|  |
| --- |
| RGC Ref.: |
| *(to be completed by the university)* |

**RESEARCH GRANTS COUNCIL**

**National Natural Science Foundation of China (NSFC) /   
Research Grants Council (RGC) Joint Research Scheme (JRS) 2025/26**

**Conference Proposal Application Form**

**(For conferences to be held in Hong Kong)**

**PART I APPLICATION**

[For details on attachment of relevant documents, please refer to the Call Circular for the 2025/26 exercise.]

1. **Particulars of Conference**

|  |  |
| --- | --- |
| Title  (in English and Traditional Chinese) |  |
| Proposed Date(s) |  |
| Proposed Venue |  |
| Expected Number of Speakers |  |
| Estimated Number of Participants# |  |

# Excluding speakers and organisers

1. **Focus Area**

(Please tick ‘✓’ **ONE** focus area only)

|  |
| --- |
| □ Information Technology □ Life Science □ New Material Science  □ Marine and Environmental Science □ Medicine □ Management Science  □ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Research Field[[1]](#footnote-2)**

|  |  |  |  |
| --- | --- | --- | --- |
| Primary field name: |  | & Code |  |
|  |  |  |  |
| Secondary field name: |  | & Code |  |

1. **Particulars of Applicants**
2. **Name(s) and Academic Affiliation(s) of Applicant(s):** (in English and Traditional Chinese)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Surname  (with title) | Other Name | Post | Unit / Department / University | ORCID iD[[2]](#footnote-3) |
| Hong Kong | Principal Investigator (PI) |  |  |  |  |  |
| Co-Investigator(s)  (Co-I) |  |  |  |  |  |
| Mainland | Co-organiser |  |  |  |  |  |
| Other collaborator |  |  |  |  |  |

1. **The Hong Kong PI / Co-I\* is within**

|  |  |  |
| --- | --- | --- |
|  | first year | (entering into employment between 17 January 2024 to 16 January 2025) |
|  |  |  |
|  | second year | (entering into employment between 17 January 2023 to 16 January 2024) |
|  |  |  |
|  | third year | (entering into employment between 17 January 2022 to 16 January 2023) |
|  |  |  |

of his / her full time academic job as an Assistant Professor or career equivalent involving teaching and research duties and the applicant is in substantiation track / tenure track position at the time of submission of the proposal.

**\*Please delete the inappropriate**

1. **A Programme Outline of the Proposed Conference**

Please include a brief description of the conference to be organised and the objectives to be achieved.

|  |
| --- |
|  |

1. **Particulars of Proposed Mainland Guest Speaker(s)\***

|  |  |  |
| --- | --- | --- |
| Name,  Post and  Institution | Title / Topic of Presentation(s) | Previous Research Links with  Hong Kong Institutions:  Nature / Date (month/year) |
|  |  |  |

1. **Particulars of Proposed Hong Kong Guest Speaker(s)\***

| Name,  Post and  Institution | Title / Topic of Presentation(s) | Previous Research Links with  Mainland Institutions:  Nature / Date (month/year) |
| --- | --- | --- |
|  |  |  |

\* For each guest speaker, please attach (1) **a half-page summary** on his / her current understanding of the research topic and the latest findings and significance of the study, and (2) **one A4 page** curriculum vitae (template at **Appendix**). Failure to comply with the application format and / or the allowable page limit may lead to disqualification of the application.

Applicants should pay attention to the requirement that **50% of the participants from Hong Kong (including the speakers) should be at Assistant Professor rank in UGC-funded universities, while 50% of the participants from Mainland (including guest speakers) should meet the eligibility requirements as “young scientists” specified by the NSFC.**

1. **Funds Requested from the RGC**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Amount (HK$) | | | | | |
| Air Passage | $5,500 | × | \_\_\_\_ Mainland Speaker(s) |  | = |  |
| Subsistence | $900 | × | \_\_\_\_ Mainland Speaker(s) × | \_\_\_\_ Day(s) | = |  |
| Organizing Costs |  |  |  |  | = |  |
| - Venue | $\_\_\_\_\_ | × | \_\_\_\_\_\_ Day(s) |  | = |  |
| - Printing |  | | | | = |  |
| - Others (please specify) |  | | | | = |  |
|  |  | | | | = |  |
|  |  | | | | = |  |
| Total |  | | | | = |  |

1. **Other Fund(s) Requested for the Proposed Conference**

|  |  |
| --- | --- |
| Funding Scheme(s) | Amount (HK$) |
|  |  |

1. **Declaration**

I/We certify that the information given in this Application Form is complete and accurate to the best of our knowledge. The Mainland Co-organiser meets the eligibility requirements specified by the NSFC.

**In addition, by submitting the application, I/we undertake that the conference if funded will be carefully monitored for its compliance with applicable laws, health and safety guidelines and ethical standards.**

The Hong Kong PI will be responsible for the usage of the fund and will submit a report to the RGC accordingly as stated in the Call Circular for the 2025/26 exercise and the relevant RGC guidelines. I/We understand that the RGC will release the completion report to the public.

1. **Consent of Collaboration**

The Hong Kong PI confirms that the Co-I(s) in the Hong Kong Team listed in the proposal have explicitly agreed to serve in the project team and a copy of the proposal has been provided to each of the Co-Is. The Hong Kong PI shall provide further documentary proof on the collaboration upon the request of the RGC / Secretariat.

1. **Signature and Date**

**Hong Kong Team:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Principal Investigator:** | |  | |  | |  | |  | |
|  |  |  | |  | |  | |  | |
| Name |  | | Signature : | |  | | Date : | |  | |
|  |  | |  | |  | |  | |  | |
| **Co-Investigator(s):** | | |  | |  | |  | |  | |
|  |  | |  | |  | |  | |  | |
| Name |  | | Signature : | |  | | Date : | |  | |
|  |  | |  | |  | |  | |  | |
| Name |  | | Signature : | |  | | Date : | |  | |
|  |  | |  | |  | |  | |  | |
| Name |  | | Signature : | |  | | Date : | |  | |
|  |  |  | |  | |  | |  | |
| (Add more names of Co-I(s) if necessary) | | | | | | | | | |

**Mainland Team:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Co-Organiser:** | |  | |  | |  | |  | |
|  |  |  | |  | |  | |  | |
| Name |  | | Signature : | |  | | Date : | |  | |
|  |  | |  | |  | |  | |  | |
| **Collaborator(s):** | | |  | |  | |  | |  | |
|  |  | |  | |  | |  | |  | |
| Name |  | | Signature : | |  | | Date : | |  | |
|  |  | |  | |  | |  | |  | |
| Name |  | | Signature : | |  | | Date : | |  | |
|  |  | |  | |  | |  | |  | |
| Name |  | | Signature : | |  | | Date : | |  | |
|  |  |  | |  | |  | |  | |
| (Add more names of Collaborator(s) if necessary) | | | | | | | | | |

**PART II UNIVERSITY’S STATEMENT ON SUBMISSION**

[To be completed and signed by the appropriate authority of the Hong Kong PI’s university. The university should confirm that it has evaluated and given support to the application before submission to the RGC.

To safeguard the interests of the researcher and the university, the awardee university bears the primary responsibility for prevention, detection and investigation of research misconduct, including but not limited to misusing of funds, data falsification, plagiarism, self-plagiarism and double-dipping.]

(\*Please tick ‘✓‘ as appropriate in the boxes)

I confirm the that:

(a) the application has been evaluated and endorsed by the university for submission to the RGC;

|  |  |  |
| --- | --- | --- |
| (b) the Hong Kong PI, in the staff grade |  | , meets fully the stipulated staff eligibility |
| requirement for and is not debarred from applying for RGC grant; | | |

[Where the Hong Kong PI is newly appointed, the university has formally entered into a contract of service with him / her on or before the submission deadline of this funding exercise and his / her appointment would take effect on or before 2 April 2025.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | the Hong Kong PI is / will be primarily engaged in and spending at least 80% of time in degree or higher degree work at the university; **or** | | |
|  |
|  | | | | |
|  |  | the Hong Kong PI is / will be seconded to work at the following Innovation and Technology clusters at the Hong Kong Science Park with effect from \_\_\_\_\_\_\_\_\_ (mm/yyyy); **or** | | |
|  |
|  |
|  | | |  | Health@InnoHK | |
|  | | | | | |
|  | | |  | AIR@InnoHK | |
|  | | | | |
|  |  | the Hong Kong PI is / will be seconded to conduct research in a university or a research institute / body / agency in the Mainland / overseas jurisdiction with effect from \_\_\_\_\_\_\_\_\_ (mm/yyyy)  [Name of university / research institute / body / agency: \_\_\_\_\_\_\_\_\_  Region / Country: \_\_\_\_\_\_\_\_\_] | | |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| (c) |  | the Hong Kong PI |
|  |
|  |  | the Hong Kong Co-I(s) |

meet(s) fully the stipulated staff eligibility requirement for and is / are not debarred from applying for ECS grant;

(d) the Hong Kong PI is / will be employed in substantiation track / tenure track position;

(e) the applicant’s statement at Section D(ii) of Part I is true;

(f) the university will inform the RGC as soon as the Hong Kong PI ceases to be eligible to apply, receive or hold an RGC grant, and will withdraw the application; or recommend to the RGC for approval of a suitable new Hong Kong PI, if any, to take over the funded project once it is funded and commenced. The university 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.

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

**Appendix**

**National Natural Science Foundation of China (NSFC) /   
Research Grants Council (RGC) Joint Research Scheme (JRS)**

Template for Curriculum Vitae (CV) of Guest Speakers

Please attach one A4 page CV (with a maximum of 400 words (per person)) for each guest speaker in the following 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:

Section A – Five most representative publications in recent five years

Section B – Five representative publications beyond the recent five-year period with the latest publication entered first

vii) Others (please specify):

1. Please refer to the list of subject areas in the General Research Fund “Scheme Overview and Guidance Notes (GRF2)”, which is available at the RGC website: https://www.ugc.edu.hk/doc/eng/rgc/form/GRF2.pdf. [↑](#footnote-ref-2)
2. The Hong Kong PI and all Hong Kong Co-I(s) are required to provide an ORCID iD to facilitate identification of researchers. Overseas Co-I(s) are encouraged to provide one. ORCID iD can be registered for free at https://orcid.org. [↑](#footnote-ref-3)