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|  | RGC Project Ref. No. |  |
|  |  |  |
|  | (to be filled by PI / PC) |  |

**RESEARCH GRANTS COUNCIL**

**COMPETITIVE RESEARCH FUNDING SCHEMES FOR**

**THE LOCAL SELF-FINANCING DEGREE SECTOR**

**Request for Change of**

**Principal Investigator / Project Coordinator / Co-Principal Investigator for**

**Faculty Development Scheme / Inter-Institutional Development Scheme /**

**Institutional Development Scheme Collaborative Research Grant**

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| **Important Note:**  All major changes to approved projects require the RGC’s prior approval. If there is a request for change of Principal Investigator (PI) / Project Coordinator (PC) / Co-Principal Investigator (Co-PI) in the same institution, the PI / PC / Co-PI should complete this form (SF2) with endorsement from the institution.  If the PI / PC of a funded project under the FDS / IIDS / IDS Collaborative Research Grant is appointed to another institution within the local self-financing degree sector, transfer of the funded project can be arranged subject to the mutual agreement of the outgoing and receiving institutions. In this regard, a separate application should be submitted to the RGC together with supporting documents indicating all the financial and operational arrangements and agreement of the institutions concerned. |

To be completed by the PI / PC concerned

(*Please use additional sheet if necessary*)

Please tick ‘✓’ as appropriate

|  |  |
| --- | --- |
| □ | Faculty Development Scheme (FDS) |
| □ | Inter-Institutional Development Scheme (IIDS) |
| □ | Institutional Development Scheme (IDS) Collaborative Research Grant |

|  |  |
| --- | --- |
| **Institution:** |  |
| **Project Ref. No.:** |  |
| **Project Title:** |  |

**Part 1 – State of Progress on the Project**

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**Part 2 – Reasons for Change of PI** **/ PC / Co-PI\***

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**Part 3 – Name of Replacement for the PI / PC / Co-PI\***

(A CV should be provided in one A4 page in standard RGC format)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name :  (Surname in capital letters) |  | | | |
| Post: |  | | | |
| Institution: |  | | | |
|  |  | | | |
| Please indicate if the replacement is currently a project team member: | | | YES / NO\* | |
|  | | |  | |
| If “YES”, please indicate his / her role in the project team: | | | | |
| Co-PI / Co-Investigator (Co-I) / Others\* (please specify: | |  | | ) |

**Part 4 – Past Experience of the Replacement in the Research Area of the Project**

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|  |  |
| --- | --- |
| Signature of PI / PC: |  |
| Title / Name of PI / PC (in BLOCK letters): |  |
| Institution: |  |
| Date: |  |

*\* Delete where appropriate.*

**Part 5 – Declaration by the Nominated PI / PC / Co-PI\***

|  |  |
| --- | --- |
| □ | I am a full-time academic staff engaged by a local self-financing degree-awarding institution, and I   * spend at least 80% of time on locally-accredited local degree or local higher degree work[[1]](#footnote-1); and * have at least a one-year renewable contract with the institution at the time of funding award being made. |
| □ | I am / will be seconded to conduct research in the following university / research institute / body / agency in the 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 am willing to take up the role of PI / PC / Co-PI\* of the project  (RGC Project Ref. No.: ) and assume full responsibility for completion of the project. |
| □ | I, being the PI / PC of the project, will be held responsible and be accountable for the management and completion of the project. The final assessment on the project, be it “Satisfactory”, “Barely Satisfactory” or “Unsatisfactory”, will apply to me. |
| □ | I will spend an average of \_\_\_\_\_\_\_\_ hours per week on the research project as PI / PC / Co-PI\*. |

|  |  |
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| Signature of nominated PI / PC / Co-PI\*: |  |
| Title / Name of nominated PI / PC / Co-PI\*  (in BLOCK letters): |  |
| Institution: |  |
| Date: |  |

**Part 6 – Institutional Endorsement**

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| --- | --- |
| □ | I confirm that the above request for change of PI / PC / Co-PI\* is supported by the institution. |
| □ | I confirmed that the nominated PI / PC / Co-PI\* meets all the eligibility requirements as the PI / PC / Co-PI\* of the funded project. |

*\* Delete where appropriate.*

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

1. A PI / PC / Co-PI who is / will be seconded to conduct research in a university or a research institute / body / agency in the 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 for the RGC project grant. [↑](#footnote-ref-1)