|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 2024/25**

**INSTITUTIONAL DEVELOPMENT SCHEME (IDS)**

**RESEARCH INFRASTRUCTURE GRANT**

**Application Form (IDS(R)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.]***

|  |  |  |
| --- | --- | --- |
| |  | | --- | |  | | ***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(R)2 (Nov 2023)), the Call for Proposals and the SF-DAMA.*** |

PART I SUMMARY OF THE PROPOSAL

1. **Particulars of the Project Holder[[1]](#footnote-1)∧**(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. **Particulars of the Project Team**
2. List of Project Team Members

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 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 |
| Team leader |  |  |  |  |  |  |
| Team member |  |  |  |  |  |  |
| Team member |  |  |  |  |  |  |

[Please tick ‘✓’ the appropriate box.]

1. Is the Team leader a full-time academic staff engaged by one of the local self-financing degree-awarding institutions as listed in the Guidance Notes (IDS(R)2), who
2. spendsat least 80% of time on locally-accredited local degree or higher degree work[[2]](#footnote-2), and
3. has at least a one-year renewable contract with the institution at the time of funding award being made?

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

1. (i) Is the Team leader / will the Team leader be seconded to conduct research in a university or a research institute / body / agency in the Mainland / overseas jurisdiction?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes ( | Please specify: | |
|  |  | Name of university / research institute / body / agency: | |
|  |  | Region / Country: |  |
|  |  | With effect from: |  | ) |
|  |  |  | | | |
|  | No |  | | | |

1. If yes to (c)(i) above, is the Team leader 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 |  |

1. Curriculum Vitae (CV) and Publication List of Applicant(s)  
   *(Maximum of two A4 pages in standard RGC format for each CV)*
2. Roles of the Team leader and Team members

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

|  |  |  |
| --- | --- | --- |
| |  | | --- | |  | | I confirm that the Team leader and Team member(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 the Team leader and each of the Team members. I shall provide documentary proof on the collaboration upon the request of the RGC / University Grants Committee (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. Abstract of the Proposed Project  
   *(Maximum of one A4 page in standard RGC format)*
2. One-page Summary of Proposed Project **(Annex A to IDS(R)1)***(Maximum of one A4 page in standard RGC format)*
3. Implementation Timetable **(Annex B to IDS(R)1)***(Maximum of two A4 pages in standard RGC format)*
4. Project Duration: months (maximum 36 months)

|  |  |
| --- | --- |
| 1. Total Amount Requested: | HK$ |

1. **Information on the Funded IDS Project(s)[[3]](#footnote-3)#**

[*Only institutions with funded IDS project are required to fill in this part.*]

1. One-page Summary of Funded IDS Project(s) **(Annex C to IDS(R)1)***(Maximum of one A4 page in standard RGC format for each project)*
2. Utilization of Asset Funded by IDS Project **(Annex D to IDS(R)1)***(Maximum of one A4 page in standard RGC format for each project)*
3. **Summary of Courses, Staff and Student Number(s) (Annex E to IDS(R)1)**

**PART II DETAILS OF THE PROPOSAL**

**PROJECT 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. **Project Descriptions***(Maximum of five A4 pages in standard RGC format)*
4. Programme of Activities to Support Research
5. Asset Purchase and Infrastructure / Physical Research Structure Establishment to Support Research
6. Support Staff Development Plan
7. Expected Deliverables of the Project
8. **Re-submission of a Proposal Previously NOT Supported / Continuation of Funded Project**
9. Is this proposal a re-submission or largely similar to a proposal that has been submitted to but not supported by the UGC / RGC or other funding agencies, or a continuation of funded project?

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

If yes, 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. If this application is the same as or similar to the one(s) submitted but not supported previously, what were the main concerns / suggestions of the reviewers on the proposal(s)?
2. Please give a brief response to the points mentioned in (b) above, highlighting the major changes that have been incorporated in this application.

**PART III PROJECT FUNDING**

* + - 1. **Cost and Justification**

1. Estimated Cost and Resource Implications:

[The budget plan should be made in conjunction with the milestones set out in the Implementation Timetable in **Annex B to IDS(R)1**. Please refer to the Part III of Guidance Notes (IDS(R)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$)** | **Total**  **(HK$)** |
| --- | --- | --- | --- | --- |
| 1. **Research Support Activities**   *[please itemize each activity]* |  |  |  | |  |  | | --- | --- | | HK$ |  | |
| Details: |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |
| 1. **Facilities and Equipment (including equipment / software licence)**   *[please itemize each facility / equipment]* |  |  |  | |  |  | | --- | --- | | HK$ |  | |
| Details: |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |
| 1. **Supporting Staff**   *[please itemize each staff member]*   * + 1. Post     2. Monthly salary x Nos. x Months |  |  |  | |  |  | | --- | --- | | HK$ |  | |
| Details: |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |
| |  | | --- | |  | |  |  |  |  |
| 1. **Total Cost of the Project (i) + (ii) + (iii)** | |  | | --- | | $ | | |  | | --- | | $ | | |  | | --- | | $ | | |  |  | | --- | --- | | **HK$** |  | |
| **Less: Deduction Items**   1. **Funds Secured from Other Sources** | | | | |  |  | | --- | --- | | **HK$** |  | |
| 1. **Sub-Total (iv) - (v)** | | | | |  |  | | --- | --- | | **HK$** |  | |
| 1. **Auditing Expenses** | | | | |  |  | | --- | --- | | **HK$** |  | |
| 1. **Total Amount Requested in this Application (vi) + (vii)** | | | | |  |  | | --- | --- | | **HK$** |  | |

1. Justification for each item of the budget in the three categories of Section 1(a) above:

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

1. Research Support Activities
2. Facilities and Equipment
3. Supporting Staff

[Detailed justification should be given to support the request for each item in each category. Any item over HK$200,000 without quotations will NOT be considered.]

1. Declaration on the Equipment Procurement

|  |  |  |
| --- | --- | --- |
| |  | | --- | |  | | (i) I declare that no equipment is required. |
|  | OR |
| |  | | --- | |  | | (ii) I declare that the equipment indicated in 1(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)(ii) above is available in the institution but additional sets are needed in view of 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)(ii) 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)(ii) above is available in the institution but additional sets are needed in view of the following reasons. |

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

**(Note:** It is the responsibility of the Project holder and Team leader 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. **If the applicant fails to disclose any related research work in this section, the applicant will be subject to disciplinary action even if the proposal is finally not supported. The application may be disqualified and the applicant may be debarred from applying for future UGC / RGC grants.)**

1. Is / Are there any related proposal(s) **being submitted** by the Project holder / institution to other competitive funding schemes of the UGC / RGC / other funding agency(ies) (e.g. Innovation and Technology Commission, Hong Kong Jockey Club, etc.)?

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

If yes, please give the following details:

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

1. The funding agency(ies) and the funding programme(s)
2. Reference no(s).
3. Project title(s)
4. A brief account of the proposal(s) including month and year of application and an explanation on the differences between the proposal(s) concerned and this application
5. Is / Are there any related proposal(s) has / have **already been funded** by other competitive funding schemes of the UGC / RGC / other funding agency(ies) (e.g. Innovation and Technology Commission, Hong Kong Jockey Club, etc.)?

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

If yes, please give the following details (excluding proposals funded under IDS):

*(Maximum of two A4 pages in standard RGC format)*

1. The funding agency(ies) and the funding programme(s)
2. Reference no(s).
3. Project title(s)
4. A brief account of the proposal(s) including month and year of application and an explanation on the differences between the proposal(s) concerned and this application
5. Is / Are there any on-going / completed IDS project(s)[[4]](#footnote-4)# held by the institution?

|  |  |  |
| --- | --- | --- |
| Yes |  | (Please complete **Annex C** and **Annex D**) |

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

1. Is / Are there any component(s) of program activities included in the proposal has / have **already been funded** by other competitive funding schemes (excluding IDS[[5]](#footnote-5)#) of the UGC / RGC / other funding agency(ies) (e.g. Innovation and Technology Commission, Hong Kong Jockey Club, etc.)?

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

If yes, please give the following details:

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

1. The funding agency(ies) and the funding programme(s)
2. Reference no(s).
3. Project title(s)
4. A brief account of the proposal(s) including month and year of application and an explanation on the differences between the proposal(s) concerned and this application
   * + 1. **Funds Secured or To Be Secured**
5. Other research funds already secured for this proposal:  
   *[This amount will be deducted from the total cost of the project. The total amount should tally with that in 1(a)(v) above).]*

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

1. Other research funds to be or are being sought for this proposal:

*[If funds under this item are secured, the amount of funding to be awarded under IDS Research Infrastructure Grant may be reduced.]*

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

**PART IV DECLARATION OF TIME COMMITMENTS**

**Declaration of Time Commitments**

|  |  |
| --- | --- |
| 1. Number of on-going individual research projects[[6]](#footnote-6) currently held by the Team leader in any capacity[[7]](#footnote-7): | |
|  |  |
| 1. Number of on-going collaborative research projects2 currently held by the Team leader in any capacity[[8]](#footnote-8): | |
|  |  |

If the number declared in (i) exceeds three **or** the number declared in (ii) exceeds two, please provide the following information:

(iii) Overall amount of time spent on research by the Team leader in percentage terms:

(iv) Justifications on how the Team leader would be able to take up this additional research project if funded while maintaining the research quality:

**PART V RESEARCH ETHICS AND OTHER APPROVALS**

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

|  |  |
| --- | --- |
|  | 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 Project holder’s institution. Project holder 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 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| Ionizing radiation safety | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| Non-ionizing radiation safety | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| Chemical safety | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

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”.

|  |
| --- |
| Names of authority(ies): |
|  |
|  |

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.

|  |
| --- |
|  |
|  |

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.

|  |  |  |  |
| --- | --- | --- | --- |
| Names of agency(ies) | Approval not required | Approval obtained | Approval  being sought |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

[*Note: Project holder 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?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.

**PART VI UNDERTAKING OF THE PROJECT HOLDER**

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.

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

**PART V****II INSTITUTIONAL ENDORSEMENT AND DECLARATIONS OF RESEARCH ETHICS / SAFETY APPROVAL**

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

*[Please tick ‘✓’ the appropriate boxes.]*

1. **Eligibility Requirement for IDS Research Infrastructure Grant**

I confirm that:

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | | --- | |  | | the institution has evaluated and supported the application before submission to the RGC; |
|  | |  | | --- | |  | | the Team leader fully meets the eligibility requirement for the IDS Research Infrastructure Grant as stated in Part I Section 2(b) and is not debarred from applying for any UGC / RGC grants; |
|  | |  | | --- | |  | | the Team leader 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; |
|  | |  | | --- | |  | | the Team leader 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 the research work, teaching and administrative duties; |
|  | |  | | --- | |  | | the project team 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; |
|  | |  | | --- | |  | | the institution will inform the RGC as soon as there is a change in the Project holder / Team leader and will recommend to the RGC for approval of a suitable new Project holder / Team leader, if applicable[[9]](#footnote-9)+, to take over the funded project once it is funded and commenced. The institution understands that failure in identifying a suitable new Project holder / Team leader or obtaining approval from the RGC for change of Project holder / Team leader will result in termination of the funded project; |
|  | |  | | --- | |  | | the institution understands that the IDS Research Infrastructure 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 the Project holder / Team leader proceeds on no-pay leave / professional leave for a continuous or cumulative period exceeding 183 days within the project period; and |
|  | |  | | --- | |  | | 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. |

1. **Support to the Project Team**

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

|  |  |  |  |
| --- | --- | --- | --- |
| (a) | |  | | --- | |  | | the project under this IDS Research Infrastructure Grant application is in line with the role of the institution; |
| (b) | |  | | --- | |  | | adequate supervision, facilities and training provisions will be in place if this application is supported by the RGC; |
| (c) | |  | | --- | |  | | the Project holder’s declaration and reasons in Part III Section 1(c) and (d) are genuine and true; and the Project holder’s request, if any, is supported; and |
| (d) | |  | | --- | |  | | the institution will strictly follow the relevant RGC’s guidelines during the whole project period to ensure that the project funding is properly used and will return the funding as requested by the RGC when the project is completed / terminated. |

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

I have examined the research proposal and confirm that:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  | | --- | |  | | 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. |

1. 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 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| Ionizing radiation safety | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| Non-ionizing radiation safety | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| Chemical safety | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

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:

|  |  |  |
| --- | --- | --- |
| |  | | --- | |  | | required |
| |  | | --- | |  | | not required |

1. 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 and provided to the RGC by 21 June 2024. The institution understands that if such approval is not obtained by the deadline, the RGC will regard this IDS Research Infrastructure Grant application as being withdrawn and will stop further processing it.

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

UGC Secretariat

November 2023

**Annex A**

**Institutional Development Scheme (IDS)**

**Research Infrastructure Grant 2024/25**

**One-page Summary of Proposed Project**

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

|  |  |  |
| --- | --- | --- |
| Institution: |  | |
| Proposal Ref. No.: |  | Requested Amount: |
| Proposal Title: |  | |
| Institution: |  | |
| Key Objectives and  Major Deliverables  (in bullet form): | **Key Objectives**: | |
| **Major Deliverables**: | |
| **(For institution with previously funded IDS project(s)[[10]](#footnote-10))**  Please explain why a new IDS Research Infrastructure Grant project is necessary in addition to the on-going project[[11]](#footnote-11) (in bullet form). |  | |

**Institutional Development Scheme (IDS)**

**Annex B**

**Research Infrastructure Grant 2024/25**

**Implementation Time-table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Ref. No.: | |  | Institution: |  |
| Project Title: |  | | | |

| **Year** | **Start Date**  **(Month / Year)** | **Milestones** | **% of Project expected to be completed** |
| --- | --- | --- | --- |
| 1 |  | 1. Please complete   … |  |
| 2 |  | 1. Please complete   … |  |
| 3 |  | 1. Please complete   … |  |
| 100% |

**Annex C**

**Institutional Development Scheme (IDS)**

**Research Infrastructure Grant 2024/25**

**One-page Summary of Funded IDS Project[[12]](#footnote-12)**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Institution: | |  | |
| On-going / Completed\* Project Ref. No.: |  | | Amount Funded: |
| Project Title: |  | | |
| Key Objectives and  Major Deliverables  (in bullet-point form): | **Key Objectives**: | | |
| **Major Deliverables**: | | |

*\* Please delete as appropriate*

**Institutional Development Scheme (IDS)**

**Annex D**

**Research Infrastructure Grant 2024/25**

**Utilization of Asset funded by IDS Project[[13]](#footnote-13)**

Please add tables for additional entries.

|  |  |
| --- | --- |
| **Project Title** |  |
| **Reference Number** |  |
| **Project Status\*** | On-going / Completed |
| **Item**  *(e.g. research facilities, communal equipment, software licence, dataset)* |  |
| **Brand / Model**  *(if applicable)* |  |
| **Current Status** |  |
| **Level of Utilization**  *(please specify e.g. average usage per month / year)* |  |
| **Upgrade Plan** |  |
| **Other Remarks**  *(e.g. sharing of equipment with other institutions)* |  |

*\* Please delete as appropriate*

**Annex E**

**Institutional Development Scheme (IDS)**

**Research Infrastructure Grant 2024/25**

**Summary of Courses, Staff and Student Numbers**

**(Position as at 29 February 2024)**

|  |  |
| --- | --- |
| Institution: |  |

1. **Academic Programme**

Please provide details of full-time and part-time self-financing locally-accredited local degree programmes offered by your institution:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Nos.** | **School / Faculty** | **Name of undergraduate degree programmes** | **Full-time / Part-time** | **No. of Students** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Nos.** | **School / Faculty** | **Name of postgraduate degree programmes** | **Full-time / Part-time** | **No. of Students** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | | |  |  |

1. **Staff Structure**

Full time academic staff spending 80% or more of their time in self-financing locally-accredited local degree or local higher degree work:

|  |  |  |
| --- | --- | --- |
| **School / Faculty** | **Staff Grades\*** | **Number of Staff** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | |  |

*\* Please provide actual staff grades and ranks, and do not fill in “others” in this column.*

1. ∧ Project Holder must be the Head of Institution. [↑](#footnote-ref-1)
2. A Team leader 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 Research Infrastructure Grant. [↑](#footnote-ref-2)
3. # Funded IDS project(s) refers to the funded project(s) under the Institutional Development Scheme (IDS) from 2014/15 to 2018/19 exercises and the IDS Research Infrastructure Grant starting from 2019/20 exercise onwards. [↑](#footnote-ref-3)
4. On-going / completed IDS project(s) refers to the funded project(s) under the Institutional Development Scheme (IDS) from 2014/15 to 2018/19 exercises and the IDS Research Infrastructure Grant starting from 2019/20 exercise onwards. [↑](#footnote-ref-4)
5. IDS refers to the Institutional Development Scheme (IDS) from 2014/15 to 2018/19 exercises and the IDS Research Infrastructure Grant starting from 2019/20 exercise onwards. [↑](#footnote-ref-5)
6. Research projects funded from all sources (irrespective of whether from UGC / RGC) should be included, except those funded under the joint research schemes and the fellowship schemes administered by the RGC. Projects for which completion reports have yet to be submitted by the application deadline of the current exercise should also be counted. [↑](#footnote-ref-6)
7. Projects funded under the Faculty Development Scheme (FDS) and Inter-Institutional Development Scheme (IIDS) are regarded as individual research projects. Team leader holding the capacity of Principal Investigator (PI), Co-Principal Investigator (Co-PI), Co-Investigator (Co-I) or collaborator in such projects should declare. [↑](#footnote-ref-7)
8. Projects funded under the Institutional Development Scheme Research Infrastructure Grant (IDS(R)) and Institutional Development Scheme Collaborative Research Grant (IDS(C)) are regarded as collaborative research projects. Team leader holding the capacity of Project Coordinator (PC), Co-PI, Team leader, Team member, Co-I or collaborator in such projects should declare. [↑](#footnote-ref-8)
9. + As a matter of policy, change of Project holder / Team leader will normally not be approved within the first six months of an approved project and during the process of the application. However, change of Project holder / Team leader from the 7th month may be considered by the RGC under the circumstances as stipulated in the SF-DAMA. [↑](#footnote-ref-9)
10. Funded IDS project(s) refers to the funded project(s) under the Institutional Development Scheme (IDS) from 2014/15 to 2018/19 exercises and the IDS Research Infrastructure Grant starting from 2019/20 exercise onwards. [↑](#footnote-ref-10)
11. Please elucidate whether and how the proposed project can create synergy with the on-going / completed IDS / IDS Research Infrastructure Grant projects and how the deliverables of the proposed and the on-going / completed projects can complement with each other. Please also complete the one-page summary of each funded IDS / IDS Research Infrastructure Grant project in **Annex C**. [↑](#footnote-ref-11)
12. Funded IDS project refers to the funded project under the Institutional Development Scheme (IDS) from 2014/15 to 2018/19 exercises and the IDS Research Infrastructure Grant starting from 2019/20 exercise onwards. [↑](#footnote-ref-12)
13. IDS project refers to the funded project under the Institutional Development Scheme (IDS) from 2014/15 to 2018/19 exercises and the IDS Research Infrastructure Grant starting from 2019/20 exercise onwards. [↑](#footnote-ref-13)