**MTR Research Funding Scheme**

**[A1] Application Form for 2024**

Please ensure you have read the Overview and Guidance Notes (*the Guidance Notes*) carefully before completing this form. The application form must be signed at relevant sections in PDF format. All submission documents, including the **Application Form** **and Supplementary Attachments**, must be submitted in a single PDF file and conform to the following requirements:

**Paper Size**: A4

**Font:** Times New Roman

**Font Size:** 12 point

**Margin:** 2.5 cm all round

**Spacing:** Single-line spacing

**Language**: English

**Document Format**: PDF

To safeguard the interests of the researcher and the university, the awardee university bears the primary responsibility for prevention, detection, and investigation of research misconduct, including but not limited to misuse of funds, data falsification, plagiarism, and double-dipping. The university should vet the grant applications using anti-plagiarism software before submitting them to the MTR Academy.

# PART I: SUMMARY OF THE APPLICATION

## Project Particulars

* 1. Name and Academic Affiliation of Principal Investigator (PI):

|  |  |
| --- | --- |
| Title | Choose |
| Name | Enter (SURNAME, Given Name) |
| Position | Enter (e.g., Associate Professor) |
| Unit / Department | Enter (e.g., Department of Computing) |
| University | Choose |
| Contact E-mail Address | Enter (e.g., sam.chan@abc.edu.hk) |

* 1. Title of Project:

|  |
| --- |
| Enter |

* 1. Project Duration: Enter Months [[1]](#footnote-1)
	2. Total Amount Requested: HK$ Enter [[2]](#footnote-2)
	3. Nature of Application:

 New [ ]  Re-submission [ ]  (Click 🞎 to tick)

For re-submission, please provide a statement of **maximum of 500 words**, as a **Supplementary Attachment**, in describing how assessment comments from the previous application have been addressed and highlight the major revisions.

* 1. Please select or nominate the discipline/field that best describe the research area of the proposal (up to two may be provided):

|  |  |
| --- | --- |
| Field 1 | Choose from the list / Enter your own choice |
| Field 2 | Choose from the list / Enter your own choice |

* 1. Project Abstract (**Maximum of 400 words**)

|  |
| --- |
| The abstract should serve as a layman summary of the key research questions, the innovation in the solution approach and the expected new knowledge and impacts of the project. |

## Research Team (PI and Co-Is)

* 1. Investigator(s) Information

Please list the details for the PIs and Co-Is[[3]](#footnote-3) involved in the application in the table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Role* | *Title* | *Name* | *Position* | *Unit / Department* | *University / Research Institute and Centre* |
| PI | Choose | Enter (SURNAME, Given Name) | Enter | Enter | Choose |
| Choose | Choose | Choose / Enter (SURNAME, Given Name) | Choose / Enter | Choose / Enter | Choose / Enter |

* 1. CV and Publication List for PI and all Co-Is (**maximum of 2 pages** for each PI and Co-I, as **Supplementary Attachment**). Please refer to *Section 4.1.2* of the Guidance Notes for details.
	2. Plan for Collaboration (**maximum of 2 pages**, as **Supplementary Attachment**), if applicable. Please refer to *Section 4.1.2* of the Guidance Notes for details.
	3. Letter of Inter-institutional Collaborations (**maximum of 2 pages**, as **Supplementary Attachment**), if applicable. Please refer to *Section 4.1.2* of the Guidance Notes for details.

# PART II: DETAILS OF THE RESEARCH PROPOSAL

Please refer to *Section 4.1.3* of the *Guidance Notes* for details.

Total number of pages for this part should **not exceed 15 pages**.

## Project Objectives (maximum of 800 words)

|  |
| --- |
| Enter |

## Research Questions

|  |
| --- |
| Enter |

## Methodologies

|  |
| --- |
| Enter |

## Deliverables

|  |
| --- |
| Enter |

## Research Plan

|  |
| --- |
| Enter |

## Pathway to Impact Statement (maximum of 2 pages)

|  |
| --- |
| Enter |

## References (maximum of 2 pages)

|  |
| --- |
| Enter |

# PART III: PROJECT FUNDING AND RESOURCES

Please refer to *Section 4.2 of the Guidance Notes* for submission details and requirements.

## Cost and Justification

* 1. Estimated cost and resource implications:

|  |  |  |  |
| --- | --- | --- | --- |
| Month 1-12 | Month 13-24 | Month 25-36 | Total |
| HK$ Enter | HK$ Choose / Enter | HK$ Choose / Enter | HK$ Enter |

1. One-line Vote Items
	1. Supporting Staff Costs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Role [[4]](#footnote-4) | Monthly Salary |  | Nos. |  | Months |  | Total |
|  |  |  |  |  |  |  |  |
| Choose / Enter | HK$ Monthly salary | × | Nos. | × | Months | = | HK$ Enter |
|  |
| Choose / Enter | HK$ Monthly salary | × | Nos. | × | Months | = | HK$ Enter |
|  |
| Choose / Enter | HK$ Monthly salary | × | Nos. | × | Months | = | HK$ Enter |
|  |
| Choose / Enter | HK$ Monthly salary | × | Nos. | × | Months | = | HK$ Enter |
|  |

Justification:

|  |
| --- |
| Clearly state the intended duties and required expertise of each research staff. |

* 1. **Equipment Expenses** HK$ Enter

Justification:

|  |
| --- |
| Enter N.A. or Provide the details of the equipment and include detailed explanation on its uniqueness and functionalities and its indispensable role in the research plan. |

Quotation Provided [[5]](#footnote-5): N.A. [ ]  Yes [ ]  No [ ]  (Click 🞎 to tick)

* 1. **Conference Expenses** HK$ Enter [[6]](#footnote-6)
	2. Other Expenses (including software licence / dataset / computing or IT services, etc.)

**Financial Audit Fee** HK$ Enter [[7]](#footnote-7)

Other Item 1 (Please specify)HK$ Enter

Other Item 2 (Please specify)HK$ Enter

Other Item 3 (Please specify)HK$ Enter

Justification:

|  |
| --- |
| Enter N.A. or Provide the details of the software licence / dataset / computing or IT services, etc. and include detailed explanation on its uniqueness and functionalities and its indispensable role in the research plan. |

Quotation Provided [[8]](#footnote-8): N.A. [ ]  Yes [ ]  No [ ]  (Click 🞎 to tick)

## Sub-total for (A) (One-line Vote Items): HK$ Enter

1. Earmarked Items
2. Research Studentship:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Research Postgraduate (RPg) Student | Monthly Stipend |  | Nos. |  | Months |  | Total |
|  |  |  |  |  |  |  |  |
| Choose / Enter | HK$20,000 | × | Nos. | × | Months | = | HK$ Enter |
|  |
| Choose / Enter | HK$20,000 | × | Nos. | × | Months | = | HK$ Enter |
|  |

## Sub-total for (B) (Earmarked Items): HK$ Enter

|  |  |  |
| --- | --- | --- |
| **Total Cost of Project (A+B):** |  | **HK$** Enter |
|  |  |  |
| **Overhead (up to 15% of the Total Cost)** |  | **HK$** Enter |
|  |  |  |
| **Amount of Fund Requested:** |  | **HK$** Enter |

* 1. Declaration on the equipment procurement

[ ]  (i) No procurement of equipment is required. OR

[ ]  (ii) I declare that the equipment indicated in Section 10(I)(A)(ii) above is not available in the university. OR

[ ]  (iii) I declare that all or some of the equipment (please provide details in the following text box) indicated in Section 10(I)(A)(ii) above is available in the university but cannot be used by this project for the following reasons (**a maximum of 500 words**).

Reasons:

|  |
| --- |
| Provide the reason(s) why the available equipment in the university cannot be used by this project. |

* 1. Declaration on high-performance computing services

[ ]  (i) No procurement of high-performance computing services is required. OR

[ ]  (ii) I declare that the high-performance computing services indicated in Section 10(I)(A)(iv) above is not available in the university. OR

[ ]  (iii) I declare that all or some of the high-performance computing services (please provide details in the following text box) indicated in Section 10(I)(A)(iv) above are available in the university but cannot be used by this project in view of the following reasons (**a maximum of 500 words**).

Reasons:

|  |
| --- |
| Provide the reason(s) why the available high-performance computing services in the university cannot be used by this project. |

* 1. Declaration on the research-related software licence / dataset

[ ]  (i) No procurement of research-related software licence / dataset is required. OR

[ ]  (ii) I declare that the research-related software licence / dataset indicated in Section 10(I)(A)(iv) above is not available in the university. OR

[ ]  (iii) I declare that all or some of the research-related software licence / dataset (please provide details in the following text box) indicated in Section 10(I)(A)(iv) above are available in the university but cannot be used by this project for the following reasons (**a maximum of 500 words**).

Reasons:

|  |
| --- |
| Provide the reason(s) why the available software licence / dataset available in the university cannot be used by this project. |

# PART IV: ETHICS AND OTHER APPROVALS

## Research Ethics / Safety Approval

1. I confirm that the research proposal [ ]  involves / [ ]  does not involve human subjects.
2. I confirm that the research proposal [ ]  involves / [ ]  does not involve the study of artefacts.
3. Please tick ‘√’ in the appropriate boxes to confirm if approval for the respective ethics and / or safety issues is required and has been / is being obtained from the PI’s university. PIs are encouraged to seek necessary approval (except for human research ethics (clinical)) before application deadline.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approval not required | Approval beingsought | Approval obtained |
| 1. Animal research ethics
 | [ ]  | [ ]  | [ ]  |
| 1. Biological safety
 | [ ]  | [ ]  | [ ]  |
| 1. Ionizing radiation safety
 | [ ]  | [ ]  | [ ]  |
| 1. Non-ionizing radiation safety
 | [ ]  | [ ]  | [ ]  |
| 1. Chemical safety
 | [ ]  | [ ]  | [ ]  |
| 1. Human research ethics (non-clinical)
 | [ ]  | [ ]  | [ ]  |
| 1. Artefacts research ethics
 | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
|  | Approval not required | Approval being sought | Approval obtained | Approval will be sought if funded |
| 1. Human research ethics (clinical)
 | [ ]  | [ ]  | [ ]  | [ ]  |

1. If approval is required by **other authorities**, please indicate below the names of the authorities and the prospects of obtaining such approval. Otherwise, please indicate "N.A.".

|  |
| --- |
| Enter |

## Access to Government / Official / Private Data and Records

1. Is access to Government or official or private data and records critical to the research proposal?

[ ]  No

[ ]  Yes

If approval is required, please indicate below the names of the agency(ies) from which the approval is to be obtained.

|  |
| --- |
| Enter |

1. Please tick *‘*√*‘* in the appropriate boxes to confirm if approval for access to the related data / records has been / is being obtained from the relevant agency(ies). If approval has been obtained, please provide evidence.

|  |  |  |  |
| --- | --- | --- | --- |
| List of agency(ies) | Approval not required | Approval beingsought | Approval obtained |
| Choose / Enter | [ ]  | [ ]  | [ ]  |
| Choose / Enter | [ ]  | [ ]  | [ ]  |
| Choose / Enter | [ ]  | [ ]  | [ ]  |
| Choose / Enter | [ ]  | [ ]  | [ ]  |
| Choose / Enter | [ ]  | [ ]  | [ ]  |

## Project Data

1. Is the proposed project likely to generate dataset(s) of retention value?

Yes [ ]  No [ ]

If yes, please describe the nature, quantity and potential use of the dataset(s) in future.

|  |
| --- |
| Enter |

1. Are you willing to make the dataset(s) available to others for reference twelve months after the publication of research results or the completion of this proposed project?

Yes [ ]  No [ ]

[ ]  I understand that MTR Academy will release the completion report to the use of MTR and its subsidiaries and only considers data archiving requests after the completion. MTR Academy has full discretion in funding the archiving requests. Datasets archived with MRF will require users to acknowledge the originator and MTR Academy. The originator will also be provided with copies of all publications derived from the use of the data.

[ ]  I undertake to include in the project completion report the URL links to the university’s repository or the publishers’ websites so that MTR is allowed quick and easy access to the manuscripts or journal articles. I will also include in the research completion report the data repository where research data of the project could be accessed and shared, where appropriate.

[ ]  I undertake that upon acceptance of a paper for publication,

1. I will check whether the publisher already allows (A) full open access to the publisher’s version, or (B) my depositing a copy of the paper (either the publisher’s version or the final accepted manuscript after peer-review) in the university’s repository for open access;
2. if both (i) (A) and (B) are not allowed, I will request the publisher to allow me to place either version in my university’s repository for restricted access immediately upon publication or after an embargo period if required by the publisher; and
3. subject to the publisher’s agreement on (i) or (ii) above, I will deposit a copy of the publication in my university’s repository as early as possible but no later than six months after publication or the embargo period, if any.

# PART V: SUPPLEMENTARY ATTACHMENTS

Please provide a list of Supplementary Attachments accompanying this application form.

|  |
| --- |
| Enter a list of Supplementary Attachments, for example: 1. Resubmission statement2. PI’s CV3. Co-I1’s CV4. Co-I2’s CV5. Plan for Collaboration6. Letter of Inter-institutional Collaborations7. Quotation for Equipment8. Quotation for High-computing services9. Quotation for Software licence / dataset10. ...... |

# PART VI: UNDERTAKING OF THE PI

By submitting the application, I undertake that the research activity(ies) / expenditure(s) of the project if funded will be carefully monitored for its / their compliance with applicable laws, health and safety guidelines and ethical standards.

PI’s Signature [[9]](#footnote-9): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI’s Name in Full: Enter

Date: Choose

Co-I’s Signature 9, [[10]](#footnote-10): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-I’s Name in Full: Enter

Date: Choose

# PART VII: UNIVERSITY’S ENDORSEMENT AND DECLARATION OF RESEARCH ETHICS / SAFETY APPROVAL

(To be completed by the appropriate authority of the university. The university should confirm that it has evaluated and given support to the application before submission to MTR Academy.)

**UNIVERSITY’S ENDORSEMENT**

(Please tick ‘’ as appropriate in the boxes)

## Staff Eligibility Requirement for MRF

I confirm that:

* 1. the application has been evaluated and endorsed by the university for submission to MTR Academy;
	2. the PI meets fully the stipulated staff eligibility requirement for and is not debarred from applying for MRF grant;

[where the PI is newly appointed, the university 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 for duty on or before 1 July 2024.]

[ ]  the PI is / will be primarily engaged in and spending at least 80% of time in degree or higher degree work at the university; **or**

[ ]  the PI is / will be seconded to work full-time or part-time at the following Innovation and Technology (I&T) clusters at the Hong Kong Science Park with effect from \_\_\_\_\_\_\_\_\_\_\_ (mm/yyyy)

[ ]  Health@InnoHK

[ ]  AIR@InnoHK; **or**

[ ]  the PI is / will be seconded to conduct research in a university or a research institute / body /agency in the Mainland / overseas jurisdiction with effect from \_\_\_\_\_\_\_\_\_\_\_ (mm/yyyy)

[Name of university / research institute / body / agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region / Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

* 1. [ ]  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 a fixed term contract, the PI has to be still eligible for a MRF grant at the time of the funding award being made as well as for at least the first year of the planned project duration.]

* 1. [ ]  the PI is / will be a visiting scholar

[ ]  the PI is NOT a visiting scholar

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

* 1. the university will inform MTR Academy as soon as the PI ceases to be eligible to apply, receive or hold a MRF grant, and will withdraw the application; or recommend to MTR Academy for approval of a suitable new PI, if any, to take over the funded project once it is funded and commenced. The university understands that failure in identifying a suitable new PI or obtaining approval from MTR Academy for change of PI will result in termination of the funded project;
	2. the university understands that the MRF grant, if given, will be withdrawn if the project does not start within one year of the announcement of funding result. The university should report to MTR Academy 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.

**UNIVERSITY’S COMMITMENTS**

## Support to PI and Students

I confirm that:

* 1. the university is committed to providing office space, IT support, library support, lab equipment, etc. to RPg student(s) who are involved in this research project;
	2. adequate supervision, research facilities and training provisions

[ ]  will

[ ]  will not

be in place to meet the need of RPg student(s) studying under the research grant if this application is supported by MTR Academy.

[ ]  No RPg studentship included in this proposed project

* 1. the research project under this MRF application

[ ]  is

[ ]  is not

in line with the role of the university.

* 1. [ ]  no equipment is required

[ ]  the PI’s declaration and reasons at Part III Section 10(II) are true and correct and I support the PI’s request for this procurement of equipment

* 1. [ ]  no high-performance computing services is required

[ ]  the PI’s declaration and reasons at Part III Section 10 (III) are true and correct and I support the PI’s request for this subscription of high-performance computing resources

* 1. [ ]  no research-related software licence / dataset is required

[ ]  the PI’s declaration and reasons at Part III Section 10 (IV) are true and correct and I support the PI’s request for this procurement of the research-related software licence / dataset

* 1. [ ]  this application does not include requests for purchasing normal academic equipment, computer, consumables, postage, fax, stationery, overseas telephone charges, and standard software licence / dataset known to be available or reasonably expected to be provided in the universities concerned
	2. this application

[ ]  has

[ ]  has not

been scanned by anti-plagiarism software. (Please provide reasons for not scanning by anti-plagiarism software)

Reasons:

|  |
| --- |
|  |

## Research Ethics / Safety Approval and Access to Government / Official / Private Data and Records

(Please tick ‘*√*’ as appropriate in the boxes)

* 1. Research Ethics / Safety Approval

I have examined the research proposal and confirm that:

* + 1. [ ]  the research proposal involves human subjects

|  |  |  |
| --- | --- | --- |
| and human research ethics (non-clinical) | [ ]  | approval not required / exemption has been obtained. |
|  | [ ]  | approval is being sought. |
|  | [ ]  | exemption is being sought. |
|  | [ ]  | approval has been obtained. |
|  |  |  |
| and human research ethics (clinical) | [ ]  | approval not required. |
|  | [ ]  | approval is being sought. |
|  | [ ]  | approval has been obtained. |
|  | [ ]  | approval will be sought if funded. |

 **or**

[ ]  the research proposal does not involve human subjects.

* + 1. [ ]  the research proposal involves the study of artefacts and

|  |  |  |
| --- | --- | --- |
|  | [ ]  | approval not required. |
|  | [ ]  | approval is being sought. |
|  | [ ]  | approval has been obtained. |

 **or**

[ ]  the research proposal does not involve the study of artefacts.

* + 1. the approval of the appropriate authority(ies) is / are not required or has been / will be obtained in respect of the following:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approval not required | Approval beingsought | Approval obtained |
| 1. Animal research ethics
 | [ ]  | [ ]  | [ ]  |
| 1. Biological safety
 | [ ]  | [ ]  | [ ]  |
| 1. Ionizing radiation safety
 | [ ]  | [ ]  | [ ]  |
| 1. Non-ionizing radiation safety
 | [ ]  | [ ]  | [ ]  |
| 1. Chemical safety
 | [ ]  | [ ]  | [ ]  |

* 1. Access to Government / Official / Private Data and Records

I have examined the research proposal and confirm that

1. the approval of the appropriate authority(ies) is / are:

[ ]  required

[ ]  not required

1. the approval of the appropriate agency(ies) has been /will be obtained in respect of the following

|  |  |  |  |
| --- | --- | --- | --- |
| List of agency(ies) | Approval not required | Approval beingsought | Approval obtained |
|  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  |

For (a) and (b) above, except human research ethics (clinical), where such approval is required but has not yet been obtained, the university will ensure that it will be obtained without delay. The university understands that if no confirmation of such approval is provided to MTR Academy on or by 1 May 2024, MTR Academy will regard this MRF application as being withdrawn by the applicant.

University Representative’s

Signature & Chop [[11]](#footnote-11):

University Representative’s

Name in Full:

Position:

Unit/Department:

Date:

1. *Only projects with duration between 12 to 36 months are accepted.* [↑](#footnote-ref-1)
2. *The amount should fall within the range of HK$300,000 and HK$1,500,000*. [↑](#footnote-ref-2)
3. Please add additional rows for Co-I where necessary. Please keep the number of Co-Is to 5 at maximum. [↑](#footnote-ref-3)
4. *The cost cap on RA and SRA are HK$348,000 and HK$558,000 per annum respectively.* [↑](#footnote-ref-4)
5. *A valid quotation must be included as* ***Supplementary Attachment*** *for any equipment with a total estimated cost on purchase, installation, testing and maintenance over HK$150,000.* [↑](#footnote-ref-5)
6. *Each project is entitled to a provision of HK$25,000 per year (i.e., every 12-months and pro rata), irrespective of the number of Research Team members and research students in the project.* [↑](#footnote-ref-6)
7. *The maximum allowable fee for each audited statement should not exceed HK$8,000.* [↑](#footnote-ref-7)
8. *A valid quotation must be included as* ***Supplementary Attachment*** *for any item over HK$150,000.* [↑](#footnote-ref-8)
9. *Electronic signature is acceptable.* [↑](#footnote-ref-9)
10. *Please append more Co-I signatures if there is more than one Co-I.* [↑](#footnote-ref-10)
11. *Electronic* *signature and electronic chop are acceptable.* [↑](#footnote-ref-11)