

RGC Ref. No.<sup>1</sup>:

**RESEARCH GRANTS COUNCIL (RGC)**

**POSTDOCTORAL FELLOWSHIP SCHEME (PDFS) 2024/25**

**Nomination Form (PDFS-1)**

*Important Notes to Nominee and Supporting University*

1. *Please read the Guidance Notes (PDFS-2) as well as the Operation Guide for the RGC Postdoctoral Fellowship Scheme (PDFS) carefully before completing this form.*
2. *The nominee is required to complete Sections A to H of this nomination form, and the supporting university should complete Sections I and J of this nomination form.*
3. *One soft copy in text-searchable PDF (with related PDF attachments if applicable) and two hard copies (including the original version) of each nomination are required to reach the UGC Secretariat by the stipulated deadline. The soft copy of the nomination should be saved in one DVD/ USB memory stick as far as possible. Late submission will not be entertained.*
4. *To safeguard the interests of the researcher and the university, the supporting university bears the primary responsibility for prevention, detection and investigation of research misconduct, including but not limited to misuse of funds, data falsification, plagiarism and double-dipping. Both the nominee and the supporting university are responsible for checking the authenticity of the nominee's supporting documents for qualifications, awards, etc.*
5. *The supporting university should fill in the RGC Ref. No in the following format :*  
  
*“PDFS2425” + dash “ - ” + one-digit university code + selection panel code (“H” or “S”) + two-digit ordinal number (e.g. PDFS2425-3H01), as detailed in the Guidance Notes.*
6. *For each of Sections B, C and D, please*
  - (i) *merge all certificates/ documents/ reports in the same Section into one PDF attachment file (size not exceeding 5 MB);*
  - (ii) *name the attachment file in the format of: last four digits of the PDFS Reference Number + underscore + capital letter of the Section, e.g. “3H01\_B, 3H01\_C”*
  - (iii) *do not include the PDFS Reference Number in the attachment file*

[To be completed by the nominee]

**SECTION A PARTICULARS OF THE NOMINEE**

Title (Dr / Mr / Ms / Mrs\*)

Gender:

Male / Female\*

\* Please delete as appropriate

Surname:

Other Name:

(Please use the name as shown in the nominee's Hong Kong Identity Card or passport)

<sup>1</sup> Please refer to Important Notes 5 and the Guidance Notes (PDFS-2).

Name in Chinese  
(“N/A” if not applicable):

HK Permanent Resident<sup>2</sup>:

*\* Please delete as appropriate*

Nationality:  Place of Birth:

HKID / Passport Number\*  
(first 4 characters only):

*\* Please delete as appropriate*

Contact Phone Number:   
(Country Code) (Area Code) (Number)

Email:

Open Researcher and Contributor  
ID Identifier (ORCID iD):   
(“N/A” if not applicable)

The nominee is a PhD degree holder.  
[Please tick ‘✓’ in the appropriate box.]  Yes  No

University / Institute  
where the nominee  
obtained (or to obtain)  
PhD degree:

Country / Region of  
the University / Institute:

Nomination to be assessed by [Please tick ‘✓’ in the appropriate box.]:

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

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

**Declaration on nomination** (For S-Panel nominees only) [*\*Please delete as appropriate.*]

*I declare that I \* am / am not applying / \* will / will not apply for the “Jockey Club Global STEM Postdoctoral Fellowship for Translational Research and Application” (JC scheme) this year via any UGC-funded university. I fully understand that my nomination for PDFS will be withdrawn if I also apply for the JC scheme this year.*

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

**SECTION B ACADEMIC REFEREES**

1. Please provide details of two academic referees who have completed the Academic Referee's Report Form (PDFS-3). Only two Academic Referee's Reports should be submitted to the RGC.
2. The proposed postdoctoral supervisor(s) of the nominee during the fellowship period is/ are not allowed to be the nominee's academic referee(s).
3. Persons from non-academic background are considered not appropriate to act as academic referees.

**B(i) First Referee**

Title (Professor / Dr / Mr / Ms / Mrs\*)

*\* Please delete as appropriate*Surname:  Other Name: University / Organisation: Position: Relationship to Nominee: Email Address: Contact Phone Number:   
(Country Code) (Area Code) (Number)**B(ii) Second Referee**

Title (Professor / Dr / Mr / Ms / Mrs\*)

*\* Please delete as appropriate*Surname:  Other Name: University / Organisation: Position: Relationship to Nominee: Email Address: Contact Phone Number:   
(Country Code) (Area Code) (Number)

**B(iii) Academic Referee's Reports**

Please append the two Academic Referee's Reports in one PDF attachment file with reference to Important Note (6.) to Nominee and Supporting University on the first page of this nomination form.

**SECTION C ACADEMIC QUALIFICATIONS**

1. Please give a complete profile in reverse chronological order starting from the most recent education (completed or otherwise). Kindly feel free to add more academic qualifications as necessary.
2. Please append the soft copies of each graduation certificate and official transcript, in one PDF attachment file with reference to Important Note (6.) to Nominee and Supporting University on the first page of this nomination form.
3. If the nominee has not obtained/ been conferred a PhD degree or an equivalent qualification at this stage, please provide (i) a letter preferably from the Registry/ Graduate School concerned, or from the Faculty/ School/ Department concerned, proving the status/ progress of the PhD degree including the expected month of award; and (ii) the unofficial transcript for the PhD study.
4. Please ensure that the soft copies provided are legible, the documents are authentic, and the information in this section is accurate. Falsification of qualification will lead to disqualification of this nomination.

**Academic Qualification 1**

|   |  |
|---|--|
| Qualification Obtained / to Obtain                    |  |
| University (and Country / Region)                     |  |
| Month / Expected Month of Award (mm/yyyy)             |  |
| Month of Attendance (from) (mm/yyyy)                  |  |
| Major / Field of Study                                |  |
| Mode of Study (e.g. full-time)                        |  |
| Dissertation / Thesis Title ("N/A" if not applicable) |  |

**Academic Qualification 2**

|   |  |
|---|--|
| Qualification Obtained / to Obtain                    |  |
| University (and Country / Region)                     |  |
| Month / Expected Month of Award (mm/yyyy)             |  |
| Month of Attendance (from) (mm/yyyy)                  |  |
| Major / Field of Study                                |  |
| Mode of Study (e.g. full-time)                        |  |
| Dissertation / Thesis Title ("N/A" if not applicable) |  |

**Academic Qualification 3**

|  |  |
|--|--|
| Qualification Obtained / to Obtain                             |  |
| University (and Country / Region)                              |  |
| Month / Expected Month of Award ( <i>mm/yyyy</i> )             |  |
| Month of Attendance (from) ( <i>mm/yyyy</i> )                  |  |
| Major / Field of Study   |  |
| Mode of Study ( <i>e.g. full-time</i> )                        |  |
| Dissertation / Thesis Title ( <i>"N/A" if not applicable</i> ) |  |

**SECTION D PUBLICATIONS AND OTHER RESEARCH OUTPUT,  
PROFESSIONAL QUALIFICATIONS, PRIZES AND  
AWARDS, AND TRAINING**

Please append all certificates and documents in this Section in one PDF attachment file with reference to Important Note (6.) to Nominee and Supporting University on the first page of this nomination form.

Please ensure that the information in this Section is authentic and accurate.

**D(i) Publications**

**List and Number of Publications**

Please include a list of publications in the PDF attachment file in this Section, and provide the number of publications (journal articles/ book chapters/ conference papers) in the table below (“N/A” if not applicable).

| <b>Publication Type</b> | <b>Number of Publications<br/>(inclusive of the most representative publication(s) below)</b> |
|-------------------------|---|
| Journal Paper           |   |
| Book Chapter            |   |
| Conference Paper        |   |

**Most Representative Publications**

1. Please provide details of a maximum of five most representative publications (in reverse chronological order starting from the most recent one) in the format as shown below.
2. Please provide dated letter/ email of acceptance for the publication if the Publication Status is “Accepted”.

**Publication 1**

|  |  |
|--|--|
| Publication Type<br>(e.g. journal paper, book chapter, conference paper)                   |  |
| Author(s)<br>(in exact order as shown in the publication, name of nominee in <b>bold</b> ) |  |
| Title of Publication   |  |
| Name of Journal / Publisher / Conference   |  |
| Publication Status<br>(e.g. Published, Accepted, Revised and Re-submitted)                 |  |
| Month of Publication (mm/yyyy)<br>(“N/A” if not yet published)                             |  |
| Peer-reviewed (Y/N)  |  |

**Publication 2**

|  |  |
|--|--|
| Publication Type<br><i>(e.g. journal paper, book chapter, conference paper)</i>                  |  |
| Author(s)<br><i>(in exact order as shown in the publication, name of nominee in <b>bold</b>)</i> |  |
| Title of Publication   |  |
| Name of Journal / Publisher / Conference   |  |
| Publication Status<br><i>(e.g. Published, Accepted, Revised and Re-submitted)</i>                |  |
| Month of Publication <i>(mm/yyyy)</i><br><i>("N/A" if not yet published)</i>                     |  |
| Peer-reviewed (Y/N)  |  |

**Publication 3**

|  |  |
|--|--|
| Publication Type<br><i>(e.g. journal paper, book chapter, conference paper)</i>                  |  |
| Author(s)<br><i>(in exact order as shown in the publication, name of nominee in <b>bold</b>)</i> |  |
| Title of Publication   |  |
| Name of Journal / Publisher / Conference   |  |
| Publication Status<br><i>(e.g. Published, Accepted, Revised and Re-submitted)</i>                |  |
| Month of Publication <i>(mm/yyyy)</i><br><i>("N/A" if not yet published)</i>                     |  |
| Peer-reviewed (Y/N)  |  |

**Publication 4**

|  |  |
|--|--|
| Publication Type<br><i>(e.g. journal paper, book chapter, conference paper)</i>                  |  |
| Author(s)<br><i>(in exact order as shown in the publication, name of nominee in <b>bold</b>)</i> |  |
| Title of Publication   |  |
| Name of Journal / Publisher / Conference   |  |
| Publication Status<br><i>(e.g. Published, Accepted, Revised and Re-submitted)</i>                |  |
| Month of Publication <i>(mm/yyyy)</i><br><i>("N/A" if not yet published)</i>                     |  |
| Peer-reviewed (Y/N)  |  |

**Publication 5**

|  |  |
|--|--|
| Publication Type<br><i>(e.g. journal paper, book chapter, conference paper)</i>                  |  |
| Author(s)<br><i>(in exact order as shown in the publication, name of nominee in <b>bold</b>)</i> |  |
| Title of Publication   |  |
| Name of Journal / Publisher / Conference   |  |
| Publication Status<br><i>(e.g. Published, Accepted, Revised and Re-submitted)</i>                |  |
| Month of Publication <i>(mm/yyyy)</i><br><i>(“N/A” if not yet published)</i>                     |  |
| Peer-reviewed <i>(Y/N)</i>   |  |

**D(ii) Other Research Output (if applicable)**

*Please refrain from mentioning the name of the supporting university and the name of any serving academic in the supporting university to enable conduction of blind review.*

Other Research Output – If applicable, please provide details of research output other than publications (e.g. creative works) to demonstrate your research productivity. *(max. 100 words, “N/A” if not applicable)*

|  |
|--|
|  |
|--|



**D(iii) Professional Qualifications, Prizes and Awards**

[Please tick '✓' in the appropriate box.]

Professional Qualifications, Prizes or Awards Attainment:

Yes

No

If yes, please provide details of the most representative professional qualifications, prizes and awards attained (maximum five in total in reverse chronological order starting from the most recent one) which may reflect properly the nominee's academic capability and research potential for Selection Panels' evaluation:

|   |  |
|---|--|
| Name of Awarding Body   |  |
| Country / Region  |  |
| Qualification / Prize / Award<br>(including scholarship, prize, Dean's list award / qualification / membership of a professional society or organisation) |  |
| Means of Attainment<br>(e.g. by competition, election, nomination, examination, fulfilment of credits / experience, award on merit)                       |  |
| Month of Award (mm/yyyy)  |  |

**D(iv) Training (research-related)**

[Please tick '✓' in the appropriate box.]

Training Attendance / Participation:

Yes

No

If yes, please provide details of training received (maximum three in total in reverse chronological order starting from the most recent one) that is relevant to the nominee's proposed research / research project to be assigned to the nominee during the fellowship period:

|   |  |
|---|--|
| Name of Organisation                    |  |
| Country / Region                        |  |
| Course / Programme Attended             |  |
| Period of Training (mm/yyyy to mm/yyyy) |  |

## **SECTION E PROPOSED RESEARCH**

1. *Please refrain from mentioning the name of the supporting university and the name of any serving academic in the supporting university to enable blind review to be conducted.*
2. *All contents in this section are subject to plagiarism checking. In the event that plagiarism or plagiarised text is detected in any part of this form, the RGC reserves the right to disqualify this nomination.*

### **E(i) Particulars of the Research**

(a) Title of Project:

(b) Research Field(s)<sup>3</sup>:

Primary Research Field:

& Code:

Secondary Research Field<sup>^</sup>:

& Code<sup>^</sup>:

<sup>^</sup> N/A if not applicable

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

### **E(ii) Research Details**

- (a) Proposed Objectives and Potential Impact of Research Project / Activities – Please list the objectives in point form and elaborate the potential impact in a maximum of two A4 pages in standard RGC format.
- (b) Background of Research, Research Plan and Methodology – Please provide in a maximum of four A4 pages in standard RGC format.
- (c) Illustrations – Please provide in a maximum of one non-text A4 page of attached diagrams, photos, charts, tables, etc., if any, or “N/A” if not applicable.
- (d) References – Please provide in a maximum of two A4 pages of full references.

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<sup>3</sup> Please refer to Annex A of the Guidance Notes (PDFS-2).

**SECTION F PAST RESEARCH EXPERIENCE**

*Please refrain from mentioning the name of the supporting university and the name of any serving academic in the supporting university to enable conduction of blind review.*

Past Research Experience – Please elaborate related experience or participation in research projects (if any, or “N/A” if not applicable) in a maximum of two A4 pages in standard RGC format.

**SECTION G LEADERSHIP EXPERIENCE**

*Please refrain from mentioning the name of the supporting university and the name of any serving academic in the supporting university to enable conduction of blind review.*

Leadership Experience – Please elaborate leadership experience as well as achievements inside and outside academia in a maximum of one A4 page in standard RGC format.

**SECTION H WORK EXPERIENCE**

*[Please tick ‘✓’ in the appropriate box.]*

Work Experience:

Yes

No

*If yes, please report (in reverse chronological order) on the nominee’s working experience for Selection Panel’s evaluation:*

| <b>Name of Organisation</b> | <b>Position Held</b> | <b>Period of Employment<br/>(mm/yyyy to mm/yyyy)</b> | <b>Full-time /<br/>Part-time</b> | <b>Major Responsibilities<br/>(max. 50 words for<br/>each working<br/>experience)</b> |
|-----------------------------|----------------------|--|----------------------------------|---|
|                             |                      |  |                                  |   |
|                             |                      |  |                                  |   |
|                             |                      |  |                                  |   |

Signature of Nominee : \_\_\_\_\_

Title / Name : \_\_\_\_\_  
(in BLOCK letters)

PDFS Supporting University : \_\_\_\_\_

Date : \_\_\_\_\_

**[To be completed by the supporting university]**

**SECTION I UNIVERSITY ASSESSMENT**

*[Please tick '✓' in the appropriate box.]*

**I(i) Basic Information**

Name of Supporting University:

Recruiting Faculty / School / Department / Division / Unit:

**I(ii) Interview Assessment**

Face-to-face interview has been conducted with the nominee on:   
*(dd/mm/yyyy)*

Telephone / video conferencing interview has been conducted with the nominee on:   
*(dd/mm/yyyy)*

Interview Panel:

- (a) Panel Chair
- (b) Other interviewer(s)  
*("N/A" if not applicable)*

Please provide the full name with title and post of each interviewer.

|     |  |
|-----|--|
| (a) |  |
| (b) |  |

If any interviewer(s) is/ are the proposed supervisor(s)<sup>4</sup> of the nominee, please provide the name(s) and post(s) of the interviewer(s) *("N/A" if not applicable)*:

If any interviewer(s) is/ are the academic referee(s)<sup>4</sup> of the nominee, please provide the name(s) and post(s) of the interviewer(s) *("N/A" if not applicable)*:



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<sup>4</sup> The proposed supervisor(s) is / are not allowed to be the academic referee(s) of the nominee.

**I(iii) Comment on Nominee**

1. *Comments of the proposed postdoctoral supervisor(s) on the nominee's academic strength, research ability and potential, etc. should be presented/ incorporated in this section as appropriate.*
2. *Please comment on the nominee in respect of (1) to (4) below.*
3. *Please refrain from mentioning the name of the supporting university and the name of any serving academic in the supporting university to enable conduction of blind review.*
4. *Please complete within the specified word limit.*

- (1) How would your university rate the academic strength of the nominee in comparison with PhD graduates in the same discipline / field of study? *(max. 500 words)*

- (2) How would your university assess the research ability and potential of the nominee (e.g. whether the nominee has a convincing reason of his / her research interest, how well the research plan was explained in the interview, and how ready the nominee is to undertake the proposed research)? *(max. 500 words)*

- (3) Please provide the university's assessment of the degree of fitness between the nominee's research interest/ proposal/ plan and the expertise of university's recruiting faculty/ school/ department/ division/ unit, and explain how the nominee fits within the existing research environment. *(max. 500 words)*

- (4) Please provide the university's assessment of the nominee's leadership skills as well as potential to lead in the field and other observations. *(max. 500 words)*

Both the nominee and the supporting university are responsible for the authenticity of the nominee's supporting documents for qualifications, publications and research output, prize(s), award(s), etc., and the accuracy of information in Sections C and D.

This is to confirm that the qualifications, publications and research output, prize(s), award(s), etc. are supported by authentic credentials in Sections C and D attained by the nominee.

**I(iv) Plagiarism Checking** (on Section E only)

This is to confirm that plagiarism checking has been conducted on the information of proposed research submitted by the nominee in Section E.

This is to report that NO suspected plagiarism is detected in the information of proposed research submitted by the nominee in Section E.

If the selection panel assigned to review the nomination confirms that the nomination comprises plagiarism or plagiarised text, the nomination may be disqualified. The judgment of the RGC is final in respect of such disqualification.

Please provide detailed justifications if the nomination is recommended with suspected plagiarism (*“N/A” if not applicable*).

**SECTION J UNIVERSITY STATEMENT ON SUBMISSION***[Please tick '✓' in the appropriate box.]***Eligibility Requirement for PDFS**

I ensure that:

- (a)  the nominee will obtain / has obtained a legal right to work and reside in Hong Kong during the fellowship period;
- (b)  the nominee has obtained / been conferred a PhD degree or an equivalent qualification **not more than three years ago (i.e. on or after 1 January 2020)**, or will complete the requirement of a PhD degree or an equivalent qualification **on or before 31 August 2024**; and
- (c)  the nominee is a graduate in the relevant field of the research projects / activities to which he / she is to be assigned.

**Employment and Related Support for Postdoctoral Fellow**

I confirm that if the nominee is awarded the 36-month PDFS fellowship:

- (a)  the university will offer the nominee (awardee) a full-time appointment as Postdoctoral Fellow throughout the fellowship period;
- (b)  the university will support the nominee's (awardee's) appointment with basic salary and a conference and research-related travel allowance (with reference to the relevant Terms and Conditions of PDFS), and other fringe benefits as deemed appropriate, throughout the fellowship period;
- (c)  the university and the nominee (awardee) understand the monitoring / reporting requirements as or to be set out in the relevant Terms and Conditions of PDFS and relevant UGC / RGC guidelines; and
- (d)  the university and the nominee (awardee) will abide by all relevant UGC / RGC guidelines.

On behalf of the supporting university, I attest 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.

Signature of University  
Representative : \_\_\_\_\_

Title / Name : \_\_\_\_\_  
(in BLOCK letters)

Designation : \_\_\_\_\_

Supporting University : \_\_\_\_\_

Date : \_\_\_\_\_