To: Research Fund Secretariat (rfs@healthbureau.gov.hk; Fax: 852-2102 2444)

**Assessment of Interim Report**

|  |  |
| --- | --- |
| **Title:** | «Project\_Title» |
| **Principal Applicant:** | «Title» «Forenames» «SURNAME» |

Please grade the report by marking the appropriate boxes “X” as follows:

Good or Yes; Unacceptable (U/A) or No; Don’t know / Not applicable (NA)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Categories** | | **Good or Yes** | **U/A or No** | **Don’t know / NA** |
| **1. Aim / Objectives** | | | | |
| a) | Do the reported results match the approved aim / objectives of the project? |  |  |  |
| **2. Project Design** | | | | |
| a) | Is the implementation plan adhered to appropriately? |  |  |  |
| b) | If not, are deviations to the implementation plan described clearly and justified with appropriate rationale? |  |  |  |
| **3. Timetable** | | | | |
| a) | Is the stated progress in accordance with the approved timetable? |  |  |  |
| b) | If not, have reasons for any delay or deviation been stated? |  |  |  |
| c) | Are these reasons reasonable and justified? |  |  |  |
| **4. Outcome/Responses/Benefits** | | | | |
| a) | Is sufficient information on target group(s) provided to support the claimed progress? |  |  |  |
| **5. Achievements** | | | | |
| a) | Are materials and components of the project, or progress on producing them (if any) described clearly in the report? |  |  |  |
| **6. Additional Comments** | | | | |
| a) | Please indicate if the following additional comments are to be kept confidential. |  |  |  |
| b) | **Please provide additional comments and recommendations on the implementation plan here**. | | | |

**Recommendation *(Please indicate the decision by marking the appropriate box “X”)***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | | | **Decision** |
| Accepted | | | The project is in progress according to the approved proposal. | | | |  |
| Not accepted | | Minor revision | Not accepted at present; further clarification required. Minor deviations from approved proposal observed (e.g. under-recruitment, slow progress, etc.) without sufficient explanation or justification. A letter of explanation justifying the deviations and action plan to address the deficiencies is required. | | | |  |
| Major revision | Major deviations from approved proposal observed, e.g. altered objectives, changed implementation plan, ethical and safety concerns, etc. The project should be suspended pending i) a letter of explanation fully justifying the deviations, ii) a revised implementation plan in track change mode, and iii) acceptance of changes by the Government. | | | |  |
| **Name** |  | | | |
| **Date** |  | | | **Signature** |  |