

RFCID/ HHSRF

Research Fund for the Control of Infectious Diseases

Health and Health Services Research Fund

Explanatory Notes -

Research Grant Application Form A and Form B

IMPORTANT!

- **Incomplete applications or applications not adhering to these notes will not be processed and may result in administrative withdrawal.**
- **The notes should be read in conjunction with the Guidance Notes for Research Grant Application before the forms are completed. If you have any queries about completing this application, please contact the Research Fund Secretariat at email: rfs@fhb.gov.hk or fax: 3150 8993.**

GENERAL INFORMATION

Your co-operation in following the instructions below will greatly facilitate the assessment process:

1. Download the templates of Form A and Form B from the website www.fhb.gov.hk/grants.
2. Complete the forms electronically. Arial 10-point is the suggested font.
3. **Do not alter the format of Form A as it has been protected to enable automatic data extraction by the Food and Health Bureau.** Please enter information to the shaded form fields. The Secretariat reserves the right to withdraw incomplete or inadequate applications. Such applications will not be processed.

4. Print out the completed forms and obtain the required signatures.
5. **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presented for assessment or publication should not include sentences, paragraphs or longer extracts from published or unpublished work of others without proper acknowledgement.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.
6. Submit to the Research Fund Secretariat not later than the specified closing date. 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 the full set of Form A and Form B together with all annexes and other additional materials as required in (i) above;
 - (iii) 5 anonymised copies *to allow unbiased peer review*. Anonymised copies should be identical to the original signed copy as mentioned in (i) except all reference to the applicants deleted (in particular, Section 9 & 12 of Form A and header, Section 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 files (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, the Administering Institution should collate all the soft copies of applications and save them in a single one CD-rom for submission).

Please note that the contents of the submitted proposal set out in Sections 1 to 9 with the status of research project will be made available for public access once approval is given.

RESEARCH GRANT APPLICATION FORM A

Notes are numbered according to the section of the application form

- | <u>Sec.</u> | <u>Descriptions</u> |
|-------------|---|
| 1. | If a resubmission, quote previous reference number. |
| 2. | A maximum of \$80,000 for a Mini-Grant and \$1,000,000 for a Full Grant. |
| 3. | Title of Project should be concise but informative. <u>Limit to 25 words.</u> |
| 4. | Summary of the project presented, <u>in BMJ house style</u> , of <u>not more than 250 words</u> with the following headings: purpose, objectives/hypothesis, design and subjects, study instruments, interventions, main outcome measures and analysis. For more details, please refer to http://bmj.com/advice/stylebook/basics.shtml |
| 5. | Please explain the likely benefit to health or health care in Hong Kong. Elaborate in <u>not more than 50 words</u> . Researchers should keep under continuous review the question whether the work has potential wider application, taking appropriate action in accordance with the Administering Institution's procedures for the protection and exploitation of research findings. |
| 6. | The expected starting date is counted as the date on which the institution first incurs staff or other costs, e.g. the date an individual directly supported by the grant starts work. The completion date should be entered based on the proposed duration of the grant. <u>Grant Period is calculated in the nearest month from the start date to end of project.</u> |
| 7. | The section should summarise the support requested in Section 10. Costs should be rounded to the nearest dollar. The costs of disseminating results of the research should be included. Applicants should refer to "Financial Arrangements" and "Items Allowable and Unallowable for Reimbursement" in Appendix A & B of the Guidance Notes for Research Grant Application. |
| 8. | <u>Written documentation of ethics approval, or of application for such approval, must be submitted with the application form. If ethical approval has been received complete this section. If not, state the current progress of seeking ethical approval in Form B, Section 13(k).</u> |
| 9. | Each application should not have more than 10 applicants. The employment relationship between the principal applicant and the Administering Institution should be made clear. <u>Any change in the named Principal Applicant must be approved by the Research Council.</u> If an |

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applicant holds more than one post, e.g. one in University and one in Hospital or another service or unit, details of both should be shown.

Applicants are expected to be personally and actively engaged in the project. If an applicant will not be actively engaged in the proposed project, the particular circumstances should be explained in a separate letter accompanying the application form.

10. All items must be fully justified as stated in Appendix B of the Guidance Notes for Research Grant Application. Application should be based on actual prices. No allowance should be made for inflation.

STAFF DETAILS

Staff costs should be justified in terms of the level of expertise and workload required by the research. Applicants are strongly advised to consult their Finance Office about the pay scale and the appropriate pay point proposed. Normally, the salary scales that apply to equivalent workers employed by the Administering Institution will be accepted. Funding may be requested for full-time posts (which may be for periods shorter than the lifetime of the grant) and part-time posts. Monthly contributions to the MPF should also be included.

The information on this page should reflect salary costs for the entire project based on the proposed salaries at the date of the application and the estimated percentage efforts on the project. The actual costs for each financial year of the grant should be entered in “Staff Costs” table on the bottom half of the page.

STAFF COSTS

For each post identified in “Staff Details” above show the total annual costs. Medical insurance costs will not be supported. In the right hand column, show the total costs for each post over the whole period of the grant.

OTHER EXPENSES

Other expenses include consumable or equipment items costing less than \$10,000, local travel and subsistence, printing, stationery and exceptional items. Only direct costs can be charged to the Project Grant. The Research Council will NOT pay any indirect costs related to the projects.

EQUIPMENT

Only include items dedicated to the project and costing \$10,000 and over. Items costing less than \$10,000 should be included under consumables.

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Reasons should be given for selecting particular types of equipment, with respect to the needs of the research and cost, performance and specifications. Tendering should be carried out before application.

COMPUTER EQUIPMENT AND SOFTWARE

Advice will be sought from the Research Fund Secretariat on the relevance and cost of computing equipment/facilities requested in proposed applications for funding. Applicants should therefore list the make and model, quantity, price and annual maintenance costs of equipment along with any special features required, e.g. communications, graphics, etc. In cases where funding is sought for storage media or devices, an estimate in kilobytes of total data to be stored should also be provided.

The purpose of any special software to be developed e.g. commissioned in house, or modifications of existing software should be detailed and the development time required given in hours or person-months.

If external resources are to be used, the estimated time required, a breakdown of the resources required, and the cost per unit of computing time/purchase of consultancy, should be given.

Any computing consumable to be purchased should be itemised under “Other Expenses” with a breakdown of both quantity and price.

Should computing advice be sought, details of the persons/organisations to be consulted should be given.

11. All applicants listed in Section 9 must declare whether any similar grant applications have been sent, are being sent or will be sent in the next 6 months to other local or overseas funding agencies. Applications declined on scientific grounds by other research funding organisations will not be considered by the Research Council. A copy of the previous application submitted to other funding agencies and the review panel’s feedback (if any) should be attached. If the application has been approved, indicate the status of research: on-going, completed, withdrawn, terminated, not yet started, etc. All applicants are required to notify the Research Fund Secretariat once funding result is available.
12. The application must include the signatures of all applicants, as well as the Head of Department

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and authorised officers on behalf of the Administering Institution and Finance Office.

RESEARCH GRANT APPLICATION FORM B

Please insert the Title of Project and Principal Applicant to the header.

13. Formatting

Page limit: Not more than 6 numbered pages may be allowed for FULL GRANT.
Not more than 4 numbered pages may be allowed for MINI-GRANT.
Content of research proposal beyond the page limit will not be entertained.

Margin: Left at least 2.5cm. Others at least 1.5cm.

Font: At least 10-point. Preferably Arial.

Character Spacing: Normal

Line Spacing: At least Single.

It is recommended to place the graphics, tables, figures and pictures as an attachment and signify clearly in item 13(j) "Additional Material".

- a. **Title:** same as Section 3
- b. **Introduction** of less than 600 words explaining the relevance to the scope of funds and summarising previous work in the field (including any by the applicants) drawing attention to gaps in present knowledge and citing key references.
- c. **Aims and/or Hypotheses** stated, wherever possible, as a list of questions to which answers will be sought.
- d. **Plan of investigation** giving the practical details of how answers will be obtained to the questions posed. This should include information on:
 - (i) Subjects to be included in the study. Where appropriate show a power analysis to support the chosen sample size.
 - (ii) Methods to be employed, giving references where these are non-standard. Where new methods are being developed, arrangements for establishing validity and reliability should be described. Examples of non-standard questionnaires, tests etc. should accompany the application or their content be clearly indicated.
 - (iii) Study design described in sufficient detail to allow assessment of workload and timetable and including experiments, observations to be made, randomisation method where relevant, and the use of controls.

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- (iv) Data analysis including outcome measures, means of validating records, and the type of statistical analysis to be carried out.
- e. **Timetable of Work:** a brief summary of the planned programme of work should highlight significant phases of the project. Progress of funded project will be evaluation against timetable.
- f. **Existing Facilities:** describe resources for supervision, equipment, space, staffing, relevant departmental interests, and collaboration.
- g. **Justification of requirements:** The case for staff should be justified in terms of expertise and workload required by the research. Reasons should be given for selecting particular types of equipment (see following pages for further detail). Attention is drawn to Appendix B of the Guidance Notes for Research Grant Application which lists expenditure that is not normally covered by grants.
- h. **Purpose and Potential:** this should describe the underlying purpose of the project, and its possible implications for health and health care in Hong Kong. Where appropriate, plans for applications arising from the research should be described. The ways in which the research results will be disseminated should be described.
- i. **Key References:** not more than 20 references should be given in the text and listed in full at the end. Follow the “Uniform Requirements For Manuscripts Submitted To Biomedical Journals” at www.icmje.org/index.html for referencing. If it is considered essential to cite work by the applicants that are in press for publication, 5 photocopies of such material must be forwarded to the Research Fund Secretariat.
- j. **Additional Material:** include study instruments, questionnaires, consent forms, study protocol, investigation guidelines, diagrams of equipment, etc. 5 copies of such additional material must be forwarded to the Research Fund Secretariat.
- k. **Research ethics / safety approval:** tick the appropriate boxes to confirm if approval for the respective ethics and/or safety issues is required and has been obtained or is being sought from the PA’s institution. Copies of written documentation of approval, or of application for approval, should be submitted with the application.
14. Report all previous research grants supported by the Research Fund for the Control of Infectious Diseases (RFCID), the Health and Health Services Research Fund (HHSRF), the Health Services Research Fund (HSRF) and Health Care and Promotion Fund (HCPF) held by all applicants (if applicable), including projects currently underway and completed research projects in the last 3 years.

If progress, interim, final or dissemination reports have not been submitted beyond the due date(s), specify the reasons and indicate when these reports will be submitted. Failure to submit

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the required reports will affect this and future grant applications.

Briefly summarise current perception of the significance of the work done (e.g. apart from knowledge, conceptual or methodological advances, contribution, if any, to health care, medical practice, training, applicability/spin-off) and of the project's significance for your own, your assistants', and your colleagues' scientific development.

Please list full papers published or "in press" in refereed journals with titles, page numbers and co-authorships.

15. Curriculum vitae for all applicant(s) must be submitted. All relevant publications of applicant(s)/ research staff over the previous 3 years or 10 most recent publications, whichever is the smaller, should be listed. Please use the specified CV form, which should not exceed one page. Do not enclose CVs in other formats.