

RGC Ref. No.: UGC/IDS11/14 <hr/> (please insert ref. above)

**RESEARCH GRANTS COUNCIL
COMPETITIVE RESEARCH FUNDING SCHEMES FOR
THE LOCAL SELF-FINANCING DEGREE SECTOR**

INSTITUTIONAL DEVELOPMENT SCHEME (IDS)

Completion Report

(for completed projects only)

Submission Deadlines: 1. Auditor's report with unspent balance, if any: within **six** months of the approved project completion date.

2. Completion report: within **12** months of the approved project completion date.

Important Note:

In completing the report, please use the following format:

Page limit: Items 1 to 5 and Summary of Completion Report: no page limit
Items 6 to 9: maximum **20 A4 pages** (excluding any appendices and attachments)

Font: Times New Roman

Font Size: **Not smaller** than Point 12

Margin: Two centimeters margin all around

Spacing: Single-line spacing

1. Project Title

Establishment of Research Office

2. Investigator(s) And Academic Department(s) / Unit(s) Involved[#]

Project Team	Date	Name / Post	Department / Unit	Average Percentage of Work Hours Spent on this Project
Project holder* (i.e. Head of Institution)	01/10/2014 – 30/09/2016	Prof KWAN Reggie Ching-ping / President	Office of the President	5%
	01/10/2016 – 31/01/2017 RGC approval:	Dr LAW Chung-sea / Acting President	Office of the President	5%

	Sept 2016			
	01/02/2017 – 30/09/2018 RGC approval: Feb 2017	Dr MAK Kin-wah / President	Office of the President	5%
Team leader	01/10/2014 – 19/03/2018	Prof WANG Fu-lee / Vice-president (Research and Advancement)	Office of the President	10%
	20/03/2018 – 30/09/2018 RGC approval date: 8/7/2019	Prof BLIGH Sim-wan Annie / Provost	Office of the President	10%
Team member(s)	01/10/2014 – 06/07/2018	Prof POON Chung-keung / Director	Research Office	60%
	07/07/2018 – 30/09/2018 RGC approval date: 8/7/2019	Prof BLIGH Sim-wan Annie / Provost	Office of the President	60%
Units			School of Computing & Information Sciences	10%
			Institute Secretariat	5%
			IT Services Centre	5%
			Finance and Estate Office	5%

Please state the **key** staff and department/unit involved in the project. Please add row(s) as necessary. Please also highlight the approved changes in project team composition and quote the date of the RGC approval for such changes.

* Refer to “Principal Investigator” for 2014/15 exercise, “Applicant” for 2015/16 exercise and “Project holder” for 2017/18 exercise onwards.

3. Project Duration

	Original	Revised	Date of RGC / Institution Approval (must be quoted)
Project Start Date	1 October 2014		
Project Completion Date	September 2017	30 September 2018	RGC Approval granted on 16 th

			October 2017
Duration (<i>in month</i>)	36	48	
Deadline for Submission of Completion Report	September 2018	September 2019	RGC Approval granted on 16 th October 2017

4. Project Objectives

Summary of objectives addressed / achieved:

Objectives*	Percentage Achieved	Remarks**
1. To promote research in the strategic area of digital entertainment technology	100%	
2. To identify and support research in new and emerging areas	100%	As mentioned in the first progress report, this objective combined two objectives in the original proposal: (i) identify new areas of research focus and encourage staff to delve into those areas identified and (ii) support research in emerging areas to broaden and discover new horizons of knowledge which would elevate the quality of teaching, learning and research in the long run
3. To support faculty members in undertaking research and scholarly activities	100%	
4. To enhance research capacity of faculty members	100%	
5. To promote professional development of faculty members, especially those young and new members	100%	
6. To promote inter-institutional collaborative research	100%	
7. To reinforce a research culture in the Institute	100%	
8. To augment both the quality and quantity of research work in the Institute and raise faculty members' awareness of professional and ethical issues	100%	
9. To engage students in research activities in order to develop their interest in research and to nurture future young research prodigies	100%	

Objectives*	Percentage Achieved	Remarks**
10. To promote research in social sciences	N/A	Due to the budget cut, this objective was dropped in the implementation plan, as approved by RGC on 5 September 2015. But, some research in this area has been initiated without the support from this IDS.

* Please refer to the originally approved objectives. If there are changes in objectives, please highlight the changes and quote the date of RGC approval for such changes.

** Please provide reasons for significant slower rate of progress when compared with the approved implementation timetable.

6. Research Outputs

6.1 What are the accomplishments of the project?

- (i) *Please provide reports on conference, seminar, workshop, exchange programmes or other activities held (if applicable).*
(Please provide details of the activities organized, including the theme / objectives of the activities, targeted participants, attendance, analysis of participants, e.g. country of origin, research background, etc., evaluation forms of the activities and a summary of the participants' evaluation. Photos of the activities are preferred.)

A number of conference/seminars/workshops were organized from 2014 – 2018, and some of them have been reported in the previous progress reports. Some examples are presented in Research – Tackling Major Changes Faced by the Community, CIHE.

International Conferences

The Institute has co-organized a number of international conferences:

Year 2014/2015 (Reported in the 1st Year Progress report)

- The First International Conference on Linguistics and Language Studies (ICLLS 2015), Hong Kong, 9-10 April 2015
- The Second International Conference on Technology in Education (ICTE 2015), Hong Kong, 2-4 July 2015

Year 2015/16 (Reported in the 2nd Year Progress Report)

- The first International Workshop on User Modeling for Web-based Learning (IWUM 2015), Guangzhou, China, 5-8 November 2015
- The 3rd International Workshop on Semantic Computing and Personalization (SeCoP 2016), Dallas, TX, USA, 16-19 April 2016
- The Second International Conference on Linguistics and Language Studies (ICLLS 2016), Hong Kong, 23-24 June 2016
- International Conference on Blended Learning (ICBL 2016), Beijing, China, 19-21 July 2016
- The International Symposium on Educational Technology (ISET 2016), Beijing, China, 19-21 July 2016

Year 2016/17 (Reported in the 3rd Year Progress Report)

- The International Workshop on Affective and Sentimental Computing (ASC 2017), Jeju Island, Korea, 13 February 2017
- International Conference on Blended Learning (ICBL 2017), Hong Kong, 27-29 June 2017
- International Symposium on Educational Technology (ISET 2017), Hong Kong, 27-29 June 2017
- The Third International Conference on Linguistics and Language Studies (ICLLS 2017), Hong Kong, 29-30 June 2017

Year 2017/18

- The International Conference on Technology in Education (ICTE 2018), Hong Kong, 9-11 January 2018
 ICTE 2018 was organized by and held at the Caritas Institute of Higher Education on 9-11 January 2018. Being the third in the series, this Conference continued to serve

as a platform for researchers, teachers, administrators and persons involved in higher education to share their latest research results, experience and perspectives in the use of technologies in education. Details please refer to URL: http://icte2018.cihe.edu.hk/ICTE2018_Programme_Book.pdf

- The Fourth International Conference on Linguistics and Language Studies (ICLLS 2018), Hong Kong, 15-16 June 2018
The conference was co-organized by and held at the Caritas Institute of Higher Education on 15-16 June 2018. Details please refer to URL: <https://iclls2015.wixsite.com/iclls-2018>

Seminar Series

The Institute has co-organized various seminar series with other institutions from 2014 – 2018.

- Seminar Series on Research Capability Enhancement (Reported in the 1st Year Progress Report)
The seminar series was jointly organized by the Institute, The Open University of Hong Kong and Centennial College during the period January – October 2015. The series consists of eight seminars / workshops encompassing topics in research proposal writing, research skills, publishing and ethics issues.
- Seminars and Workshops on Digital Entertainment and Toy Computing (Reported in the 2nd Year Progress Report)
To promote research in the strategic area of digital entertainment, a series of seminars, workshops and a student project competition & exhibition were organized in collaboration with the Open University of Hong Kong during the period November 2015 – May 2016. Renowned scholars in the area of digital entertainment from overseas and Hong Kong were invited to give the seminars. The student project was open to all students from the tertiary sector in Hong Kong.
- Other seminar series (Reported in the corresponding IIDS reports)
 - Learning analytics and higher education development: towards a research agenda (funded by IIDS16/H01/15)
 - Mobile learning: innovative research topics and applications (funded by IIDS16/H02/15)

Workshops/seminars on Research Skills and Scholarly Writing

The Institute has organized a number of workshops/seminars on Research Skills and Scholarly Writing from 2014/15 to 2017/18.

a. Sharing/Briefing Session on RGC Grant Application/RGC Project Management

The Institute has organized a number of sharing/briefing session during the period from 2014/15 to 2017/2018 to those successful RGC grant application on the management of their RGC projects as well as to provide information and advice to faculty members on the preparation of research proposals to the RGC's Competitive Research Funding Schemes for the Local Self-financing Degree Sector. Successful applicants from previous rounds also shared their experience. The total number of participants is given below:

Year	No. of participants
2014/2015	35
2015/2016	17
2016/2017	12
2017/2018	12

b. Seminars on big data analysis, healthcare and Research Skills

A number of research seminars on big data analysis, healthcare and proposal writing were organized during the period of 2015/16 and 2016/17 and these were reported in 2nd Year and 3rd Year Progress Reports. Apart from this, the Institute also organized some workshops/seminars on research skills and scholarly writing during the period September 2017 to September 2018. The details are given in **Appendix 1**.

- (ii) *Please provide reports on asset purchase such as acquisition of research facilities, communal equipment, software licence, dataset and / or status of infrastructure / physical research structure building such as research centre, research supporting unit (if applicable).*
(Please provide supporting documents and / or photos, and provide the utilization rate.)

The setup of the Digital Entertainment Laboratory in Year 1 is a physical research infrastructure supported by this project. By installing the major equipment, the Lab provides research facilities in Human-Computer Interaction (HCI) and game technology which facilitate both teaching and research in this area. This was reported in the 1st Year Progress Report.

- (iii) *Please provide reports on research activities carried out (if applicable).*

a) **Professional Editing Service**

Professional editing services were provided for faculty members in every RGC's Competitive Research Funding Schemes for the Local Self-financing Degree Sector. This was reported in previous reports. Besides, that, the Institute has provided the editing services to 10 papers which were published by the faculty staff.

b) **Sponsorship for Conference Attendance, Exchange Programme and Training Workshop**

The sponsorship details in previous years were reported in 1st, 2nd and 3rd Progress Reports. During the period from September 2017 to September 2018, this project has sponsored 153 faculty members for attending a total of 40 events for professional development. These include various conferences, seminars and workshops in areas related to their respective research and pedagogic research. In addition, the Institute is currently supporting 4 faculty members in pursuing PhD studies.

c) **Start-up Funding Scheme**

The Institute has been providing the Internal Research Grant (IRG) for interested faculty members to conduct small-scale research. Overall, there

were 7 applications approved in which 6 were completed and 1 was withdrawn. Among the 7 applicants being awarded IRGs, two recipients have submitted FDS grant applications and one has successfully secured a FDS grant. As part of a continuation to develop research capability, the Institute has continued to award an IRG in 2018/19, despite of the funding for this project is completed.

d) Collaborative Research

Through our sharing session with colleagues, we encourage faculty members to collaborate internally as well as externally with researchers in other institutions in FDS applications. As a result, 66 out of 119 of our FDS proposals have co-Is from other institutions.

IIDS also plays an important role in fostering collaboration between institutions and promoting a research culture. To encourage faculty members to apply for IIDS, staff who are successful in getting IIDS awards can also enjoy teaching relief. Overall, among 7 submitted IIDS applications from 2014 - 2019, only one was granted.

Further, as reported in 2nd progress report, the Institute collaborated with other institutions (e.g., OUHK, SPEED of PolyU) in organizing seminars, talks and workshops either at CIHE or at other institutions. Staff members were encouraged to attend such events held at other institutions.

Finally, as a member of the Research Collaboration Alliance of the Local Self-financing Degree Sector (RCA), the Institute has shared information on our research facilities through RCA's platform so that other RCA member institutions can also access our facilities.

e) Student Research Programme

Our Research Handbook, now renamed as Research Framework, developed in the first year has already provided guidelines on the ethical and safety aspects of student research. The curricula of our learning programmes have also incorporated certain research component. Courses like research methodology, final year project, research project, etc. have been introduced in all our curricula. Students are provided with guidance and support by their teachers and the Research and Ethics Committee within their schools.

Finally, students are encouraged to attend research seminars held at the Institute so that they can get more exposure to research.

- 6.2 Please describe where and how the IDS project assisted in building up the research capacity of the institution in its strategic areas (e.g. has the IDS project facilitated the academics in formulating their research proposals under the Faculty Development Scheme, etc.).

The IDS project has assisted the Institute in building up the research capacity through the conferences, workshops, infrastructure building, and research activities reported in 6.1 above. Initially, the Institute has identified social science and digital entertainment technology as its priority areas of development. Under the auspices of the Research Office, the Digital Entertainment Laboratory was established to support research and curriculum development in digital entertainment.

In fact, the Institute has launched the BSc (Hon) in Digital Entertainment programme and the Lab is an essential facility for final year projects in the Programme. This was reported in the 1st Progress Report. The laboratory has also enabled research development in digital and image analysis. A FDS proposal entitled “Vision-based two-hand gesture recognition and evaluation system for healthcare training” was subsequently funded in 2016.

Besides the area of digital entertainment, the Institute has also identified a need for improvements in the healthcare of the fast ageing population of Hong Kong as another strategic area for research and teaching. Subsequently, the Institute has been awarded an IDS project to set up a healthcare research center to boost the Institute's research strength in this area with additional administrative support from the Research Office.

In addition, a number of workshops and seminars have been organized to create a research culture and provide research skills to faculty members in the preparation of research proposals to the RGC's Competitive Research Funding Schemes for the Local Self-financing Degree Sector. As a result, a total of 87 FDS proposals were submitted during the 2014-2018 period and a total of 23 projects were funded. Thus, the overall average success rate is about 26.4%.

The Institute continues to review its strategies for building and enhancing its research capacity. Through the establishment of Research Office, the Institute regularly holds events to ensure networking, collaborating, communicating and sharing research experience and good practice. Employing established Professors and Research Professors has helped increasing research activities, mentoring junior researchers and steering institute strategic research projects. A gradual increase of local and international collaborations in grant applications and research disseminations also signifies the importance of the outcome of this project. Some of the outcomes are also highlighted in the booklet entitled Research – Tackling Major Changes Faced by the Community, CIHE.

6.3 If the project has not met its original objectives, why?

The project has met all its original objectives.

6.4 (a) Please provide details e.g., title, authorship, publication dates, etc. and attach an abstract of each publication reported. Please place asterisks on publications involving inter-institutional collaborations.

Since this project is mainly focused on building the infrastructure for research rather than on conducting research directly, consequently no publications or conference papers have been directly attributed to this project. But nevertheless, the publication number of research papers by the Institute has increased since the establishment of the RO. This is an indirect outcome of the gradual success in securing FDS grant awards, collaborative research amongst local and overseas institutes, and strengthening of research capacity in the CIHE.

(b) RGC funding should have been acknowledged in all activity(ies) / publication(s) / conference(s) papers listed in (a) above. If no acknowledgement has been made in any of the event / publication / paper, please indicate and provide explanations.

RGC funding support have been acknowledged in all conferences/seminars

supported by this project.

6.5 Research staff trained

(Please provide names and capacities of research staff trained and elaborate on what training has been provided.)

There is no research staff being employed directly from this project.

6.6 Specific products

(e.g. patents, software or netware, instruments or equipment, infrastructure developed)

There is no specific products being produced from this project.

6.7 Other education activities and / or training and development

The digital entertainment laboratory is being used occasionally to hold STEM related workshop for secondary pupils.

6.8 Please highlight any deliverables indicated in the project implementation timetable endorsed by RGC, which have not been covered or achieved as per sections 6.1 to 6.7 above, and explain / elaborate.

N/A

6.9 Please elaborate the role of the managing team in coordinating and managing the project.

The Vice-President (Research and Advancement) took the leading role in 2014 in carrying out the project until his departure in March 2018. The Provost of the Institute was appointed to take over the leadership of research and the Research office (RO) from March 2018. The President oversees the effectiveness of the project management, reviews the resources available and ensures the alignment of institute strategic research.

The Research Ethics Committee (REC, under the governance of the Academic Board) is responsible for formulating policies, examining research protocols for suitability of funding and granting of safety/ethics approval. The RO is responsible for implementing the policies, drafting the research handbook, (now known as Research Framework), monitoring of research projects, and running research seminars/workshops. Minutes of the REC held in the year 2015/2016 and 2016/2017 were submitted with the 2nd and 3rd progress reports. The minutes of the REC held in year 2017/2018 are presented in **Appendix 2**.

7. Awards And Recognition

7.1 Have any research grants been awarded that are **directly** attributable to the results obtained on this IDS project? *(Please provide details)*

Since the establishment of Research Office, there were 26 FDS grant proposals awarded by the RGC. (See **Appendix 3**)

7.2 Other awards and recognitions as a result of this IDS project *(Please specify)*

N/A

8. Other Impacts

- 8.1 What are the current and expected impacts of the project in terms of its contribution to the local and regional economic and societal well-being? (*e.g., technology transfer, collaboration with external organizations, etc.*)

Since the inception of this project in 2014 there has been a continual increase of engagement in research by our faculty members. The most compelling evidence for this is the increase in number of grant applications, research publications in refereed journals with good impact factor, and papers presented at local and international conferences.

We have laid the foundation for more inter-institutional research collaboration and engagement of students in research. Through the IDS projects awarded to the Institute and those we participated in as co-Investigators, our faculty members have now more chances to interact with and collaborate in research with colleagues from other institutions. Research collaborations have also been extended to Service organisations, industries and overseas universities.

Community needs in areas of healthcare have been identified by the Institute as topic for strategic research and teaching. As a result the Institute was awarded another IDS project in 2015 to set up a healthcare research center to boost the Institute's research strength in this area. This has indirectly contributed to the advances made in community health and well-being research.

There are other impacts indirectly coming out from this project in terms of its contribution to the local and regional economic and societal well-being through the FDS awards. For example, the research results and experience supported by UGC/FDS11/H02/15 have been shared in different ways with the public in order to enhance understanding of disadvantaged immigrant entrepreneurs; and UGC/FDS11/H06/15 on carer research such as ageing carers and intellectual disabilities carers have been disseminated in international conferences and journals.

- 8.2 Others (*Please specify*)

The setup of the Digital Entertainment Laboratory is instrumental to the Institute's development in the area of digital entertainment, facilitating both teaching and research in this area. In fact, the Institute has planned to launch a new programme, BSc (Hon) in Artificial Intelligence programme, in 2020/21 and the Lab will be one of the essential facilities of the AI programme and research.

9. Sustainability Of The IDS

- 9.1 Whether there are new ideas evolved **directly** from the project?

One research office is sufficient to support the research activities in the Institute. However in future, the research office will need to develop further to include knowledge transfer and academic enterprise.

- 9.2 Whether there are new projects evolved **directly** from the project?

The Research office is currently supporting the running and management of all the

successful IDS and FDS projects.

9.3 Whether there are new collaborations developed **directly** from the project?

The Institute submitted one IDS Collaborative Research Grant and one IDS Research Infrastructure Grant in RGC's Competitive Research Funding Schemes for the Local Self-financing Degree Sector 2019/20. The former project was submitted in collaboration with Hong Kong Shue Yan University while the latter project was submitted in collaboration with The Hong Kong Polytechnic University.

10. Public Access Of Completion Report

(Please specify the information, if any, that cannot be provided for public access and give the reasons.)

Information that Cannot Be Provided for Public Access	Reasons
N/A	

RGC Ref. No.:

UGC/IDS11/14

(please insert ref. above)

INSTITUTIONAL DEVELOPMENT SCHEME (IDS)**Summary of Completion Report***(Please list all the stages since project inception)*Project Title: Establishment of Research Office

Stage Completed	Period (Month / Year) to (Month / Year)	Milestones	
		Deliverables to be Achieved ² (Please summarize in <u>three</u> bullet points where details should be left to the report proper)	% of Each Deliverable Achieved ³
1 st Year	10/2014 to 09/2015	<ol style="list-style-type: none"> 1. infrastructure / physical setup 2. workshops on research skills / professional editing 3. start-up funding and sponsorship 	<ol style="list-style-type: none"> 1. 100% 2. 100% 3. 100%
2 nd Year	10/2015 to 09/2016	<ol style="list-style-type: none"> 1. physical setup 2. workshops on research skills / professional editing 3. start-up funding and sponsorship 	<ol style="list-style-type: none"> 1. 100% 2. 100% 3. 100%
3 rd Year	10/2016 to 08/2017	<ol style="list-style-type: none"> 1. inter-institutional collaborative research 2. student research programme 3. workshops on research skills / professional editing / start-up funding and sponsorship 	<ol style="list-style-type: none"> 1. 90% 2. 100% 3. 90%
4 th Year	09/2017 to 09/2018	<ol style="list-style-type: none"> 1. inter-institutional collaborative research 2. workshops on research skills / professional editing / start-up funding and sponsorship 	<ol style="list-style-type: none"> 1. 100% 2. 100%
Total to-date:			

- Note:
- ¹ Justifications for significant under-spending or over-spending ($\geq \pm 10\%$) should be given in **section 5.1** of the completion report.
 - ² The key milestones to be achieved by the project within the respective stage as indicated in the approved implementation timetable.
 - ³ Justifications for significant slower rate of progress compared with the approved implementation timetable should be provided in detail in **section 4** of the completion report.

**RESEARCH GRANTS COUNCIL
COMPETITIVE RESEARCH FUNDING SCHEMES FOR
THE LOCAL SELF-FINANCING DEGREE SECTOR**

INSTITUTIONAL DEVELOPMENT SCHEME (IDS)

Completion Report - Attachment

(for completed projects only)

RGC Ref. No.: UGC/IDS11/14

Institution: Caritas Institute of Higher Education

Project Title: Establishment of Research Office

Statistics on Research Outputs

	Peer-reviewed Journal Publications	Conference Papers	Scholarly Books, Monographs and Chapters	Patents Awarded	Other Research Outputs (Please specify)
No. of outputs arising directly from this research project [or conference]	0	0	0	0	0