  | 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 2025/26**

**INSTITUTIONAL DEVELOPMENT SCHEME (IDS)**

**COLLABORATIVE RESEARCH GRANT**

**Application Form (IDS(C)1)**

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.]***

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 | ***This is to confirm that the applicant has read and fully understands the requirements as set out in this Application Form, the Guidance Notes (IDS(C)2 (Nov 2024)), the Call for Proposals and the SF-DAMA.*** |

PART I SUMMARY OF THE RESEARCH PROPOSAL

1. **Particulars of the Project Coordinator (PC)**(Please use the name as shown in the Hong Kong Identity Card or passport)
2. 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): |  |

1. Is the PC working concurrently on two or more on-going research projects in any capacity[[1]](#footnote-1)?

|  |  |
| --- | --- |
|  | No |
|  |  |
|  | Yes. Please also complete item (c) below and Part IV Table 1(a)(ii). |

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

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1. **Particulars of the Project Team**
2. Investigator(s) information, including the average number of hours per week to be spent by the PC, each Co-Principal Investigator (Co-PI) and Co-Investigator (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 |
| PC |  |  |  |  |  |  |
| Co-PI |  |  |  |  |  |  |
| Co-I |  |  |  |  |  |  |

[Please tick ‘✓’ the appropriate box.]

1. Are the PC and Co-PI(s)\* (except Co-PI(s) from the University Grants Council (UGC)-funded university(ies)), full time academic staff engaged by one of the local self-financing degree-awarding institutions as listed in the Guidance Notes (IDS(C)2), who
2. spendat least 80% of time on locally-accredited local degree or higher degree work[[2]](#footnote-2), and
3. have at least a one-year renewable contract with the respective institution at the time of funding award being made?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

1. (i) Is the PC or Co-PI\*(s) / will the PC or Co-PI\*(s) be seconded to conduct research in a university or a research institute / body / agency in the Mainland / overseas jurisdiction?

|  |  |  |
| --- | --- | --- |
|  | Yes ( | Please specify: |
|  |  | Name of PC / Co-PI: |  |
|  |  | Name of university / research institute / body / agency:  |
|  |  | Region / Country: |  |
|  |  | With effect from: |  | ) |
|  |  |  |

|  |  |
| --- | --- |
|  | No |

1. If yes to (c)(i) above, is the PC or Co-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 |  |

\* Each Co-PI from the local self-financing degree-awarding institution and his / her institution are required to complete the declaration form at **Annex** and the PC should submit the form to the UGC Secretariat by 20 June 2025.

1. Curriculum Vitae (CV) and Publication List of Applicant(s)
*(Maximum of two A4 pages in standard RGC format for each CV)*
2. Plan(s) for Collaboration

*[Please tick ‘✓’ the box below to confirm.]*

|  |  |  |
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 | I confirm that the Co-PI(s) and 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-PIs and Co-Is. I shall provide documentary proof on the collaboration upon the request of the RGC / UGC Secretariat. |

1. **Particulars of the Project**

|  |  |
| --- | --- |
| 1. Title of Project:
 |  |
|  | (English) |  |
|  | (Chinese) |  |
| 1. 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).: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. (i) Research Field(s):

|  |  |  |  |
| --- | --- | --- | --- |
| Primary Field: |  | & Code: |  |
|  |  |  |  |
| Secondary Field: |  | & Code: |  |
|  |  |  |  |

Cross-disciplinary research proposals should have primary and secondary research fields from different subject disciplines. Otherwise, the PC should explain in the space below how the proposal involves two or more subject disciplines.

|  |
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(ii) A maximum of five keywords to characterise the work of your proposal:

*(Maximum of 30 characters for each keyword)*

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1. Project Duration: months (maximum 36 months)

|  |  |
| --- | --- |
| 1. Total Amount Requested (excluding on-costs):
 | HK$ |

1. 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: |  |

1. Abstract of Research Comprehensible to a Non-specialist
*(Maximum of one A4 page in Standard RGC format)*

**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 thirteen 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**
6. If this application is the same as or similar to the proposal(s) submitted but not supported previously, what were the main concerns / suggestions of the reviewers on the proposal(s)?
7. 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**
1. 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 the Part III of Guidance Notes (IDS(C)2) and SF-DAMA Part III paragraph 22 for details. Please insert “N/A” where applicable.]

|  | **Year 1****(HK$)** | **Year 2****(HK$)** | **Year 3****(HK$)** | **Year 4[[3]](#footnote-3)\*****(HK$)** | **Year 5\*****(HK$)** | **Total****(HK$)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **One-line Vote Items**
 |  |  |  |  |  |  |
| 1. **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: |  |
| 1. **Equipment Expenses**

*[Please itemise and provide quotation(s) for each item costing over HK$200,000.]*Quotation(s) Provided:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |
|  |  |  |  |  |

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| HK$ |  |

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| Details: |  |  |  |  |  |  |
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| Justification: |  |
| 1. **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 |  |
|  |  |  |  |  |

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| HK$ |  |

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| Details: |  |  |  |  |  |  |
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| Justification: |  |
| 1. **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 |  |
|  |  |  |  |  |

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| HK$ |  |

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| Details: |  |  |  |  |  |  |
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| Justification: |  |
| 1. **Conference Expenses**

*[Up to HK$20,000 per year]* |  |  |  |  |  |

|  |  |
| --- | --- |
| HK$ |  |

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| Justification: |  |
| 1. **Expenses for Dissemination of the Deliverables of Research**
 |  |  |  |  |  |

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| --- | --- |
| HK$ |  |

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| Details: |  |  |  |  |  |  |
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| Justification: |  |
| **Sub-total for (A) (One-line Vote Items):** |

|  |  |
| --- | --- |
| **HK$** |  |

 |
| 1. **Earmarked Items**
 |  |  |  |  |  |  |
| 1. **Costs for Employment of Relief Teacher (for PC and each Co-PI (with name))**

|  |  |
| --- | --- |
| PC: | (name) |

* + - Rank of Relief Teacher:

|  |
| --- |
| (please specify the rank) |

* + - No. of courses of the PC to be relieved by the Relief Teacher:

Year 1: \_\_\_\_\_\_\_\_ coursesYear 2: \_\_\_\_\_\_\_\_ coursesYear 3: \_\_\_\_\_\_\_\_ courses* + - Per course rate of relief teacher:

Year 1: HK$\_\_\_\_\_\_\_\_\_\_Year 2: HK$\_\_\_\_\_\_\_\_\_\_Year 3: HK$\_\_\_\_\_\_\_\_\_\_* + - Number of course(s) the PC is currently teaching in an academic year:

|  |
| --- |
|  |
| *[please include course(s) for locally-accredited local degree or higher degree work only]* |

|  |  |
| --- | --- |
| Co-PI: | (name) |

* + - Rank of Relief Teacher:

|  |
| --- |
| (please specify the rank) |

* + - No. of courses of the Co-PI to be relieved by the Relief Teacher:

Year 1: \_\_\_\_\_\_\_\_ coursesYear 2: \_\_\_\_\_\_\_\_ coursesYear 3: \_\_\_\_\_\_\_\_ courses* + - Per course rate of relief teacher:

Year 1: HK$\_\_\_\_\_\_\_\_\_\_Year 2: HK$\_\_\_\_\_\_\_\_\_\_Year 3: HK$\_\_\_\_\_\_\_\_\_\_* + - Number of course(s) the Co-PI is currently teaching in an academic year:

|  |
| --- |
|  |
| *[please include course(s) for locally-accredited local degree or higher degree work only]* |

 |  |  |  |  |  |

|  |  |
| --- | --- |
| HK$ |  |

 |
| Justification: |  |
| 1. **High-performance Computing Services Expenses**

*[Up to HK$100,000]*Quotation(s) Provided:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |
|  |  |  |  |  |

 |  |  |  |  |  |

|  |  |
| --- | --- |
| HK$ |  |

 |
| Justification: |  |
| 1. **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$** |  |

 |
| 1. **Total Cost of the Project (A) + (B)**
 |

|  |  |
| --- | --- |
| **HK$** |  |

 |
| 1. **Deduction Items**
 |  |  |  |  |  |  |
| 1. **Less: Other Research Funds Secured from Other Sources**
 |

|  |  |
| --- | --- |
| **HK$** |  |

 |
| 1. **Amount Requested in This Application (A) + (B) – (C)**
 |

|  |  |
| --- | --- |
| **HK$** |  |

 |
| 1. **Auditing Expenses**
 |

|  |  |
| --- | --- |
| **HK$** |  |

 |
| 1. **Total Amount Requested (D) + (E)**
 |

|  |  |
| --- | --- |
| **HK$** |  |

 |
| 1. **On-costs (15% of approved cost on (D))**
 |

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| --- | --- |
| **HK$** |  |

 |
| 1. **Grand Total for This Application (F) + (G)**
 |

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| --- | --- |
| **HK$** |  |

 |

1. Declaration on the Equipment Procurement

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| --- | --- | --- |
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 | (i) I declare that no equipment is required. |
|  | OR |
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| --- |
|  |

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

|  |
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|  |

 | (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)*

1. Declaration on Employment of Relief Teacher

|  |  |  |
| --- | --- | --- |
|

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| --- |
|  |

 | (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 |
|

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| --- |
|  |

 | (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: |

1. Declaration on High-performance Computing Services

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

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

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|  |

 | (iii) I declare that all or some of the high-performance computing services (please provide details) indicated in 1(a)(B)(viii) 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)*

1. 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)(ix) 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)(ix) 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)*

* + - 1. **Existing Facilities and Major Equipment Available for This Research Project***(Maximum of one A4 page in standard RGC format)*

* + - 1. **Funds Secured or To Be Secured**
1. 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)(xi) above.]*

|  |  |
| --- | --- |
| Source | Amount (HK$) |
|  |  |
|  |  |

1. 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 IDS Collaborative Research Grant 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 PC, Co-PI(s) 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 PC should ensure that the Co-PI(s) and Co-I(s) understand(s) the requirements and has / have declared all related research work. **If the PC, Co-PI(s) 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 PC, Co-PI(s) 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 PC, Co-PI(s) 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 PC (in the capacity of a PI / PC / Co-PI / Co-I / Project holder / Team leader)**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ProjectRef. No. | Project Title | Project Objectives | Capacity(PI / PC /Co-PI / Co-I / Project holder / Team leader) | Funding Source(s)andAmount(HK$) | ProjectPeriod | Related tothe Current Application(Yes / No)If yes, please provide details in Table 1(d) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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1. **On-going research projects funded from all sources (irrespective of whether from the UGC / RGC)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ProjectRef. No. | Project Title | Project Objectives | Capacity(PI / PC /Co-PI / Co-I / Project holder / Team leader) | Funding Source(s)andAmount(HK$) | ProjectPeriod | Amount of Time Spent on Each Project | Related tothe Current Application(Yes / No)If yes, please provide details in Table 1(d) |
| Average Number of Hours Per Week | In Percentage Terms |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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1. **Proposals pending funding approval from all sources (irrespective of whether from UGC / RGC)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ProposalRef. No. | Project Title | Project Objectives | Capacity(PI / PC /Co-PI / Co-I / Project holder / Team leader) | Funding Source(s)andAmount(HK$) | Estimated ProjectPeriod | Related tothe Current Application(Yes / No)If yes, please provide details in Table 1(d) |
|  |  |  |  |  |  |  |
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**Table 1(b) Details of research projects undertaken and proposals submitted by each Co-PI (in the capacity of a PI / PC / Co-PI / Co-I / Project holder / Team leader)**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name ofCo-PI(s) | ProjectRef. No. | Project Title | Project Objectives | Capacity(PI / PC /Co-PI / Co-I / Project holder / Team leader) | Funding Source(s)andAmount(HK$) | ProjectPeriod | No. of Hours Per Week Spent in Each Project (except in the capacity of Co-I) | Related tothe Current Application(Yes / No)If yes, please provide details in Table 1(d) |
|  |  |  |  |  |  |  |  |  |
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1. **Proposals pending funding approval from all sources (irrespective of whether from the UGC / RGC)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name ofCo-PI(s) | ProposalRef. No. | Project Title | Project Objectives | Capacity(PI / PC /Co-PI / Co-I / Project holder / Team leader) | Funding Source(s)andAmount(HK$) | Estimated ProjectPeriod | No. of Hours Per Week Spent in Each Project (except in the capacity of Co-I) | Related tothe Current Application(Yes / No)If yes, please provide details in Table 1(d) |
|  |  |  |  |  |  |  |  |  |
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**Table 1(c) Details of research projects undertaken and proposals submitted by each Co-I (in the capacity of a PI / PC / Project holder / Team leader)**

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

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| --- | --- | --- | --- | --- | --- | --- |
| Name ofCo-I(s) | Project Ref. No. | Project Title | Capacity(PI / PC /Project holder / Team leader) | Funding Source(s)andAmount(HK$) | ProjectPeriod | Related tothe Current Application(Yes / No)If yes, please provide details in Table 1(d) |
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**Table 1(d) Details of related research work undertaken by the PC, each Co-PI and 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.*

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| 1. **Details of related research work undertaken by**
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(Name of PC / Co-PI / Co-I) |
|  |
| 1. **Details to distinguish the related research work from the work in this proposal**
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**PART V RESEARCH ETHICS AND OTHER APPROVALS**

1. **Research Ethics / Safety Approval**
2. I confirm that the research proposal

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|  | involves human subjects. |
| **OR** |  |
|  | does not involve human subjects. |

1. 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 PC’s institution. PC is encouraged to seek necessary approval before application deadline as far as possible.

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|  | Approval not required | Approval obtained | Approval being sought |
| Human research ethics  |

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| Animal research ethics |

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| Ionising radiation safety |

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1. 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”.

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| Names of authority(ies): |
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1. **Access to Government / Official / Private Data and Records**
2. 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.

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1. 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.

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| Names of agency(ies) | Approval not required | Approval obtained | Approvalbeing sought |
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[*Note: PC is encouraged to seek necessary approval before application deadline as far as possible.*]

1. **Release of Completion Report, Data Archive Possibilities and Public Access of Publications Resulting from Research Funded by the RGC**
2. Is the proposed project likely to generate data set(s) of retention value?

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| Yes |  |  | No |  |

If yes, please describe the nature, quantity and potential use of the data set(s) in future.

1. 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?

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| 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,

1. 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;
2. 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
3. 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.
4. **Technology Transfer Plan (Optional)**

*(Maximum of one A4 page in standard RGC format)*

1. **Letters of Collaboration and Supporting Documents**

*(Maximum of one A4 page in standard RGC format for each item)*

**PART VI UNDERTAKING OF THE PC**

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 as well as the terms and conditions laid down by the RGC.

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| Project Coordinator |
| Signature | : |  |
| Title / Name | : |  |
|  | (in BLOCK letters) |
| Designation | : |  |
| Institution  | : |  |
| Date | : |  |

PART VII INSTITUTIONAL ENDORSEMENT AND DECLARATION OF RESEARCH ETHICS / SAFETY APPROVAL

**[To be completed and signed by the appropriate authority of the PC’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 IDS Collaborative Research Grant**

I confirm that:

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 | the application has been evaluated and endorsed by the institution for submission to the RGC; |
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 | the PC fully meets the eligibility requirement for IDS Collaborative Research Grant as stated in Part I Section 3(b) and is not debarred from applying for any UGC / RGC grants; |
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 | 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) while retaining his / her full-time appointment and position with this institution and is still on the payroll of this institution; |
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 | the PC’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); |
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 | the salary for the relief teacher proposed by the PC does not exceed the salary of the PC (only for the case where the applicant is seeking funding support for relief teacher); |
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 | 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; |
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 | 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; |

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 | the institution will inform the RGC as soon as the PC ceases to be eligible to apply, receive or hold an IDS Collaborative Research Grant, and will withdraw the application; or recommend to the RGC for approval of a suitable new PC, if applicable[[4]](#footnote-4)+, to take over the funded project once it is funded and commenced. The institution 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; |
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 | the institution understands that the IDS Collaborative Research 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 PC proceeds on no-pay leave / professional leave for a continuous or cumulative period exceeding 183 days within the project period; |
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 | 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 |
|  |  | each of the Co-PI(s) from the local self-financing degree-awarding institutions and his / her institution have completed / will complete the declaration form at **Annex** and |

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 | the completed form(s) is / are attached  |

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 | the completed form(s) will be submitted by 20 June 2025 |

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 | the form(s) will not be provided(please provide reasons: ) |

**INSTITUTIONAL COMMITMENTS**

1. **Support to PC**

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

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|  | the research project under this IDS Collaborative Research Grant application |
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 | is not |
|  | in line with the role of the institution. |
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|  | adequate supervision, research facilities and training provisions |
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 | 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) so employed under the research grant if this application is supported by the RGC. |
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 | no equipment is required. |
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 | the PC’s declaration and reasons in Part III Section 1(b) are genuine and true; and I support the PC’s request for this procurement of equipment. |

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 | no outsourcing of research work outside Hong Kong is required. |
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 | the PC’s justification at Part III Section 1(a)(A)(iii) is reasonable and I support the PC’s application for outsourcing the stated work outside Hong Kong. |

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 | no relief teacher is required. |
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 | the PC’s declaration in Part III Section 1(c) is true and correct and I support the PC’s request for this employment of relief teacher. |

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 | no high-performance computing services are required. |
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 | the PC’s declaration and reasons in Part III Section 1(d) are true and correct and I support the PC’s request for this subscription of high-performance computing services. |

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 | no research-related software licence / dataset is required. |
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 | the PC’s declaration and reasons in Part III Section 1(e) are genuine and true; and I support the PC’s request for this procurement of the research-related software licence / dataset. |

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 | 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. |

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

1. **Declaration of Research Ethics / Safety Approval and Access to Government / Official / Private Data and Records**

[Please tick ‘✓’ the appropriate boxes.]

* 1. Research Ethics / Safety Approval

I have examined the research proposal and confirm that:

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 | the research proposal does not involve human subjects. |
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 | the research proposal involves human subjects |
|  | and human research ethics  |

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 | approval has been obtained. |
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 | approval is being sought. |
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 | approval is not required / exemption has been obtained. |
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1. the approval of the appropriate authority(ies) is / are not required or has been / will be obtained in respect of the following:

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|  | Approval not required | Approval obtained | Approvalbeing sought |
| Animal research ethics |

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| Biological safety |

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| Non-ionising radiation safety |

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* 1. Access to Government / Official / Private Data and Records

I have examined the research proposal and confirm that

1. the approval of the appropriate authority(ies) is / are:

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1. the approval of the appropriate agency(ies) has been / will be obtained in respect of the following:

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| Names of agency(ies) | Approval not required | Approval obtained | Approvalbeing sought |
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For (a) and (b) above, the institution will ensure that such approval will be obtained and provided to the RGC by 20 June 2025. The institution understands that if such approval is not obtained by the deadline, the RGC will regard this IDS Collaborative Research Grant application as being withdrawn and will stop further processing it.

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| Signature | : |  |
| Title / Name  | : |  |
|  | (in BLOCK letters) |
| Designation | : |  |
| Institution | : |  |
| Date | : |  |

UGC Secretariat

November 2024

**Annex to IDS(C)1 (Nov 2024)**

**INSTITUTIONAL DEVELOPMENT SCHEME (IDS)**

**COLLABORATIVE RESEARCH GRANT**

**Declaration by the Co-Principal Investigator (Co-PI) and the Institution\***

[Please tick ‘✓’ the appropriate box.]

**Co-PI**

I confirm that:

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 | I am willing to take up the role of Co-PI of the project (RGC Ref. No.: ) |
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 | I am a full-time academic staff engaged by one of the local self-financing degree-awarding institutions as listed in the Guidance Notes (IDS(C)2), and I* spend at least 80% of time in teaching degree or higher degree work[[5]](#footnote-5);
* have at least a one-year renewable contract with the institution at the time of funding award being made; and
* will inform the Project Coordinator of this project immediately if there is any change in the eligibility requirement.
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 | I am / will be seconded to conduct research in the following university / research institute / body / agency in the Mainland / overseas jurisdiction while retaining my full-time appointment and position with my parent institution and is still on the payroll of the parent institution during the secondment.* Name of university / research institute / body / agency:
* Region / Country:
* With effect from:
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 | I currently hold / do not hold🛆 any grant for employment of relief teacher from any on-going project under UGC / RGC funding schemes. Please provide details of the on-going project(s) with funding for employment of relief teacher, as appropriate. Project Ref. No.: Project Title: Project Period: Approved Amount for Relief Teacher: |
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 | I have read and fully understand the requirements as set out in the IDS Collaborative Research Grant Application Form (IDS(C)1), the Guidance Note (IDS(C)2), the Call for Proposals and the Guidelines on Disbursement, Accounting and Monitoring Arrangements for Competitive Research Funding Schemes for the Local Self-financing Degree Sector (SF-DAMA). |
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 | 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 as well as the terms and conditions laid down by the RGC. |

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| Signature of the Co-PI: |  |
| Title / Name of Co-PI : |  |
|  | (in BLOCK letters) |
| Institution: |  |
| Date: |  |

*\* Applicable to Co-PI from the local self-financing degree-awarding institution only.*

*🛆 Delete as appropriate*

**Institution**

I confirm that:

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 | the Co-PI fully meets the eligibility requirement for the IDS Collaborative Research Grant as stated above and is not debarred from applying for any UGC / RGC grants; |
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 | the Co-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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) while retaining his / her full-time appointment and position with this institution and is still on the payroll of this institution; |
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 | The Co-PI’s declaration on grant for employment of relief teacher above is true and correct and the Co-PI’s request for employment of relief teacher in the proposal is supported; |
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 | the Co-PI’s declared teaching load at Part III Section 1(a)(B)(vii) has been verified correct (only for the case where the Co-PI is seeking funding support for relief teacher); |
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 | the salary for the relief teacher proposed by the Co-PI does not exceed the salary of the Co-PI (only for the case where the applicant is seeking funding support for relief teacher); |
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 | the Co-PI will have the average number of hours per week as declared in Part I Section 3(a) to supervise the proposed project without prejudice to his / her existing commitment in other research work, teaching and administrative duties; |
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 | the Co-PI 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; and |
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 | the institution will inform the RGC as soon as the Co-PI ceases to be eligible to apply, receive or hold an IDS Collaborative Research Grant via the Project Coordinator’s institution. |

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| Signature of the appropriate authority ofthe Co-PI’s Institution | : |  |
| Title / Name | : |  |
|  |  | (in BLOCK letters) |
| Designation | : |  |
| Institution | : |  |
| Date | : |  |

1. Individual or collaborative research projects funded from all sources (irrespective of whether from University Grants Committee (UGC) / RGC) should be included. PCs holding the capacity of Principal Investigator (PI), Project holder, Team leader, PC, Co-PI, Co-I or collaborator in projects should declare. [↑](#footnote-ref-1)
2. A PC / Co-PI who is / will be seconded to conduct research in a university or a research institute / body / agency in the 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 the IDS Collaborative Research Grant. [↑](#footnote-ref-2)
3. \* The project duration should normally last for a maximum of three years. If there are any special circumstances and the PC is able to provide justifications, the project duration may exceed three years but should not exceed five years. [↑](#footnote-ref-3)
4. + As a matter of policy, change of PC will normally not be approved within the first six months of an approved project and during the process of the application. However, change of PC from the 7th month may be considered by the RGC under the circumstances as stipulated in the SF-DAMA. [↑](#footnote-ref-4)
5. A PC / Co-PI who is / will be seconded to conduct research in a university or a research institute / body / agency in the 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 the IDS Collaborative Research Grant. [↑](#footnote-ref-5)