

Dear Secretary-General,

**Annual Declaration
of waiver of overhead charges and / or faculty principal investigators costs
of research projects
for the period from 1 July [YYYY] to 30 June [YYYY]**

I confirm to the best of my knowledge and belief, and having made enquiries of the officers of the University, that all approvals given by the University for waiver of overhead charges and / or faculty principal investigators costs of research projects in accordance with UGC's Notes on Procedures for the said reporting period –

- (a) are properly listed in the attachment; and
- (b) have been properly reflected in the documents submitted to the University Council.

Yours sincerely,

Head of University

Name of University : _____

List of research projects with waiver of overhead charges and / or faculty principal investigators (PI) costs

for the period from 1 July [YYYY] to 30 June [YYYY]

[Please read the Notes below before completing this return.]

No.	Details of Research Project				Waiver of overhead costs					Waiver of PI costs (Note 3)			
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i) = (g) – (h)	(j)	(k)	(l)	(m)
	Research project for which waiver has been granted in the reporting period	Names of funding agencies	Country / Place of operation of the funding agencies	Nature of project	Overhead charging policy and overhead charging rate for the research project mentioned in (a)	Amount of the research project mentioned in (a)	Full amount of overhead (Note 2)	Amount of overhead charged (Note 2)	Amount of overhead waived (charged to the UGC vote) (Note 2)	Justification(s) for waiver of overhead and where appropriate, rules imposed by the funding agencies	Full amount of PI costs	Amount of PI costs (charged to the UGC vote)	Justification(s) for waiver of PI costs and where appropriate, rules imposed by the funding agencies
						\$ million	\$ million	\$ million	\$ million		\$ million	\$ million	
Example (I): ABC Project	HK Funding	HK	Consultancy	Overhead costs of research projects are calculated at 30% of total direct costs of the research project funding. ABC project is charged at 20%.	1.0	0.3	0.2	0.1	Contributory to accomplishing the academic and societal mission of the university.	-	-	-	
Example (II): XYZ Project	Richman Grant	USA	Academic research	15% of direct cost of the project. XYZ project is charged at 0%.	6.0	0.9	0	0.9	In line with the core strength of university and benefits the students. According to the rule of funding agency, the overhead costs will not be covered.	-	-	-	
Example (III): XXX Project	Top Research Institute	UK	Academic research	30% of direct cost of the project. XXX project is charged at 15%.	10.0	3.0	1.5	1.5	Contributory to accomplishing the academic and societal mission of the university. According to the rule of funding agency, the overhead costs of 15% is covered.	2.5	2.5	[University to provide justifications.]	
1													
2													
3													
					Total:								

(Head of University)

Date: _____

Please read the Notes below before completing the return:

(1) According to paragraph 3.17 of UGC's Notes on Procedures (NoP), universities may waive overhead charges and / or faculty principal investigators costs, in whole or in part, or take on research or other projects where charging full overheads and / or faculty principal investigators costs is not possible because of the rules imposed by the funding agency, if they are satisfied that the value of the projects to their academic development justifies exceptional treatment or the proposed waiver is in compliance with the Guidelines. In such cases, however, they should be prepared to assure the UGC that this is the case. All approvals given by the university for waiver of overhead charges and / or PI costs of research projects in accordance with paragraph 3.17 of the NoP for the said reporting period should be listed in the table.

(2) For the purpose of this return, waiver of overhead charges of a research project refers to the difference between the amount of overhead calculated in accordance with the prevailing research project overhead charging policy adopted by a university and the actual amount of overhead charged to a research project; and that such waiver, in whole or in part, has been approved by the relevant authority of the university.

For instance, prevailing research project overhead charging policy of a university is as follows -

(i) Overhead costs of research projects are calculated at 30% of total direct costs of the research project funding.

(ii) No overhead will be charged on any research projects awarded by approved charitable organizations.

For (i), if approval has been given by relevant authority to charge a research project at 20% of its total direct costs with justifiable grounds, amount of overhead waived will be 10% of its total direct costs; and that such waiver should be reported in the return. Please refer to "*Example (1)*" provided in the table.

All cases under (ii) are not required to be included in this return.

(3) Universities are required to complete these columns only if the research project(s) involved waiver of PI costs in accordance with paragraph 3.17 of NoP.

(4) The information so obtained is for UGC's information only.