

## The Hong Kong Jockey Club Disaster Preparedness and Response Institute Research Grant 2016 –2017 Application Guidelines

### 1. Purpose

The Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJCDPRI) Research Grant aims to strengthen community disaster resilience through encouraging multidisciplinary research. The grant provides financial support to research projects that potentially benefit the development of evidence-based planning, policies and interventions for effective disaster management in Hong Kong.

### 2. Theme/ scientific scope of 2016 – 2017

Priority of Research Grant 2016 would be given to research project(s) that related to **knowledge and information management for disaster preparedness and response in Hong Kong**, including **disaster risk communication** and **self-reliance**. Other research related to disaster preparedness and response in Hong Kong are also welcome to apply.

### 3. Eligibility criteria

3.1. Principal Investigator of each application should be a full-time staff or with faculty appointment of one of the following organizations in Hong Kong:

- Higher education institution
- Nonprofit organization
- Fellow of Hong Kong Academy of Medicine
- Government department
- Statutory body

3.2. The research project will be carried out between October 2016 – September 2017

3.3. HKJCDPRI Research Fund only accepts request for financial assistance for a disaster preparedness and response related research project that is currently not receiving any supports from other funding or grants.

### 4. Grant amount

HKJCDPRI awards grants in varying amounts, depending on the number and type of requests received, the size and scope of the projects for which funding is requested. All grants are made at the sole discretion of HKJCDPRI.

Applications shall indicate the overall cost of the project. Grants up to **HKD500, 000** are available depending on the scope of the project.

### 5. Application process

Applicant who is interested in applying the Research Grant should submit **application form, research proposal with detailed budget, curriculum vitae of the Principal Investigator and all Co-Investigators of the project**,

and other supporting documents (eg. **activity report of applicant's organization/faculty**, etc) on or before 22 September, 2016 (date of post stamp/email) through email and by post.

	<b>Stages</b>	<b>Date/ Period</b>
1	Deadline for submitting application	22 Sep, 2016 (date of post stamp)
2	Evaluation period	23 Sep – 14 Oct, 2016
3	Information to applicants (via grant award letter )	15 – 22 Oct, 2016
4	Signature of grant agreement	23 – 31 Oct, 2016

## 6. Formatting

In order to ensure consistency and fairness to all applicants, all application documents must be completed in the following standard format. Failure to comply with the following format may lead to disqualification of their applications.

- Font : Times New Roman
- Font Size : 12 point
- Margin : 1-inch all round
- Spacing : Single-line spacing

## 7. Research proposal

The following headings are suggested to be included in the research proposal. The proposal should be limited to 5–8 pages (excluding budget and references).

- Background
- Aims and significance
- Study scope
- Methodology
- Expected outcomes
- Study limitations and foreseeable challenges
- Contingency plans
- Timetable for the project
- Detailed budget (including breakdown of each category in the application form section 3.3)
- References

## 8. Selection criteria

Each application will be assessed according to the following criteria,

### 8.1. Research rigor

- Clarity of aims and objectives
- Scientific robustness

- Credibility for study design and method
- Significance of study outcomes and impact

#### **8.2. Project management capacity**

- Feasibility of the intended project (timeframe and resources)
- Organization capacity (e.g. management structure, competence of staff, supervision and monitoring)
- Overall and detailed budget

#### **8.3. Impact to the society**

- Translational potential of study findings
- Expected contribution to existing knowledge and implication for disaster preparedness and response of Hong Kong

#### **8.4. Relevance to DPRI project(s)**

- Strategic relevance with regard to the DPRI Strategy
- Added value to existing DPRI project(s)

### **9. Legal commitments**

In the event of grant award, a grant agreement drawn up in detailing the conditions and level of funding will be sent to the grant awardee. Grant agreement must be signed by both awardee and HKJCDPRI before commencement of the research project.

### **10. Financial provision**

#### **10.1. Permissible expenses**

- Equipment
- Material and supplies
- Salary of essential additional personnel (excluding investigators' salaries)
- Travel for planning, conferences and training related to the project
- Publication cost

#### **10.2. Impermissible expenses**

- Tuition
- Rent for office space
- Construction or renovation costs

#### **10.3. Payment arrangement**

Grant will be paid in at least two installments with the first installment not greater than 40% of the award. First installment would be paid within 30 working days after HKJCDPRI Office received reply of grant award letter. HKJCDPRI reserves the right to adjust timing and amount of each installment subjects to case by case determination.

### **11. Reporting**

The Principal Investigator is required to:

- Submit interim progress and financial report in the sixth month effective from the date of release of the fund
- Submit a final report and final financial report within three months of the last date of funding

## **12. Publication or disclosure of results**

- 12.1. Findings of the study must be published in internationally recognized scientific journals (preferably open access journals) within one year after completion of final report. The Principal Investigator must inform HKJCDPRI of any publications containing results, information or technical knowledge connected with the project and grant HKJCDPRI a non-exclusive, non-transferable, worldwide royalty-free license (with the right to sublicense to any other divisions under HKJCDPRI) to use/practice these publications for its non-commercial and scholarly purposes. HKJCDPRI will maintain a database of all published work attributed to research funded by HKJCDPRI for record.
- 12.2. Awardee is required to present study findings at the HKJCDPRI annual scientific conference.

## **13. Intellectual property rights**

- 13.1. All rights in the results of the project shall jointly belong to the Awardee and HKJCDPRI as their absolute property. This does not preclude in any way normal academic and professional use of research data and documents, subject to the requirements in article 12.

## **14. Research ethics**

- 14.1. Awardee has the responsibility to ensure the research is done in a morally acceptable manner. Awardee is expected to follow the World Medical Association's [Declaration of Helsinki](#).
- 14.2. Awardee is required to have in place procedure for governing good research practice, and for investigating and reporting unacceptable research conduct. HKJCDPRI has the right carry investigation for any allegations of research including fabrication, falsification and plagiarism.

## **15. Terms and Conditions**

- 15.1. Applicants and awardee providing fraud information, such as certifications and assurances may subject to penalties from HKJCDPRI. HKJCDPRI reserves the right to pursue administrative, civil, or criminal action under a variety of statutes relating to fraud and making false statement of claims.
- 15.2. Applicants must ensure that potential conflicts of interest in research are declared in grant application and subsequently managed.
- 15.3. Signature on grant application certifies that the applicant organization has the ability to provide appropriate administrative and scientific

oversight of the project and agrees to be fully accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project.

## 16. Disclaimer

- 16.1. HKJCDPRI will not become involved in any dispute that may arise over intellectual property rights in respect of research conducted under the granted project.
- 16.2. HKJCDPRI accept no liability, financial or otherwise, for expenditure or liability arising from the research funded by the grant, except as set out in the above guidelines, or otherwise agreed in writing.
- 16.3. HKJCDPRI does not accept liability for any failure in research conduct, or any negligence on part of its employees.
- 16.4. HKJCDPRI reserves the right to terminate the grant at any time, subject to reasonable notice and to payment that may be necessary to cover outstanding and unavoidable commitments.
- 16.5. HKJCDPRI reserves the right to amend the payment profile at their discretion. HKJCDPRI will be advised, in advance, of any such a change. Changes to payment profile may affect the overall value of the grant.
- 16.6. If grant is terminated or reduced in value, no liability for payment or redundancy or any other compensatory payment for the dismissal of staff funded by the grant will be accepted.

## 17. Submission procedure

An application should be made up of a standard application form and supporting documents. To be considered as complete, the application must comply with the formal requirements described as below,

- Application form of the HKJCDPRI Research Grant
- Curriculum vitae of the Principal Investigator and all Co-Investigators of the project
- Research proposal
- Other supporting documents (e.g. activity report of applicants' organization/faculty, if any)

Applications should be submitted by email to [hkjcdpri@hkam.org.hk](mailto:hkjcdpri@hkam.org.hk) and by post to:

Hong Kong Jockey Club Disaster Preparedness and Response Institute  
Room 901 HKAM Jockey Club Building  
99 Wong Chuk Hang Road  
Aberdeen, Hong Kong

Additional information on this grant can be found on the HKJCDPRI website:  
<http://www.hkjcdpri.org.hk/>