

To : All Academic Staff
From : Research Office
Date : 24 December 2015

Attachments:

- (1) RGC's Call Circular
- (2) Application Form for Research Grants (with templates for proposal and CV)
- (3) Application Form for Conference Grants (with templates for proposal and CV)
- (4) List of Staff Grades

NSFC/RGC Joint Research Scheme 2016/17 - Call for Applications

(Deadline for sending an application to the RO via the D/SRC Chair, the Head and the FRC Chair/Dean: 25 January 2016)

The National Natural Science Foundation of China (NSFC) and the Research Grants Council (RGC) of Hong Kong Joint Research Scheme (JRS) aims to promote collaboration between researchers/research teams in Hong Kong and the Mainland on the basis of complementing existing strengths of both sides. The Scheme supports research proposals jointly submitted by the Mainland and the Hong Kong researchers. The six focus areas under the Scheme are: Information Technology; Life Science; New Materials Science; Marine and Environmental Science; Medicine; and Management Science.

NSFC/RGC JRS is now inviting for applications for the following two types of grants:

Type of Grant	Eligibility of Hong Kong PI	Eligibility of Mainland PI	Maximum Funding Amount	Duration	Parallel Submission Required?
(1) Research Grant	Meet fully the requirements of GRF	Meet fully the requirements of NSFC	HK\$1.25 million per project (HK Proposal)	4 years (Starting on 1 Jan 2017)	Yes
(2) Conference Grant	Meet fully the requirements of ECS	Meet fully the requirements of NSFC as "Young Scientist"	HK\$250,000 per conference	Between 1 May 2016 and 30 Apr 2017	No

Interested colleagues please read the attached RGC Call Circular (*Attachment 1*) carefully before completing the Template for Research Proposal (*Attachment 2*) / Conference Proposal (*Attachment 3*).

I. Eligibility

Eligibility for (1) Research Grant

According to the policy of the Research Committee (RC), teaching/clinical staff, including those at bands T3/T4, are not allowed to act as Principal Investigator (PI) but can act as Co-Investigator (Co-I).

The Hong Kong PI must be an academic staff member of an UGC-funded institution with conditions of employment meeting **ALL** the following requirements:

1. having a full-time¹ appointment in the institution proper²;
2. being in Staff Grades from 'A' to 'I' as defined in the *Common Data Collection Format (Attachment 4)*;
3. being primarily engaged in and spending at least 80% of time in degree or higher degree work at the institution proper; and
4. salary being wholly funded³ by the institution proper.

Apart from meeting the above eligibility criteria, the following categories of staff members are subject to the additional requirements as follows:

- a. A newly appointed staff member should have formally entered into a contract of service with the University on or before 4 February 2016 and the contract requires him/her to report duty on or before 1 August 2016.
- b. A staff member employed on a fixed term contract should be eligible at the time of funding award made in October 2016 and for at least the first year of the planned project duration; or
- c. A visiting scholar should have a full-time employment at the institution proper covering at least one year or the expected project duration, whichever is the longer.

An academic staff member who is engaged in non-degree programmes which are still funded by the UGC may also apply and serve as PI. Eligible staff in this category must be wholly funded from the General Funds of the institution concerned.

PI of an ongoing NSFC/RGC JRS research project is not allowed to submit a new application for a research grant unless both collaborative partners have submitted their completion reports of the last approved project to the RGC and the NSFC before the preliminary application deadline.

The Hong Kong PI should refer to the relevant requirements of the NSFC and ensure their eligibility as Hong Kong PI will be accepted by the NSFC.

¹ Excluding part-time staff and staff holding honorary appointments

² Excluding schools /arms of continuing education and professional training and other analogous outfits.

³ Excluding staff member who is receiving income from paid appointments outside the institution proper or who is supported by external research grants.

Eligibility for (2) Conference Grant

The Hong Kong PI should meet the eligibility requirement for the RGC Early Career Scheme and should collaborate with a Mainland Co-organiser who meet the NSFC's requirement as "young scientist".

The Hong Kong PI must be an academic staff member of an UGC-funded institution with conditions of employment meeting **ALL** the following requirements:

1. within three years of his/her full-time⁴ academic job as an Assistant Professor or career equivalent involving teaching and research duties and in substantiation track/tenure track position⁵ in any university (local or overseas) on 13 November 2015;
2. being primarily engaged in and spending at least 80% of time in degree or higher degree work at the institution proper⁶; and
3. salary being wholly funded⁷ by the institution proper.

For a newly appointed staff member, he/she should have formally entered into a contract of service with the University on or before 4 February 2016 and the contract requires him/her to report duty on or before 31 March 2016.

Enquiries of acceptance of Hong Kong PI in NSFC and eligibility requirements of Mainland Co-organiser as "young scientist" should be directed to the Office of Hong Kong, Macao and Taiwan Affairs of the NSFC via email at gat@nsfc.gov.cn.

II. Application Requirements

Traditional Chinese

All the Chinese information provided in the proposals should be in Traditional Chinese.

Mainland Partners in the Chinese Academy of Sciences (CAS)

If the Mainland team members are affiliated with institutes under the Chinese Academy of Sciences (CAS), PIs should state clearly the name of the specific institute(s) for the affiliation.

Specific Requirement for (1) Research Grant

Parallel Submission

Parallel submissions of both applications by the Hong Kong and Mainland applicants are required. Please ensure the Mainland applicants have submitted the application to the NSFC by deadline of 4:00pm, 4 February 2016 **in both electronic and hardcopy version.**

⁴ Excluding part-time staff and staff holding honorary appointments.

⁵ Assistant Professors in PolyU, irrespective of their terms of appointment (i.e., superannuable, regular or contract terms) are eligible to apply for the ECS if they meet all the requirements as stated in (1) to (3).

⁶ Excluding schools / arms of continuing education and professional training and other analogous outfits.

⁷ Excluding staff members who is receiving income from paid appointments outside the institution proper or who is supported by external research grants.

Page Limit

Each preliminary proposal should be confined to THREE A4 size sheets, i.e. SIX sides including all attachments and references (but excluding the institutional endorsement and CV of applicants).

Project Duration and Commencement

The project period of both sides should have the same start and end dates. All proposals funded in the 2016/17 exercise should be proposed with duration of four years and commenced on 1 January 2017.

Specific Requirements for (2) Conference Grant

Composition of Hong Kong and Mainland Speakers

Applicants should pay attention to the requirement that 50% of the participants from Hong Kong (including the speakers) should be at Assistant Professor rank under UGC-funded institutions, while 50% of the participants from Mainland (including guest speakers) should meet the eligibility requirements as “young scientists” specified by the NSFC.

Parallel Submission

The Hong Kong PIs should submit the application to the RGC via RO. The Mainland Co-organisers are NOT required to submit application to the NSFC.

III. Application Procedures

Interested applicants are required to submit the following documents to RO via the D/SRC Chair, Head and FRC Chair/Dean **by 25 January 2016**.

Documents Required for (1) Research Grant

1. Preliminary Proposal (*Attachment 2*)
The D/SRC, consulted with HoD, is required to complete and sign Part II – Institutional Endorsement.
2. One A-4 page CV of both Hong Kong and Mainland Team Members (*CV Template in Attachment 2*)
3. An Agreement of Collaboration between the Hong Kong and the Mainland applicants
4. A copy of the “NSFC/RGC Joint Research Scheme Application Form” submitted to the NSFC by the Mainland applicant
If the copy is not yet available by the deadline, please provide it to the RO as soon as possible and **latest by 5 February 2016**.
5. Form RC/59 (Downloaded from RO website)
MS Word Version: <http://www.polyu.edu.hk/ro/forms/FormRC59.docx>

PDF Version: <http://www.polyu.edu.hk/ro/forms/FormRC59.pdf>
(If the application is not submitted with a completed Form RC/59, no processing of the application will be carried out.)

Documents Required for (2) Conference Grant

1. Conference Proposal (*Attachment 3*)
The D/SRC, consulted with HoD, is required to complete and sign Part II – Institutional Endorsement.
2. One A-4 page CV of each guest speaker (*CV Template in Attachment 3*)
3. A half-page summary of each guest speaker's current understanding of the research topic and the latest findings and significance of the study.
4. Form RC/59 (Downloaded from RO website)
MS Word Version: <http://www.polyu.edu.hk/ro/forms/FormRC59.docx>
PDF Version: <http://www.polyu.edu.hk/ro/forms/FormRC59.pdf>
(If the application is not submitted with a completed Form RC/59, no processing of the application will be carried out.)

IV Others

As advised by the VP(RD), D/SRCs are requested to vet applications in order to ensure their quality, while Heads/Deans should support the submission of each application.

Applicants are advised that all the information they have submitted in connection with this grant, together with the assessment information, may be made available to relevant parties for the purposes of grant application, research project monitoring and administration, and for other related purposes.

Unsuccessful applications will not be returned and will be destroyed after conclusion of the application exercise by the RO.

If a proposal entails consequential space and/or capital requirements on the part of the University, the Department concerned is advised to meet the requirements through internal redistribution of the related resources. The submission of the proposal to the funding body does not in any way imply that the University endorses or supports such requests for space and/or capital resources.

V Enquiries

For enquiries, please contact Miss Vangie Chung (telephone: 2766 7933 / email: vangie.chung@polyu.edu.hk).

Thank you.

Research Office

**National Natural Science Foundation of China (NSFC)/
Research Grants Council (RGC) Joint Research Scheme 2016 / 17 Exercise
Invitation for Applications**

Aim

The National Natural Science Foundation of China (NSFC) and the Research Grants Council (RGC) of Hong Kong Joint Research Scheme (JRS) aims to promote collaboration between researchers/research teams in Hong Kong and the Mainland on the basis of complementing existing strengths of both sides. The Scheme supports research proposals jointly submitted by the Mainland and the Hong Kong researchers. Starting from the 2016/17 exercise, the Scheme also offers up to two conference grants to sponsor conferences held in Hong Kong. The six focus areas under the Scheme are: Information Technology; Life Science; New Materials Science; Marine and Environmental Science; Medicine; and Management Science.

2. The RGC has reserved a total amount of HK\$26.25 million for the Hong Kong applicants in the NSFC/RGC JRS 2016/17 exercise.

A. *Research Grants*

Eligibility

3. The Hong Kong Principal Investigator (PI) should meet fully the requirements for applying the RGC General Research Fund (GRF) (Please refer to paragraph 8(a) in Part II of Explanatory Notes for GRF Application Form “GRF2” which is mounted on the RGC website: <http://www.ugc.edu.hk/eng/rgc/form/form.htm>). A PI of an on-going NSFC/RGC JRS research project is not allowed to submit a new application for a research grant unless both collaborative partners have submitted their completion reports of the last approved project to the RGC and the NSFC before the preliminary application deadline. Nevertheless, he / she could participate in a new NSFC/RGC JRS research proposal if not in the capacity as a PI. Moreover, applicants should refer to the relevant requirements of the NSFC and ensure their eligibility as Hong Kong PI will be accepted by the NSFC.

4. Mainland applicants should check with the NSFC for their eligibility requirements.

5. Researchers outside Hong Kong and the Mainland may participate as members of the Hong Kong or the Mainland research team.

Funding

6. The Scheme aims to support research projects with duration of four years. For Hong Kong applicants, the grants sought for each project should not exceed HK\$1.25 million (exclusive of on-costs). On-costs will be granted to the related Hong Kong institutions of funded projects on top of the awarded sum. For Mainland applicants, the funding amount per project should not exceed 1 million RMB.

7. The RGC funding will provide support for :

- the salary of research support staff hired by the Hong Kong researchers;
- equipment in Hong Kong;
- general expenses, including consumables that are directly related to the research work;
- expenses for receiving the Mainland collaborators in Hong Kong;
- passage for Hong Kong researchers and research postgraduate students to visit collaborators in the Mainland; and
- grants for Hong Kong researchers and research postgraduate students to attend international conference.

8. The NSFC funding will provide support for :

- research expenditure;
- expenses for receiving Hong Kong collaborators in the Mainland;
- passage for the Mainland researchers to visit collaborators in Hong Kong; and
- other expenses allowed by the NSFC.

9. The Hong Kong and the Mainland partners of the supported projects will receive funding from the RGC and the NSFC separately, and the grants can only be used in Hong Kong and the Mainland respectively.

How to apply

10. Parallel submissions of both applications by the Hong Kong and the Mainland applicants are required. While applications must be submitted before the deadlines as outlined below, Hong Kong applicants should check with their institutions for internal closing dates. Late submissions will not be processed.

11. Hong Kong applications should be submitted to the RGC through respective institutions. Mainland applications are to be submitted to the Office of

Hong Kong, Macau and Taiwan Affairs of the NSFC. Detailed information on application procedures of the NSFC is available at <<http://www.nsfc.gov.cn>>.

12. It is the obligation of both the Hong Kong and the Mainland applicants to ensure that their respective applications contain sufficient and consistent information for evaluation. Incomplete submission or inconsistent information would lead to disqualification of application. The project period of both sides should have the same start and end dates. All proposals funded in the 2016/17 exercise should commence on 1 January 2017.

13. Hong Kong applicants should submit 3 hard copies and a soft copy (with size up to 2 MB per proposal) of their preliminary proposals through the Research Office of their institutions to the RGC by 5:00 pm of 4 February 2016. They are also required to submit to the RGC 3 hard copies and a soft copy of the proposals submitted by their Mainland partners to the NSFC by 15 February 2016 at the latest. The application to be submitted to the RGC should be prepared in accordance with the “Template for Preliminary Proposal for Research Grants” (NSFC/RGC 1a (Revised 12/15)) as set out in the [Appendix](#) and should be jointly signed by the collaborators of both places. Each preliminary proposal should be confined to three A4 size sheets, i.e. six sides including all attachments and references (but excluding the institutional endorsement). In order to ensure consistency and fairness to all applicants, applicants must complete the applications in the following standard RGC format:

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

Failure to comply with the application format and/or the allowable page will lead to disqualification of the proposal.

14. After the initial screening, the RGC and the NSFC will jointly work out a mutually agreed shortlist of which full proposals will be invited. The RGC will notify the shortlisted Hong Kong applicants around end of April 2016 for submission of full proposals.

15. Full proposals should be submitted to the RGC on or before 3 June 2016. Shortlisted Hong Kong applicants will be invited through their respective institutions to submit 6 hard copies and a soft copy (with size up to 5 MB per proposal) of full proposals using the specified form “NSFC/RGC Joint Research Scheme Application Form for Full Proposal”. Each full application must be accompanied by an agreement of collaboration between the Hong Kong and the Mainland applicants.

Selection

16. The main factors for consideration are the scientific merit of the proposal, the extent to which the existing strengths of each side may complement each other in a proposal and opportunities for training young researchers. Balance of different disciplines may be taken into consideration when the scientific aspects of two proposals are considered being equal.

17. The RGC and the NSFC will arrange to assess the research proposals received in accordance with their respective peer-review procedures. A Joint Selection Committee, comprising representatives from the RGC and the NSFC, will conduct a final assessment of the applications. The Joint Selection Committee will only fund proposals which have been supported by both sides.

Announcement of Results

18. The results of the final selection will be announced in end October 2016. The results would also be published on the RGC homepage under the section “Funding Results of Other Scheme” at <http://www.ugc.edu.hk/eng/rgc/result/result.htm>.

Monitoring and Assessment

19. Hong Kong Principal Investigators are required to submit mid-term and completion reports through their institutions to the RGC for monitoring and assessment. The reports will be evaluated in part by the level of collaboration between the Hong Kong and Mainland teams involved, and the Principal Investigators are required to show tangible evidence of collaboration via the research output in their Mid-term/Completion Reports. Details of reporting requirements would be provided to the successful applicants in the announcement of funding results.

Conditions

20. The RGC will not be responsible for any expenditure incurred by the project in excess of the approved funding.

21. Neither the RGC nor the NSFC will provide any insurance cover in connection with the project or the use of the grant for insurance cover. Applicants should make their own arrangements. The RGC and the NSFC will not accept any

responsibility arising in any way from the visits and the activities undertaken by the researchers.

22. As a matter of policy, the RGC does not claim any intellectual property rights arising from the projects it funds. Researchers, their collaborators and their institutions concerned should make their own prior arrangements with regard to the ownership of such rights.

23. Funded projects may be selected by the RGC and the NSFC to present their progress during a site visit. Selected projects will be separately notified of the date and logistic requirements in advance.

B. Conference Grants

Eligibility

24. The Hong Kong PI should meet fully the requirements for applying the RGC Early Career Scheme (ECS) (Please refer to paragraph 8(a) in Part II of Explanatory Notes for ECS Application Form “ECS2” which is mounted on the RGC website: <http://www.ugc.edu.hk/eng/rgc/form/form.htm>). A Principal Investigator (PI) of an on-going NSFC/RGC JRS conference project is not allowed to submit a new application unless the Hong Kong PI has submitted the completion report of the last approved conference project to the RGC before the application deadline. Nevertheless, he / she could participate in a new NSFC/RGC JRS conference proposal if not in the capacity as a PI. Each PI can only submit one conference proposal in each exercise.

25. The Hong Kong PI should collaborate with a Mainland Co-organiser who should meet the eligibility requirements as “young scientists” specified by the NSFC. Enquiries may be directed to the Office of Hong Kong, Macao and Taiwan Affairs of the NSFC via email at gat@nsfc.gov.cn.

Funding

26. The Scheme aims to facilitate Hong Kong and Mainland young researchers of similar fields to develop new collaboration through dissemination of their recent and unpublished research work. Two conferences, one in science disciplines (viz. Biology & Medicine, Engineering and Physical Sciences disciplines) and one in non-science disciplines (viz Humanities, Social Sciences and Business Studies disciplines) to be held in Hong Kong, will be selected for funding.

27. The RGC funding will provide support for a two or three-day conference to be held in Hong Kong. The conference / workshop should take place between 1 May 2016 and 30 April 2017 inclusive. The maximum amount of RGC grants sought is HK\$250,000 per conference.

28. The RGC grant covers travel, accommodation and subsistence costs of guest speakers from Mainland to Hong Kong, and the direct organising costs, e.g. reservation of meeting venue, production of conference/workshop materials etc. Expenditure on meals is not covered by the grant.

How to apply

29. For each conference, there should be a Hong Kong PI and a Co-organiser from the Mainland. The Hong Kong PI is responsible for the overall coordination of the event; and the Mainland Co-organiser assists in drawing up the main programme, e.g. suggestion on guest speaker(s) to be invited. The conference may comprise sessions where Mainland and local guest speakers present on-going research work; local postdoctoral fellows and postgraduate research students post up their current work; and/or interested local parties attend hands-on sessions to acquire new techniques.

30. It is the obligation of the Hong Kong PIs to ensure that their applications contain sufficient information for evaluation. Incomplete submission would lead to disqualification of application.

31. Applications should be submitted through the Research Office of their institutions to the RGC by 5:00 pm of 4 February 2016. Applicants should check with the Research Offices of respective institutions for internal deadlines. For each application please submit a soft copy (with size up to 2Mb per application) and three hard copies of:

- (1) application form (should be prepared in accordance with the “Template for Conference Proposal” (NSFC/RGC 1c) as set out in the [Appendix](#) and should be jointly signed by the collaborators of both places;
- (2) half-page summary by each guest speaker (i.e. both Mainland and Hong Kong) on his/her presentation at the proposed conference; the current understanding in the field on the topic he / she will be speaking on; and the latest research findings and their significance; and
- (3) one A-4 page (with a maximum of 400 words) curriculum vitae (CV) for each guest speaker, with information on name, academic qualifications, previous academic position(s) held (with date(s)) & present position

(state if applicant is a visiting academic from overseas), previous relevant research work, publication records including the five most representative publications in the recent five years and five representative publications beyond the recent five years (10 at maximum), and others including research-related prizes and awards, brief description of experience in consultancies, service as a referee in evaluating other grant applications, patents, PhD theses supervised, etc.

32. Hong Kong applicants may refer to the Proposal Template enclosed at the Appendix to the application form in preparing their CVs.

Selection

33. The main factors of consideration include the research standing of the Main and Co-organisers, and that of the guest speakers; the degree of intra- and inter-institutional participation by local and Mainland researchers and students; and the prospects for new/longer-term research collaboration between Hong Kong and Mainland researchers.

34. The RGC will select the conference proposals to be supported in accordance with its assessment mechanism.

Announcement of Results

35. The results of the selection of conference proposals will be announced in end April 2016. The results would also be published on the RGC homepage under the section “Funding Results of Other Scheme” at <http://www.ugc.edu.hk/eng/rgc/result/result.htm>.

Monitoring and Assessment

36. The Hong Kong PIs of the funded conferences are required to submit completion reports to the RGC through the institution within six months of the conclusion of the event for monitoring and assessment purposes. Details of reporting requirements would be provided to the successful applicants in the announcement of funding results.

Conditions

37. Participants (including guest speakers) of the conference should include both Hong Kong and Mainland researchers. The Hong Kong PI should ensure that at least 50% of the participants (including guest speakers) from Hong Kong are at Assistant Professor rank under UGC-funded institutions while 50% of the participants (including guest speakers) from the Mainland should meet the eligibility requirements as “young scientists” specified by the NSFC. Enquiry regarding the NSFC requirements may be directed to the Office of Hong Kong, Macao and Taiwan Affairs of the NSFC via email at gat@nsfc.gov.cn.

38. The RGC will not be responsible for any expenditure incurred by the project in excess of the approved funding.

39. Neither the RGC nor the NSFC will provide any insurance cover in connection with the conference or the use of the grant for insurance cover. Applicants should make their own arrangements. The RGC and the NSFC will not accept any responsibility arising in any way from the visits and the activities undertaken by the researchers.

40. The RGC and the NSFC may send representatives to attend funded conferences as observers. Selected conferences will be separately notified of the date and logistic requirements in advance.

Enquiries

41. All enquiries should be directed to Research Offices of respective institutions in the first instance. Their contact details are as follows:

Ms Cecilia Sun
City University of Hong Kong
83 Tat Chee Avenue
Kowloon Tong, Kowloon

Tel.: 3442 6832
Fax : 3442 0136

Ms Kit Ng
Hong Kong Baptist University
Kowloon Tong
Kowloon

Tel.: 3411 7940
Fax : 3411 5133

Ms Connie Lam
Lingnan University
8 Castle Peak Road
Tuen Mun, New Territories

Tel.: 2616 7683
Fax : 2591 9618

Ms Carmen Tang
The Chinese University of Hong Kong
Shatin
New Territories

Tel.: 3943 1996
Fax : 3942 0993

Ms Clara Fong
The Hong Kong Institute of Education
10 Lo Ping Road
Tai Po, New Territories

Tel.: 2948 7700
Fax : 2948 7697

Miss Christine Yeung
The Hong Kong Polytechnic University
Hung Hom
Kowloon

Tel.: 2766 4046
Fax: 2355 7651

Mrs Jenny Cheng
The Hong Kong University of Science
and Technology
Clear Water Bay
Kowloon

Tel.: 2358 6946
Fax: 2358 1541

Miss Annie Ngai
The University of Hong Kong
Pokfulam Road
Hong Kong

Tel.: 2859 1911
Fax : 2803 0558

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UGC Secretariat
21 December 2015

**National Natural Science Foundation of China (NSFC) /
Research Grants Council (RGC) Joint Research Scheme for 2016/17**
Template for Preliminary Proposal for Research Grants

This template is provided to facilitate the **Hong Kong applicants** in preparing their preliminary proposals. The applicants should provide details for subjects addressed in the template as appropriate. Each preliminary proposal should be confined to **three A4 size sheets, i.e. six sides including all attachments and references (but excluding the institutional endorsement and CV of applicants)**. In order to ensure consistency and fairness to all applicants, applicants must complete the applications in the following standard RGC format. A photocopy of the application submitted by the Mainland applicant to the NSFC is required.

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

Failure to comply with the application format and/or the allowable page will lead to disqualification of the proposal.

PART I THE RESEARCH PROPOSAL

[To be completed by the applicant and **MUST** be consistent with the information in the application submitted by the Mainland applicant]

1 (a). Title of Project: (in English and Traditional Chinese)

(b). Focus Area :

(Please tick '✓' **one** focus area only)

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Life Science | <input type="checkbox"/> New Material Science |
| <input type="checkbox"/> Marine and Environmental Science | <input type="checkbox"/> Medicine | <input type="checkbox"/> Management Science |
| <input type="checkbox"/> Other (please specify): _____ | | |

(c). Project Field ¹:

Primary Field Name and Code: _____

Secondary Field Name and Code: _____

¹ Please refer to the list of subject areas in the Explanatory Notes used by the General Research Fund (GRF) exercise of the Research Grants Council (RGC) (GRF2), which is available of the RGC website: <http://www.ugc.edu.hk/eng/doc/form/GRF2.pdf>

(d). A maximum of five specific keywords to characterise the work of your proposal (a maximum of 30 characters for each keyword):

2. Name(s) and Academic Affiliation(s) of Applicant(s): (in English and Traditional Chinese)

		Surname (with title)	Other Name	Post	Unit / Department / Institution
Hong Kong	Principal Investigator				
	Co-Investigator(s)				
Mainland	Principal Investigator				
	Co-Investigator(s)				

3. Total Amount Requested:

from the RGC: Amount Requested HK\$ _____ (excluding on-costs)

from the NSFC: RMB _____

4. Project Objective(s):

- 1.
- 2.
- 3...

5. Proposed Outline of Research Plan and Methodology:

6. Brief Plan for Collaboration:

(Please indicate the role(s) and specific tasks the Hong Kong and the Mainland collaborators are each responsible for)

7. Brief Curriculum Vitae (CV) of Applicants of Both Teams

For each PI and Co-I, please attach one A-4 page CV (with a maximum of 400 words) per person.

8. Number of Work Hours to be Spent by the Hong Kong PI on the Proposal: _____

Hong Kong Team:

Principal Investigator:

Name _____ Signature : _____ Date : _____

Co-investigator(s):

Name _____ Signature : _____ Date : _____

Name _____ Signature : _____ Date : _____

Name _____ Signature : _____ Date : _____

(Add more names (co-investigators only) if necessary)

Mainland Team:

Principal Investigator:

Name _____ Signature : _____ Date : _____

Co-investigator(s):

Name _____ Signature : _____ Date : _____

Name _____ Signature : _____ Date : _____

Name _____ Signature : _____ Date : _____

(Add more names (co-investigators only) if necessary)

PART II INSTITUTIONAL ENDORSEMENT

[To be completed and signed by the appropriate authority of the Hong Kong PI's institution. The institution should confirm that it has evaluated and given support to the application before submission to the RGC.

(*Please tick '✓' as appropriate in the boxes)

I confirm that:

(a) the application has been evaluated and endorsed by the institution for submission to the RGC;

(b) the PI, in the staff grade _____, meets fully the stipulated staff eligibility requirement for and is not debarred from applying for RGC grant;

[where the PI is newly appointed, the institution has formally entered into a contract of service with him/her on or before the submission deadline of this funding exercise and the contract requires him/her to report duty on or before 1 August 2016.]

(c) ☐ the PI is/will be employed on permanent term

☐ the PI is/will be employed on fixed term contract[#]

[[#]If the PI is/will be employed on fixed term contract, the PI has to be still be eligible for an RGC grant at the time of funding award being made in October 2016 and for at least the first year of the planned project duration.]

(d) ☐ the PI is/will be a visiting scholar

☐ the PI is NOT a visiting scholar

[where the PI is a visiting scholar, he/she has to be employed in the institution on a full-time basis covering at least one year or the expected project duration whichever is the longer];

(e) the applicant will have the number of work hours as declared in Part I Section 7 to supervise the proposed project without prejudice to his/her existing commitment in other research work, teaching and administrative duties;

(f) the institution will inform the RGC as soon as the PI ceases to be eligible to apply, receive or hold an RGC grant, and will withdraw the application; or recommend to the RGC for approval of a suitable new PI, if any, to take over the funded project once it is funded and commenced;

(g) the PI does not hold an on-going NSFC/RGC JRS project in the capacity of a PI as at 4 February 2016;

- (h) the institution understands that the project, if funded, should commence on 1 January 2017 and any adjustment will require prior approval. The institution understands that the RGC grant, if given, will be withdrawn if the project does not start on 1 January 2017 or the PI leaves the UGC sector within the first year of project commencement. The institution should report to the RGC as soon as possible when a PI proceeds on no-pay leave/professional leave for a continuous or cumulative period exceeding 183 days within the project period.

Signature : _____

Name : _____
(in BLOCK letters)

Designation : _____

Date : _____

**National Natural Science Foundation of China (NSFC) /
Research Grants Council (RGC) Joint Research Scheme for 2016/17
Template for Conference Proposal**

(For conferences to be held in Hong Kong)

PART I : APPLICATION

(For details on attachment of relevant documents, please refer to the Call Circular for the 2016/17 exercise.)

A. Particulars of Conference

Title (in English and Traditional Chinese)	
Proposed Date(s)	
Proposed Venue	
Expected no. of speakers	
Estimated no. of participants [#]	

[#] Excluding speakers and organizers

B. Focus Area

(Please tick '✓' **one** focus area only)

<input type="checkbox"/> Information Technology	<input type="checkbox"/> Life Science	<input type="checkbox"/> New Material Science
<input type="checkbox"/> Marine and Environmental Science	<input type="checkbox"/> Medicine	<input type="checkbox"/> Management Science
<input type="checkbox"/> Other (please specify): _____		

C. Research Field¹

Primary Field Name: _____ & Code _____

Secondary Field Name: _____ & Code _____

D. Particulars of Applicants

(i) Name and Academic Affiliations of Applicants: (in English and Traditional Chinese)

Role	Surname (with title)	Other Name	Post	Unit / Department / Institution
Hong Kong	Principal Investigator (PI)			
	Co-Investigator(s)			

¹ Please refer to "Annex B to Explanatory Notes (ECS 2)" at <http://www.ugc.edu.hk/eng/doc/rgc/form/ECS2.pdf>

	Role	Surname (with title)	Other Name	Post	Unit / Department / Institution
Mainland	Co-organiser				
	Other collaborator				

(ii) The Hong Kong PI is within

- ☐ first year (entering into employment between 4 February 2015 to 31 March 2016)
- ☐ second year (entering into employment between 4 February 2014 to 3 February 2015)
- ☐ third year (entering into employment between 4 February 2013 to 3 February 2014)

of his/her full time academic job as an Assistant Professor or career equivalent involving teaching and research duties and the applicant is in substantiation track / tenure track position at the time of submission of the proposal.

E. A programme outline of the proposed Conference (Please include a brief description of the Conference to be organized and the objectives to be achieved)

F. Particulars of proposed Mainland Guest Speaker(s)*

Name, Post and Institution	Title/Topic of presentation(s)	Previous research links with Hong Kong institutions: Nature/Date (month/year)

G. Particulars of proposed Hong Kong Guest Speaker(s)*

Name, Post and Institution	Title/Topic of presentation(s)	Previous research links with Mainland institutions: Nature/Date (month/year)

* For each guest speaker, please attach (1) a **half-page summary** on his/her current understanding of the research topic and the latest findings and significance of the study, and (2) **one A-4 page** curriculum vitae. Failure to comply with the application format and/or the allowable page limit may lead to disqualification of the application.

Applicants should pay attention to the requirement that 50% of the participants from Hong Kong (including the speakers) should be at Assistant Professor rank under UGC-funded institutions, while 50% of the participants from Mainland (including guest speakers) should meet the eligibility requirements as “young scientists” specified by the NSFC.

H. Funds requested from the Research Grants Council (RGC)

Item	Amount (HK\$)
Air passage	\$5,500 × _____ Mainland speaker(s) =
Subsistence	\$900 × _____ Mainland speaker(s) × _____ day(s) =
Organizing Costs	=
- Venue	\$_____ × _____ day(s) =
- Printing	=
- Others (please specify)	1. =
	2. =
	3. =
Total	=

I. Other fund(s) requested for the proposed Conference

Funding scheme(s)	Amount (HK\$)

J. Declaration

The Hong Kong Principal Investigator will be responsible for the usage of the fund and will submit a report to the RGC accordingly as stated in the Call Circular for the 2016/17 exercise and the relevant RGC guidelines. The information given is complete and accurate to the best of our knowledge.

The Mainland Co-organiser meets the eligibility requirements specified by the NSFC.

I/We understand that the RGC will release the completion report to the public.

K. Signature and Date**Hong Kong Team:**

Name of Principal : _____ Signature : _____ Date : _____
Investigator

Name of : _____ Signature : _____ Date : _____
Co-investigator

Name of : _____ Signature : _____ Date : _____
Co-investigator

[Add more names (co-investigators only) if necessary]

Mainland Team:

Name of : _____ Signature : _____ Date : _____
Co-organiser

Name of other : _____ Signature : _____ Date : _____
collaborator

[Add more names (co-investigators only) if necessary]

PART II : INSTITUTIONAL ENDORSEMENT

[To be completed and signed by the appropriate authority of the Hong Kong PI's institution. The institution should confirm that it has evaluated and given support to the application before submission to the RGC.]

To safeguard the interests of the researcher and the institution, awardee institution bears primary responsibility for prevention, detection and investigation of research misconduct, including but not limiting to misusing of funds, data falsification, plagiarism and seeking duplicate funding for projects which the applicant has already completed partially or entirely.]

I confirm the following:

- (a) the application has been evaluated and endorsed by the institution for submission to the RGC;
- (b) the PI, in the staff grade ____, meets fully the stipulated staff eligibility requirement for and is not debarred from applying for ECS grant;

[where the PI is newly appointed, the institution has formally entered into a contract of service with him/her on or before the submission deadline of this funding exercise and the contract requires him/her to report duty on or before 31 March 2016]

- (c) the PI is/will be employed in substantiation track / tenure track position;
- (d) the applicant's statement at Part I Section D(ii) is true;
- (e) the institution will inform the RGC as soon as the PI ceases to be eligible to apply, receive or hold an RGC grant, and will withdraw the application; or recommend to

the RGC for approval of a suitable new PI, if any, to take over the funded project once it is funded and commenced.

Signature : _____

Name : _____
(in BLOCK letters)

Designation : _____

Date : _____

***National Natural Science Foundation of China (NSFC) /
Research Grants Council (RGC) Joint Research Scheme***

Template for Curriculum Vitae (CV) of Guest Speakers

[Please attach a one A-4 page CV (with a maximum of 400 words (per person)) for each guest speaker in the following format]

- i) Name:
- ii) Academic qualifications:
- iii) Previous academic positions held (with dates):
- iv) Present academic position:
- v) Previous relevant research work:
- vi) Publication records:

Section A – Five most representative publications in recent five years

Section B – Five representative publications beyond the recent
five-year period with the latest publication entered first

- vii) Others (please specify):

Mapping of PolyU Staff Grades to the Staff Grades as defined in the Common Data Collection Format (CDCF)

Academic Grades

PolyU Substantive Staff Grades

Academic, Senior

A. Professor	Chair Professor, Band A5 of the 2004 HRM Model
B. Reader	Professor, Band A4 of the 2004 HRM Model
C. Senior Lecturer (U*)	Associate Professor, Band A3 of the 2004 HRM Model
D. Principal Lecturer (P*)	Principal Lecturer

Academic, Junior

F. Senior Lecturer (P*)	Senior Lecturer
G. Lecturer (U*)	Assistant Professor, Band A2 of the 2004 HRM Model
H. Lecturer (P*)	Lecturer, Band A1 of the 2004 HRM Model
I. Assistant Lecturer	Assistant Lecturer

*(U) = University Pay Scale; (P) = Polytechnic Pay Scale