

RFCID/HHSRF

***Research Fund for the Control of Infectious Diseases
Health and Health Services Research Fund***

Guidance Notes - Research Grant Application

This booklet provides the procedures that should be followed to apply for grants, manage projects and report findings to the Research Council.

Please submit applications and all correspondence to:

Research Fund Secretariat Research Office Food and Health Bureau 18/F, Murray Building Garden Road, Central Hong Kong
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July 2010 (rev. 2)

Preamble

This document is designed to provide background information and advice on the research funding opportunities offered by the Food and Health Bureau including the *Research Fund for the Control of Infectious Diseases* (RFCID), the *Health and Health Services Research Fund* (HHSRF) and other research studies.

Applicants are advised to read this document carefully and to pay particular attention to the revised sections in paragraph 2.7: ***Submission of Applications***; Appendix A: **FINANCIAL ARRANGEMENTS**; and Appendix B: **ITEMS ALLOWABLE AND UNALLOWABLE FOR REIMBURSEMENT**.

Queries should be addressed to the Research Fund Secretariat by email: rfs@fhb.gov.hk.

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PART 1 BACKGROUND

1.1 Fund Administration

- 1.1.1 **Organisation Structure:** The Research Council (RC) is responsible for all aspects of the administration and to recommend to the Food and Health Bureau on allocation of funds supported by the RFCID and the HHSRF. The RC is supported by a secretariat and two committees, namely the Grant Review Board (GRB) and the Referee Panel.
- 1.1.2 **Function:** The RC functions as a broadly based policy group whereas the GRB interprets policy, sets guidelines and procedures for grant application, and establishes an independent system for two-tiered peer review of applications and reports. The Referee Panel provides critical appraisal of grant applications and reports. The funding decision of the RC is final.
- 1.1.3 **Setting Policy:** The RC reviews the health care trends and health needs in Hong Kong on a continuing basis to support its decision making and the formulation and revision of research policy and priorities.
- 1.1.4 **Composition:** The RC comprises prominent members of the health care system and academic institutions. The GRB comprises experts with technical skills and experience in a wide spectrum of health sciences to support the work of assessing grant applications and reports. Individual members of the Referee Panel, according to their specific area of expertise, are recruited to review grant applications and assess the outcomes of funded projects. Referees are drawn from both local and overseas institutions and services.

1.2 Research Scope

- 1.2.1 **Health and Health Services Research Fund:** Research projects which are relevant to the health and health care needs of the people of Hong Kong are guided by three themes.
- Public health
 - Health services
 - Chinese medicine
- Studies of purely clinical and biomedical nature will not be considered.
- 1.2.2 **Research Fund for the Control of Infectious Diseases:** The fund covers research projects relevant to the control of infectious diseases in the areas of:-
- Aetiology, epidemiology and public health
 - Basic research
 - Clinical and health services research
 - Enhancement of research infrastructure (for example, development of sophisticated research equipment or development of software support systems)

PART 2 APPLYING FOR A GRANT

2.1 Research Grants

2.1.1 The RC awards two types of grants. **Full Grants** are normally awarded for periods of up to 2 years. **Mini-Grants** are of shorter duration. Grants are intended to cover direct costs attributable to the project or programme, and should not include costs of premises and established academic or service staff. In general, contributions will not be made towards indirect costs of projects. A list of items which may be included in the grant application is shown in Appendix B.

2.2 Full Grants

2.2.1 The normal cost ceiling for any one project or programme is \$1,000,000. Higher grants may be awarded where justified. The general aim is to fund a wide spectrum of research with maximum possible coverage of contemporary health care issues. In the light of that policy, the RC may give higher priority to lower cost projects.

2.2.2 Full Grants must start within 6 months of the grant approval date and should be completed in 2 years or less.

2.3 Mini-Grants

2.3.1 The normal cost ceiling for any one project or programme is \$80,000. The minimum award is \$6,000.

2.3.2 Mini grants are intended to give health care providers, managers, and research workers an opportunity to support small-scale research projects or pilot studies which might lead to more substantive work. Mini-Grants cannot be used to supplement other funding.

2.3.3 Mini-Grants must start within 4 months of the grant approval date and should be completed in one year or less.

2.3.4 Mini-Grant projects cannot be extended or supplemented. However, new applications to support work evolving from the Mini-Grant project will be considered by the RC.

2.4 Eligibility

2.4.1 In principle, members of any discipline or profession in the health or health-related field can apply for research funding. Grants may be awarded for research in Higher Education Institutions, hospitals, medical schools or other appropriate centres, units or services. Members of other disciplines, such as social welfare and education may also apply.

2.4.2 Collaborative research with Mainland China and overseas institutions is encouraged

2.4.3 Applications declined on scientific grounds by any of the other research funding organisations will not be considered.

2.4.4 Applications rejected as unredeemable on scientific grounds in a previous round may not be resubmitted to future application rounds unless extensive changes have been made.

2.4.5 Applicants who have final or dissemination reports overdue for RFCID, HHSRF or *Health Care and Promotion Fund* projects (reports should be submitted within 6 months of the date on which funding ended for Full Grants and 3 months for Mini-Grants) or who have not submitted reports of an acceptable standard will not have their applications for new funding considered until the report has been received and approved. Applicants' track records are taken into consideration when assessing grant applications.

2.5 *Availability of Advice*

- 2.5.1 For advice on specific aspects of a research proposal, applicants should approach the Research Fund Secretariat (the Secretariat) by E-mail: rfs@fhb.gov.hk. General advice may be found on the Secretariats' website (<http://www.fhb.gov.hk/grants>).
- 2.5.2 All randomised clinical trials should be conducted according to Good Clinical Practice (GCP) guidelines. The latest Guideline for Good Clinical Practice (E6(R1), June 1996) describes the responsibilities and expectations of all participants in the conduct of clinical trials, including investigators, monitors, sponsors and Internal Review Boards and is available from the International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) website (<http://www.ich.org>).
- 2.5.3 Reporting of randomised controlled trials should conform to the CONSORT statement. Applicants should refer specifically to the “**Checklist of items to include when reporting a randomized trial**”, available from the Secretariat's website.
- 2.5.4 Reporting of randomised controlled trials involving Chinese materia medica should conform to the Consolidated Standards for Reporting Trials of Traditional Chinese Medicine (CONSORT for TCM) in TX Wu et al. *Chin J Evid-based Med* 2007;7(9):623-30.

2.6 *Grant Application Forms*

- 2.6.1 Templates of Research Grant Application Form A and Form B with Explanatory Notes can be obtained from the Secretariat or downloaded from <http://www.fhb.gov.hk/grants>. Only applications submitted on the standard forms will be considered for funding. Applicants are required to complete the forms electronically. Incomplete applications will not be processed and may result in administrative withdrawal.
- 2.6.2 The grant application should comprise the principal applicant's original work. The previously published work of others must be identified clearly as such by citing appropriate references. The principal applicant may be asked to provide clarification where any overlap between the contents of the submitted grant application and other materials is suspected. Grant applications that reproduce the work of others without appropriate attribution may be withdrawn from funding consideration and the track record of the principal applicant may be affected. The track record will be taken into consideration when considering applications to any of the health research funds administered by the Food and Health Bureau.

2.7 *Submission of Applications*

- 2.7.1 The grant application should comprise the principal applicant's original work. Plagiarism is not tolerated. Work presented for assessment or publication should not include sentences, paragraphs or longer extracts from published or unpublished work of others without proper acknowledgement. The work (including concept, methodology, design) of others should not be presented in any form without proper acknowledgement of the source.
- 2.7.2 Grants are allocated following peer review by the Referee Panel and GRB. Applicants are required to provide appropriate numbers of hard and soft copies to the Secretariat by the closing date for receipt of applications. Applications received after the closing date will not be considered.
- 2.7.3 Please refer to the Explanatory Notes for details. The application package should contain:
 - (i) The original signed Research Grant Application Form A and Form B together with all annexes and other additional materials such as ethical approval, questionnaires/tools, in press key references;
 - (ii) 3 photocopies, 2-sided, of Form A and Form B together with all annexes and other additional materials as described in (i) above;

- (iii) 5 anonymised copies to allow unbiased peer review. Anonymised copies should be identical to the original signed copy as described in (i) except that all references to the applicants have been deleted (in particular, Sections 9 & 12 of Form A and header, Sections 14 & 15 of Form B should be blanked out);
- (iv) Soft copies saved in a CD-ROM for:
 - Form A and Form B in MS Word file (i.e. its original format)
 - A full set of Form A and Form B together with all annexes and other additional materials in a single PDF file.

(Note: For multiple applications from the same department or institution, the Administering Institution should collate all the soft copies of applications and save them in a single CD-ROM for submission).

2.8 Funding Decisions

- 2.8.1 Each applicant will normally be informed within 6 months of the closing date for applications whether or not the application has been successful.

2.9 Commencement dates and Expenditure Profiles

- 2.9.1 Full Grant projects must commence within 6 months of the grant approval dates, whereas Mini-Grant projects must commence within 4 months of the grant approval date.
- 2.9.2 The “commencement date” is the first date on which expenditure is incurred, i.e. the purchase of equipment or the first working day on the project for a member of staff whose salary is funded from the grant.
- 2.9.3 Claims for reimbursement of expenditure are compared with the estimate in the relevant period of the approved budget. The principal applicant and the administering institution should seek the endorsement of the RC for any claim which varies from the estimate.

2.10 Expenditure Payments

- 2.10.1 **Financial arrangements:** Details of financial arrangements are shown in Appendix A.
- 2.10.2 Full Grants. Authorised expenditure, up to 80% of the grant limit, is reimbursed bimonthly. These are compared with the relevant estimate in the approved budget. The remaining 20% is payable subject to the submission of a final report, a dissemination report and an audited account to the satisfaction of the RC.
- 2.10.3 Mini-Grants. Authorised expenditure, up to 90% of the grant limit, is reimbursed bimonthly. The remaining 10% is payable subject to the submission of a final report, a dissemination report and a certified financial statement for the grant to the satisfaction of the RC.

2.11 Research ethics / safety approval

- 2.11.1 The status of seeking ethical and safety approval at the time of submission should be documented on the application form. The primary responsibility for seeking relevant approval rests with the principal applicant. Only applications that have received written clearance from a recognised ethics committee and safety approval from a designated Safety Officer, or equivalent, will be considered for funding.
- 2.11.2 The ethics committee determines whether or not ethical approval is required for the intended proposal. If it is not required, a proof of exemption issued by the ethics committee must be presented.

PART 3 STANDARD CONDITIONS OF RESEARCH GRANT

This section sets out the general conditions under which the RC acting through the GRB may offer to support a research project. Non-compliance with these terms and conditions may result in the suspension of the grant and/or impede the principal applicant's future grant applications. The specific conditions under which a grant is provided are set out in the contractual agreement.

3.1 General Terms and Conditions

- 3.1.1 The project shall be carried out by or under the general direction of the person named in the Research Grant Application Form (Application Form) as the principal applicant who shall be responsible for the scientific oversight and management of the project.
- 3.1.2 The RC will withdraw the grant if the project does not commence within 6 months of the grant approval date for Full Grants or within 4 months for Mini-Grants.
- 3.1.3 The principal applicant and the administering institution shall notify the RC of any event which may prejudice the project completion date.
- 3.1.4 The principal applicant and the administering institution are responsible for ensuring that the project is completed within the financial limits of the grant and must advise the GRB immediately of any occurrence which may prejudice the completion of the project.
- 3.1.5 The administering institution shall be responsible for the provision of the basic facilities required to support the project.
- 3.1.6 The principal applicant and the administering institution shall submit interim, final and dissemination reports as required by the GRB.
- 3.1.7 The principal applicant and the administering institution are jointly and severally responsible for ensuring compliance with all conditions contained in this section.

3.2 Staff

- 3.2.1 It is the responsibility of the administering institution to enter into contracts of employment with all persons whose salaries are reimbursed from the grant. Such contracts should provide for the rate of pay normally applicable to the appropriate grades of the persons employed by that institution.
- 3.2.2 The administering institution shall comply with the relevant Ordinances such as the Employment Ordinance (Cap.57), the Employee's Compensation Ordinance (Cap.282) and the Mandatory Provident Fund Ordinance (Cap.485).

3.3 Equipment

- 3.3.1 Applicants should refer to the contractual agreement (Clause 14) for complete details of the requirements related to equipment purchased under the grant.

Risk in and Title to the Equipment

- 3.3.2 Any equipment paid for by RFCID/HHSRF shall be and remain the property of the Institution and shall be in the care of, and maintained in good condition, by the administering institution.
- 3.3.3 The risk in and the legal and beneficial title to the Equipment shall vest in and remain with the Institution as and when it passes upon procurement of the Equipment by the Institution.

- 3.3.4 The Institution (a) shall retain the legal and beneficial title to the Equipment from the date of procurement of the Equipment until at least 2 years after the Closure of the Project; and (b) shall not sell, lease, mortgage, charge, create any encumbrance or otherwise part with possession of the Equipment or any part thereof during the period from the date of procurement of the Equipment until at least 2 years after the Closure of the Project.
- 3.3.5 For any piece of Equipment whose unit price is more than HK\$200,000, the Government may at any time within 2 years after the Closure of the Project, or at any time upon the termination of the Project, direct the Institution to deliver and hand over any or all of such Equipment to the Government or Government's nominee at the Institution's sole cost and expense. Upon service of a notice on the Institution, the legal and beneficial title and ownership to and in that piece of Equipment specified in the notice shall vest in the Government absolutely and the Institution shall forthwith at its own cost and expense arrange physical delivery of the Equipment to the Government.

Equipment List

- 3.3.6 Unless otherwise directed by the Government, the Institution shall submit to the Government a list of Equipment which has been procured for the purposes of the Project.

Insurance

- 3.3.7 The Institution shall at its own cost take out and maintain, for as long as the Institution is the owner of the Equipment, a property insurance policy in respect of the Equipment for an indemnity amount equal to their replacement cost.

3.4 Finance

- 3.4.1 The principal applicant and the administering institution shall exercise financial control of the grant. All expenditure on the project shall be met in the first instance by the administering institution, which shall submit bimonthly claims for reimbursement to the RC. Such claims shall indicate the category of the expenditure under which they fall to be considered as shown in Section 10 of Application Form A.
- 3.4.2 The RC shall not be bound to reimburse claims for expenditure in any category in excess of the maximum stated in the approved budget or in excess of any amended maximum which has been agreed in accordance with paragraph 3.12.
- 3.4.3 The RC shall pay claims only in respect of expenditure properly incurred during the currency of the grant (as stated in the Application Form), or as has been agreed in accordance with paragraphs 3.12. The administering institution is required to provide such additional financial information as may reasonably be requested by the RC.
- 3.4.4 For Full Grants, the RC shall pay claims of up to 80% of the approved grant and the balance when a final report, a dissemination report and an audited account are accepted to the satisfaction of the RC.
- 3.4.5 For Mini-grants, the RC shall pay claims of up to 90% of the approved grant and the balance when a final report, a dissemination report and a certified financial statement are accepted to the satisfaction of the RC.

3.5 Privacy, Confidentiality and Data Protection

- 3.5.1 The principal applicant and the administering institution are responsible for ensuring that the requirements of any data protection are fully observed. In particular, the principal applicant shall ensure at all times that any personal data collected in the course of the project shall be securely held and handled and that the anonymity of persons to whom the data refer shall be preserved in any report or publication.

- 3.5.2 The principal applicant and the administering institution shall adhere to the Personal Data (Privacy) Ordinance.
- 3.5.3 The personal data provided in the application form will be used by the Research Council, Grant Review Board and the Research Fund Secretariat for the purpose of assessing applications to the *Research Fund for the Control of Infectious Diseases* (RFCID) and *Health and Health Services Research Fund* (HHSRF). For successful applications, such data will also be used for project monitoring, research and statistical analysis, promotion, publicity and dissemination purposes as appropriate.
- 3.5.4 Personal data provided in this application may be disclosed, if necessary, to the Food and Health Bureau, other Government departments, expert reviewers, project monitors and other people concerned.
- 3.5.5 Applicants have the right to access and correct the personal data provided in accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Their right of access includes the right to obtain a copy of their personal data provided in the application form.
- 3.5.6 Enquiries concerning the personal data collected by means of this application form, including access and corrections, should be addressed to:

Research Fund Secretariat
Research Office
Food and Health Bureau
Room 1807, Murray Building
Garden Road, Central
Hong Kong

Email address: rfs@fhb.gov.hk
Website: <http://www.fhb.gov.hk/grants>

3.6 Ethics

- 3.6.1 Written documentation of approval from a recognised ethics committee **MUST** be provided prior to commencement of any approved application. The RC reserves the right to refuse an award on ethical grounds, even if the approval of an ethics committee has been obtained. If the research involves multiple centres (e.g. HA hospital clusters), the written approval of all relevant ethics committees must be obtained.

3.7 Reviews

- 3.7.1 An authorised member of the RC or a group appointed on its behalf must, reasonable notice having been given, be allowed to discuss any aspect of the project with the principal applicant or the staff involved, and to inspect any equipment or other materials provided under the grant.
- 3.7.2 The principal applicant and the administering institution shall provide an interim report on a yearly basis or as may be required by the RC. Such reports must conform with guidelines which are issued from time to time by the RC. The timing and frequency of such reports, which shall depend on the nature of the project, shall be notified to the principal applicant and the administering institution by the RC.
- 3.7.3 If after due assessment, the research is not considered to be making satisfactory progress, the RC reserves the right to discontinue the provision of financial support under the terms of the grant and may seek the return of any funds provided to date.

3.7.4 Within 6 months of completion of Full Grant project (3 months for Mini-Grant), the principal applicant and the administering institution shall provide a final report and a dissemination report to the RC. The reports must conform to any guidelines which are issued from time to time by the RC.

3.8 *Publicity of Financial Support and Objectives*

3.8.1 The RC or the principal applicant and the administering institution may publish details of financial support given for the project and of the scientific objectives of the project.

3.9 *Publication or Disclosure of Results*

3.9.1 The RC attaches great importance to the publication of the results of the research undertaken with the assistance of the grant. The principal applicant and administering institution are required to acknowledge the support given to the work by the RFCID/HHSRF, the Food and Health Bureau, and the Hong Kong SAR Government in any published or distributed documents.

3.9.2 In addition to the presentation of interim, final and dissemination reports the principal applicant must inform the RC of any publications containing results, information or technical knowledge connected with the project and shall forward a copy of the work to the RC. The RC will maintain a database of all published work attributed to funded research.

3.9.3 The RC may approach former and current principal applicant at intervals in order to ensure that all relevant publications and other relevant outcomes attributable to the grant have been reported.

3.10 *Intellectual Property Rights*

3.10.1 All rights in the results of the project shall jointly belong to the Government and the administering institution 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 3.9.

3.11 *Commercial Application of Results*

3.11.1 The principal applicant and the administering institution shall inform the GRB in writing of any discovery, development, application or technical knowledge arising in the course of the project which could have commercial value.

3.11.2 Commercial use may not be made of the project results without the prior written consent of the Government. The principal applicant and the administering institution must obtain the Government's approval in advance of any proposed discussion or negotiation with any person, company or firm with a view to commercial use or other exploitation of such results.

3.11.3 The Government reserves the right to be represented in any negotiations held with a view to commercial use or exploitation of any discovery arising from the project.

3.12 *Variation of Conditions*

3.12.1 No alteration, deletion or addition may be made to any of these conditions or any part of the Application Form without the prior agreement in writing of the RC or if the change is proposed by the RC of the principal applicant and the administering institution. In particular:

- any change of substance in the objectives of the project;
- any change of the principal applicant and the administering institution;
- any change of the maximum expenditure figure for each element of the grant given in the Application Form;
- any change in the duration of the grant

must be so approved. If the RC does not approve a change proposed by the principal applicant and the administering institution the RC may cancel or renegotiate the arrangements for support of the project and may seek the return of any funds provided to date.

3.13 *Liability of the Research Council*

- 3.13.1 Notwithstanding the provision of the grant by the RC, or the compliance by the principal applicant and the administering institution with the conditions of such grant the principal applicant and administering institution shall remain solely liable for all costs, liability or damages relating to the research and the publication of such research.

- 3.13.2 Without limiting 3.13.1, the principal applicant and the administering institution shall be solely responsible for claims that the research or any part thereof infringes the intellectual property or other rights of a third party.

APPENDIX A

FINANCIAL ARRANGEMENTS

1. Approval of Grant

- 1.1 Two types of grants are available, Mini-Grants and Full Grants.
- 1.2 Mini-Grants are provided for projects or programmes up to \$80,000, or such greater amount as approved by the Research Council (RC). Full Grants are provided for programmes or projects with a budget not more than \$1,000,000 or such greater amount as approved by the RC. Both grants are made on actual basis with a pre-approved cash ceiling.

2. Payment of Grant

2.1 Mini-Grants

Authorised expenditure, up to the 90% of the grant limit, is made bimonthly on a reimbursement basis. The remaining 10% is payable subject to the acceptance of a final report, a dissemination report and a certified financial statement for the grant to the satisfaction of the RC.

The principal applicant and the administering institution must ensure that the expenditure incurred is within the ambit and the scope of the approved budget. A duly completed reimbursement claim form signed by principal applicant and the administering institution and the supporting documents thereof (including, for the latter, the original of all relevant invoices and receipts or, where invoices and receipts are not available for reasons reasonably accepted by the Government, all declaration of expenditure duly signed by the principal applicant and the administering institution) to request payment by the Government no more frequently than every two months from the commencement date.

The administering institution shall submit the certified financial statement within 3 months after the end date or termination of the project, whichever is earlier.

2.2 Full Grants

Authorised expenditure, up to the 80% of the grant limit, is made bimonthly on a reimbursement basis. The remaining 20% is payable subject to the acceptance of a final report, a dissemination report and an audited account to the satisfaction of the RC.

The principal applicant and the administering institution must ensure that the expenditure incurred is within the ambit and the scope of the approved budget. All payments must be properly documented and recorded. However, there is no need to furnish supporting documents in reimbursement claims. The administering institution is required to submit a duly completed reimbursement claim form signed by the principal applicant and the administering institution to request payment by the Government no more frequently than every two months from the commencement date.

An annual certified financial statement must be submitted covering the 12-month period from the project commencement date. The administering institution shall submit an annual certified financial statement within 2 months following the first anniversary of the commencement date, and shall submit the audited account within 6 months after the end date or termination of the project, whichever is earlier.

- 2.3 For both Mini-Grants and Full Grants, claims for reimbursement of expenditures may only cover the period between the commencement date and end date of the project. A final reimbursement claim form shall be submitted together with the audited account for Full Grants and with the final report for Mini-Grants.

APPENDIX B

ITEMS ALLOWABLE AND UNALLOWABLE FOR REIMBURSEMENT

1. Items Allowable

1.1 Staff Costs

Funds may be requested for the salaries of research staff and other supporting staff. Staff cost (full or part-time) includes salary and mandatory provident fund of staff employed. For part-time staff, the aggregated and averaged part-time effort must meet at least the 20% threshold.

For instance, the Research Council (RC) is prepared to reimburse 20% of staff salary for a research or support staff provided that it is used for 20% of time on the project. When applying for reimbursement, the principal applicant should specify the particular staff to which the costs relate and the percentage of time the staff spent on the project.

1.2 Facilities

1.2.1 Computing

Local departmental computing charges which can be assigned to the research project will be considered as an allowable cost, including stationery supplies and software licences. Expenses for computing equipment specific for the project, such as notebook computers, software, etc, will be covered. Central computing facilities remain the responsibility of the administering institution.

1.2.2 Equipment

Maintenance costs, service contracts and spare parts for equipment not purchased specifically for the project but used for a significant portion of the project will be paid on a pro rata basis.

For example, a piece of equipment that is used 50% of the time for an approved project and 50% of the time for other purposes will be covered for half of the maintenance costs. When applying for maintenance costs, the principal applicant should specify the piece of equipment to which the costs relate and the percentage of time the equipment will be in use on the project.

Equipment costing less than \$10,000 should be applied for and charged under the heading "Other Expenses".

1.2.3 Refurbishment

Refurbishment of research facilities is permitted.

1.2.4 Personal Protective Equipment

Individual items necessary for personal safety during specific research projects are covered, e.g. gloves, facemasks, gowns, etc.

1.3 Administrative services

1.3.1 Cost of Audited Account

Cost of independent audited account for every Full Grants project up to a maximum of \$5,000 is allowed.

1.3.2 Administrative expenses

Costs such as printing, telephone, fax, postage, etc are allowed where they are separately metered and can be attributed to a specific research project.

1.4 Others

1.4.1 *Travel and subsistence*

All reasonable costs associated with conference attendance are supported up to a maximum of \$10,000 (e.g. registration, travel, accommodation, subsistence, preparation of materials, etc).

The cost of local travel for research staff to attend clinics, training sites, patients' homes, etc, for purposes directly related to the research project are allowable.

1.4.2 *Reprints*

The costs of purchasing reprints or publishing space from publishing companies in whose journals the supported research will be published, is an allowable cost, within the maximum allowable funds of the project. Claims for reprints should be justified on the grounds of publishing work arising from the research which is the subject of the application.

1.4.3 *Reference materials*

Purchase of essential reference materials, e.g. textbooks is an allowable cost.

1.4.4 *Incentives*

The purchase of gifts, coupons, etc, as incentives/tokens of appreciation for study participants is allowed.

2. **Items Unallowable**

2.1 employments of all applicants listed in Section 9 of the Application Form A

2.2 general premises costs including:

- construction and maintenance of buildings
- land purchase/lease
- refurbishment/renovation/adaptation
- basic services and utilities (including heating, lighting and communications)
- lease/rent/rates
- insurance
- cleaning/pottering/security/safety

2.3 the cost of unspecified research work

2.4 the cost of work already completed, or the writing-up of such work

2.5 the cost of literature surveys

2.6 remuneration of undergraduates (other than payment for vacation work under the existing award if such earnings are allowed by the administering institution)

2.7 any costs associated with a research student

2.8 the cost of the facilities of the administering institution to which the investigator normally has free access

2.9 severance payment and untaken leave of staff employed

2.10 all kinds of insurance costs, such as medical insurance, labour insurance, clinical trial insurance

2.11 entertainment and overseas visits not directly related to the research project