RGC Ref. No.[1]: _____

RESEARCH GRANTS COUNCIL (RGC)

Research Fellow Scheme (RFS) / Senior Research Fellow Scheme (SRFS) 2027/28

Nomination Form (RFS-SRFS-1)

Note:

1. Please read the Guidance Notes (RFS-SRFS-2) before completing this nomination form.

2. The nominee is required to complete Parts I to VI and the Supporting University should complete Part VII (including the Annex) of this nomination form.

PART I PARTICULARS OF THE NOMINEE

[To be completed by the nominee]

1. Basic Information

Title: Professor / Dr*
** Please delete as appropriate*

Surname: _____ Other Name: _____

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

Name in Chinese
(*"N/A" if not applicable*): _____

HK Permanent Resident[2]: Yes / No* Gender: Male / Female*

** Please delete as appropriate*

Nationality: _____ Age[#]: _____

[#] As at 31 December 2026

Contact Phone Number: _____

(Country Code) (Area Code) (Number)

[1] A unique RGC reference number formatted as [Scheme]_[Year]_[Serial] will be automatically generated by the system once a nomination form is created.

[2] As defined under the Immigration Ordinance at https://www.immd.gov.hk/eng/services/roa/eligible.html

Email:

Open Researcher and Contributor ID Identifier (ORCID iD):

Personal Website (if any):

Are you a current UGC/RGC Committee/Panel Member as at the close of nomination?
[Please tick '✓' in the appropriate box.]

☐ Yes *Please provide the name of UGC/RGC Committee/Panel you are serving:*

_____

☐ No

2. Current Employment

Post Title:

Unit/Department:

University/Institute (Country/ Region if outside Hong Kong):

Is Your Academic Appointment on Full-time[3] Basis? Yes / No*

** Please delete as appropriate*

Is Your Academic Appointment Tenured (or Substantiated)? Yes / No*

** Please delete as appropriate*

Date of Appointment as Associate Professor (for RFS)/ as Full Professor (for SRFS)* (dd/mm/yyyy):

** Please delete as appropriate*

Date of Joining the Supporting University as Full-time[3] Staff (dd/mm/yyyy):

[3] Not including visiting or honorary appointment

Current Teaching Responsibilities:
(Please specify courses or responsibilities and estimated time spent on each per week) (maximum 200 words)

Current Administrative Responsibilities:
(Please specify responsibilities and estimated time spent on each per week) (maximum 200 words)

Supervision of Research Postgraduate Students (which should be continued throughout this Fellowship):
(Please specify estimated time spent on the supervision of research postgraduate students per week) (maximum 200 words)

Estimated Number of Hours per Week to be Spent by You on the Research under this Fellowship[4]:

[4] The amount of time to be spent by the RFS/SRFS awardee on the RFS/SRFS research project should not be less than that specified in the nomination form or as agreed by the RGC. In case the Supporting University's abiding by this understanding is in doubt and there is potential deviation from the understanding without agreement by the RGC, the Secretariat may request clarification from the Supporting University and awardee. If there is any deviation from this process/conditions, RGC reserve the right to withdraw the relevant Fellowship award.

Declaration of Time Commitments of Your Research:

- You are required to provide the numbers of:
  (i) on-going individual research projects[5] currently held by you in any capacity (e.g. Principal Investigator (PI), Co-Investigator (Co-I), Collaborator, etc.); and
  (ii) on-going collaborative research projects currently held by you in any capacity (e.g. Project Co-ordinator (PC), Co-PI, Co-I, Collaborator, etc.).

(i) (ii)

- If the number declared in (i) exceeds **THREE OR** the number declared in (ii) exceeds **TWO**, please provide the following information (*"N/A" if not applicable*):

  (iii) overall amount of time spent on research in percentage terms; and
  (iv) justifications on how you would be able to take up the additional research project under this Fellowship if funded while maintaining the research quality.

(iii) (iv)

3. Credentials

(a) Research Interest – Please provide a brief description of your current research interest in a maximum of one A4 page in standard RGC format.

(b) Impact of Past Research – Please provide a brief description of the impact of your research to date on your field and society at large in a maximum of one A4 page in standard RGC format.

(c) Mentoring Success – Please provide a brief description of your experience in developing Research Postgraduate (RPg) students and junior researchers (incl. Post-doctoral Fellows, if any), as well as details of your current research group including the size and composition, and a full list of former postdocs, PhDs, and other RPg students in a maximum of two A4 pages in standard RGC format.

[5] Research projects funded from all sources (irrespective of whether from UGC/RGC) should be included, except those funded under the joint research schemes administered by the RGC. Projects for which completion reports have yet to be submitted by the nomination deadline should also be counted.

(d) Professional Service – Please provide a brief description of the evidence of your contribution to the research community and society at large (e.g. editorial positions, leadership positions, knowledge-transfer activities, etc.) in a maximum of one A4 page in standard RGC format.

(e) Please attach a Curriculum Vitae (CV) – a maximum of two A4 pages in standard RGC format. For the content requirement, please refer to the *Guidance Notes (RFS-SRFS-2*).

PART II DETAILS OF THE RESEARCH PROPOSAL

[To be completed by the nominee]

1. Particulars of the Project

(a) Title of Project:

(b) Research Field(s)[6]:

Primary Field: & Code:

Secondary Field^: & Code:

^ *Please insert "N/A" if not applicable.*

Please provide a maximum of five keywords to characterise the work of your proposal:
(maximum 30 characters for each keyword)

(i) (iv)

(ii) (v)

(iii)

(c) Nature of Research:
* *Please delete as appropriate*

Basic / Applied / Overlapping *

(d) Abstract of Research – Please provide an abstract of research comprehensible to a non-specialist in one A4 page in standard RGC format.

2. Research Details

[Please refer to the *Guidance Notes (RFS-SRFS-2)* for content and format requirements of (a) to (f).]

(a) Project Objectives Attachment

(b) Research Project Statement Attachment

(c) Pathways to Impact Attachment

(d) References Attachment

(e) Engagement of Early Career Researchers in the Proposal

(f) Project Team and Plan of Collaboration

[6] Please refer to the Annex A to *Guidance Notes (RFS-SRFS-2)* for list of Research Field Areas and Codes.

(i) Composition of Project Team and Roles of Individual Members

(ii) List of Collaborator(s), if any, and Respective Role(s)

Title and Name of Collaborator	University/Organisation (Country/Region)	Role(s) of Collaborator

Please add row(s) if needed

(g) Output Dissemination Plan

Target timing of dissemination (quarter/year)	Output type (Journal/Conference/Other)	Name of target journal, conference or other dissemination means

Please add row(s) if needed

(h) Nature of Proposal:
[Please tick '✓' in the appropriate box.]

New ☐ Continuation ☐ Re-submission ☐

(i) If this research proposal is a continuation of the work of a research project previously funded by the UGC/RGC, please provide the following details –

Funding Programme(s)/Scheme(s): _____

Reference No(s).: _____

Project Title(s): _____
[if different from Part II 1(a) above]

(ii) If this research proposal is a re-submission or largely similar to a proposal that has been submitted to but NOT supported by the UGC/RGC or another funding agency, please provide 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 Part II 1(a) above]

Date (month/year) of
Application(s)/Nomination(s): _____

Rating/Outcome: _____

If this proposal is the same or similar to the one(s) submitted under any of the UGC/RGC funding schemes but not supported previously, what were the main concerns/suggestions of the reviewers and how have you changed the project in response? Please make sure that sufficient revisions and improvement based on the comments provided by the assessment Panels have been made. *(maximum 500 words)*

PART III PROJECT FUNDING AND RESOURCES

[To be completed by the nominee. Please refer to the *Guidance Notes (RFS-SRFS-2)* for details of the Fellowship grant in this exercise (2027/28).]

1. Cost and Justification

(a) Estimated Cost and Resource Implications:
[Detailed justification should be given to support the request for each item below. Items without quotations as required will not be considered. Non-permissible items should not be included. Please insert "N/A" where applicable and tick '✓' in the appropriate box.]

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Year 4 (HK$)	Year 5 (HK$)	Total (HK$)
(A) One-line Vote Items						
(i) Supporting Staff Costs *(Monthly Salary x Nos. x Months)*						HK$
Details:						
‣ Post-doctoral Fellow(s) CV(s) of PdF(s) Provided*: Yes ☐ No ☐ ** please provide recruitment plan outline if CV is not available*						
‣ Research Postgraduate Student(s) CV(s) of PhD student(s) Provided*: Yes ☐ No ☐ ** please provide recruitment plan outline if CV is not available*						

	Year 1 (HK$)	**Year 2 (HK$)**	**Year 3 (HK$)**	**Year 4 (HK$)**	**Year 5 (HK$)**	**Total (HK$)**
‣ Senior Research Assistant(s)						
‣ Research Assistant(s)						
‣ Others (please specify the post here)						
Justification:						
(ii) Equipment Expenses *[please itemise and provide quotations for each item costing over HK$200,000]* Quotation Provided: Yes ☐ No ☐						HK$
Details:						
‣ _____						
‣ _____						
Justification:						

	Year 1 (HK$)	**Year 2 (HK$)**	**Year 3 (HK$)**	**Year 4 (HK$)**	**Year 5 (HK$)**	**Total (HK$)**
(iii) Costs for Employment of Relief Teacher(s) ‣ Rank of Relief Teacher(s): (please specify the rank here) CV(s) Provided: Yes ☐ No ☐ ‣ Proposed Monthly Salary x Total No. of Months in all 5 years: HK$ _____ x _____ ‣ No. of course(s) you are currently teaching in an academic year: ‣ No. of course(s) the Relief Teacher(s) will teach in an academic year: *[please report UGC-funded programmes only]*						HK$
Justification:						

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Year 4 (HK$)	Year 5 (HK$)	Total (HK$)
(iv) Outsourcing Expenses of Research Work Outside Hong Kong *[please itemise your cost estimation with justification and provide quotations for each work costing over HK$200,000; and provide detailed justification of sample sizes and costs for surveys conducted outside Hong Kong]* Quotation Provided: Yes ☐ No ☐						HK$
Details:						
‣ _____						
‣ _____						
Justification:						
(v) General Expenses *[please itemise and provide quotations for services/purchase costing over HK$200,000; and provide detailed justification of sample sizes and costs for surveys conducted in Hong Kong]* Quotation Provided: Yes ☐ No ☐						HK$

	Year 1 (HK$)	**Year 2 (HK$)**	**Year 3 (HK$)**	**Year 4 (HK$)**	**Year 5 (HK$)**	**Total (HK$)**
Details:						
‣ _____						
‣ _____						
Justification:						
(vi) Conference Expenses *[up to HK$30,000 per year]*						HK$
Justification:						
(vii) Travel (for non-conference research-related trip(s)) *[please specify the destination and number of days of travel]*						HK$
Justification:						

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Year 4 (HK$)	Year 5 (HK$)	Total (HK$)
(viii) Subsistence (for non-conference research-related trip(s)) *[please specify the destination, number of days and the amount of subsistence allowance required]*						HK$
Justification:						
(ix) Expenses for Dissemination of Research Deliverables						HK$
Details:						
‣ _____						
‣ _____						
Justification:						
Sub-total for (A) (One-line Vote Items):						**HK$**
(B) Earmarked Items						
(x) High-performance Computing Services Expenses (HPCS) *[up to HK$100,000]* Quotation Provided: Yes ☐ No ☐						HK$
Justification:						

	Year 1 (HK$)	Year 2 (HK$)	Year 3 (HK$)	Year 4 (HK$)	Year 5 (HK$)	Total (HK$)
Enhanced Earmarked Funding to meet exceptionally high demand for HPCS, if appliable *[up to HK$100,000]*						HK$
Further Justification[7]:						
(xi) Research-related Software Licence/Dataset *[please itemise and provide quotations for each item]*						HK$
Quotation Provided: Yes ☐ No ☐						
Justification:						
Sub-total for (B) (Earmarked Items):						**HK$**
Total Cost of the Project (A) + (B)[8]						**HK$**

[7] Further justification should include, but is not limited to, explanations on whether alternative means to obtain the research results have been explored, whether more than one quotation has been obtained (if the services required are not exclusively provided by a single service provider), alternatives to lower the required HPCS cost and how the enhanced earmarked fund could be gainfully deployed for the research activities, etc.

[8] In this exercise (2027/28), for each RFS awardee, the Supporting University will receive a Fellowship grant of HK$5,629,080 for a 60-month Fellowship period. For each SRFS awardee, the Supporting University will receive a Fellowship grant of HK$8,469,120 for a 60-month Fellowship period. Nominees are encouraged to maximise effective utilisation of the Fellowship grant.

(b) Declaration on the Equipment Procurement:

☐ (i) No procurement of equipment is required.

OR

☐ (ii) I declare that the equipment indicated in Part III 1(a)(A)(ii) above is not available in the University.

OR

☐ (iii) I declare that all or some of the equipment (please provide details) indicated in Part III 1(a)(A)(ii) above is available in the University but cannot be used by me in view of the following reasons.

Details and Reasons: *(maximum 400 words)*

(c) Declaration on Employment of Relief Teacher

☐ (i) No relief teacher is required.

OR

☐ (ii) I declare that I currently do not hold any grant for employment of relief teacher of any on-going project under UGC/RGC funding schemes.

OR

☐ (iii) I declare that I hold grant for employment of relief teacher of the following on-going project(s) under UGC/RGC funding schemes.

Funding Scheme:

Project Ref. No.:

Project Title:

Project Period:

Approved Amount for Relief Teacher: $

Employment Period of Relief Teacher:
(mm/yyyy to mm/yyyy)

(d) Declaration on High-performance Computing Services (HPCS)

☐ (i) No procurement of high-performance computing services is required.

OR

☐ (ii) I declare that the high-performance computing services indicated in Part III 1(a)(B)(x) above is not available in the University.

OR

☐ (iii) I declare that all or some of the high-performance computing services (please provide details) indicated in Part III 1(a)(B)(x) above is available in the University but cannot be used by me in view of the following reasons.

Details and Reasons: *(maximum 400 words)*

Enhanced earmarked funding to meet exceptionally high demand for HPCS:

☐ (i) Not required.

OR

☐ (ii) I declare that there are exceptional research needs to apply for the enhanced earmarked funding for HPCS. I also understand that I am obliged to provide further justifications to support this request.

(e) Declaration on the Research-related Software Licence/Dataset

☐ (i) No procurement of research-related software licence/dataset is required.

OR

☐ (ii) I declare that the research-related software licence/dataset indicated in Part III 1(a)(B)(xi) above is not available in the University.

OR

☐ (iii) I declare that all or some of the research-related software licence/dataset (please provide details) indicated in Part III 1(a)(B)(xi) above is available in the University but cannot be used by me in view of the following reasons.

Details and Reasons: *(maximum 400 words)*

2. Existing Facilities and Major Equipment Available for This Research Project

(maximum 400 words)

3. Funds Secured or To Be Secured

[Please refer to the *Guidance Notes (RFS-SRFS-2)* for the principle and implications concerned.]

(a) Other research funds (including fellowships) already secured for this research proposal:

Source	Amount (HK$)	Research Work/Expenses Item(s) Supported

Please add row(s) if needed

(b) Other research funds (including fellowships) to be or are being sought for this research proposal:

Source	Amount (HK$)	Research Work/Expenses Item(s) Supported

Please add row(s) if needed

PART IV DECLARATION OF RELATED PROPOSALS, GRANT AND FELLOWSHIP RECORD

[To be completed by the nominee]

(a) Declaration on concurrent fellowship[9]:

☐ (i) I declare that I am not holding any fellowship awarded by the UGC/RGC or other funding agencies. I undertake to seek prior approval of the UGC Secretariat if I plan to hold a concurrent fellowship during the RFS/SRFS Fellowship period.

OR

☐ (ii) I declare that I am currently holding fellowship(s) awarded by the UGC/RGC or other funding agencies with details as follows-

Funding Agency(ies): _____

Name of the Fellowship(s): _____

Reference No(s). [if applicable] _____

Period of the Fellowship(s): _____

I understand that there must not be any overlapping of teaching relief under any approved concurrent fellowship(s) within the RFS/SRFS Fellowship period. I undertake to seek prior approval of the UGC Secretariat if I plan to hold a concurrent fellowship during the RFS/SRFS Fellowship period.

(b) Please provide details in Table 1(a) the research work undertaken and proposals submitted by you (in a PI/PC or Co-I/Co-PI capacity) including:

(i) completed research work funded from all sources (irrespective of whether from UGC/RGC) in the past five years (i.e. 2022-2026);

(ii) on-going research work[10] funded from all sources (irrespective of whether from UGC/RGC); and

(iii) proposals pending funding approval from all sources (irrespective of whether from UGC/RGC).

[9] Awardees will be allowed to hold other fellowship(s) concurrently (not applicable to HSSPFS) during the RFS/SRFS Fellowship period only if prior approval of the UGC Secretariat, on a case-by-case basis, has been obtained. Specifically, there must not be any overlapping of teaching relief under any approved concurrent fellowship(s) within the RFS/SRFS Fellowship period. An awardee may submit request for prior approval to hold a concurrent fellowship during the RFS/SRFS Fellowship period under exceptional circumstances. Please refer to the Guidance Notes (RFS-SRFS-2) for the exceptional circumstances.

[10] Projects for which completion reports have yet to be submitted by the nomination deadline should also be counted.

(c) You are required to declare **any related research work** (irrespective of whether from UGC/RGC and not limited to the past five years) that is being/has been conducted in relation to the proposal, including but not limited to data collection, preliminary research, working papers, publications (such as journal papers, conference papers, books, etc.), presentations, media interviews, other submitted proposals, etc. Please provide the following in Table 1(b):

(i) details (such as the title of the projects and/or papers/publications, or a brief description of the preliminary research work, etc.) whether or not such work was part of a funded project; and

(ii) clarifications which distinguish that related research work from the work requested to be funded through this Fellowship.

You will be subject to disciplinary action if you fail to disclose any related research work that is being/has been conducted in relation to this research proposal.

Table 1(a) - Details of research projects undertaken and proposals submitted by you (in a PI/PC or Co-I/Co-PI capacity)

(i) Completed research work funded from all sources (irrespective of whether from UGC/RGC) in the past five years (i.e. 2022-2026)

Project Ref. No.	Project Title	Project Objectives	Capacity (PI/PC/ Co-PI/Co-I)	Funding Source(s) and Amount (HK$)	Project Period	Related to the Current Research Proposal # (Yes/No)

If it is related to the current research proposal, please provide the following information by completing Table 1(b) below:

- *the details (such as the title of the projects and/or papers/publications, or a brief description of the preliminary research work, etc.) whether or not such work was part of a funded project; and*
- *clarifications which distinguish that related research work from the work requested to be funded through this Fellowship.*

(ii) On-going research work[10] funded from all sources (irrespective of whether from UGC/RGC)

Project Ref. No.	Project Title	Project Objectives	Capacity (PI/PC/ Co-PI/Co-I)	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 Research Proposal # (Yes/No)

If it is related to the current research proposal, please provide the following information by completing Table 1(b) below:

- *the details (such as the title of the projects and/or papers/publications, or a brief description of the preliminary research work, etc.) whether or not such work was part of a funded project; and*
- *clarifications which distinguish that related research work from the work requested to be funded through this Fellowship.*

(iii) Proposals pending funding approval from all sources (irrespective of whether from UGC/RGC)

Proposal Ref. No.	Project Title	Project Objectives	Capacity (PI/PC/ Co-PI/Co-I)	Funding Source(s) and Proposed Amount (HK$)	Estimated Project Period	Related to the Current Research Proposal # (Yes/No)

If it is related to the current research proposal, please provide the following information by completing Table 1(b) below:

- *the details (such as the title of the projects and/or papers/publications, or a brief description of the preliminary research work, etc.) whether or not such work was part of a funded project; and*
- *clarifications which distinguish that related research work from the work requested to be funded through this Fellowship.*

Table 1(b) - Details of related research work undertaken by you (irrespective of whether from UGC/RGC and not limited to the past five years)
[Please use one table for each related project/proposal/research work, and add table(s) for more than one research work as necessary.]

(i) Details of related research work *(Please provide Project Ref. No, if any)*
(ii) Clarifications to distinguish the related research work from the work requested to be funded through this Fellowship

PART V ETHICS AND OTHER APPROVALS

[To be completed by the nominee]

1. Data Collection and Management

(a) Will this proposed research 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 ☐

(b) Will this proposed research 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 ☐

(c) If yes for either check box above, please describe in this section how data generated, accessed or reused through the proposed research 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 research 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 four aspects[11] (*maximum 400 words in total*):

(i) Data Collection and Consent
(ii) Data Management and Security
(iii) Data Sharing and Access
(iv) Legal and Regulatory Compliance

[11] More details of each aspect are provided in the *Guidance Notes (RFS-SRFS-2)*.

2. Research Ethics/Safety Approval and Access to Government/Official/Private Data and Records

[Please refer to Guidance Notes (RFS-SRFS-2) 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) I confirm that the research proposal

☐ involves the study of artefacts.

OR

☐ does not involve the study of artefacts.

(iii) 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 your Supporting University. You are encouraged to seek necessary approval (except for human research ethics (clinical)) before nomination deadline.

	Approval not required	Approval obtained	Approval being sought
Human research ethics (non-clinical)	☐	☐	☐
Animal research ethics	☐	☐	☐
Biological safety	☐	☐	☐
Ionising radiation safety	☐	☐	☐
Non-ionising radiation safety	☐	☐	☐
Chemical safety	☐	☐	☐
Artefacts research ethics	☐	☐	☐

	Approval not required	Approval obtained	Approval being sought	Approval will be sought if funded
Human research ethics (clinical)	☐	☐	☐	☐

(iv) 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".

Name of authority(ies) and the respective ethics and/or safety approval(s) required:

.....

.....

.....

(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.

.....

.....

.....

(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.

Name of agency(ies)	Approval not required	Approval obtained	Approval being sought
_____	☐	☐	☐
_____	☐	☐	☐

[*Note: You are encouraged to seek necessary approval before nomination deadline.*]

3. Project Data

(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 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 Supporting University'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 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 Supporting University's repository for open access;

(ii) if both (i)(A) and (B) are not allowed, I will request the publisher to allow me to place either version in my Supporting University's 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) or (ii) above, I will deposit a copy of the publication in my Supporting University's repository as early as possible but no later than six months after publication or the embargo period, if any.

4. Use of Artificial Intelligence (AI)

[Please refer to the *Guidance Notes (RFS-SRFS-2)* for the responsibilities and implications.]

(a) 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 300 words)*:

(b) Will AI models / systems / tools be used when conducting the research if awarded?

Yes ☐ No ☐

If yes, please describe in details how and to what extent the AI models / systems / tools will be used *(maximum 300 words)*:

☐ I confirm the use of AI models / systems / tools mentioned above complies / will comply with my university's relevant institutional policies; AND

I accept full responsibility for the scientific integrity, accuracy, originality and intellectual content of all AI-generated content in the proposal and the research if awarded.

PART VI: ADDITIONAL ATTACHMENT

[To be completed by the nominee]

Appendix: Technology Transfer Plan (Optional)

Technology Transfer Plan is / is not* attached.
** Please delete as appropriate*

I confirm the accuracy of all details in this Nomination Form and associated attachments. By submitting this nomination form, 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.

Signature of Nominee : _____

Title/Name : _____
(in BLOCK letters)

Designation : _____

University/Institute : _____

Date : _____

PART VII SUPPORTING UNIVERSITY DECLARATIONS AND STATEMENT ON SUBMISSION

[To be completed by the Supporting University]

On behalf of the Supporting University, I confirm compliance with all elements of the Statement on Submission at **Annex** for this nomination.

In addition, I confirm that:
[Please tick '✓' in the appropriate box.]

(a) this nomination is recommended for the

☐ **RGC Research Fellow Scheme (RFS)**

☐ **RGC Senior Research Fellow Scheme (SRFS)**

(b) and that this nomination be assessed by the[12]

☐ **Humanities, Social Sciences and Business Studies (H-) Panel**

☐ **Sciences, Medicine, Engineering and Technology (S-) Panel**

Signature : _____

Title/Name : _____
(in BLOCK letters)

Designation : _____

University : _____

Date : _____

UGC Secretariat
September 2026

[12] Increasingly, challenge-led research crosses disciplines, bringing together different subjects (e.g. medicine and engineering or climate science and economics). Nominees who feel that their work crosses the expertise and remits of the S and H Panels may, prior to submission of nomination, consult the UGC Secretariat via the Supporting University on which Panel is most appropriate to identify with, on the administrative forms.

Annex

RGC Statement on Submission

[To be completed and signed by the appropriate authority of the Supporting University, to assert the Supporting University's agreement, endorsement, commitment and declaration on the nomination. Please refer to the Guidance Notes (RFS-SRFS-2) for details.]

Name of Nominee:	
Project Title:	
RGC Reference Number:	
Supporting University:	

1. Eligibility for submission, accuracy and compliance

In submitting this nomination from **[insert name of Nominee]** to the **RGC Research Fellow Scheme (RFS) / RGC Senior Research Fellow Scheme (SRFS)***, the **[insert name of Supporting University]** confirms that:
* *Please delete as appropriate*

(a) the information contained in this nomination form and accompanying attachments (including the statements on ethics, data collection and management, and access to government records) is accurate and meets the requirements of the scheme;

(b) the details provided by the nominee in this nomination form regarding the use of AI, if any, are accurate and are in compliance with the relevant institutional policies;

(c) the University accepts its responsibility for prevention, detection and investigation of research misconduct, including but not limited to misuse of funds, data falsification, plagiarism and double-dipping;

(d) the nomination has been evaluated and endorsed by the University for submission to the RGC, and the University has acted according to the RGC guidance to vet the nomination using anti-plagiarism software prior to submission;

(e) the nominee meets fully the stipulated staff eligibility requirement for and are not debarred from being nominated for the scheme concerned;

(f) the University will inform the RGC as soon as the nominee ceases to be eligible to be nominated, receive or hold the Fellowship, and will withdraw the nomination/terminate the Fellowship. The RGC has the discretion to terminate/conclude the Fellowship and project as appropriate;

(g) the University understands that during the assessment period (i.e. after nominations close and before the announcement of results), any request for transferring a nomination from the Supporting University to another UGC-funded University will not be considered;

(h) the University understands that the Fellowship grant, if given, will be withdrawn if the project does not start within 12 months of the announcement of funding result. The University should report to the RGC as soon as possible when a nominee proceeds on leave for a continuous or cumulative period exceeding 183 days within the project period;

(i) the collaborator(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 collaborator(s);

(j) the approval of the appropriate authority(ties) has/have been or is/are being obtained in respect of projects involving safety hazards, the use of living animal or human subjects including those in social sciences research (e.g. potential physical or psychological harm, discomfort or stress to human subjects in a research project, subjects' privacy, etc.) and/or study of artefacts. It should be noted that all nominations must be vetted by the University to ascertain if they involve human subjects. If they do, the University must give approval/exemption according to the internal ethics guidelines by 15 April 2027 as is the case with other ethics/safety approval;

(k) the approval of the appropriate authority(ties) has/have been or is/are being obtained in respect of access to data/records critical to the proposed research. If the University is unable to confirm by 15 April 2027 that the required approval has been obtained, the RGC will stop processing the nomination which will be regarded as to have been withdrawn; and

(l) the research project under this nomination is in line with the role of the University.

2. Reporting, access to data and publications

On behalf of all those involved in the project:

(a) the University agrees to ensure compliance with the RGC's policies on Open Access, data archiving, and the release of project completion report;

(b) the nominee and the project team are aware of the RGC policy on reporting and release of reports, including that:

  (i) an awardee is required to release the completion report (containing abstract in non-technical terms, objectives, research output including the list of conference papers/publications/journals and research findings and contact information of the awardee) to the public through the RGC website;

  (ii) an awardee is required to include in the project completion report the URL links to the institutional repositories or the publishers' websites so that the public can have

access to the manuscripts or journal articles. An awardee is also encouraged to include in his/her research completion report the data repositories where research data of his/her project could be accessed and shared, where appropriate; and

(iii) 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.

(c) the nominee and the project team agree that to deliver public access to publications arising from RGC funded research they should, upon acceptance of a paper for publication,

(i) check whether the publisher already allows either full open access to the publisher's version, OR the author's depositing a copy of the paper (either the publisher's version or the final accepted manuscript after peer-review) in the University's repository for open access;

(ii) if neither of these are permitted, the awardee should request the publisher to allow him/her to place either version in his/her University's 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, the awardee should deposit a copy of the publication in his/her University's repository as early as possible but no later than six months after publication or the embargo period, if any.

3. Support for staff and other personnel

I confirm that:

(a) the nominee will have a legal right to work and reside in Hong Kong during the Fellowship period;

(b) the nominee is/will be primarily engaged in and spending at least 80% of time in degree or higher degree work at the University proper;

(c) the nominee is/will be employed as full-time academic staff on tenured/substantiated terms;

(d) the nominee fulfils the requirements as set out in Paragraph 6 to 8 (for RFS)/ Paragraph 9 to 11 (for SRFS) in the Operation Guide for RFS and SRFS;

(e) the salary of the nominee is wholly funded by the University proper (i.e. not from outside paid appointment or external research grants);

(f) the nominee is not a visiting scholar;

(g) the nominee will have the number of hours per week as declared in the nomination form to supervise the proposed project without prejudice to his/her existing commitment in other research work;

(h) the University understands that if the Fellowship grant is given, the University will undertake to manage the grant, and make arrangements to release the nominee from teaching and administrative duties as per mutual agreement between the nominee and the University; and

(i) the nominee meets the eligibility requirement for funding support of research as set out in the guidance notes.

Conclusion

In sum, this confirmation extends to all details of eligibility related to the project team, and declarations within the nomination form and attached documents concerning the nature of the project, inclusive of staffing, deliverables, costs, ethics, data management and relevant RGC policies and financial commitments made by the University. I confirm that the University will abide by its obligations in relation to the financial management and governance of the grant, including notifying the RGC on any changes to the project team, the nominee's eligibility or any other change in the detail associated with this proposal.

UNIVERSITY ENDORSEMENT

On behalf of the Supporting University, I confirm compliance with all elements of this Statement of Submission for the attached nomination. I also 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.

Signature : _____

Title/Name : _____
(in BLOCK letters)

Position : _____

University : _____

Date : _____