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| RESEARCH GRANT APPLICATION FORM | | |  |
| 1. **Applicant Information** | | | Date: |
| Title (Prof/Mr/Mrs/Ms) | Last name | First name | Current position |
|  |  |  |  |
| Full address | | | Department |
|  | | |  |
| Email address | | | Contact number |
|  | | |  |

1. **Research Content**

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| --- |
| 2.1 Project title |
|  |
| 2.2 Abstract (max. 250 words) |
|  |
| 2.3 Key words (max. 5) |
|  |
| 2.3 Project aim(s) & objective(s) |
|  |
| 2.4 Approach (study methodology) |
|  |
| 2.5 Significance & impact |
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1. **Project Details** 
   1. **Proposed start and end dates (dd/mm/yyyy)**

|  |  |
| --- | --- |
| **Start date** | **End date** |
|  |  |

* 1. **Timetable of work**

|  |  |  |
| --- | --- | --- |
| **Time (months after project commencement)** | **Key milestones** | **deliverables** |
| Example:  3 months | Completion of interviewee recruitment | List of enrolled interviewees |
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* 1. **Summary of financial support requested**

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|  | **TOTAL ESTIMATED EXPENDITURE** | | | **HKD** |
| **UNIT PRICE (HKD)** | **UNIT** | **ESTIMATED AMOUNT (HKD)** | **SUB-TOTAL(HKD)** |
| **EQUIPMENT** | | | |  |
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| **MATERIAL & SUPPLIES** | | | |  |
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| **PERSONNEL** | | | |  |
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| **TRAVEL** | | | |  |
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| **CONTINGENCY** | | | |  |
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* 1. **Ethics approval**   
     Has the project received local ethics approval?

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| --- | --- | --- |
| Approval obtained | Received Date: | Reference No: |
| Approval being sought  Approval not required |  |  |

Please state the current progress of seeking ethical approval:

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* 1. **Other applications and track record**  
     Have the applicant been awarded research grant(s) from other funding agencies (local or overseas) in the past 3 years?

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| --- | --- |
| Yes | No |

Details of research grant(s) funded undertaken by applicant (in PI / co-PI capacity)

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Project title | Project ref no. | Funding agency | Funding amount | Start date  (dd/mm/yyyy) | Completion date  (dd/mm/yyyy) |
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1. **Declaration and authorization** 
   1. **Applicants**

I certify that the statements herein are true, and accurate to the best of my knowledge. I am aware that any false, fictitious, under declaration, fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility of the scientific conduct of the project, to abide by my research institute and HKJCDPRI Research Grant Application Guidelines. I agree to provide the required half year and final project and financial reports if a grant is awarded as a result of this application.   
  
I authorize the HKJCDPRI Research Grant Secretariat to handle the personal data/ information provided in this application.

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| Signature of applicants | Name (capitals) | date |
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* 1. **Administering institution**

This application should be endorsed and submitted by/through (i) the Head of Department, (ii) the officer who will be responsible for administrating any grant that may be awarded and (iii) the finance officer who will be responsible for overseeing/ administering the related financial matters. Each party should be asked to complete the following declaration.   
  
I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with the HKJCDPRI Research Grant 2016-2017 Application Guidelines if a grant is awarded as a result of this application.

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| Signature of **HEAD OF DEPARTMENT** |  | Date |
|  |  |  |
| Name (BLOCK) |  | Institution/ Department |

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|  |  |  |
| Authorised Signature on behalf of **ADMINISTERING INSTITUTION** |  | Date |
|  |  |
| Name (BLOCK) |  |

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| --- | --- | --- |
|  |  |  |
| Signature on behalf of **FINANCE OFFICER/ TREASURER** |  | Date |
|  |  |  |
| Name (BLOCK) |  | Telephone |
|  |  |  |
| Address |  | Fax |