|  |  |  |
| --- | --- | --- |
|  | RGC Ref. No.: |  |
|  |  |  |
|  |  |  |

**RESEARCH GRANTS COUNCIL**

**RGC Postdoctoral Fellowship Scheme (PDFS)**

**Annual Progress Report (Form A)**

***This form should be signed by the supporting university. It should be submitted, together with the Annual Progress Report (Form B) completed and signed by the awardee, in text-searchable PDF format.***

**A: General Information**

|  |  |
| --- | --- |
| **Name of Awardee:** |  |
| **Name of Supporting University:** |  |
| **Affiliated Faculty / School / Department / Division / Unit:** |  |
| **Name(s) and Designation(s) of Supervisor(s):** |  |
| **Fellowship Commencement Date (dd/mm/yyyy):** |  |
| **Reporting Period: Note 1****(dd/mm/yyyy to dd/mm/yyyy)** |  | **to** | 　 |
|  |
| Note 1: | The reporting period should end at the immediate 30 June on or after the completion of every 12 months of the fellowship. The annual progress report should be submitted to the UGC Secretariat through the supporting university within three months from the end of the reporting period (i.e. 30 September).  |
|  |
| **B: Assessment on the awardee’s performance during the reporting period** |
| **(1) Summary of progress by the awardee: Note 2** |
| ***Please submit this part in Annual Progress Report (Form B), which is to be filled and signed by the awardee.*** |
| Note 2: | This part is mandatory and should be submitted together with this form. |
| **(2a) Publication(s) / Paper(s) arising from the fellowship in this reporting period: Note 3***(Please attach a copy of the publication / paper and/or the letter of acceptance if not yet submitted in the previous progress report(s). All listed publications must acknowledge RGC’s funding support by quoting the specific grant reference.)* |
| **Title:** |  |
|  |
| **Status\*:** |  |  | Published/Presented |   | Accepted but not yet published/presented |
|  |
|  |  | Under review |   | Submitted for publication/presentation |
|  |
| **Awardee's role\*:** |   |  | Sole author |   | First author, with other author(s) |
|  |
|   |  | Contributory author |   | Second author, with other author(s) |
|  |
| **Name of Journal/ Book:** |  |
| \* Please put a tick "✓" as appropriate. |
| **Title:** |  |
| 1 |
| **Status\*:** |  |  | Published/Presented |   | Accepted but not yet published/presented |
|  |
|  |  | Under review |   | Submitted for publication/presentation |
|  |
| **Awardee's role\*:** |   |  | Sole author |   | First author, with other author(s) |
|  |
|   |  | Contributory author |   | Second author, with other author(s) |
|  |
| **Name of Journal/ Book:** |  |
| \* Please put a tick "✓" as appropriate. |
| Note 3: | If there are more publications to be reported, please add more boxes for filling in relevant details accordingly. |
| **(2b) Other research output(s) (if applicable, not including that from international conference(s) and/or overseas research- related activities):** |
|  |
|  |  |
| **(3a) International conference(s) attended and/or overseas research-related activities participated during this reporting period:***(Please provide the date, place and name of each conference)* |
|  |
|  |
| **(3b) Related output(s) of the international conference(s) and/or overseas research-related activities (if applicable):** |
|  |
|  |
| **(3c) Amount of conference and research-related travel allowance dispensed in this reporting period: Note 4** |
| **HK$ (or converted to HK$ in equivalent):** |  |
|  |  |
|

|  |  |
| --- | --- |
| Note 4: | Please report the actual amount expended from the entitled conference and research-related travel allowance.If there is any additional allowance other than the PDFS, please indicate the amount separately. |

 |
| **(4a) Overall Comment: Note 5** |
|  |
| Note 5: | The comment should be provided by the awardee’s supervisor(s) to cover his/her performance, conduct, research activities participated and the relevant output(s), as well as other observations. |
|  |
| **(4b) Overall rating on the awardee’s performance: Note 6** |  |
| Note 6: | Score ranges from 1 to 5, with 1 = Very Poor, 3 = Satisfactory, 5 = Outstanding. Awardees being rated at 2 or below should normally not be recommended for continuation of the fellowship. |
| **(4c) Recommendation**Taking into account the awardee’s performance throughout the reporting period, as the awardee’s supervisor, I **\*recommend/ do not recommend** continuation of the awardee’s PDFS fellowship.\* Please delete as appropriate |
| **The above assessment is conducted by:** |
| **Signature:** |  |
| **Title / Name:** |  |
| **Designation:** |  |
| **Relationship with Awardee:** |  |
| **Email Address:** |  |
| **Date:**  |  |
|  |
| **(5) Awardee's feedback on this evaluation (if any): Note 7** |
| ***Please submit this part in Annual Progress Report (Form B), which is to be filled and signed by the awardee.*** |
| Note 7: | The awardee may feedback on this assessment. This part is not mandatory. If applicable, please complete this part in Annual Progress Report (Form B) and submit it together with this form. |
| **(6) Endorsement by countersigning officer Note 8 at the supporting university** |
| Note 8: | Vice-President (Research) or Chairman, Research Committee or equivalent |
|  |
| (i) I **agree** with the assessment by the awardee’s supervisor.(ii) On behalf of the supporting university, I **recommend** continuation of the awardee’s PDFS fellowship.Please tick “🗸” in the appropriate boxPlease provide reason(s) below if do **not** agree in (i) and/or do **not** recommend in (ii). |
|  |
| **This annual progress report is endorsed by:** |
| **Signature of Countersigning Officer:** |  |
| **Title / Name:** |  |
| **Designation:** |  |
| **Supporting University:** |  |
| **Date:**  |  |