|  |  |  |
| --- | --- | --- |
|  | RGC Project Ref. No. |  |
|  |  |  |
|  | (to be filled by Project holder) |  |

**RESEARCH GRANTS COUNCIL**

**COMPETITIVE RESEARCH FUNDING SCHEMES FOR**

**THE LOCAL SELF-FINANCING DEGREE SECTOR**

**Request for Change of**

**Project Holder / Team Leader / Team Member for**

**Institutional Development Scheme Research Infrastructure Grant***#*

|  |
| --- |
| **Important Note:**All major changes to approved projects require the RGC’s prior approval. If there is a request for change of Project holder / Team leader / Team member in the same institution, the Project holder should complete this form (SF3) with endorsement from the institution. |

To be completed by the Project holder concerned

(*Please use additional sheet if necessary*)

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

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

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| --- |
|  |

**Part 2 – Reasons for Change of Project Holder / Team Leader / Team Member\***

|  |
| --- |
|  |

*#Include the original Institutional Development Scheme from 2014/15 to 2018/19 exercises.*

*\*Delete where appropriate.*

**Part 3 – Name of Nominated Project Holder / Team Leader / Team Member\***

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

|  |  |
| --- | --- |
| Name :(Surname in capital letters) |  |
| Post: |  |
| Institution: |  |

**Part 4 – Past Experience of the Nominated Project Holder / Team Leader / Team Member\* in the research area of the Project**

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| --- |
|  |

|  |  |
| --- | --- |
| Signature of Project holder: |  |
| Title / Name of Project holder(in BLOCK letters) : |  |
| Institution: |  |
| Date: |  |

*\*Delete where appropriate.*

**Part 5 – Declaration by the nominated Project Holder / Team Leader / Team Member\***

Please complete the following as appropriate:

**Project Holder**

|  |  |
| --- | --- |
| □ | I will be a full-time academic staff engaged by the same local self-financing degree-awarding institution of the original Project holder with effect from   (DD/MM/YYYY). |
| □ | I am willing to take up the role of Project holder of the project (RGC Project Ref. No.: ) and assume full responsibility for completion of the project. I 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.  |

|  |  |
| --- | --- |
| Signature of nominated Project holder: |  |
| Title / Name of nominated Project holder (in BLOCK letters): |  |
| Institution: |  |
| Date: |  |

**Team Leader**

|  |  |
| --- | --- |
| □ | I am a full-time academic staff engaged by the same local self-financing degree-awarding institution of the original Team leader, 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 Team leader of the project (RGC Project Ref. No.: ) and assume full responsibility for completion of the project. I will be held responsible and be accountable for the management and completion of the project. |
| □ | I will spend an average of hours per week on the research project as Team leader. |

|  |  |
| --- | --- |
| Signature of nominated Team leader: |  |
| Title / Name of nominated Team leader (in BLOCK letters): |  |
| Institution: |  |
| Date: |  |

**Team Member**

|  |  |
| --- | --- |
| □ | I am a full-time academic staff in the same local self-financing degree-awarding institution of the original Team member.  |
| □ | I am willing to take up the role of Team member of the project (RGC Project Ref. No.: ) and assume full responsibility for completion of the project. I will be held responsible and be accountable for the management and completion of the project. |
| □ | I will spend an average of \_\_\_\_\_\_\_\_ hours per week on the research project as Team member. |

|  |  |
| --- | --- |
| Signature of nominated Team member: |  |
| Title / Name of nominated Team member (in BLOCK letters): |  |
| Institution: |  |
| Date: |  |

**Part 6 – Institutional Endorsement**

|  |  |
| --- | --- |
| □ | I confirm that the above request for change of Project holder / Team leader / Team member\* is supported by the institution. |
| □ | I confirm that the nominated Project holder / Team leader / Team member\* meets all the eligibility requirements. |

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

*\* Delete where appropriate.*

1. A Team Leader 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)