

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 2018/19**

**INTER-INSTITUTIONAL DEVELOPMENT SCHEME (IIDS)**  
**Application Form (IIDS1)**

*Important Notes to the Applicant*

1. *Please read the Explanatory Notes IID2 carefully before competing this form and make reference to the Guidelines on Disbursement, Accounting and Monitoring Arrangements for Competitive Research Funding Schemes for the Local Self-financing Degree Sector (SF-DAMA) if necessary.*
2. *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 is required to check the proposal with anti-plagiarism software before submitting the application to the RGC.*

*[Please tick '✓' in 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 (IIDS2 (Nov 2017)), the Circular for the Call for Proposals and the SF-DAMA.*

**PART I SUMMARY OF THE PROPOSAL**

**[To be completed by the applicant(s)]**

**1. Particulars of the Principal Investigator (PI)**

(Please use the name as shown in the Hong Kong Identity Card or passport)

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

(English) Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_  
 (capital letters)

(Chinese): \_\_\_\_\_

Post: \_\_\_\_\_

Unit / Department: \_\_\_\_\_

Institution: \_\_\_\_\_

Contact Tel. no.: \_\_\_\_\_ Email: \_\_\_\_\_

Personal website (if any): \_\_\_\_\_

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

(b) Is / Are the PI and Co-Principal Investigator(s) (Co-PI(s))\* , if any, a full time academic staff in a local self-financing degree-awarding institution, who

- (i) spend(s) at least 80% of time on locally-accredited local degree or higher degree work, and  
 (ii) has / have at least a one-year renewable contract with the institution at the time of funding award being made?

Yes  No

\* Co-PI(s) and his / her institution is required to complete the declaration form at **Annex** and the PI should submit the form to the Secretariat by 29 June 2018.

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

(a)

	Title / Surname (in capital letters) / other names	Post	Department / Institution
PI			
Co-PI			
Co-PI			
Co-I			
Co-I			

Please indicate if the PI / Co-PI(s) / Co-I(s) is / are current RGC Committee / Panel Member(s) as at the deadline of the application:

Yes (Please specify the name of PI / Co-PI(s) / Co-I(s) and the name of RGC Committee / Panel: \_\_\_\_\_)

NA

- (b) Curriculum vitae (CV) of applicant(s)  
 [Each PI, Co-PI and Co-I should submit a CV in chronological order, and each CV should be at most two A4-sized pages long. All the dates given should be in 'DD/MM/YYYY' format.]
- (i) Name
  - (ii) Academic qualifications (with dates and name of awarding universities)
  - (iii) Previous academic positions held (with dates)
  - (iv) Present academic position(s) (with date(s))
  - (v) Previous relevant research work
  - (vi) Publication records
    - Five most representative publications in recent five years
    - Five representative publications beyond the recent five-year period with the latest publication entered first
  - (vii) Others (please specify):
- (c) Plan(s) for collaboration in this application  
 [Please indicate the role and the specific task(s) the PI, each Co-PI and Co-I, if any, are responsible for.]  
*[Letter(s) of collaboration can be attached to Section 11 of Part II]*

### 3. **Particulars of the Project**

- (a) Title of Project

English: \_\_\_\_\_

Chinese: \_\_\_\_\_

- (b) Nature of Project

Conference       Workshop       Others (Please specify):

Seminar       Short Course      \_\_\_\_\_

- (c) Duration of Project: \_\_\_\_\_ months  
*(Maximum 12 months including preparation period prior to the event(s) / programme(s))*

(d) Research Field

[Please refer to Annex B of the Guidance Notes (IIDS2) for the field and the corresponding code.]

Primary Field: \_\_\_\_\_ & Code: \_\_\_\_\_

Secondary Field: \_\_\_\_\_ & Code: \_\_\_\_\_

(e) Proposed Date(s) of Event(s) / Programme(s): \_\_\_\_\_

Proposed Venue: \_\_\_\_\_

Estimated No. of Participants: \_\_\_\_\_

*(Excluding speakers and organizers)*

*(The event(s) / programme(s) should be opened to other institutions and to the public.)*

(f) A brief description of the project comprehensible to a non-specialist.

*(Maximum of one A4-sized page in standard RGC Format)*

[Please refer to the Guidance Notes (IIDS2) for standard RGC format]

(g) Total Amount Requested (excluding on-costs):

HK\$
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**PART II DETAILS OF THE PROPOSAL****[To be completed by the applicant(s)]****PROJECT DETAILS****1. Impact and Objectives**

*(Maximum of two A4-sized pages in standard RGC format for the long-term impact and project objectives, including the description on how the research capability of academics can be enhanced through this project such as the research topics that may be generated and the future planning after completion of this project)*

- (a) Long-term impact
- (b) Objectives  
[Please list the objectives in point form]

**2. Programme Outline of the Project**

- (a) Description of the project including a planned / tentative programme of the project.  
*(Maximum of two A4-sized pages in total in standard RGC format)*
- (b) Implementation schedule of the project.  
*(Maximum of one A4-sized page in total in standard RGC format)*

**3. Particulars of Potential Speaker(s)**

[For each speaker, please attach a *paragraph with brief description together with his / her relevant website link* and a summary on his / her current understanding of the research topic and the latest findings and significance of the study *(in one A4-sized page in standard RGC format)*]

Title / Name (Surname in capital letters)	Post / Institution	Title / Topic of presentation / course	Previous research links with Hong Kong institutions (Nature and Date (month/year))	Remarks <sup>#</sup>

<sup>#</sup> Please indicate whether the initial consent of speaker(s) has / have been sought.

**4. Collaboration with other Self-financing Degree-awarding Institutions**

Applying institution: \_\_\_\_\_

Collaborating self-financing institution(s) <sup>#</sup>	% of participation	Distinctive element(s) that the institution is responsible for the project

<sup>#</sup> *If no other eligible local self-financing degree-awarding institutions are involved, please input 'NA' in this table.*

**5. Proposed Funding**

[Non-permissible items should not be included. Please refer to Guidance Notes (IIDS2) and SF-DAMA Part III paragraph 21 for details.]

**(a) Budget**

		<u>Amount</u>
<b>(A) <u>Direct Cost</u></b>		
(i) Air passage	\$            x            speaker(s)	=HK\$ _____
(ii) Hotel accommodation / Subsistence allowance	\$            x            speaker(s) x            night(s)	=HK\$ _____
(iii) Honorarium*	\$            x            speaker(s)	=HK\$ _____
(iv) Organizing costs		
▸ Venue <sup>#</sup>	\$ _____	=HK\$ _____
▸ Printing <sup>^</sup>	\$ _____	=HK\$ _____
(v) Others (please specify)		=HK\$ _____
▸ _____	\$ _____	=HK\$ _____
▸ _____	\$ _____	=HK\$ _____
▸ _____	\$ _____	=HK\$ _____
<b>Sub-total for (A) (Direct Cost):</b>		<b>HK\$</b> <input style="width: 100px;" type="text"/>
<b>(B) <u>Deduction Items</u></b>		
<b>(vi) Less: Other research funds secured from other sources</b>		<b>HK\$</b> <input style="width: 100px;" type="text"/>
<b>(C) Amount requested in this application (A) - (B)</b>		<b>HK\$</b> <input style="width: 100px;" type="text"/>
<b>(D) Auditing expenses</b>		<b>HK\$</b> <input style="width: 100px;" type="text"/>
<b>(E) Total amount requested (C) + (D)</b>		<b>HK\$</b> <input style="width: 100px;" type="text"/>
<b>(F) On-costs (15% of approved cost on (C))</b>		<b>HK\$</b> <input style="width: 100px;" type="text"/>
<b>(G) Grand total requested (E) + (F)</b>		<b>HK\$</b> <input style="width: 100px;" type="text"/>

\* Academic staff remunerated by any UGC-funded universities must not be paid with honorarium or other form of payments.

<sup>#</sup> No venue cost should be charged by the applying institution and / or the collaborating local self-financing degree-awarding institution(s).

<sup>^</sup> To save paper, the amount of paper printing should be kept to the minimal and other alternatives should be considered where appropriate.

(b) Funding Allocation for Collaborating Institutions

[The institutions involved are confined to the eligible local self-financing degree-awarding institutions as specified in the Guidance Notes (IIDS2)]

	Name of institution(s)	Amount (HK\$)
Applying institution :		
Collaborating institution(s), if any		
Total:		

**6. Funds secured or to be secured**

## (a) Other funds already secured for these activities proposed:

[If funds under this item are secured, this amount will be deducted from the total cost of the project.]

SourceAmount (HK\$)

## (b) Other research fund(s) to be or is / are being sought for this research proposal:

[If funds under this item are secured, the amount of the funding to be awarded under IIDS may be reduced.]

SourceAmount (HK\$)

## (c) Any revenue to be generated from the project (e.g. enrolment fees of participants)

[If revenue will be generated from the project, the amount of funding to be awarded under IIDS may be reduced or the institution will be required to return the revenue generated to the RGC after the completion of the project.]

SourceAmount (HK\$)



**DECLARATION OF SIMILAR OR RELATED PROPOSALS**

**[Please refer to the Guidance Notes (IIDS2) for information required and implications for non-disclosure of similar or related proposals.]**

[According to the Guidance Notes (IIDS2), if the PI, Co-PI(s) and / or Co-I(s) fails to declare similar / related projects / proposals in this section, the application may be disqualified and the PI, Co-PI(s) and / or Co-I(s) may be debarred from applying future UGC / RGC grants.]

**7. Re-submission of a proposal previously NOT supported**

- (a) Is this proposal a re-submission or largely similar to a proposal that has been submitted to but not supported by the UGC / RGC projects or other funding agencies?

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): \_\_\_\_\_  
[if different from Section 2(a) of Part I above]

Date (month / year) of application(s): \_\_\_\_\_

Outcome: \_\_\_\_\_

- (b) 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)?
- (c) Please give a brief response to the points mentioned in (b) above, highlighting the major changes that have been incorporated in this application.

**8. Grant Record of Investigator(s)**

*[Please note that any information listed on the CV at Part I Section 2(b) will NOT be regarded as fulfilling the declaration requirements in this section.]*

- (a) **PI** - Details of research projects undertaken and proposals submitted by the PI (in the capacity of a PI / Project Coordinator (PC) / Co-PI / Co-I / Project holder<sup>^</sup> / Team leader<sup>^</sup>) including:
- (i) completed research projects funded from all sources (irrespective of whether from UGC / RGC) in the past five years;
  - (ii) on-going research projects funded from all sources (irrespective of whether from UGC / RGC);
  - (iii) terminated projects funded by UGC / RGC in the past five years;
  - (iv) unsuccessful proposals or withdrawn projects submitted to UGC / RGC in the past five years; and
  - (v) proposals pending funding approval (including FDS, IDS and IIDS in this funding exercise)

by filing in Table 8(a) below.

- (b) **Co-PI(s)** - 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) including:
- (i) completed research projects funded from all sources (irrespective of whether from UGC / RGC) in the past five years;
  - (ii) on-going research projects funded from all sources (irrespective of whether from UGC / RGC);
  - (iii) terminated projects funded by UGC / RGC in the past five years;
  - (iv) unsuccessful proposals or withdrawn projects submitted to UGC / RGC in the past five years; and
  - (v) proposals pending funding approval (including FDS, IDS and IIDS in this funding exercise)

by filing in Table 8(b) below.

- (c) **Co-I(s)** - Details of research projects funded from all sources by each Co-I (in a PI / PC / Project holder / Team leader capacity) including
- (i) on-going research projects funded from all sources (irrespective of whether from UGC / RGC); and
  - (ii) proposals pending funding approval (including FDS, IDS and IIDS in this funding exercise)

by filing in Table 8(c) below.

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<sup>^</sup> Project holder / team leader refers to projects under the Institutional Development Scheme.

**For any research project(s) / proposal(s) (irrespective of whether submitted to / funded by UGC / RGC) which is / are similar or related to this application, regardless of the period of time, you are required to state them in the relevant tables and provide an explanation on the differences between such project(s) / proposal(s) and this application** (Maximum of one A4-sized page in standard RGC format for each project / proposal). [Please explain if you have difficulty in making the declaration.]

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

**(i) Completed research projects funded from all sources**

Project Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK\$)	Project Period	Similar or Related to the Current Application  (Y# / N)	Completed Within the Past Five Years  (Y / N)

# Please explain the differences between the completed project(s) which is/are similar or related to this application

Project Ref. No.	Explanations

**(ii) On-going research projects funded from all sources**

Project Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK\$)	Project Period	No. of Hours Per Week Spent in Each Project (except in the capacity of Co-I)	Similar or Related to the Current Application (Y# / N)

# Please explain the differences between the on-going project(s) which is/are similar or related to this application

Project Ref. No.	Explanations

**(iii) Terminated projects funded by UGC / RGC**

Project Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK\$)	Start Date and Date of Termination	Similar or Related to the Current Application  (Y# / N)	Terminated Within the Past Five Years  (Y / N)

# Please explain the differences between the terminated project(s) which is / are similar or related to this application

Project Ref. No.	Explanations

**(iv) Unsuccessful proposals or withdrawn projects submitted to UGC / RGC**

Proposal / Project Ref. No.	Project Title	Project Objectives	Capacity  (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK\$)	Scheduled Project Period	Similar or Related to the Current Application  (Y# / N)	Unsuccessful Proposals or Project Withdrawn Within the Past Five Years  (Y / N)

# Please explain the differences between the unsuccessful proposals or withdrawn projects which is / are similar or related to this application

Proposal / Project Ref. No.	Explanations

**(v) Proposals pending funding approval (including FDS, IDS and IIDS in this funding exercise)**

Proposal Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Requested Amount (HK\$)	Estimated Project Period	No. of Hours Per Week to be Spent in Each On-Going Project (except in the capacity of Co-I)	Similar or related to the current application (Y# / N)

# Please explain the differences between the proposals pending funding approval that is/are similar or related to this application

Proposal Ref. No.	Explanations



**8.(b) Co-PI(s) - 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)**

**(i) Completed research projects funded from all sources**

Name of Co-PI(s)	Project Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK\$)	Project Period	Similar or Related to the Current Application (Y# / N)	Completed Within the past Five Years (Y / N)

# Please explain the differences between the completed project(s) which is / are similar or related to this application

Project Ref. No.	Explanations

**(ii) On-going research projects funded from all sources**

Name of Co-PI(s)	Project Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK\$)	Project Period	No. of Hours Per Week Spent in Each Project (except in the capacity of Co-I)	Similar or Related to the Current Application (Y# / N)

# Please explain the differences between the on-going project(s) which is / are similar or related to this application

Project Ref. No.	Explanations

**(iii) Terminated projects funded by UGC / RGC in the past five years**

Name of Co-PI(s)	Project Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK\$)	Start Date and Date of Termination	Similar or Related to the Current Application (Y <sup>#</sup> / N)	Terminated Within the Past Five Years (Y / N)

<sup>#</sup> Please explain the differences between the terminated project(s) which is / are similar or related to this application

Project Ref. No.	Explanations

**(iv) Unsuccessful proposals or withdrawn projects submitted to UGC / RGC**

Name of Co-PI(s)	Proposal / Project Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Amount (HK\$)	Schedule Project Period	Similar or Related to the Current Application (Y# / N)	Unsuccessful Proposal or Project Withdrawn Within the Past Five Years (Y / N)

# Please explain the differences between the unsuccessful proposals or withdrawn projects which is / are similar or related to this application

Proposal / Project Ref. No.	Explanations

**(v) Proposals pending funding approval (including FDS, IDS and IIDS in this funding exercise)**

Name of Co-PI(s)	Proposal Ref. No.	Project Title	Project Objectives	Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader)	Funding Source(s) and Requested Amount (HK\$)	Estimated Project Period	No. of Hours Per Week to be Spent in Each On-Going Project (except in the capacity of Co-I)	Similar or Related to the Current Application  (Y# / N)

# Please explain the differences between the proposals pending funding approval that is/ are similar or related to this application

Proposal Ref. No.	Explanations

**8.(c) Co-I(s) - Details of research projects funded from all sources by each Co-I (in the capacity of a PI / PC / Project holder / Team leader)**

**(i) On-going research projects funded from all sources**

Name of Co-I(s)	Project Ref. No.	Project Title	Capacity (PI / PC / Project holder / Team leader)	Funding Source(s) and Amount (HK\$)	Project Period	Similar or Related to the Current Application  (Y# / N)

# Please explain the differences between the on-going project(s) which is/ are similar or related to this application

Project Ref. No.	Project Objectives	Explanations

**(ii) Proposals pending funding approval (including FDS, IDS and IIDS in this funding exercise)**

Name of Co-I(s)	Proposal Ref. No.	Project Title	Capacity (PI / PC / Project holder / Team leader)	Funding Source(s) and Requested Amount (HK\$)	Estimated Project Period	Similar or Related to the Current Application  (Y# / N)

# Please explain the differences between the proposals pending funding approval that is /are similar or related to this application

Proposal Ref. No.	Project Objectives	Explanations

- (d) Is / Are there component(s) of program activities included in the proposal has / have **already 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 –

- (i) Funding agency(ies) / institution(s): \_\_\_\_\_
- (ii) Funding programme(s): \_\_\_\_\_
- (iii) Reference No(s): \_\_\_\_\_
- (iv) Proposal Title(s): \_\_\_\_\_
- (v) Name of PI(s) of the Proposal(s): \_\_\_\_\_
- (vi) A brief account of the proposal(s) including month & year of application and an explanation on the differences between the proposal(s) concerned and this application.  
*(Maximum of one A4-sized page in standard RGC format for each project)*  
 [If you have difficulty in making the declaration, please explain.]



**ANCILLARY INFORMATION****9. Research Ethics / Safety Approval and Access to Government / Official / Private Data and Records**

[Please refer to Part II Section 9 of the Guidance Notes (IIDS2) for the responsibilities and implications.]

(a) Research Ethics / Safety Approval

(i) I confirm that the research proposal

involves human subjects.

**OR**

does not involve human subjects.

(ii) 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 the PI's institution. PIs are encouraged to seek necessary approval before application deadline as far as possible.

	Approval not <u>required</u>	Approval <u>obtained</u>	Approval <u>being sought</u>
Human research ethics	<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"/>

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

Names of authority(ies):

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

- (i) Is access to Government or 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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- (ii) Please tick '✓' in 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.

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

[Note: PIs are encouraged to seek necessary approval before application deadline as far as possible.]

**10. 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

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, if any. 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 institutional repository for open access;
- (ii) if both (i)(A) and (B) above are not allowed, I will request the publisher to allow me to place either version in my institutional repository for restricted access immediately upon publication or after an embargo period of up to twelve months if required by the publisher; and
- (iii) subject to the publisher's agreement on (i) and (ii) above, I will deposit a copy of the publication in my institutional repository as early as possible but no later than six months after publication or the embargo period, if any.

**11. Letters of collaboration and supporting documents**

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

[According to the Guidance Notes (IIDS2), applications will be disqualified if the proposals are found to have abused the purpose of this section.]

Principal Investigator

Signature : \_\_\_\_\_

Title / Name : \_\_\_\_\_  
(in BLOCK letters)

Designation : \_\_\_\_\_

Institution : \_\_\_\_\_

Date : \_\_\_\_\_

**PART III INSTITUTIONAL ENDORSEMENT AND DECLARATION 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.]

**INSTITUTIONAL ENDORSEMENT**

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

**1. Eligibility Requirement for IIDS**

I confirm that:

- (a)  the application has been evaluated and endorsed by the institution concerned for submission to the RGC;
- (b)  the PI fully meets the eligibility as stated in Part I Section 1(b) and is not debarred from applying for any UGC / RGC grants;
- (c)  the 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 ICAC, whichever is more stringent, regarding procurement of facilities / equipment / services;
- (d)  the institution will inform the RGC as soon as the PI ceases to be eligible to apply, receive or hold a IIDS grant, and will withdraw the application; or recommend to the RGC for approval of a suitable new PI, if applicable<sup>+</sup>, to take over the funded project once it is funded and commenced;
- (e)  the institution understands that the IIDS grant, if given, will be withdrawn if the project does not start within six months of the announcement of funding result. The institution should report to the RGC as soon as possible when a PI proceeds on no-pay leave / professional leave for a continuous or cumulative period exceeding 183 days within the project period;
- (f)  if the project is approved, the institution may top-up partially funded project from other funding sources to ensure that the project is being realistically worked towards its goals. Apart from contributions towards specialized equipment, the institution will provide necessary infrastructural and overheads supports such as normal academic equipment, consumables, postage, fax, stationery, reference books, overseas telephone charges, etc. to the approved projects where appropriate; and

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<sup>+</sup> As a matter of policy, change of PI will normally not be approved within the first six months of an approved project and during the process of the application. However, change of PI from the 7th month may be considered by the RGC under the circumstances as stipulated in the SF-DAMA.

(g) the Co-PI(s) and his / her institution have completed / will complete the declaration form at Annex and

the completed form is attached

the completed form will be submitted by 29 June 2018

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

NA

**INSTITUTIONAL COMMITMENTS****2. Support to PI**

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

- (a)  the project under this IIDS 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 events / programmes of this research project will be opened to other institutions as well as the public;
- (d)  this application does not include requests for purchasing normal academic equipment, computer, consumables, postage, fax, stationery, overseas telephone charges, and standard software licence / dataset known to be available or reasonably expected to be provided in the institutions concerned; and
- (e) The electronic version of this application  
 has  
 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.]

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

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

(a) Research Ethics / Safety Approval

I have examined the research proposal and confirm that:

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

**OR**

- the research proposal involves human subjects

and human research ethics

approval has been obtained.

approval is being sought.

approval not required / exemption has been obtained.

exemption is being sought.

- (ii) the approval of the appropriate authority(ies) is / are not required or has been / will be obtained in respect of the following:

	<u>Approval not required</u>	<u>Approval obtained</u>	<u>Approval being sought</u>
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"/>

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

I have examined the research proposal and confirm that

- (i) the approval of the appropriate authority(ies) is / are:

required

not required



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

<u>Names of agency(ies)</u>	<u>Approval not required</u>	<u>Approval obtained</u>	<u>Approval being sought</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 institution will ensure that it will be obtained without delay. The institution understands if no confirmation of such approval is provided to the RGC by 29 June 2018, the RGC will regard this IIDS application as being withdrawn and will stop further processing it.

Signature : \_\_\_\_\_

Title / Name : \_\_\_\_\_  
(in BLOCK letters)

Designation : \_\_\_\_\_

Institution : \_\_\_\_\_

Date : \_\_\_\_\_

UGC Secretariat  
November 2017

**INTER-INSTITUTIONAL DEVELOPMENT SCHEME (IIDS)**

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

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

**Co-PI**

I confirm that:

I am willing to take up the role of Co-PI of the project (RGC ref.: \_\_\_\_\_)

I am a full-time academic staff in the local self-financing degree-awarding institution, and I

- spend at least 80% of time in teaching degree or higher degree courses;
- have at least a one-year renewable contract with the institution at the time of funding award being made; and
- will inform the Principle Investigator of this project immediately if there is any change in the eligibility requirement.

I have read and fully understand the requirements as set out in the IIDS Application Form (IIDS1), the Guidance Note (IIDS2), 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).

Signature of the Co-PI: \_\_\_\_\_

Title / Name of Co-PI : \_\_\_\_\_  
(in BLOCK letters)

Institution: \_\_\_\_\_

Date: \_\_\_\_\_

**Institution**

I confirm that:

- the Co-PI fully meets the eligibility as stated above and is not debarred from applying for any UGC / RGC grants;
  
- 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 ICAC, whichever is more stringent, regarding procurement of facilities / equipment / services and for recruitment of supporting staff; and
  
- the institution will inform the RGC as soon as the Co-PI ceases to be eligible to apply, receive or hold a IIDS grant via the Principal Investigator's institution.

Signature of the appropriate authority of  
the Co-PI's Institution : \_\_\_\_\_

Title / Name : \_\_\_\_\_  
(in BLOCK letters)

Designation : \_\_\_\_\_

Institution : \_\_\_\_\_

Date : \_\_\_\_\_