RGC Ref. No.: _____

(To be assigned and filled in by institution)

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

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

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 (IIDS2 (Nov 2026)), the Call for Proposals and the SF-DAMA.***

## PART I SUMMARY OF THE PROPOSAL

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

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

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

(Chinese): _____ Post: _____

Unit / Department: _____

Institution: _____

Contact Tel. No.: _____ Email: _____

Personal Website (if any): _____

[Please tick '✓' the appropriate box.]

(b) Is / Are the PI and Co-Principal Investigator(s) (Co-PI(s))*, if any, a full time academic staff engaged by one of the local self-financing degree-awarding institutions as listed in the Guidance Notes (IIDS2), who –

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

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

Yes ☐ No ☐

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

☐ Yes (Please specify:

Name of PI / Co-PI: _____

Name of university / research institute / body / agency:

_____

Region / Country: _____

With effect from: _____ )

☐ No

(ii) If yes to (c)(i) above, is the PI 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 and his / her institution are required to complete the declaration form at **Annex** and the PI should submit the form to the University Grants Committee (UGC) Secretariat by 18 June 2027.

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

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

☐ No

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

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

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

(a) Investigator(s) information, including Open Researcher and Contributor ID Identifier of the PI, each Co-PI and 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) | Member of an RGC Committee / Panel: (Yes or No? If yes, please indicate the name of committee/ panel concerned) |
|---|---|---|---|---|---|
| PI | | | | | |
| Co-PI | | | | | |
| Co-PI | | | | | |
| Co-I | | | | | |
| Co-I | | | | | |

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

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

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

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

☐ I confirm that the Co-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.

## 3. Particulars of the Project

(a) Title of Project:

(English) _____

(Chinese) _____

(b) Nature of Project

☐ Conference ☐ Workshop ☐ Others (Please specify):

☐ Seminar ☐ Short Course _____

(c) Project Duration: _____ months
*(Maximum 12 months including preparation period prior to the event(s) / programmes)*

(d) Research Field(s):

Primary Field: _____ & Code: _____

Secondary Field: _____ & Code: _____

(e) Proposed Date(s) of Event(s) / Programme(s): _____
*(Please specify the date(s) in "month/year" format.)*

Proposed Venue: _____

Estimated No. of Participants: _____
*(Excluding speakers and organisers)*
*(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 <u>one</u> A4 page in standard RGC format)*

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

(h) 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: _____

## 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. Programme Outline of the Project**

- Description of the project including a planned / tentative programme
  *(Maximum of two A4 pages in standard RGC format)*

- Implementation schedule of the project
  *(Maximum of one A4 page in standard RGC format)*

**4. Particulars of Potential Speaker(s)**
[For each speaker, please provide 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 page in standard RGC format)*.]

| Title / Surname (in capital letters) / Other Names | Post / Institution | Title / Topic of Presentation / Course | Previous Research Links with Hong Kong Institutions (Nature and Date (Month/Year)) | Remarks[#] |
|---|---|---|---|---|
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[#] *Please indicate whether the initial consent of speaker(s) has / have been sought.*

## 5. Collaboration with Other Self-financing Degree-awarding Institutions

| | Name of Institution(s) | % of Participation | Distinctive Role(s) of the Institution in the Project |
|---|---|---|---|
| Applying Institution | | | |
| Collaborating Institution(s) (If any) [#] | | | |
| | | | |
| | | | |
| **Total:** | | | |

[#] *If no other eligible local self-financing degree-awarding institutions are involved, please input "**N/A**" in this table.*

## 6. Re-submission of a Proposal Previously NOT Supported

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

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

## PART III PROJECT FUNDING

### 1. Proposed Funding

(a) Budget

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | **Amount** | |
| **(A)** | **Direct Cost** | | | | | | | | | | | | | | |
| **(i)** | **Air passage** | $ | | x | | speaker(s) | | | | | | | =HK$ | | |
| | Justification: | | | | | | | | | | | | | | |
| **(ii)** | **Hotel accommodation / Subsistence allowance** | $ | | x | | speaker(s) | x | | night(s) | | | | =HK$ | | |
| | Justification: | | | | | | | | | | | | | | |
| **(iii)** | **Honorarium*** | $ | | x | | speaker(s) | | | | | | | =HK$ | | |
| | Justification: | | | | | | | | | | | | | | |
| **(iv)** | **Organising costs** | | | | | | | | | | | | =HK$ | | |
| | ‣ Venue# | $ | | | | | | | | | | | | | |
| | ‣ Printing^ | $ | | | | | | | | | | | | | |
| | Justification: | | | | | | | | | | | | | | |
| **(v)** | **Others** (please specify) | | | | | | | | | | | | =HK$ | | |
| | ‣ _____ | $ | | | | | | | | | | | | | |
| | ‣ _____ | $ | | | | | | | | | | | | | |
| | ‣ _____ | $ | | | | | | | | | | | | | |
| | Justification: | | | | | | | | | | | | | | |
| | **Sub-total for (A) (Direct Cost):** | | | | | | | | | | | | **HK$** | | |
| **(B)** | **Deduction Items** | | | | | | | | | | | | | | |
| | **(vi) Less: Other Research Funds Secured from Other Sources** | | | | | | | | | | | | **HK$** | | |
| **(C)** | **Amount Requested in This Application (A) - (B)** | | | | | | | | | | | | **HK$** | | |

* Academic staff remunerated by any UGC-funded universities or academic staff of the self-financing degree-awarding institutions eligible for submission of applications under the RGC funding schemes for the local self-financing degree sector must not be paid with honorarium or other form of payments.

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

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

| | | |
|---|---|---|
| **(D)** | **Auditing Expenses** | **HK$** |
| **(E)** | **Total Amount Requested (C) + (D)** | **HK$** |
| **(F)** | **On-costs (15% of approved cost on (C))** | **HK$** |
| **(G)** | **Grand Total Requested (E) + (F)** | **HK$** |

(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:** | | |

## 2. Funds Secured or To Be Secured

(a) 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)(B)(vi) above.]*

Source Amount (HK$)

(b) 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 IIDS may be reduced.]*

Source Amount (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.]*

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

## PART IV GRANT RECORD AND RELATED RESEARCH WORK OF INVESTIGATORS

### Grant Record of Investigator(s)

**(Note:** It is the responsibility of the PI, 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 PI 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 PI, 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 PI, 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 PI, 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 PI (in the capacity of a PI / PC / Co-PI / Co-I / Project holder / Team leader)**

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

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

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

| Project Ref. No. | Project Title | Project Objectives | Capacity (PI / PC / Co-PI / Co-I / Project holder / Team leader) | Funding Source(s) and Amount (HK$) | Project Period | Amount of Time To be Spent on Each Project | | Related to the 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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**(iii) Proposals pending funding approval from all sources (irrespective of whether from the UGC / RGC)**

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

**(i) Completed research projects funded from all sources (irrespective of whether from the 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$) | Project Period | Related to the Current Application (Yes / No) If yes, please provide details in Table 1(d) |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
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**(ii) On-going research projects funded from all sources (irrespective of whether from the UGC / RGC)**

| Name of Co-PI(s) | Project Ref. No. | Project Title | Project Objectives | Capacity<br><br>(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) | Related to the Current Application (Yes / No)<br><br>If yes, please provide details in Table 1(d) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
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**(iii) Proposals pending funding approval from all sources (irrespective of whether from the UGC / RGC)**

| 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 Amount (HK$) | Estimated Project Period | Related to the 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)**

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

| Name of Co-I(s) | Project Ref. No. | Project Title | Capacity (PI / PC / Project holder / Team leader) | Funding Source(s) and Amount (HK$) | Project Period | Related to the Current Application (Yes / No) If yes, please provide details in Table 1(d) |
|---|---|---|---|---|---|---|
| | | | | | | |
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| | | | | | | |
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**(ii) Proposals pending funding approval from all sources (irrespective of whether from the UGC / RGC)**

| Name of Co-I(s) | Proposal Ref. No. | Project Title | Capacity<br><br>(PI / PC / Project holder / Team leader) | Funding Source(s) and Amount (HK$) | Estimated Project Period | Related to the Current Application (Yes / No)<br><br>If yes, please provide details in Table 1(d) |
|---|---|---|---|---|---|---|
| | | | | | | |
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**Table 1(d) Details of related research work undertaken by the PI, 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.*

| |
|---|
| **(i) Details of related research work undertaken by** _____ (Name of PI / Co-PI / Co-I) |
| |
| **(ii) Details to distinguish the related research work from the work in this proposal** |
| |

(e) Has / have any component(s) of the program activities included in the proposal 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 –

(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 page in standard RGC format for each project)*
[If you have difficulty in making the declaration, please explain.]

## PART V RESEARCH ETHICS AND OTHER APPROVALS

### (a) Research Ethics / Safety Approval

(i) I confirm that the proposal

☐ involves human subjects.

OR

☐ does not involve human subjects.

(ii) Please tick '✓' the appropriate boxes to confirm if approval for the respective ethics and / or safety issues is required and has been / is being obtained from the PI's institution. PI is encouraged to seek necessary approval before application deadline as far as possible.

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

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

Names of authority(ies):

.....

.....

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

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

Yes ☐ No ☐

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

.....

.....

(ii) Please tick '✓' the appropriate boxes to confirm if approval for access to the related data / records has been / is being obtained from the relevant agency(ies). If approval has been obtained, please provide evidence.

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

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

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

(i) Is the proposed project likely to generate data set(s) of retention value?

Yes ☐ No ☐

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

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

Yes ☐ No ☐

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

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

I undertake that upon acceptance of a paper for publication,

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

(ii) if both (i)(A) and (B) above are not allowed, I will request the publisher to allow me to place either version in the institutional repository for restricted access immediately upon publication or after an embargo period of up to twelve months if required by the publisher; and

(iii) subject to the publisher's agreement on (i) and (ii) above, I will deposit a copy of the publication in the institutional repository as early as possible but no later than six months after publication or the embargo period, if any.

**(d) Use of Artificial Intelligence (AI)**

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

Yes ☐ No ☐

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

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

Yes ☐ No ☐

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

<u>Declaration</u>

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

AND

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

## (e) Data Collection and Management

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

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

Yes ☐ No ☐

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

Yes ☐ No ☐

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

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

## (f) Letters of Collaboration and Supporting Documents

*(Maximum of <u>one</u> A4 page in standard RGC format for each item)*

## PART VI UNDERTAKING OF THE PI

By submitting the application, I undertake that the research activity(ies) / expenditure(s) of the project if funded will be carefully monitored for its / their compliance with applicable laws, health and safety guidelines and ethical standards, including but not limited to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region as well as the terms and conditions laid down by the RGC.

Principal Investigator

Signature : _____

Title / Name : _____
(in BLOCK letters)

Designation : _____

Institution : _____

Date : _____

## PART VII INSTITUTIONAL ENDORSEMENT, COMMITMENTS AND CONFIRMATION

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

### INSTITUTIONAL ENDORSEMENT

[Please tick '✓' the appropriate boxes.]

### 1. Eligibility Requirement for 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 requirement for the IIDS as stated in Part I Section 1(b) and is not debarred from applying for any UGC / RGC grants;

(c) ☐ the PI is / will be seconded to conduct research in a university or a research institute / body / agency in the Chinese Mainland / overseas jurisdiction with effect from _____ (date) while retaining his / her full-time appointment and position with this institution and is still on the payroll of this institution;

(d) ☐ the 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;

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

(f) ☐ 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;

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

(g) ☐ 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 overheads supports such as normal academic equipment, consumables, postage, fax, stationery, reference books, overseas telephone charges, etc. to the approved projects where appropriate;

(h) ☐ the institution will ensure that the research activity(ies) / expenditure(s) of the project if funded will be carefully monitored for its / their compliance with any applicable laws, health and safety guidelines and ethical standards, including but not limited to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region as well as the terms and conditions laid down by the RGC; and

(i) each of 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 18 June 2027

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

☐ N/A

## INSTITUTIONAL COMMITMENTS

### 2. Support to PI

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

(a) ☐ the 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 proposed 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, reference books, overseas telephone charges, and standard software licence / dataset known to be available or reasonably expected to be provided in the institutions concerned; and

(e) this application

☐ has

☐ has not

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

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

**3. <u>Declaration of Research Ethics / Safety Approval, Access to Government / Official / Private Data and Records / Use of AI / Data Collection and Management</u>**
[Please tick '✓' the appropriate boxes.]

(a) <u>Research Ethics / Safety Approval</u>

I have examined the proposal and confirm that –

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

OR

☐ the proposal involves human subjects

and human research ethics ☐ approval has been obtained.

☐ approval is being sought.

☐ approval is not required / exemption has been obtained.

☐ exemption is being sought.

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

| | <u>Approval not required</u> | <u>Approval obtained</u> | <u>Approval being sought</u> |
|---|---|---|---|
| Animal research ethics | ☐ | ☐ | ☐ |
| Biological safety | ☐ | ☐ | ☐ |
| Ionising radiation safety | ☐ | ☐ | ☐ |
| Non-ionising radiation safety | ☐ | ☐ | ☐ |
| Chemical safety | ☐ | ☐ | ☐ |

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

I have examined the proposal and confirm that

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

☐ required

☐ not required

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

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

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

(c) Use of AI

I have examined the proposal and confirm that

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

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

(d) Data Collection and Management

I have examined the proposal and confirm that

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

Signature : _____

Title / Name : _____
(in BLOCK letters)

Designation : _____

Institution : _____

Date : _____

UGC Secretariat
November 2026

**Annex to IIDS1 (Nov 2026)**

# INTER-INSTITUTIONAL DEVELOPMENT SCHEME (IIDS)

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

[Please tick '✓' the appropriate box.]

**Co-PI**

I confirm that –

☐ I am willing to take up the role of Co-PI of the project (RGC Ref. No.: _____)

☐ I am a full-time academic staff engaged by one of the local self-financing degree-awarding institutions as listed in the Guidance Notes (IIDS2), and I

- spend at least 80% of time in teaching degree or higher degree work[1];
- have at least a one-year renewable contract with the institution at the time of funding award being made; and
- will inform the Principal Investigator of this project immediately if there is any change in the eligibility requirement.

☐ I am / will be seconded to conduct research in the following university / research institute / body / agency in the Chinese 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: _____

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

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

☐ I undertake that the research activity(ies) / expenditure(s) of the project if funded will be carefully monitored for its / their compliance with applicable laws, health and safety guidelines and ethical standards, including but not limited to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region as well as the terms and conditions laid down by the RGC.

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 requirement for the IIDS as stated above and is not debarred from applying for any University Grants Committee / Research Grants Council (RGC) grants;

☐ the Co-PI is / will be seconded to conduct research in a university or a research institute / body / agency in the Chinese Mainland / overseas jurisdiction with effect from _____ (date) while retaining his / her full-time appointment and position with this institution and is still on the payroll of this institution;

☐ 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

☐ the institution will inform the RGC as soon as the Co-PI ceases to be eligible to apply, receive or hold an 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 : _____