

Health and Medical Research Fund

Explanatory Notes - Grant Application for Health Care and Promotion Scheme

IMPORTANT!

- All applicants **MUST** read these Explanatory Notes in conjunction with the Guidance Notes – Grant Application for Health Care and Promotion Scheme before completing the Application Form. Incomplete applications, applications not adhering to these notes, or insufficiently detailed proposals will not be processed and may result in administrative withdrawal.
- For general queries about completing the Application Form, please contact the Research Fund Secretariat (the Secretariat) (email: rfs@fhh.gov.hk or fax: 2102 2444).

GENERAL INFORMATION

1. All applications must be submitted to the Secretariat on or before the deadline of submission specified by the Secretariat. Applications received after the closing date will not be considered. Principal applicants will receive an acknowledgement email after their applications have been submitted to the Secretariat successfully.
2. Each principal applicant is allowed to submit **one application** only (either a new or a resubmission of application). The Application Form should be typed in Arial of 11 point or above, and it can be submitted in English with or without Chinese version. If both English and Chinese versions are submitted, applicants must indicate the prevailing version to be referred to, in case there is inconsistency or ambiguity between the two.
3. The application package should contain –
 - (a) The original signed Application Form together with all annexes and other additional materials;
 - (b) Soft copies* (in a single CD-ROM) –
 - (i) Application Form in **MS Word (PC) format**;
 - (ii) Full set of Application Form together with all annexes and other additional materials in **a single PDF file**; and
 - (iii) Sections 1 to 9 of the Application Form in a **single PDF file**.

***The Administering Institution should collate all the soft copies of applications of the institution and save them in a single CD-ROM for submission.**

4. The principal applicant shall be **based in a Hong Kong institution** throughout the project period and be employed by the administering institution at the time of submission of application.
5. Application without the signature(s) of principal applicant, Head of Agency (in non-governmental organisation (NGO)) or Head of Department (in tertiary institution), and authorised persons on behalf of the administering institution and finance office will be treated as incomplete application and will not be considered.
6. The principal applicant should make sure that all co-applicants endorse the application. If there is improprieties identified in the application, applicants are subject to penalty as determinately by Research Council. All project team members should be well aware of their participation and roles and responsibilities in the project. Please refer to the Management of Track Records of Applicants which can be downloaded from <https://rfs.fhb.gov.hk>.
7. The personal data provided in the Application Form will be used by the RC, the Health Care and Promotion Committee, the Promotion Sub-Committee and the Secretariat for the purpose of assessing applications to the Health Care and Promotion Scheme (HCPS) under the Health and Medical Research Fund (HMRF). For successful applications, such data will also be used for project monitoring, research and statistical analysis, promotion, publicity and dissemination purposes as appropriate. Contents of the submitted application set out in Sections 1 to 9 with the status of project will be made available for public access once funding approval is offered.

GRANT APPLICATION FORM

All applicants must confirm that they have read and understood the Explanatory Notes and Guidance Notes before preparing this application.

1. **Submission:** Indicate whether this is a new or a re-submission.
2. **Re-submission:** Re-submission is only applicable to applications with rating “Re-submission” or “2” in the Promotion Sub-Committee (PSC) Assessment Report. If this is a resubmission, please quote the previous reference number, enter the rating of the previous submission, and attach structured response to PSC’s comments. The structured responses can be completed in English or Chinese. If it is completed in Chinese, the PA has to provide an English version.
3. **Project title:** The project title should be concise but informative and self-explanatory. **Limit to 25 words.**
4. **Executive summary of project:** Presented within one A4 page in **not more than 400 words** with the following headings: aim and objectives; target group and size; deliverables; key milestones; total financial support requested.

4a. Proposed project thematic priority: Please select **one thematic priority only**. The full list of the thematic priorities can be downloaded from <https://rfs.fhb.gov.hk>. Applicants should keep under continuous review the question of whether the work has potential wider application.

4b. Keywords: Please enter up to ten keywords for the project.

5. **Potential benefits:** Please explain how this project will likely benefit to the health needs of the target community in Hong Kong, in quantifiable terms if possible. Elaborate in **not more than 100 words**.
6. **Proposed start and end dates:** The expected start date is counted as the date on which the institution first incurs a direct cost for the funded project. The completion date should be entered based on the proposed duration of the grant. The grant period is calculated from the month closest to the start date up to the month including the end date of the project. The project start date must be after the announcement of funding decisions. For example, applications submitted by the closing date of 31 July 2018 should not expect to start before 1 April 2019.
7. **Summary of financial support requested:** Please summarise the funding requested in Section 10. Costs should be rounded to the nearest dollar. The costs for disseminating results of the project should be included. Applicants should refer to “Items Allowable and Unallowable for Reimbursement” and “Financial Arrangements” in Appendices A & B of the Guidance Notes – Grant Application for Health Care and Promotion Scheme.
8. **Ethics approval/consent for accessing third-party data (if applicable):** If ethical approval and/or consent for accessing third party data has/have been received from the proper authorities, complete this section. If not, state the current progress of seeking the approval(s) and/or consent in Section 13(j) (if applicable).
9. **Applicants:** Each application should not have more than nine Co-applicants. The employment relationship between the principal applicant and the administering institution should be made clear. The principal applicant shall be **based in a Hong Kong institution** throughout the project period and be employed by the administering institution **at the time of submission**. If an applicant holds more than one posts, e.g., one in University and one in Hospital or another Service or Unit, details of the position at the administering institution should be stated. All applicants are expected to be personally and actively engaged in the project.
10. **Details of financial support requested:** All items must be fully justified as stated in Appendix A of the Guidance Notes - Grant Application for Health Care and Promotion Scheme. Costs of work incurred or the writing-up of such work **before** the commencement date are **not allowed**. Application should be based on **actual prices**. No allowance should be made for inflation.

10a. STAFF DETAILS

Staff costs should be justified in terms of the level of expertise and workload required by the project. Applicants **should consult their finance office about the pay scale and the appropriate pay point proposed**. In general, salary scales that apply to equivalent workers employed by the administering institution are acceptable. Funding may be requested for full-time (which may be for periods shorter than the duration of the grant) or part-time posts. For part-time staff, the aggregated and averaged part-time effort must meet at least the 20% threshold. Monthly contributions to the MPF should also be included and absorbed in the monthly salary instead of

stated as a separate item. Staff benefits such as gratuity, bonus, severance payment, untaken leave of staff employed and medical insurance costs will **not** be supported.

Information in this section should reflect salary costs for the **entire** project, based on the proposed salaries as at the date of the application and the estimated percentage on level of participation in the project. The **actual** costs for each financial year of the grant should be entered in “Staff Costs”.

10b. STAFF COSTS

Please provide the annual costs for each post identified in “Staff Details” above during the proposed project period.

10c. OTHER EXPENSES

Other expenses include consumable or equipment items costing less than HK\$10,000, conference (i.e. travel and subsistence), publication costs, reference materials, printing and stationery. Only direct costs can be charged to the project grant. Indirect costs of the project will not be considered.

For incentives

The purchase of gifts, coupons, etc., as incentives/tokens of appreciation for study participants is allowed if well justified with valid reason(s). A governance system shall be in place to adequately monitor the disbursement of incentives to ensure accountability and traceability.

For volunteers’ subsidies

Fee for basic drinks and meals and travelling subsidies are allowed but not to exceed \$70 per day per volunteer.

For travel and subsistence

The cost of local travel for project staff to attend clinics and training sites, for purposes directly related to the project are allowed.

For conference

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

For reference materials

Purchase of essential reference materials, e.g., textbooks and downloads of articles, is an allowable cost up to a maximum of HK\$5,000.

For publication costs

The cost of disseminating the results of the project in journals, up to a maximum of HK\$20,000, is allowed. Printing of promotional or educational materials should be itemised separately.

10d. EQUIPMENT

Only include items dedicated to the project and costing HK\$10,000 or above per unit. Items with unit cost less than HK\$10,000 should be included under “Other Expenses”.

Purchase of particular types of equipment should be well justified by, but not limited to, the needs of the project and cost, performance and specifications. Tendering should be carried out according to the administering institution's procedures. The administering institution should pay attention to the transparency and fairness in the procurement process and follow its disposal procedures properly. Where the relevant guidelines are not in place, the institution should adopt the Notes on Acquisition and Disposal of Equipment Items for Institutions without Established Guidelines which can be obtained from the Secretariat.

For computer equipment, software and computing consumables

Advice should be sought from the Secretariat on the relevance and costs 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 and graphics. In cases where funding is sought for storage media or devices, an estimate in storage capacity 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 man-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. **Other support, similar or related proposals and track record:** All applicants listed in Section 9 **must declare** whether any similar grant applications have been submitted in the past three years, are currently submitted, or will be submitted in the next six months to the HMRF (including investigator-initiated research projects, Health Care Promotion Scheme, Research Fellowship Scheme) or any of its preceding funding schemes, or any other funding agencies (local or overseas). **Failure to make declaration shall be subject to penalty as determined by the RC. Please refer to the Management of Track Records of Applicants which can be downloaded from <https://rfs.fhb.gov.hk>.**

Applications rejected or not supported by HMRF or other funding agencies must be submitted **as a new application with extensive changes or improvements** made to the rejected application and with full justifications. **Resubmission of the rejected application is not accepted.** Principal applicant should provide (i) all comments raised by the funding agency; (ii) the principal applicant's responses to address these comments; (iii) the revised proposal with highlights of changes made; and (iv) detailed explanation and justifications if no change is made in the proposal. It is always advisable for applicants to declare similar or related proposals when there is uncertainty.

Applicants should declare any duplicate funding in the application. At any time before the announcement of the funding decision of the HCPS application, applicants are required to notify the Secretariat immediately about: (a) any other similar or related application submitted to other funding agencies in addition to those listed in the Application Form; and (b) the funding decision of any similar or related application once available. If the application has been approved, indicate the current status: on-going, completed, withdrawn, terminated, not yet started, etc.

12. **Declaration and authorisation:** The AI or any of the applicants listed in Section 9, or any of the proposed personnel and sub-contractors/agencies to be engaged in the project, shall declare any actual or perceived conflict of interest, such as receiving any funding or assistance directly or indirectly from industries (including but not limited to tobacco related businesses, infant formula companies, or organisations funded by such businesses). The Application Form **must** be signed by all applicants, the Head of Agency (in NGO) or Head of Department (in tertiary institution), and authorised persons on behalf of the AI and finance office.

13. **Proposed project:**

Content

- (a) **Title:** Same as Section 3
- (b) **Justification for conducting the project:** Explain the health needs of the local community (supported by published data or relevant experiences), summarise others' strategies to address the specific needs by reviewing information published locally or overseas, and explain the strategies proposed in this project to address the needs supported by scientific evidence. Key references should be cited.
- (c) **Aim and objectives:** State the long-term ultimate aims, and a list of objectives that are specific, measurable, achievable, relevant, and time-bound.
- (d) **Project plan:** Give practical details of how the stated objectives will be achieved. This should include information on –
- (i) **Target group** to be included in the project. Justify and explain the feasibility in reaching the target group size.
 - (ii) **Implementation plan** described in sufficient detail to allow assessment of workload and timetable.
 - (iii) **Contingency/alternative plan** if any problem encountered during implementation.
 - (iv) **Cross-sector collaboration** including collaborations among public and private sectors, NGOs and tertiary institutions. Collaborations in project implementation between NGOs and tertiary institutions are highly encouraged.
 - (v) **Indicators and targets** linked to the stated objectives, which can show to what extent are the objectives achieved.
 - (vi) **Evaluation plan** of how and when the indicators and targets will be measured throughout the project period to evaluate to what extent are the objectives achieved, including but not limited to pre- and post-intervention measurements.

- (vii) **Results analysis** including how the evaluation results will be processed and interpreted to evaluate to what extent are the objectives achieved, including the type of statistical analysis to be carried out.

Please provide the word count for (a) to (d), limit to 4,000 words.

- (e) **Existing facilities:** Describe resources and facilities available for supervision, equipment, space, staffing, relevant departmental interests, and collaboration.
- (f) **Justification of resource requirements:** The staff requirement should be justified in terms of expertise and workload required by the project. If any income will be generated from the project, please specify how it will be used to offset the project expenditure. If any supplementary support, monetary or non-monetary, has been/will be received from other sources, including but not limited to devices, consumables and rental of equipment, please specify how it will meet the expenditure or resource requirement of the project. **Please refer to the allowable and unallowable items at Appendix A of the Guidance Notes – Grant Application for Health Care and Promotion Scheme.**
- (g) **Purpose and potential:** Describe how this project will enhance your community's capacity to promote health in the long run, such as establishment of partnership, transfer of knowledge, enhancement of problem solving abilities, or development of infrastructure. Describe the ways in which the project benefits will be disseminated and sustained after the funding period, such as alternative financial support, adoption of the project by administering institution or other organisation(s), establishment of new policies/procedures, or development of new products.
- (h) **Key references:** Include a maximum of 25 references.
- (i) **Timetable of work:** In the table provided, describe clearly the key milestones of the project, the date (i.e. months after project commencement) by which these key milestones are expected to be reached, and the resulting deliverable. An example is included for reference, which may be overwritten/deleted in the application submission. Include at least three to five key milestones. These milestones will be used to determine the frequency of reporting progress to the Secretariat.
- (j) **Ethics approval/consent for accessing third party data (if applicable):** Select () the appropriate boxes to confirm if approval(s) for the respective ethics approval and/or consent for accessing third party data has been obtained or is being sought from the proper authorities. Provision of the ethical approvals and/or consent during the submission of applications is not required. For details regarding Independent Ethics Committee/Institutional Review Board (IRB), please refer to Section 3 of the following document published by the International Council for Harmonisation –
https://www.ich.org/fileadmin/Public_Web_Site/ICH_Products/Guidelines/Efficacy/E6/E6_R2_Step_4_2016_1109.pdf

An ethics approval prior to the commencement of the project is the prerequisite for the dissemination report to be published in any academic journal. The principal applicant is

recommended to obtain written clearance from recognised ethics committee/IRB, or equivalent, prior to the commencement of the project.

14. **Report on previous grants:** Report all previous grants supported by the HMRF (including investigator-initiated research projects, Health Care Promotion Scheme, Research Fellowship Scheme) or any of its preceding funding schemes held by all applicants (if applicable), including projects currently underway and completed projects in the **last three years**.

If progress, interim, final or dissemination reports for other projects supported by FHB funds are overdue, specify the reasons and indicate when these reports will be submitted. Failure to submit the required reports on time will affect this and future grant applications.

Briefly summarise current perception of the significance of the work done (e.g., contribution to health care, medical practice, training and applicability/spin-off) and of the project's significance for your project team.

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

15. **Curriculum vitae and roles & responsibilities of all applicants:** Each applicant listed in Section 9 must provide his/her personal particulars and their specific role and responsibilities on this project. Experiences on the same and related subject of the proposed project, or relevant publications of applicant(s) **over the previous three years or ten most recent publications**, whichever is the smaller, should be listed.