GRATIA CHRISTIAN COLLEGE

Research Handbook

March 2019

(Version 2)

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APPENDICES

ATTACHMENTS

LIST OF ABBREVIATIONS

Abbreviations	Full Forms	Internal / External
AB	Academic Board	Internal
The College	Gratia Christian College	Internal
Co-I	Co-Investigator	/
Co-PI	Co-Principal Investigator	/
EO	Employment Ordinance	External
FO	Finance Office	Internal
GCC	Gratia Christian College	Internal
HRC	Human Resources Committee	Internal
HRO	Human Resources Office	Internal
IDS	Institutional Development Scheme	External
MB	Management Board	Internal
MPF	Mandatory Provident Fund	/
NGO	Non-governmental Organization	External
PI	Principal Investigator	/
PPR	Public Policy Research (Funding Scheme)	External
QEF	Quality Education Fund	External
QESS	Quality Enhancement Support Scheme	External
REC	Research Ethics Committee	Internal
REF	Research Endowment Fund	External
RGC	Research Grants Council	External
SDAC	Staff Development and Appraisal Committee	Internal
SPPR	Strategic Public Policy Research Funding Scheme	External
TLQAC	Teaching and Learning Quality Assurance Committee	Internal
UGC	University Grants Committee	External

1. INTRODUCTION

Gratia Christian College ("GCC" / "the College") is a self-financing Christian College focusing on teaching and learning, research, creativity, and knowledge development. It is the mission of GCC to encourage staff:

a) to gain knowledge, sharpen skills and expand vision so as to catch up with new development in the academia as well as in the world;
b) to exchange knowledge with fellow colleagues and the research community; and
c) to guide students to learn more about Christian faith and leadership through a wide range of General Education courses.

1.1. Research Policy

Though GCC is a teaching-led college, the senior management fully understands that good teaching is underpinned by good research. In order to fulfil the aspirations of the College and students' needs, a research policy is developed to foster and sustain a research culture at GCC. GCC especially encourages faculty members to conduct research that is oriented towards continuing professional development as well as their teaching and support for students' learning.

1.2. Research and Scholarly Activities Committee

1.2.1. GCC's research strategies and policies are formulated by the Research and Scholarly Activities Committee ("RSAC"), which is chaired by the Vice President (Academic), and reports to the Academic Board ("AB").

1.2.2. Its functions include the following:

a) To develop, oversee and review policies, procedures and guidelines regarding research and scholarly activities;
b) To review the scientific and academic aspect of research projects; and
c) To work closely with the Teaching and Learning Quality Assurance Committee ("TLQAC"), in striving to build a supportive and dynamic environment in which staff and students can engage in research to realize their potential in advancing and transferring knowledge.

1.3. Research Ethics Committee

1.3.1. The Research Ethics Committee ("REC"), chaired by the Vice President (Academic), has the responsibility to oversee ethical aspect of research and teaching projects involving human subjects and the use of personal data by all GCC staff and students, as well as all visiting staff.

1.3.2. Its functions include the following:

a) To develop the college research ethics policy and guidelines relating to ethical review of research or course-based activities involving human participants;
b) To plan, monitor and audit implementation of the college research ethics policy and, in doing so, protect the interests of potential research participants;
c) To review research proposals by staff for experiments, investigations and related procedures, and to approve, refer or decline proposals;
d) To oversee the provision of training and advice on research ethics to relevant members of GCC staff;
e) To seek specialist advice or co-opt members as appropriate to assist in the review of applications as and when necessary; and
f) To make recommendations and report to the AB on:
    i. developments relating to research ethics policy; and
    ii. developments arising from the monitoring, auditing and implementation of the college research ethics policy.

1.4. Research Office

1.4.1. The Research Office ("RO") is established to serve as the executive arm of the RSAC and the REC.

1.4.2. Its functions include the following:

a) To support staff conducting research;
b) To improve the research infrastructure and resources of the College;
c) To support academic staff who endeavor to secure external research funds to produce quality research outputs;
d) To facilitate research collaboration of academic staff among different Schools in the College and with local and overseas tertiary institutions;
e) To gather information about external research grant applications and news on conferences and seminars and upload them on the RO website for staff reference;
f) To offer support for new research initiatives and projects from staff and students;
g) To oversee all the research activities in the College; and
h) To update the information about the successful applications on the RO's website on a regular basis.

2. SOURCES OF RESEARCH FUNDS

All academic staff, regardless of their ranks, are eligible to apply for the internal research fund as Principal Investigator ("PI") when their appointment period at GCC is long enough to cover the project period. Meanwhile, academic staff are also encouraged to apply for external research funds as PI if they fulfill the eligibility criteria required by the funding bodies.

2.1. Internal Fund (Seed Fund)

Internal seed fund is to financially support pilot study-sized small projects, which are considered to be contributory to continuing studies of bigger themes. Usually, external funds should be sought for supporting such studies of bigger themes. Application for a seed fund of a maximum amount of HK$10,000 per project is open to colleagues anytime throughout the year.

2.2. External Funds

2.2.1. Competitive Research Funding Schemes for Local Self-financing Degree Sector

The Hong Kong SAR Government provides support to the local self-financing degree sector for conducting academic research through the Research Grants Council ("RGC") under the University Grants Committee ("UGC") with the aid of the following three schemes.

a) Institutional Development Scheme ("IDS")

This Scheme is further divided into two streams: i. Research Infrastructure Grant, and ii. Collaborative Research Grant.

i. Research Infrastructure Grant

It is to build up the research capacity of local self-financing degree-awarding institutions in their strategic areas. Application is always to be submitted on an institutional basis by the Head of Institution, i.e. the President of the College. For detailed information and guidelines, please refer to the following RGC webpage: https://www.ugc.edu.hk/eng/rgc/funding_opport/competitive_research/ids_rig.html

ii. Collaborative Research Grant

It is to encourage and support collaborative research involving two or more institutions, and/or group research activities that operate across disciplines within an institution. Collaboration can be both within the local self-financing degree sector and between the local self-financing degree sector and the UGC sector. For detailed information and guidelines, please refer to the following RGC webpage: https://www.ugc.edu.hk/eng/rgc/funding_opport/competitive_research/ids_crg.html

b) Inter-Institutional Development Scheme ("IIDS")

It is to enhance academics' research capability in the local self-financing degree-awarding institutions and keep them abreast of new developments and challenging research topics in relevant fields. PIs or Co-Principal Investigators ("Co-PIs") from collaborating local self-financing degree-awarding institutions are eligible to apply. For detailed information and guidelines, please refer to the following RGC webpage: https://www.ugc.edu.hk/eng/rgc/funding_opport/competitive_research/iids.html

c) Faculty Development Scheme ("FDS")

It is to develop the research capability of individual academic staff in the local self-financing degree-awarding institutions so that they can transfer their research experiences and new knowledge into teaching and learning. PIs, Co-Investigators ("Co-Is") and junior academic staff of local self-financing degree-awarding institutions are eligible to apply. For detailed information and guidelines, please refer to the following RGC webpage: https://www.ugc.edu.hk/eng/rgc/funding_opport/competitive_research/fds.html

2.2.2. Public Policy Research ("PPR") Funding Scheme and Strategic Public Policy Research ("SPPR") Funding Scheme

The PPR Funding Scheme, administered by the Central Policy Unit since 2013-14, welcomes research projects of various durations and funding amounts. Seven themes regarding Hong Kong's current / long-term policy development and different social issues are encouraged:

a) Land and housing
b) Poverty and aging / retirement protection
c) Political development and governance
d) External economy
e) Social issues
f) Economic development
g) Environmental protection

The SPPR Funding Scheme is also available for supporting research of the following themes:

a) Development of the Guangdong-Hong Kong-Macao Bay Area
b) Belt and Road Initiative
c) Economic and trade co-operation zones
d) Big data and/or Smart City
e) Re-industrialization
f) Sharing economy
g) Land and housing strategy
h) Youth development
i) Challenges of population aging

For detailed information and guidelines, please refer to the following Policy Innovation and Co-ordination Office webpage:
https://www.pico.gov.hk/en/PRFS/index.html

2.2.3. Other External Funding Sources

Research funding may also come from other sources (e.g., NGOs, public institutions or private companies, etc.) besides the above-stated, either in the form of a contractual agreement or a grant. Academic staff are encouraged to explore and submit applications to available funding sources.

3. PROCEDURES FOR RESEARCH FUNDING APPLICATION

3.1. The Research Proposal

3.1.1. The PI is expected to state clearly details of the proposed research project including but not limited to the research questions, objectives or purposes, rationale, literature review, hypotheses, methodology, sample size (for projects involving data collection and analyses), team members involved, expected deliverables, budgets, etc. The format of research proposal as the application form, entitled "*Research Proposal for GCC Institutional Approval*" ("the Proposal"), is attached to this Handbook as ATTACHMENT I.

3.1.2. The Proposal is composed of four parts as follows:

a) PART A, Administration of the Research Proposal, requires the PI to fill in basic information such as the names of the PI and team members (if any), the title of the proposed project and funding to be applied, etc.
b) PART B, The Research Proposal, refers to a detailed description of the proposed research, including abstract, research questions, literature, research design and methods of data collection, references and the budget etc.
c) PART C, Ethical Assessment of the Research Proposal, involves the assessment of the ethical aspects of the proposed project.
d) PART D, Endorsement and Authorization, requires the signatures of all parties involved in the decision process during the application assessment.

3.2. Ethical Review of the Proposal

3.2.1. Ethical issues must always be fully considered while conducting research involving human subjects. PART C of the Proposal is dedicated to fully assess the ethical risks that may arise from the conduct of the proposed project. The ethical aspect of the proposed project would be reviewed by REC.

3.2.2. The REC reviews not only the ethical aspect of the proposed project, but also the extent to which it is in compliance with local legal codes and relevant legislations, such as the Personal Data (Privacy) Ordinance.

3.2.3. The Proposal would be further reviewed by the RSAC only after ethical approval is granted by the REC.

3.2.4. It is the responsibility of the PI to make sure that ethical approval has been secured before any data collection / analysis takes place.

3.2.5. In case of breach of the above, a warning letter will be issued to the PI concerned, and if necessary, the REC may refer the case to the AB for possible disciplinary action.

3.2.6. There are two types of ethical review:

The beginning of PART C of the Proposal requires the PI to state whether (1) primary data will be directly collected from human subjects, and (2) non-publicly available secondary data containing personal identifiable information are involved in the proposed project. The review process carried out by the REC depends solely on the details given by the PI in this part.

a) Expedited Review: In the case of NAY to the above two questions, the PI may skip the rest of PART C. The REC would activate a process of "Expedited Review". It in general will take a relatively shorter time compared to the "Full Review" described below.

b) Full Review: For cases which are not eligible for expedited review, the following two scenarios are possible:

i. Primary data directly collected from human subjects are involved
In this case, the PI is required to give full accounts of the participants to be involved in the proposed study and all potential ethical risks that may arise from the proposed study.

ii. Secondary data containing personal identifiable information not publicly available are involved
In this case, the PI is required to give full accounts of the secondary data to be used in the proposed study.

In both cases, the PI is required to attach all related documents to be used in the proposed study and complete a checklist of such attachments in the Proposal. Submission without sufficient attachments will not be entertained. Research project under either Review will be considered and approved by the REC Chair and/or other REC members as appointed by the REC Chair.

3.2.7. Outcomes of the Ethical Review

Provided that the submitted Proposal is properly completed with all required documents attached, the process time of the ethical review will normally take *no more than three weeks*. The REC will notify the PI in writing of the result of the ethical review, which could be one of the following cases:

a) If the REC decides to grant approval to the Proposal, a letter of approval will be issued directly to the PI with indication of the ethical approval period granted, which normally shall not be more than the length of the proposed project. At the same time, all the submitted documents will be transferred to the RSAC through the RO such that the scientific review as described in Section 3.3 below is initiated.

b) The REC will issue a letter to the PI notifying the Committee's comments, concerns or recommendations. In such case, the PI is advised to revise his/her Proposal accordingly, and resubmit it for reconsideration. The REC will notify the PI of the result *within two weeks*.

The ethical review outcomes will normally be reported to the AB for acknowledgement.

3.3. Scientific Review of the Proposal

3.3.1. After approval is granted by the REC, the Proposal together with all relevant documents and the letter of approval from the REC will be transferred to the RSAC for scientific review by the RO.

3.3.2. The Chair of the RSAC will assign one committee member to review the scientific merit of the proposed project, i.e. PART B of the Proposal, in advance and present the recommendation in a meeting for discussion. Specialist advice may be invited by the RSAC Chair to assist in the review of applications when necessary. The decisions of approval will be made by consensus at the meeting.

3.3.3. It is the responsibility of the applicants to observe and follow the procedures specified by different funding sources.

3.3.4. Outcomes of the Scientific Review

The process time of the scientific review will normally take *no more than three weeks*. The RSAC will notify the PI in writing of the scientific review result.

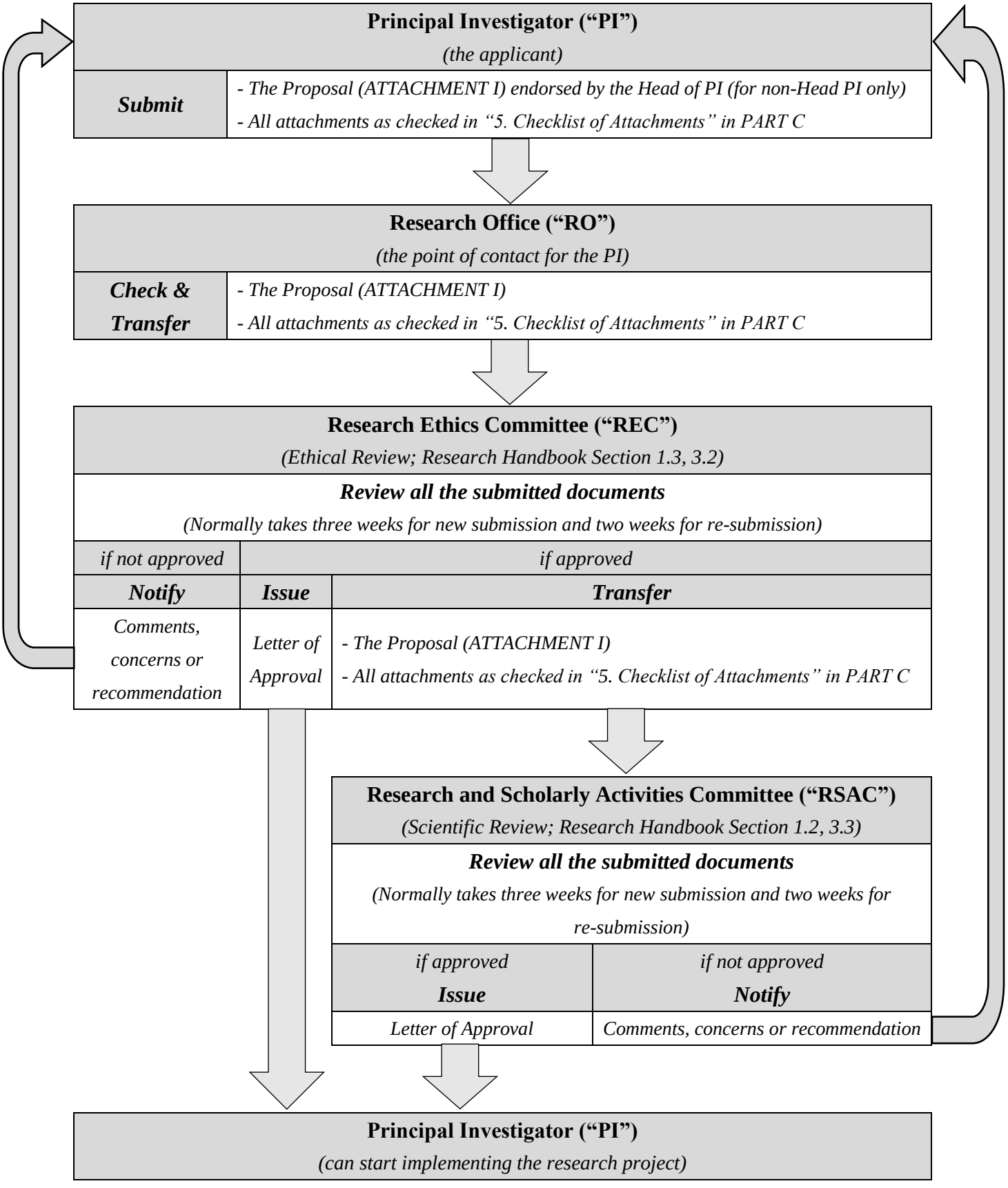
a) If the RSAC decides to grant approval to the Proposal, a letter of approval will be issued directly to the PI with indication of the granted approval period and the granted amount of funding (if applicable). Upon the receipt of this letter of approval, the PI may start implementing the project accordingly.

b) The RSAC will provide the PI with the Committee's comments, concerns or recommendations. The PI is advised to revise his/her Proposal accordingly, and re-submit for reconsideration. The RSAC, as well as the REC if the ethical aspect is deemed being affected after the revision of the Proposal, will then reconsider the Proposal and notify the PI of the result *within two weeks*.

The scientific review outcomes will normally be reported to the AB for acknowledgement.

Flowchart of Application for a Research Proposal

(ATTACHMENT I; Sections 3.1, 3.2 & 3.3)



4. ADMINISTRATION AND MANAGEMENT OF RESEARCH PROJECTS

4.1. On Approval of New Projects

It is the PI's responsibility to acknowledge the RO the funding result at his/her earliest convenience upon announcement. While the RO would provide administrative support to the PI throughout the approved project period whenever necessary, the PI is required to inform the Human Resources Office ("HRO") and/or Finance Office ("FO") by providing a copy of full proposal, the award letter or grant acceptance letter, and the secured grant and the breakdown of the project budget with a signed copy of the "*Financial Details of Research Project for the Finance Office*" (ATTACHMENT II).

4.1.1. Recruitment of Research Supporting Staff

When research supporting staff is to be recruited for the approved research project, the PI should work with the HRO in the following manner:

a) The PI should provide the HRO with the qualifications required for the post to be recruited in order that the HRO can process and advertise the recruitment information on the College's webpage within *three working days*.
b) For posting advertisement on paid media, the cost thus incurred would first be charged to the project funds concerned. Under special circumstances, where there is no provision for such cost in the project fund, approval needs to be sought from the President via the HRO for sponsoring the advertisement cost.
c) All applications received are to be sent to the PI for shortlisting.
d) The panel of the interview is composed of the respective PI, a co-investigator (if applicable) and the Head of the RO where the HRO representative plays the role of Panel Secretary.
e) An interview report, which is to be prepared by the Panel Secretary, should include a brief account of each interviewee's qualifications and experience, a detailed assessment of their suitability for appointment and clear justifications for recommendation or rejection. The interview report requires to be agreed and signed by all the interview panel members.
f) In case of accepted offer of appointment, the HRO would prepare the contract agreement with respect to the terms and conditions for research appointment.

4.1.2. Research Grant Management

The FO would take up the role as a "facilitator" to facilitate the research grant management regardless of the funding sources mainly in three aspects: a) initial research project account set-up; b) research project expenses disbursement and reimbursement; and c) closing procedures of research project account.

a) Initial Research Project Account Set-up

Upon receiving the "*Financial Details of Research Project for the Finance Office*" [ATTACHMENT II, "the Details"] from the PI, the FO would proceed to set up a bank account for the research project accordingly *within two weeks*. In particular, for externally funded projects, the FO would follow the necessary procedures stipulated by the funding source to facilitate the opening of the bank account. Upon completion of the initial research project account set-up, the FO would notify both the PI and the RO.

During the initial research project account set-up stage, should there be any changes in the information contained in the Details or during the ongoing execution of the research project, the PI should inform both the FO and the RO *as soon as possible* in the case of internal funding and *no later than 10 working days before the date of first installment of the research grant* in the case of external funding.

b) Research Project Expenses Disbursement and Reimbursement

The disbursement and reimbursement procedures are the same for projects supported by both internal and external funding, while the PI has a high degree of autonomy in using the research grant funded by external sources. PIs should take into account of the guidelines / regulations as stipulated in the College's Finance Handbook whenever applicable.

It should be emphasized that the PI bears the ultimate responsibility to ensure sufficient fund be available in the project account and the PI is fully responsible for any deficit incurred as a result of over-expenditure.

i. For reimbursement and/or disbursement for purchase amount *up to HK$5,000* and/or payment to *fixed payees* (e.g. honorarium to particular parties), the PI should submit directly to both the FO and the RO the following:

(1) a completed "*Request for Payment Form (for Funded Research Project)*" [ATTACHMENT III a, "the Payment Form"] endorsed by the PI in the case of request by non-PI project team members,
(2) in the case of reimbursement, all relevant original receipts adhered to appropriate number of pieces of white A4 papers with the corresponding transaction contents clearly stated, and /or
(3) in the case of disbursement, all properly signed work log sheets [ATTACHMENT III b and/or III c for time-based and task-based disbursement respectively].

ii. For reimbursement and/or disbursement for purchase amount *over HK$5,000 with multiple item(s) or service(s) vendors*, the PI should submit directly to both the FO and the RO the following:
(1) a completed "*Request for Purchase Form (For Funded Research Project)*" [ATTACHMENT IV, "the Purchase Form"] endorsed by the PI in the case of request made by one of the project team members,
(2) at least two relevant quotations for each purchase item, and
(3) a completed Payment Form [ATTACHMENT III a] upon the order of the item(s)/service(s) for settling the expenditure.

iii. For reimbursement for conference expenses, the PI should submit directly to both the FO and the RO the following documents (Please also refer to APPENDIX 3 for details):
(1) a completed "*Application Form for Conference Attendance (Research Project-based)*" [ATTACHMENT V, "the Conference Attendance"] and
(2) all the relevant documents of proof.

c) Closing Procedures of Research Project Account

Upon the ending date of the research project, the PI should inform both the FO and the RO to initiate the closing of the project account.

The FO will employ a statutory auditor to attest to launch an attestation and assurance audit for the research project. The PI should be aware that unclaimed expenditure will not be entertained once the closing procedures have commenced. Usually, the unspent money will be returned to the funding sources.

4.2. Change of Project Period

4.2.1. During the execution of the project, the PI has the right to reasonably adjust the project period with justification(s). Such period adjustment is normally either

a) extension of the project period, or
b) early termination of the project.

For either case, there are normally procedures for the PI to seek endorsement from the funding source.

4.2.2. The procedures for externally funded research project are as follows:

a) The PI should act according to the guidelines stipulated by the funding source with acknowledgement to the RO.
b) Once the PI is notified of the application result, the PI is obligated to inform both the RO and FO of the result with the approval or endorsement letter stating the revised date of project completion for follow-up procedures.

4.2.3. The procedures for internally funded research project are as follows:

a) The PI is obligated to submit a complete "*Request for Change of Period Form (for College-funded Research Project)*" [ATTACHMENT VI a] to the RO for RSAC's endorsement.
b) Once endorsement is obtained from the RSAC, the PI should inform the FO (with carbon copy to the RO) for appropriate financial arrangement.

4.3. Change of Project Team Personnel

4.3.1. During the execution of the project, the PI has the right to reasonably adjust the composition of the project team with justification(s). Such adjustment includes

a) change of the PI himself / herself,
b) replacement of a current project team member with a personnel either already in the project team or from outside the project team,
c) addition of a new project team member from outside the project team, or
d) resignation of a current project team member.

For each of these cases, there are normally procedures for the PI to seek endorsement from the funding source.

4.3.2. The procedures for externally funded research project are as follows:

a) The PI should act according to the guidelines stipulated by the funding source with acknowledgement to the RO.
b) Once the PI is notified of the application result, the PI is obligated to inform the RO (as well as the FO if the financial arrangement is affected by such personnel change) of the result with the approval or endorsement letter stating the revised project team composition. For the special case of change of PI, please also refer to Section 4.4 that follows.

4.3.3. The procedures for internally funded research project are as follows:

a) The PI is obligated to submit a complete "*Request for Change of Personnel Form (for College-funded Research Project)*" [ATTACHMENT VI b] to the RO for RSAC's endorsement.
b) Once endorsement is obtained from the RSAC, the PI should inform the FO (with carbon copy to the RO) if such personnel change affects any financial arrangement of the project. For the special case of change of PI, please also refer to Section 4.4 that follows.

4.4. Termination of Employment Relationship between the PI and GCC

4.4.1. In the case of termination of employment relationship between the PI and GCC during the project period, the PI could normally decide to

a) terminate the project (no matter it is funded externally or internally),
b) retain the project by nominating a new PI from GCC (no matter it is funded externally or internally), or
c) retain the project by transferring it to other organization(s) such as universities, institutions, or private companies (if the project is funded externally and such transferral is permitted by the funding source).

4.4.2. Termination of Project

The PI, in consultation with the Co-PI(s), the Head of involved School or Department, may choose to terminate a project if deemed justifiable. Treating it as changing the project period, please complete and sign the "*Request for Change of Period Form (for College-funded Research Project)*" [ATTACHMENT VI a] as described in Section 4.2.

4.4.3. Retention of Externally Funded Project

The PI should decide the most appropriate way to retain the project, by either nominating a new PI from GCC or by transferring the project to other organization(s) following the guidelines stipulated by the funding source.

a) Nomination of a New PI from GCC
   i. Both the to-be-leaving PI and the nominated PI are required to complete and sign necessary document(s) as stipulated by the funding source.
   ii. In the case that endorsement from the College level is required by the funding source, the to-be-leaving PI is obligated to communicate with the RO for seeking the endorsement from the College by submitting "*Request for Change of Personnel Form (for College-funded Research Project)*" [ATTACHMENT VI b].
   iii. Once endorsement from the College is sought, the RO will determine the proper channel to submit the document(s) to the funding source (and notify the FO if necessary).

b) Transferral to Other Organizations
   i. Guidelines stipulated by different funding sources may differ regarding transferral of research projects as well as equipment to a new organization. The PI should follow the guidelines strictly to ensure proper transferral.
   ii. The process of project transferral normally begins with the PI's written notification of resignation.
   iii. Prior to the transferral procedure, the PI should properly communicate with the FO (with carbon copy to the RO) regarding asset to be transferred including but not limited to the funding, equipment. The FO, will begin procedures to close the project at GCC according to the instruction of the funding source.

4.4.4. Retention of Internally Funded Project

The PI could only nominate a staff from GCC as the new PI. Both the to-be-leaving PI and the nominated PI are obligated to complete and sign the "*Request for Change of Personnel Form (for College-funded Research Project)*" [ATTACHMENT VI b] as described in Section 4.3.

4.5. Completion of the Project

4.5.1. Upon completion of the research project, the PI is obligated to conclude the project by submitting the "*GCC Research Project Report*" [ATTACHMENT VII, "the Report"] to the RO. The RO would pass the Report to the REC and RSAC for final endorsement. The endorsed Report would be archived by the College in the form of intellectual property. (See also Section 4.1.2 c)

5. POLICY ON RESEARCH PUBLICATIONS

5.1. Publications

5.1.1. Publication of research findings is one of the most essential components of research. The College encourages PIs to disseminate their work through different forms of publications such as:

a) Journal articles
b) Books and/or book chapters
c) Conference papers and/or posters
d) Articles in the media, etc.

5.2. Authorship and Order of Authors

5.2.1. Research findings can be submitted for consideration for publication by one single author or a list of authors. In general, an individual should be considered as an author if he/she has fulfilled the following criteria:

a) Making substantive intellectual contribution to a scientific investigation, such as the formulation of the conception and design of the study, as well as the analysis and interpretation of data.
b) Drafting, reviewing and/or revising the intellectual content of the manuscripts.
c) Taking responsibility for the accuracy and integrity of the entire investigation.
d) Approving the final version of the manuscripts.

5.2.2. The order of authorship should be determined by the amount of contributions of each author in the above-mentioned criteria. To ensure a true reflection of these contributors' input, authors should properly acknowledge their contributions in the acknowledgement section of the published work.

5.2.3. Among the list of authors, there are first author, corresponding author, and co-authors. First author is the one who carries out the research, has an important contribution to data collection, data analysis, interpretation and writing of the paper. The corresponding author is in most cases the principal investigator who has major contribution in the design of the work, supervises experiments, verifies or even contributes to data analysis, and most importantly, takes over most of data interpretation and approves the manuscript.

5.2.4. Individuals who ONLY engage in one of the following activities are not of sufficient magnitude to be qualified as an author of a publication.

a) Acquisition of funding
b) General supervision of a research group
c) General administrative support
d) Writing assistance and editing
e) Proofreading

5.3. Acknowledgements

The following statement is in general provided as acknowledgement: "Funding for this research is made to the PI by *<adding here the funding source with the approval number>*. Any interpretations or conclusions drawn from the research project represent solely the viewpoint of the author(s) and do not represent the views of the aforementioned institutions.

5.4. Intellectual Property

5.4.1. According to the Intellectual Property Department (HKSAR government), **intellectual property ("IP")** refers to creations of the intellect for which a monopoly is assigned to designated owners by law. Protection is given to all creators of IP, which include ***trademarks, copyright, patents, industrial design rights, and in some jurisdictions trade secrets.*** Artistic works including ***music and literature, as well as discoveries, inventions, words, phrases, symbols, and designs*** can all be protected by intellectual property.

5.4.2. **Copyright infringement** refers to any acts of reproducing, distributing, displaying or performing a work, or to make derivative works, without permission from the copyright holder. It is regarded as "piracy" which may incur damages paid to the copyright owner.

5.4.3. At GCC, all intellectual property arising out of any work undertaken by a member of staff relating to the scope of the duties described in his/her contract of employment shall reside with the College. Thus copyrights to, and royalties from, books, journal articles, and other copyrightable materials produced by the

College staff members as a part of their normal teaching and scholarly activities at the College shall belong to the College.

5.4.4. Exceptions would be given to:

a) Normal academic and journalistic forms of publication including books, articles or other similar work generated by the staff members because the copyright should normally go to the publisher or journal for the purpose of publication.
b) Works generated by staff in the course of an exchange with another institution (should be dealt with by the mutual agreement of the two institutions).
c) Works which do not entail significant additional College involvement and resources (library and computer use excepted).
d) Works that are funded in whole or in part by external organizations (should be determined by the terms of the project grant).

5.4.5. Nevertheless the College will not restrict the right of staff members to publish their work and findings. When a staff has resigned, in the exit interview, he/she can opt for one of the following: (1) sharing of research work / teaching materials with colleagues, or (2) allowing the use of the materials by others with prior permission obtained from himself/herself.

6. POLICY ON RESEARCH INTEGRITY

6.1. Good Research Practices

6.1.1. Compliance with Relevant Regulations

To minimize possible risks and protect the rights of participants, PIs should comply with the relevant legislation, regulations and guidelines of research ethics and safety. They should also be highly aware of the ethical issues of their proposed rationale and methodologies. Participants should be informed of the methods of data collection and data management, the potential risks, and their rights to accept / refuse / withdraw participation. Informed consent must be obtained from participants before any research activities commence.

6.1.2. Respect for Confidentiality and Personal Privacy

To respect personal privacy, it is important to grant participants opportunity and right to decide the level of the disclosure of their personal information. The notion of consent is linked to this issue. Forced or involuntary disclosure of personal information of participants indicates a violation of the right to privacy. A participant also possesses the rights to request for anonymity and to assume data confidentiality. Participants' personal data must be de-identified before release for analysis, safeguarded against unauthorized access and restricted to the research team if applicable.

6.1.3. Disclosure of Conflict of Interest

Conflict of interest refers to situations that one's secondary interest (i.e. personal benefits such as financial gain, professional / career advancement, and favours for family / friends) has impact on his/her professional judgment or actions with respect to his/her primary interest (i.e. maintaining integrity of research). Conflict of interest may arise from the participation of different organizations / institutions / parties, receipt of funding, recruitment of research participants, inconsistency between the affiliated organization's policies and findings, and dissemination of research findings.

For the sake of maintaining a high quality of research conduct, it is necessary to disclose any relevant or potential conflict of interest, including conflicts to the participants; declaring conflicts in research proposals, conference presentations and any forms of publications; and abstaining from the data collection process

and the reviewing process of research proposals / publications when relevant conflict exists.

6.1.4. Proper Data Management

a) Collection / Acquisition

To ensure an ethical collection of data, approval from the REC of the College must be obtained prior to the commencement of data collection.

b) Storage / Retention

Data should be stored in a secure but accessible place or environment for certain period of time since the date of project completion, depending on the funding bodies and the types of research data, as well as subject to the compromised legislative and regulatory requirements for contract research. Unauthorized access is prohibited. The level of storage security must be set according to the sensitivity of the data.

c) Usage

Data collected from research activities are used for research purpose only. Research practices that involve personal interest, profit-making or criminal purposes; or result in crime, stigmatization, discrimination, and surveillance are considered as an inappropriate use of data.

d) Disposal / Destruction

It is not compulsory to dispose of or destroy data when the retention period expires, unless the research project involves other collaborators / stakeholders and is subject to the compromised legislative and regulatory requirements. When disposing of or destroying the research data, participants' personal information must be protected throughout the entire process.

6.2. Principles of Research Integrity

Accordingly, the fundamental principle governing research involving human participants and personal data is respect for the participants' welfare, dignity and rights. It is the PI's responsibility to ensure the research participants to be well-informed with their rights and possible/potential risks involving the participation of the study. It is the PI's responsibility to disclose any relevant or potential conflict of interest. The PI is the primary individual responsible for management and protection of the research data throughout the entire process of research. The ethical principles which define the

participants' rights and researchers' obligations are as follows:

6.2.1. Participants' Rights

a) Consent to participate in, withdraw from, or refuse to take part in research projects or experiments;
b) Confidentiality: personal information or identifiable data should not be disclosed without participants' consent;
c) Security: data and samples collected should be kept secure and anonymized where appropriate, and
d) Safety: participants should not be exposed to unnecessary or disproportionate levels of risk.

6.2.2. Researchers' Obligations

Researchers have an obligation to ensure that their research is conducted with:

a) Honesty;
b) Integrity;
c) minimal possible risk to participants and to themselves;
d) cultural sensitivity; and
e) sensitivity towards discriminatory issues.

The principles and requirements stated should be applied in parallel with the researcher's legal obligations and responsible management of risks.

6.3. Research Misconduct

6.3.1. Plagiarism and Self-plagiarism

a) ***Plagiarism*** refers to the cases of using others' ideas or words as one's own without properly acknowledging the sources of the ideas and words.

   Examples of plagiarism include verbatim copying of the words, figures, and tables from the published work, and using others' work without proper citation, making it difficult for others to differentiate one's work from the previously published work.

b) ***Self-Plagiarism*** refers to the cases that the word-for-word copying or reuse of substantial parts of one's own published work in a 'new' work without mentioning the content has been used in one's previously published work.

Both types of plagiarism are considered to be unacceptable practice in research.

6.3.2. Unethical Use of Data

a) ***Fabrication*** refers to the cases when one makes up data and presents them in all forms to the public as if they are real.
b) ***Falsification*** refers to the cases when one intentionally manipulates various components of the research, and/or changes the data or results, and presents the findings inaccurately in any published work.
c) ***Unethical collection*** involves data collection which exploits the vulnerable or disadvantage groups, violates the privacy of research participants, and brings unnecessary risks or harm to participants.
d) ***Unauthorized use of data*** involves using the data without authorization from the owners of the data or the informed consent from the human participants of the research.

6.3.3. Non-disclosure of Potential Conflict of Interest

It is unethical for researchers not to disclose any potential conflict of interest. The researchers should acknowledge financial support for the research work, unless the donor prefers anonymity. Those who are involved in the approval process of research or conference grants should not participate in the determination of the applications of their own and the students they supervise.

6.4. Handling Research Misconduct

6.4.1. It is the PIs' responsibility to ensure that their projects are conducted ethically and legally. When there is a possible case of research misconduct, an allegation should be referred to the REC via the RO.

6.4.2. Upon receiving the allegation, the REC will *immediately* initiate meeting to investigate and resolve the alleged case. The REC can choose to co-opt an external independent expert in the relevant field as a consultant of the investigation, if necessary.

6.4.3. Depending on the type and severity of the allegation, it can be resolved by academic guidance, counselling, conciliation, staff development or disciplinary action.

APPENDIX 1:

GRATIA CHRISTIAN COLLEGE

Research Ethics Committee (REC)

Guidelines on Ethical Review

1. In general, the primary ethical concerns relate to: risk and benefit assessment, informed consent, undue influence or inducement to participate, deception, privacy and confidentiality.

2. Definitions

Assent

A variation on consent where a person who does not possess full competence to give informed consent gives affirmative agreement to participate in research. For instance, a child or person with dementia should give assent before being enrolled in research. However, it is important to note that assent does not eliminate the need for obtaining the permission of a parent or other legally authorized decision-maker.

Consent form

An easily understandable written document that documents a potential participant's consent to be involved in research and describes the rights of an enrolled research participant. This form should communicate the following in a clear and respectful manner: research time-frame; title of research; researchers involved; purpose of research; description of research; potential harms and benefits; treatment alternatives; statement of confidentiality; information and data to be collected; how long the data will be kept, how it will be stored and who can access it; any conflicts of interest; a statement of the participant's right to withdraw from participation at any point; declarative statement of understanding that the potential participant agrees to and signs. The consent form should be in a language the potential participant understands. For potential participants with limited literacy, the verbal communication of the consent-document details should be provided along with proper documentation of consent, if it is given.

Minimal Risks

The probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examination or test.

Passive parental consent

Passive parental consent means that parents or guardians will be informed the nature of the study and provided a method to retract permission of their children's participation in the research and no written consent is needed from parents or guardians in this procedure. It is assumed that the parents or guardians have consented unless some action is taken.

Principal Investigator (PI)

The Principal Investigator is the staff member responsible for the research project. In the case of student research, the supervisor assumes this responsibility.

Student Investigator

The undergraduate student who will be collecting the research data is referred to as the student investigator.

Student Research and Course-based Activities for Student Learning

Undergraduate student research refers to undergraduate theses, supervised pilot research for an undergraduate thesis, and research that is course-based. Course-based research activities may include:

a. students conduct research interviews, administer research tests, or distribute research questionnaires to develop questionnaire design skills
b. "mini" research projects where students pose research questions, gather data from human participants, and analyze the data for presentation
c. other activities that would be considered research within the disciplinary traditions in which the course is being taught

3. Who Should Apply for Ethical Review

a. Staff who are the PI of a research project which involves human participants in research investigations should submit an application for ethical approval to the REC. All research, qualitative or quantitative, is covered, regardless of whether the research is funded by internal/external grants or even unfunded.

b. Undergraduate students are assumed to be less experienced in judging if ethical clearance should be sought for their assignments and theses, so the tutor/supervisor in charge is given responsibility for determining if each student's project needs ethical clearance and for completing the necessary application for ethical approval as the PI and principal applicant with the student, for submission to the Head of School/Department.

c. The responsibility for seeking compliance with the basic ethical principles and procedures rests with the PI who should clearly indicate in his/her research proposal if it is necessary to seek ethical clearance.

d. To ensure that all human research participants in Gratia Christian College (GCC) are well protected, for all projects which involve any data collection from human subjects in GCC or organized through or in the name of GCC, one Co-I from GCC (including staff and students) should seek ethical approval from GCC.

e. Exemption from ethical approval will only apply to anonymous surveys for improving teaching and learning (not for research) which are exclusively for the College's internal usage.

4. Ethical Guidelines for Human Subjects Research

Every PI should be aware of the following principles when conducting research:

- Minimal risks and risk proportionate to research benefit;
- Informed consent;
- No undue influence and inducement to participate;
- Protection of vulnerable research participants;
- Protection of research involving deception of participants;
- Ensuring the confidentiality and security of research and personal data; and
- Compliance with the Law.

a. Source of Data

All research that involves collecting data from human participants and/or using pre-existing personal data is subject to ethical clearance. Collection of data from human participants covers all forms of collection process, e.g. experimental procedures/treatment/intervention, focus group, telephone/internet survey, observation, personal interviews, or self-administered questionnaire, etc.

b. Risks and Benefits

The PIs should consider carefully if the research will involve any possible risks which could induce greater than minimal physical and/or psychological stress/pain/discomfort to participants. Under normal circumstances, participants should not be exposed to risks which are greater than minimal risks. In case that there

are risks, PIs should inform participants clearly about the type and what degree of the risk they may be undertaking, and what measures will be taken to minimize the risk, and what remedial support will be given to participants at risk. PIs should safeguard participants' privacy and confidentiality. PIs should let participants know how their provided data will be deployed in the research, identifiable or anonymous, and how and how long the data will be safely kept. PIs should also assess if there is any potential conflict of interest that needs to be declared and addressed.

In completing the ethical application, the PIs should state clearly in the application form any potential risks to the participant(s) which might arise in the course of the research. If risk is involved, the PIs must justify his/her procedures, explaining why alternative approaches not involving risk cannot be used. The PIs should also submit a description of potential benefits to the participants, the scientific community and/or society.

c. Informed Consent

Any risks arising from participation in a research project, including a description of the devices and techniques to be used, must be communicated to the participants, normally before their consent is requested and should be incorporated into a consent letter/form to be attached to this application for review.

Researchers must obtain appropriate informed consent, and shall:

1) Give the research participants sufficient information about the study and how the study may affect the participants (physically and psychologically);
2) Deliver the information in a comprehensible manner, using a language readily understandable by the research participants; and
3) Assure the voluntary capacity of the participant by providing sufficient opportunity to consider whether or not to participate or withdraw from the study any time without any negative consequences, penalty, or loss of benefits to which he/she is otherwise entitled; and
4) Justify with information on steps taken to minimize/mitigate damage when deception of participants (e.g. misleading participants about the purpose of the study and use of the data collected, etc.) is necessary for the research.

Recorded informed consent can be obtained by means of an informed consent form (written consent) and online/email recorded response.

Research involving participants under 18

Normally researchers should seek written consent from parents or guardians and obtain assent from students themselves for research involving children under 18, even in cases where children are able to decline participation. The assent forms should be written in an easily comprehensible manner at children's reading level, in order to facilitate their decision making on participation.

For research with only minimal risks, the following principles will determine if passive parental consent can be used for participants under 18. PIs seeking approval of passive parental consent should provide a full justification and the parental passive consent form with information about the research to the REC for ethical approval.

1) For children aged below 11, parent active consent is normally required;
2) For children aged 11 or above, parental passive consent is usually sufficient for research involving minimal risks;
3) For adolescents aged 16 or above, parental consent is not normally required for the reason that they are mature minors;
4) For college students, parental consent is not normally required for research involving minimal risks, even if the students aged 17 or below, on the basis that they should be mature enough to make their own decisions.

d. Undue Influence and Inducement to participate

The PI should not unduly influence any person to participate in the research project, either by making unreasonable financial payments, coercion or manipulation. Financial inducements/incentives should in general cover reasonable expenses and compensation for time applicable to the nature of the study for the discipline concerned. Reimbursement of participant's expenses (e.g. for journeys) is permissible as it is not considered payment in the sense of reward. Incentives higher than necessary to cover reasonable expenses and compensate for the time spent in connection with the research needs to be specifically justified.

e. Privacy and confidentiality of data

At all times, the researcher(s) and other collaborators should deal with all data obtained in a manner which does not compromise the personal dignity of the participant or infringe upon the participant's right to privacy.

All data concerning an identifiable participant (personal identifiable data) should not be revealed and released for any reason except for the purpose of project management and restricted to the access of the PI, Co-PI, and other authorized team members.

5. Types of Review

The REC conducts two types of review, i.e., expedited review and full review. Generally, a research proposal involving only minimal risks, an expedited review will be conducted to shorten the review process. Otherwise, the application will go through full review by the Committee.

Expedited Review

Research Projects involving 1) no data collection from human subjects directly and 2) no secondary data that both contain personal identifiable information and are not publicly available may be considered and approved by the Chair (or another experienced member as appointed by the Chair). The applicants can use the "Checklist of Attachments" in ATTACHMENT I to see whether their proposed research meet the requirement of "Expedited Review".

Full Review

The research proposals involving 1) data collection from human subjects directly or 2) secondary data that both contain personal identifiable information and are not publicly available will be considered by two members as appointed by the Chair and discussed with other members of the REC at meetings. Specialist advice or co-opt members as appropriate may be invited by the Chair to assist in the review of applications when necessary. The decisions of approval will be made by consensus at meetings.

6. Procedures of Applying for Ethical Review

Submitting the application

1) Applications submitted by staff will be reviewed and approved by the REC.

2) Applications submitted by undergraduate students (with their tutor/supervisor as the PIs) will be reviewed and approved by the Head of School/Department or the faculty academic staff appointed by the Head of School/Department. The Head of

School/Department can refer special cases to the REC. The undergraduate students can appeal to REC for a further review on their research proposals.

3) Please refer to the flowchart on the procedures for submitting applications for ethical approval.

Obtaining Prior Ethical Approval

It is the responsibility of the PI to make sure that ethical approval has been obtained before any data collection/analysis takes place. Tutors/Supervisors of undergraduate students are also responsible for ensuring that their students have obtained such ethical approval prior to data collection.

Failure to do so may require data recollection. In addition, a warning letter will be issued to the PI concerned, and if necessary, the Chair of the REC may refer the case to the Chairman of the Academic Board for possible disciplinary action.

Deadline of Submission

There is no deadline for applying for ethical review. The process time from submission of application to notification of approval will normally take no more than 3 weeks, provided that the submitted application form is properly completed with all required documents attached.

Documents to be completed and submitted

1) For expedited review, the completed application form (i.e. ATTACHMENT I with "No" checked to the first two questions of PART C) describing the research purpose, method, participants, potential risks and benefits of participants, methods of data analysis, and expected outcome should be submitted to the REC via the RO.

2) For full review, the completed application form (i.e. ATTACHMENT I with a "Yes" to either one or both of the first two questions of PART C) and a detailed research proposal (no more than six pages) describing the research purpose, method, participants recruitment, potential risks and benefits of participants and the measures to be taken to minimize the risk, tentative methods of data analysis, and expected outcome should be submitted to the REC via the RO. The draft of informed consent form and post-debriefing information sheet (when deception is involved) should also be attached to the application.

7. The Outcome of the Review

The REC will normally notify the applicant in writing of the result of application within 3 weeks' time from receipt of the duly completed application with all required documents. Research cannot start until the application has been approved by the REC.

Approved

A letter of approval will be issued to the PI with indication of the ethics approval period granted, which normally shall not be more than the length of the proposed project. A reference number will be assigned to each approved project and indicated in the letter of approval. The PIs are required to include the reference number in all materials sent to potential and actual participants so that the potential and actual participants can report complaints to the REC with the reference number when necessary.

Conditionally Approved

The approval letter is issued with comments/concerns to be satisfactorily addressed. The REC will specify the comments or recommendations in the letter and the PIs are advised to resubmit the proposal within two weeks for reconsideration. The REC will further consider the resubmitted proposals and notify the PIs within 2 weeks' time from receipt of the revised application with all required documents.

8. Progress Monitoring

Notification of amendments

The PIs of all active approved research are required to report to the REC/Head of School/Department any changes and new information on the project regarding the participant recruitment and the risk and benefits of their participation.

Application for Extension

Ethical approval is time-limited, normally to be granted initially for one to two years. If extension of ethical approval is needed, the PIs are required to apply for extension before the initially approved expiration date and provide justifications for the extension.

Complaints Handling

A statement informing participants of their right as research participants to contact REC directly if they have any concerns or questions should be provided on all consent forms, information sheets, and debriefing notes to all the research participants. For surveys conducted by telephone or through internet, full contact information of the REC and also the PI concerned should be provided prior to data collection.

Meetings will be held to handle the issues when written complaints from research participants of the approved research projects are submitted to the REC. The REC reserves the right to require the PIs of the project to amend or stop the project. The decisions of complaints handling will be made by consensus at meetings.

APPENDIX 2:

Requirements and Salary Rates for Research Positions (as of September 2018)

Category	Rank, Required Qualifications & Starting Salary (SS HK$)	Main Duties
Senior	**Research Fellow** Appointees should have a doctoral degree plus at least 3 years of post-doctoral research experience or equivalent qualifications & experience. (SS HK$24,000 – $35,000 monthly or HK$140 – $200 hourly)	◆ Report to the PI and / or Head of RO; ◆ Take up senior level of responsibility associated with a particular project and as assigned by the relevant department or the RO.
	Post-doctoral Fellow Upon application, appointees possessing a doctoral degree with less than 3 years of post-qualification experience may be considered as Post-doctoral Fellow. (SS HK$24,000 monthly or HK$140 hourly)	◆ Report to the PI and / or Head of RO; ◆ Take up senior level of responsibility associated with a particular project and as assigned by the relevant department or the RO.
Junior	**Research Associate** Appointees should have a Master's degree or a good honours degree with 3 years or more of research / relevant post-qualification experience (SS HK$16,000 - $28,000 monthly or HK$90 - $160 hourly)	◆ Report to the PI and / or Head of RO; ◆ Perform research / project work associated with a particular project on time and with minimum supervision

Junior (cont.)	**Research Assistant** Appointees holding an honours degree or equivalent qualification with less than 3 years of research / relevant post-qualification experience may be considered as Research Assistant (SS HK$14,000 monthly or HK$80 hourly)	◆ Report to the PI and / or Head of RO; ◆ Perform research / project work associated with a particular project on time and with minimum supervision
	Research Technical Assistant Appointees holding a higher diploma or diploma or equivalent qualification in an appropriate discipline plus at least 3 years' relevant post-qualification experience may be considered as Research Technical Assistant (SS HK$12,500 monthly or HK$70 hourly)	◆ Report to the PI and / or Head of RO; ◆ Provide specific technical support to certain pre-determined process and testing for a research programme or to operate and control complex research plant and equipment
	Student Research Assistant Appointees should currently be a full-time post-secondary student (SS HK$50 / hour)	◆ Report to the PI and / or Head of RO; ◆ Perform research / project work associated with a particular project

Note: The above remunerative rates are subject to review from time to time depending on market needs and the needs of the College.

APPENDIX 3:

Conference Attendance Application Guidelines (Research Project-based)

1. An applicant should first obtain recommendation for annual leave / development leave / duty leave / no-pay leave from his / her immediate supervisor and approval from his / her respective Line Manager in accordance with the established leave regulations. After obtaining the leave approval, he/she should submit the completed Conference Attendance Application Form (Research Project-based) to Research Office **before the commencement of the conference**.

2. The conference grant will normally include conference registration fee, pre- / post-conference workshop fees, cross-country or inter-city travel expenses, and room and board at economy rate but **exclude** presentation material printing and mailing fees, caution money, membership fee for professional bodies, licensed test fee, insurance premiums, and all sorts of entertainment expenses. Nevertheless, applicant should also be aware of the specific regulations of each funding source.

3. In the case of application for attending an overseas conference, the applicant in submitting the application for conference attendance is required to provide the following number of quotations respectively on the fare of the flight and / or Room and Board necessary for attending the conference concerned.

Items	**Expense Level for Referencing**	**No. of Quotations Required**	**Endorsing Authority**
Flight Fare	> HK$5,000 & ≤HK$20,000	3	Head of Research Office (in consultation with the relevant PI)
	≤ HK$5,000	2	
Lodging / Room Board Charge	Regardless of the price	3	
Package Fare (incl. flight & lodging)	Regardless of the price	3	

4. For booking of flight tickets, lodging and board, or travel package for the purpose of attending a conference, the applicant is required to approach potential providers for the number of quotations and seek endorsement from the Head of Research Office in accordance with what has been set out in the table in Para. 3 above. Strong justifications for opting the quotation other than the lowest bid are required.

5. Reimbursement for endorsed applications will be processed upon the presentation to the Finance Office of the supporting/relevant documents certifying the completion of the conferences as well as of the receipts of all conference-related purchases (covered in Para. 2 of this set of Guidelines) as evidence in making claims.

6. For any purchase made without presentation of the receipt as in some known cases of travel by mass transit, the claimant will be required to declare in writing the genuineness of his/her making such expenditure for the conference attendance.

7. The completed form together with Request for Payment Form (For Funded Research Project) and supporting/relevant documents including the relevant attendance / completion certificate (if any), the paper presented, and report (where applicable) should be forwarded to the Finance Office via the Research Office as soon as possible or ***latest within one month after completion of the conference***. Unless under very special circumstances, late submission beyond one-month or incomplete submission of the necessary documents will not be entertained. Reimbursement will be made after the Request for Payment Form (For Funded Research Project), all original receipts and relevant documents/reports are submitted to the Finance Office for processing.

8. Since reimbursement for conference attendance would take place only after conference completion, PIs are encouraged to work with the Finance Office in keeping track of the accumulated expenses of each individual research project, which is especially essential for maintaining the account balance of the project.

GRATIA CHRISTIAN COLLEGE

Research Proposal for GCC Institutional Approval
Guidelines: *please refer to Section 3 of the Research Handbook*

Note:
i. *This Research Proposal ("the Proposal") is to be filled in by staff from Gratia Christian College ("GCC") only, who is the Principal Investigator ("PI") of the proposed study. Other member(s) involved (if any) is/are regarded as the Co-Investigator(s) ("Co-I(s)") of the proposed study.*
ii. *Whenever the space provided is not sufficient for the PI to fill in necessary details, the format of the Proposal may be edited by adding lines or pages as appropriate.*
iii. *If the field required is not applicable to the proposed study or the relevant information is not available, please fill in "not applicable" or "not available" respectively.*
iv. *If an asterisk * is exhibited in the field required, delete by crossing the inappropriate option(s).*
v. *Handwritten application is NOT accepted.*

PART A. Administration of the Research Proposal

1. Student Involvement *(Please check the appropriate box.)*

☐	**This is an application involving non-student(s) only.** *This study is to be implemented by either the PI from GCC only, or by both the PI and some Co-I(s) who is/are non-student(s) from either GCC or institution(s) other than GCC.*
☐	**This is an application involving student(s).** *This study is to be implemented by the PI from GCC as well as Co-I(s) who is/are students from either GCC or institution(s) other than GCC. (Non-student Co-I(s) may also be involved.)*

2. Particulars of the PI

Name *(English)*		Name *(Chinese)^*	
Title*	Prof / Dr / Mr / Mrs / Ms / Miss	Post	
GCC Working Unit		Email	

3. Particulars of the Co-I(s)^#

No.	Title	Name	Institution *(for Co-I outside GCC)*	Post *(fill in "Student" for student Co-I)*	Working Unit *(for non-student)* / Programme *(for student)*	Staff No. / Student No. *(for Co-I from GCC)*

4. Basic Information of the Research Proposal

Project Title *(English)*	
Project Title *(Chinese)^*	
Project No.^	
Project Duration *(mm/yyyy)*	From To (Months)

Funding to Be Applied	☐	GCC Seed Fund	☐	IDS Collaborative Research Grant	☐	IIDS	☐	FDS		
	☐	No funding applied	☐	Others; *please specify:*						
Funding Amount Applied	☐ HK$		☐ In other currency; *please specify:*							

^ If not applicable, please input "N/A".
** Delete by crossing the inappropriate option(s).*
 # Please add rows accordingly if space is not sufficient.

PART B. The Research Proposal

1. Compact Description of the Proposed Study

a. **Abstract of the Proposed Study:** Please describe your proposed study in a precise and concise manner.

b. **Research Question(s):** Please specify the research question(s) your proposed study is trying to answer, and hence the objective(s) or purpose(s) of the study.

c. **Impact(s):** Please describe the potential linkage of your proposed study to further study and how such linkage could produce impact(s) to the academia, the society and/or the human being.

2. Full Research Proposal

Please describe your proposed study in full detail below, covering but not limited to the *background, literature review, the rationale, literature review, hypotheses, methodology, sample size, criteria of participants recruitment, procedures of data collection, the study timeframe, contingency plan(s) and expected research output(s) / deliverable(s)*. Provide diagrams or tables if they aid understanding of your study. Lines may be added when the space provided is insufficient, but the total number of pages of this full proposal **should not exceed six**.

3. References

Please list all the references based on which your proposed study emerges.

4. Budget

Please explain if the amount you stated above is granted successfully to your study (together with the other funding if available), how the funding granted would be utilized throughout the project duration stated above. *(e.g. facilities or equipment required, software, datasets / databases or licences of computer resources required, compensation to collaborator(s) or helper(s), relief teacher(s), conference expenses, dissemination of research deliverables, outsourcing, general expenses, auditing, etc.)*

Items / Resources	**Budget Amount**		**Justifications**
	Currency	*Amount*	
Example	HK$	1,000	
Total:			

PART C. Ethical Assessment of the Research Proposal

1. Data Collection *(Please check "Yes" or "No" to the following and proceed according to the instruction below.)*

	Yes	No
Primary Data: Will the study involve data collection from human subjects directly? ***Note:*** *i. Such direct data collection from human subjects refers to but are not limited to any data collection processes via personal interviews, experiments on participants, etc.* *ii. Surveys or observations of officials / individuals in the <u>public arena</u> are NOT treated as such direct data collection.*	☐	☐
If you checked "No", please explain in detail from where the data used in your study are to be obtained.		
Secondary Data: Will secondary data, which BOTH i) <u>contain personal identifiable information</u> AND ii) are <u>not publicly available</u>, be used for this study? ***Note:*** *i. <u>Personal identifiable information</u> refers to personal identifiers such as names, identification numbers, photos containing human faces, etc.* *ii. <u>Publicly available</u> data refers to information, documents, records, works, performances or archival materials which may be accessed by the public without any need of authorization.*	☐	☐
If you checked "No" due to the fact that the data are publicly available, please indicate the source. *e.g. URL, publicly published papers, articles, reports, etc.*		

Instruction:

i. If you checked "No" to BOTH of the above, you may skip the rest of this PART C and jump directly to sign your declaration and seek your School Head for endorsement in PART D. After submission, your Proposal will go through an <u>Expedited Review</u> by the Research Ethics Committee ("REC").

ii. If you checked "Yes" to ANY one of the above, you have to complete this PART C accordingly (see iii. and iv. below). After submission, your Proposal will go through a <u>Full Review</u> by the REC.

*iii. If you checked "Yes" to the first question concerning "primary data", please complete sections "**2. Research Participants**", "**3. Risk Assessment**" and "**5. Checklist of Attachments**" in this PART C.*

*iv. If you checked "Yes" to the second question concerning "secondary data", please complete sections "**4. Secondary Data**" and "**5. Checklist of Attachments**" in this PART C.*

2. Research Participants *(Please check the appropriate boxes below and proceed according to the instruction.)*

a. **Method of Data Collection:** What method(s) of data collection will be adopted in the study? Check all that apply.

☐	experimental procedures	☐	treatment / intervention
☐	focus group	☐	internet survey
☐	observation	☐	personal interview(s)
☐	self-administered questionnaire	☐	telephone survey
☐	others; please specify:		

b. **Vulnerable Participants:** Will the study involve participants who do not possess the legal, physical or mental capacity to provide valid informed consent to participate in the study? *e.g. children, people with developmental disabilities, etc.*	Yes	No
	☐	☐
If you checked "Yes", please specify the details of the vulnerability, and attach the relevant parental / guardian consent form (active / passive) and children assent form.		

c. **Benefits to Participants:** Will any financial inducements / incentives / payments (other than reasonable expenses and compensation for time applicable to the nature of the study for the discipline concerned) or benefits in other forms be offered to the participants in the study?	Yes	No
	☐	☐
If you checked "Yes", please specify the details, such as the value, whether in cash or by other means, the usual rate for the discipline concerned in your study, precedent cases in prior published studies, etc., of the benefits concerned.		

d. **Relationship with Participants:** Will any of the researchers in the study be in a position of power vis-à-vis the participants? *e.g. teacher and student, employer and employee, etc.*	Yes	No
	☐	☐
If you checked "Yes", please specify the details of such relationship between the involved researcher(s) and participant(s), and what measures you will take to avoid any potential conflict of interests.		

3. Risk Assessment *(Please check "Yes" or "No" to the following and proceed according to the instruction.)*

a. **Deception:** Will deception on participants be necessary during the study? *e.g. procedures that would potentially mislead the participants, etc.*	Yes	No
	☐	☐

If you checked "Yes", please answer all questions i. to v. below.

i. Please explain in detail why such deception is necessary for the study.

ii. Please describe the steps you will take to minimize the risk(s) and to protect your participants from the risk(s).

iii. How will you explain to your participants any potential risk(s) that may arise from the deception?

iv. How will you obtain the participants' consent to take part in the study regardless of the potential risk(s)?

v. How will the participants be debriefed after the study? Please attach the debriefing information sheet(s).

b. **Sensitive Data:** Will the study involve sensitive aspects of the participants' own behavior or information of high degree of privacy? *e.g. illegal conduct, drug and/or alcohol use, sexual conduct, family history, etc.*	Yes	No
	☐	☐

If you checked "Yes", please answer all questions i. to v. below.

i. Please explain in detail why such sensitive data are necessary for the study.

ii. Please describe the steps you will take to minimize the risk(s) and to protect your participants from the risk(s).

iii. How will you explain to your participants any potential risk(s) that may arise from the sensitive data?

iv. How will you obtain the participants' consent to take part in the study regardless of the potential risk(s)?

v. How will the participants be debriefed after the study? Please attach the debriefing information sheet(s).

c. **Damages:** If the observations on the participants are disclosed, will it reasonably place the participants at risks of criminal or civil liability, or cause damages to the participants' financial standing, employability or reputation?	Yes	No
	☐	☐
If you checked "Yes", please answer all questions i. to v. below.		
i. Please explain in detail why such risk(s) of damage is/are necessary for the study.		
ii. Please describe the steps you will take to minimize the risk(s) and to protect your participants from the risk(s).		
iii. How will you explain to your participants any potential damage(s) that may arise?		
iv. How will you obtain the participants' consent to take part in the study regardless of the potential damage(s)?		
v. How will the participants be debriefed after the study? Please attach the debriefing information sheet(s).		

d. **Suffering:** Will the study potentially induce any physical or psychological suffering(s) to the participants? *e.g. pain, fatigue, stimulation, other forms of physical discomfort, harm or danger, as well as stress, emotional distress or other forms of psychological discomfort, harm or danger*	Yes	No
	☐	☐
If you checked "Yes", please answer all questions i. to v. below.		
i. Please explain in detail why such suffering(s) is/are necessary for the study.		
ii. Please describe the steps you will take to minimize the suffering(s) and to protect your participants.		
iii. How will you explain to your participants the potential suffering(s) that may arise?		
iv. How will you obtain the participants' consent to take part in the study regardless of the potential suffering(s)?		
v. How will the participants be debriefed after the study? Please attach the debriefing information sheet(s).		

e. **Procedures:** Will the study involve conducting any prolonged, repetitive or noxious procedures, testing sessions, clinical trials or medical treatment on the participants?	Yes	No
	☐	☐
If you checked "Yes", please answer all questions i. to v. below.		
i. Please explain in detail why such procedure(s) is/are necessary for the study.		
ii. Please describe the steps you will take to minimize the risk(s) and to protect your participants from the risk(s).		
iii. How will you explain to your participants any potential risk(s) that may arise from the procedure(s)?		
iv. How will you obtain the participants' consent to take part in the study regardless of the potential risk(s)?		
v. How will the participants be debriefed after the study? Please attach the debriefing information sheet(s).		

f. **Others:** Will the study involve other sorts of risk(s) which is/are not mentioned above on the participants?	Yes	No
	☐	☐
If you checked "Yes", please answer all questions i. to v. below.		
i. Please explain in detail what such risk(s) is/are and why such risk(s) is/are necessary for the study.		
ii. Please describe the steps you will take to minimize the risk(s) and to protect your participants from the risk(s).		
iii. How will you explain to your participants such potential risk(s) that may arise?		
iv. How will you obtain the participants' consent to take part in the study regardless of the potential risk(s)?		
v. How will the participants be debriefed after the study? Please attach the debriefing information sheet(s).		

g.	**Informed Consent:** Please summarize all of your answers to all the questions iv above that you have explicitly answered.
	i. Which of the following means will be adopted for the informed consent(s) used in the study? Please check all that apply, and attach with this Proposal the relevant documents or materials accordingly for submission.
☐	written informed consent → *please attach the written informed consent with this Proposal*
☐	online / email recorded consent → *please specify the link below or attach an sample with this Proposal*
	link *(if applicable)*:
☐	audio-recorded consent → *please attach the script or sample of the audio contents with this Proposal*
☐	other form(s) of consent → *please specify below and attach any relevant materials with this Proposal*
	the form(s) of consent:
	ii. If no informed consent is to be used in the study, please explain in detail your justification for such decision.

h.	**Data Security:** Will this study involve matching of different data sources? *e.g. multiple questionnaires*	Yes	No
		☐	☐
	i. **Multiple Data Sources:** If you checked "Yes", please fully explain why such multiple sources are necessary, what matching identifier(s) you will use and what measures you will take to minimize any potential risk(s).		
	ii. **Retention of Data:** Please account for how you will keep all the data in a secured manner (even with one single data source only) and how long you will keep them.		

4. Secondary Data

a.	What is the source of the secondary data?
☐	A. The secondary data is available and can be accessed with approval.
☐	B. The secondary data was the data used in other previous studies.
b.	If you checked "A" above, please specify the approving authority for access to the secondary data, and give details including the name of the approval authority, the original purposes and the date of the data collection, funding source(s), etc.

c. If you checked "B" above, please specify the person(s) / group(s) / organization(s) who collected the secondary data, and give details including the purposes of the studies, the date of the data collection, funding source(s), etc.
d. Please indicate whether the data involve sensitive information about the participants? *e.g. sexual preference, health status, criminal activity, etc.*
e. Please specify how you will abstract / record any personal identifiers in the data extraction process.
f. Please indicate whether the use of secondary data involves linkage with other sets of data or matching with different data source(s). If it does, what matching identifiers will you use? *e.g. multiple questionnaires*
g. Please specify any requirement(s) for retention and management of the secondary data.

5. Checklist of Attachments

Please check the document(s) or material(s) that you will attach with this Proposal for submission. ***Note:*** *Submission with insufficient attachments will NOT be accepted.*	
☐	questionnaire(s) to be used in the study *(an English version is needed)*
☐	list of questions to be asked during interview in the study
☐	written informed consent(s) to be used in the study *(an English version is needed)*
☐	parental / guardian consent form(s) (active / passive) and/or children assent form(s) *(for vulnerable participants)*
☐	sample(s) of online / email recorded consent(s) *(an English version is needed)*
☐	consent script(s) (for audio-recorded consent and/or email replies for consent) *(an English translation is needed)*
☐	post debriefing information sheet(s) *(an English version is needed)*
☐	filled and signed copy of Confidentiality Pledge by the Co-I(s) *(please refer to the Annex to this Proposal)*
☐	other relevant document(s) / material(s); please specify below:

PART D. Endorsement and Authorization

Declaration by the PI

I confirm that the information provided in this Proposal is accurate and was filled with my greatest endeavor. I have read the guidelines on ethical review and undertaken to exercise reasonable care to ensure that the proposed research is conducted in a manner that is consistent with these standards of ethical practice. I will report to the Research Office ("RO") if there is any amendment, new information on the project and any research-related incidents, such as physical or emotional harm to the human participants during the research process or breaches of confidentiality. I undertake not to proceed with data collection / analysis before I receive the letter of approval of this application, and understand that failure to do so will lead to disciplinary action.

Signature of the PI	**Name of the PI**	**Declaration Date**

Endorsement by the PI's Head of School / Department* *(for non-Head PI only)*

I endorse this Proposal on the basis of the information provided by the PI.

Signature of the Head	**Name of the Head**	**Endorsement Date**

Receipt by the RO

Signature of the RO Officer	**Name of the RO Officer**	**Receipt Date**

Approval Decision by the REC

Application Results: ☐ Expedited Review Passed ☐ Full Review Passed ☐ Disapproved ☐ Others: _____

Application No.: **Approval No.:**

Signature of the REC Chairman	**Name of the REC Chairman**	**Decision Date**

Approval Decision by the RSAC

Application Results: ☐ Approved with Amount HK$_____ ☐ Disapproved ☐ Others: _____

Application No.: **Approval No.:** **GCC Project No.:**

Signature of the RSAC Chairman	**Name of the RSAC Chairman**	**Decision Date**

Annex 1
(SAMPLE)

Confidentiality Pledge
(for Co-Investigator(s))

Project Title *(English)*	
Project Title *(Chinese)*	
PI's Name *(English)*	
PI's Name *(Chinese)*	

Particulars of the Co-I(s)*

No.	Title	Name	Institution *(for Co-I outside GCC)*	Post *(fill in "Student" for student Co-I)*	Working Unit *(for non-student)* / Programme *(for student)*	Staff No. / Student No. *(for Co-I from GCC)*
1						
2						
3						
4						

Confidentiality Pledge by the Co-I(s)*

I understand that I am granted access to sensitive personal data. To ensure that the information is used and handled by authorized personnel only, I hereby pledge that I shall use the data in accordance with the provisions of the Personal Data (Privacy) Ordinance and according to the policies, procedures and guidelines established by the College from time to time. I shall not disclose such information to any person except on a need-to-know basis. I will take all reasonable precautions within my control to prevent unauthorized access to such information.

Signature of Co-I 1	**Name of Co-I 1**	**Pledge Date of Co-I 1**
Signature of Co-I 2	**Name of Co-I 2**	**Pledge Date of Co-I 2**

Endorsement by the PI

I endorse this application on the basis of the information provided by the PI.

Signature of the PI	**Name of the PI**	**Endorsement Date**

: *If there are more than two Co-Is, please edit this Confidentiality Pledge by adding rows below as appropriate.

GRATIA CHRISTIAN COLLEGE

Financial Details of Research Project for the Finance Office
Guidelines: please refer to Section 4 of the Research Handbook

Note: *This form serves to provide necessary financial information of your approved research project to the Finance Office ("FO") so that the FO is able to act as a facilitator of your project management.*

A. Project Information

Project Title *(English)*	
Project Title *(Chinese)*^	
Project No.^	
Project Duration *(mm/yyyy)*	From To (Months)

B. Investigator(s) Information#

Name of PI *(English)*		Name of PI *(Chinese)*^	
Title of PI*	Prof / Dr / Mr / Mrs / Ms / Miss	Working Unit of PI	
Staff No. of PI		Email of PI	
Name(s) of Co-I(s)^			

C. Grant Information#

Funding Source(s)	☐	GCC Seed Fund	☐	IDS Collaborative Research Grant	☐	IIDS	☐	FDS
	☐	Others; *please specify:*						
Point of Contact	☐GCC Research Office ☐Others; *please specify:*							
Bank Name^		Account Name^		Account No.^				
Assurance Report	☐Not required ☐Required; *please specify details if any:*							
Approval Letter(s)	☐Not available so not attached ☐Attached; *please specify details if any:*							

Installment(s)^ *(1st, 2nd, etc)*	Schedule^ *(mm/yyyy)*	Condition(s) for Instalment(s)^ *(e.g. successful on-site visit, satisfactory report)*	Installment(s) Amount^	
			Currency	*Amount*
		Total Amount of Grant:		

D. Project Budget Breakdown#

Item No.	Installment(s)^ *(1st, 2nd, etc)*	Items / Resources	Budget (HK$)
1.			
2.			
3.			

^ *If not applicable, please input "N/A".*

 # Please add rows accordingly if space is not sufficient.

** Delete by crossing the inappropriate option(s).*

Item No.	Installment(s)^ *(1st, 2nd, etc)*	Items / Resources	Budget (HK$)
		Total:	

<u>Preparation by the PI</u>		
Signature of the PI	**Name of the PI**	**Preparation Date**

<u>Acknowledgement by the RO</u>		
Signature of the Head	**Name of the Head**	**Acknowledgement Date**

<u>Receipt by the FO</u>		
Signature of the Bursar	**Name of the Bursar**	**Receipt Date**

^ If not applicable, please input "N/A".
 # Please add rows accordingly if space is not sufficient.
** Delete by crossing the inappropriate option(s).*

GRATIA CHRISTIAN COLLEGE

Request for Payment Form (for Funded Research Project)
Guidelines: please refer to Section 4 & APPENDIX 2 of the Research Handbook (for payment amount up to HK$5,000 and/or payment to fixed payees)

Project Principal Investigator (PI)				**School / Department / Office**				
Project Title				**Project No.**				
Funding Source(s)	☐	GCC Seed Fund	☐	IDS Collaborative Research Grant	☐	IIDS	☐	FDS
	☐	Others; *please specify:*						

Payment Description (Virement Involved? ☐Yes ☐No)	**R**	**D**	**Amount *(HK$)***
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
R: documents for reimbursement attached (e.g. original receipts); **D:** documents for disbursement attached (e.g. signed work log sheets)	**Total**		

Method of Payment			
☐	**Cash**	☐	**Cheque**; *Payee Name:*
☐	**Bank Transfer**	*Bank Name:*	
		Account Name:	
		Account No.:	

Justification(s)

Requested by			
	Name (Block Letter)	Signature	Date
Endorsed by *(PI / Budget Holder)*			
	Name (Block Letter)	Signature	Date

Finance Office Use Only			
Handled by			
	Name (Block Letter)	Signature	Date
☐ Cash	Amount: HK$_____		
☐ Cheque	Amount: HK$_____	Cheque No.: _____	Issue Date: _____
Received by			
	Name (Block Letter)	Signature	Date

GRATIA CHRISTIAN COLLEGE

Work Log Sheet for Student Research Assistant(s) - Time-based

Name of PI		**School / Department / Office of PI**	
Project Title		**Project No.** ***(if applicable)***	

Time-based Work Log ***(hourly rate: HK$_____)***							**Student Research Assistant(s)**		**PI Sign**
	Date *(dd/mm/yyyy)*	**From** *(hh:mm)*		**To** *(hh:mm)*		**No. of Hours**	**Name (Student ID)**	**Sign**	
1			AM/PM		AM/PM		( )		
2			AM/PM		AM/PM		( )		
3			AM/PM		AM/PM		( )		
4			AM/PM		AM/PM		( )		
5			AM/PM		AM/PM		( )		
6			AM/PM		AM/PM		( )		
7			AM/PM		AM/PM		( )		
8			AM/PM		AM/PM		( )		
9			AM/PM		AM/PM		( )		
10			AM/PM		AM/PM		( )		
11			AM/PM		AM/PM		( )		
12			AM/PM		AM/PM		( )		
13			AM/PM		AM/PM		( )		
14			AM/PM		AM/PM		( )		
15			AM/PM		AM/PM		( )		
16			AM/PM		AM/PM		( )		

Total No. of Hours		**Total Amount** ***(HK$)***	

Confirmation by the PI		
Signature of the PI	**Name of the PI**	**Confirmation Date**

GRATIA CHRISTIAN COLLEGE

Work Log Sheet for Student Research Assistant(s) – Task-based

Name of PI		**School / Department / Office of PI**	
Project Title		**Project No.** ***(if applicable)***	

Task-based Work Log				**Student Research Assistant(s)**		**PI Sign**
	Date ***(if applicable)*** *(dd/mm/yyyy)*	**Task Description**	**Rate** ***(HK$)***	**Name (Student ID)**	**Sign**	
1				( )		
2				( )		
3				( )		
4				( )		
5				( )		
6				( )		
7				( )		
8				( )		
9				( )		
10				( )		
11				( )		
12				( )		
13				( )		
14				( )		
15				( )		
16				( )		

Total Amount ***(HK$)***	

Confirmation by the PI		
Signature of the PI	**Name of the PI**	**Confirmation Date**

GRATIA CHRISTIAN COLLEGE

Request for Purchase Form (for Funded Research Project)
Guidelines: please refer to Section 4 & APPENDIX 2 of the Research Handbook (for purchase amount over HK$5,000 with multiple vendors)

Project Principal Investigator (PI)				**School / Department / Office**				
Project Title				**Project No.**				
Funding Source(s)	☐	GCC Seed Fund	☐	IDS Collaborative Research Grant	☐	IIDS	☐	FDS
	☐	Others; *please specify:*						

Item/Service to be Purchased			
Reason(s) for Purchase			
Quotations Attached	☐Yes ☐No	**Virement Involved**	☐Yes ☐No

	Vendors	**Unit Price *(HK$)***
1		
2		
3		
4		
5		

Recommendations *(please specify justification(s) if not the lowest offer is chosen)*

Requested by			
	Name (Block Letter)	Signature	Date
Endorsed by *(PI / Budget Holder)*			
	Name (Block Letter)	Signature	Date

GRATIA CHRISTIAN COLLEGE

Application Form for Conference Attendance (Research Project-based)

Guidelines: please refer to Section 4 & APPENDIX 3 of the Research Handbook

Note:

i. *Applications with incomplete supporting or relevant document(s), e.g. quotations, will not be processed. Document(s) submitted are not returnable.*

ii. *This form is to be completed and submitted before the proposed conference takes place. For reimbursement after the conference, please proceed within one month by submitting to the Finance Office ("FO") (cc to the Research Office ("RO")) the "Request for Payment Form (for Funded Research Project)" as the usual reimbursement procedure attaching this complete application form as well as proof of the conference attendance (e.g. a certificate) and a report.*

A. Personal Details

Name		Post	
GCC Working Unit		GCC Staff No.	
Proof of Approved Leave Attached *(e.g. annual leave, development leave, duty leave, no-pay leave)*			☐ Yes ☐ No

B. Conference Details

Name of the Conference								
Name of the Organizer / Institution								
Location of the Conference	City:				Country:			
Date / Duration of Conference	From			To			(	Days)
Are you going to present a paper?	☐	No	☐	Yes, oral	☐	Yes, poster	☐	Yes, specify:
Title of the Paper:								
Describe briefly how this conference relates to your research project.								
Have you attached the following supporting documents? Please check them if you have.								
☐	conference programme		☐	abstract of the paper to be presented				
☐	letter of acceptance / invitation for paper presentation at the conference							

C. Budget Estimation *(Please indicate all possible costs and enclose the supporting / relevant quotations)*

	Quotation Attached	Currency & Exchange Rate for Cost Estimation *(if applicable)*	Amount *(HK$)*
Conference Registration Fee	☐		
Estimated Travel Expenses *(if any)*	☐		
Estimated Cost of Accommodation *(if any)* (number of nights: x $ per night)	☐		
		Total Estimated Cost:	

D. Funding Source

Funding Source(s)	☐	GCC Seed Fund	☐	IDS Collaborative Research Grant	☐	IIDS	☐	FDS		
	☐	Others; *please specify:*								
Project Title										
Project No.										

Signature of Applicant	**Name of Applicant**	**Date**

Recommendation Decision by the PI *(applicable only if the applicant is not the PI)*	☐ Recommended ☐ Not Recommended	
Remarks:		
Signature of the PI	**Name of the PI**	**Decision Date**

GRATIA CHRISTIAN COLLEGE

Request for Change of Period Form (for College-funded Research Project)
Guidelines: please refer to Section 4 of the Research Handbook

A. Basic Project Information

Project Title *(English)*								
Project Title *(Chinese)*^								
Project No.^								
Project Duration *(mm/yyyy)*	From		To		(	Months)		
Funding Source(s)	☐	GCC Seed Fund	☐	IDS Collaborative Research Grant	☐	IIDS	☐	FDS
	☐	No funding applied	☐	Others; *please specify:*				
Name of PI *(English)*				Name of PI *(Chinese)*^				
Title of PI*	Prof / Dr / Mr / Mrs / Ms / Miss			Working Unit of PI				
Staff No. of PI				Email of PI				
Name(s) of Co-I(s)^								

B. Justification(s) for the Change of Period

Please check the nature of your request for change of period and account for your justification(s).			
☐	I. extension of the project period	☐	II. early termination of the project

C. Signature and Endorsement

Request by the PI		
Signature of the PI	**Name of the PI**	**Request Date**

Receipt by the RO		
Signature of the Head	**Name of the Head**	**Receipt Date**

Endorsement by the RSAC	**Decision:** ☐ Endorsed ☐ Not Endorsed	**Remark:**
Signature of the RSAC Chairman	**Name of the RSAC Chairman**	**Endorsement Date**

** Delete by crossing the inappropriate option(s).*
^ If applicable.

GRATIA CHRISTIAN COLLEGE

Request for Change of Personnel Form (for College-funded Research Project)
Guidelines: please refer to Section 4 of the Research Handbook

Note: *This form serves for request for change of personnel of College-funded research project. Such request includes i) transferral request, which involves change of the PI and ii) general request of change, which involves addition, resignation and/or replacement of Co-PI(s) and/or Co-I(s).*

A. Basic Project Information

Project Title *(English)*								
Project Title *(Chinese)*^								
Project No.^								
Project Duration *(mm/yyyy)*	From		To		(	Months)		
Funding Source(s)	☐	GCC Seed Fund	☐	IDS Collaborative Research Grant	☐	IIDS	☐	FDS
	☐	No funding applied	☐	Others; *please specify:*				

Name of PI *(English)*		Name of PI *(Chinese)*^	
Title of PI*	Prof / Dr / Mr / Mrs / Ms / Miss	Working Unit of PI	
GCC Staff No. of PI		Email of PI	

B. Justification(s) for the Change of Personnel

Please check the nature of your request for change of personnel and account for your justification(s).			
☐	I. change of the PI	☐	II. replacement of current project team member
☐	III. addition of new project team member	☐	IV. resignation of current project team member

C. Member Leaving the Project Team *(To be completed if II and IV in Section B are checked.)*

Current Role in the Project	☐Co-PI ☐Co-I ☐Others; *please specify:*		
Name *(English)*		Name *(Chinese)*^	
Title*	Prof / Dr / Mr / Mrs / Ms / Miss	Unit & Institution	
GCC Staff No.^		Email	

D. Person Taking the New Role in the Project Team *(To be completed if I, II and III in Section B are checked.)*

Intended Role in the Project	☐PI ☐Co-PI ☐Co-I ☐Others; *please specify:*		
Current Role in the Project	☐*currently not team member* ☐Co-PI ☐Co-I ☐Others; *please specify:*		
Name *(English)*		Name *(Chinese)*^	
Title*	Prof / Dr / Mr / Mrs / Ms / Miss	Unit & Institution	
GCC Staff No.^		Email	

** Delete by crossing the inappropriate option(s).*

^ If applicable.

Please account for the past experience of this person in the research area of the project.

E. Declaration, Signature and Endorsement

Declaration by the Nominated New Personnel	
☐	I am a full-time academic staff at GCC, and I have at least a one-year renewable contract with GCC at the time of being nominated for the new role in the Project Team.
☐	I am willing to take up the role of PI / Co-PI / Co-I* of the Project (Project Reference No.: _____) and assume full responsibility for completion of the Project. I will be held responsible and be accountable for the management and completion of the Project. The final assessment on the Project, be it "Satisfactory", "Barely Satisfactory" or "Unsatisfactory", will apply to me.
☐	I will spend an average of ___ hours per week on the research project as PI / Co-PI / Co-I.

Signature of the Nominated Personnel	**Name of the Nominated Personnel**	**Declaration Date**

Request by the Current PI		
Signature of the PI	**Name of the PI**	**Request Date**

Receipt by the RO		
Signature of the Head	**Name of the Head**	**Receipt Date**

Endorsement by the RSAC	**Decision:** ☐ Endorsed ☐ Not Endorsed	**Remark:**
Signature of the RSAC Chairman	**Name of the RSAC Chairman**	**Endorsement Date**

** Delete by crossing the inappropriate option(s).*

^ If applicable.

GRATIA CHRISTIAN COLLEGE

GCC Research Project Report

Guidelines: *please refer to Section 4 of the Research Handbook*

Note:

i. *This Research Project Report ("the Report") is to be filled in by staff from Gratia Christian College ("GCC") only, who is the Principal Investigator ("PI") of the research project, and is to be submitted to the Research and Scholarly Activities Committee ("RSAC") via the Research Office ("RO") within three months after the research project period ends.*

ii. *Whenever the space provided is not sufficient to fill in necessary details, the format of the Report may be edited by adding lines or pages as appropriate.*

iii. *If the field required is not applicable to the research project or the relevant information is not available, please fill in "not applicable" or "not available" respectively.*

iv. *If an asterisk * is exhibited in the field required, delete by crossing the inappropriate option(s).*

v. *Handwritten application is NOT accepted.*

PART A. Administration of the Research Project

1. Student Involvement *(Please check the appropriate box.)*

☐	**This is an application involving non-student(s) only.** *This study is to be implemented by either the PI from GCC only, or by both the PI and some Co-I(s) who is/are non-student(s) from either GCC or institution(s) other than GCC.*
☐	**This is an application involving student(s).** *This study is to be implemented by the PI from GCC as well as Co-I(s) who is/are students from either GCC or institution(s) other than GCC. (Non-student Co-I(s) may also be involved.)*

2. Particulars of the PI

Name *(English)*		Name *(Chinese)*^	
Title*	Prof / Dr / Mr / Mrs / Ms / Miss	Post	
GCC Working Unit		Email	

3. Particulars of the Co-I(s)^#

No.	Title	Name	Institution *(for Co-I outside GCC)*	Post *(fill in "Student" for student Co-I)*	Working Unit *(for non-student)* / Programme *(for student)*	Staff No. / Student No. *(for Co-I from GCC)*

4. Basic Information of the Research Project

Project Title *(English)*	
Project Title *(Chinese)*^	
Project No.^	
Project Duration *(mm/yyyy)*	From To (Months)

Funding Source(s)	☐	GCC Seed Fund	☐	IDS Collaborative Research Grant	☐	IIDS	☐	FDS
	☐	No funding applied	☐	Others; *please specify:*				
Funded Amount	☐ HK$		☐ In other currency; *please specify:*					

^ If not applicable, please input "N/A".

** Delete by crossing the inappropriate option(s).*

 # Please add rows accordingly if space is not sufficient.

PART B. The Research Project Report

1. Research Project

a. **Abstract:** Please briefly describe your project with the *research question(s)* and *methodology* clearly specified.

b. **Research Finding(s):** Please illustrate your research finding(s) and how the research questions were answered.

2. Research Project Output

a. **Deliverable(s):** Please describe all the deliverable(s) directly and/or indirectly stemmed from your research project. Such deliverable(s) might include but is/are not limited to *peer-reviewed journal publication(s), conference paper(s), publication of book(s), unpublished manuscript,* etc.

b. **Impact(s) and Policy Implication(s):** Please account for how your research finding(s) would produce impact(s) and/or policy implication(s) to the academia, the society and/or the human being.

3. Research Project Budget & Expenditure

Please request the Financial Office ("FO") to provide a spreadsheet showing the full financial status of the project as at the reporting date, and attach it to this Report. The financial status should include the ***budget*** and ***actually incurred expenditure*** of each of the items, including but not limited to *facilities or equipment purchased, software, datasets / databases or licences of computer resources purchased, compensation to collaborator(s) or helper(s), relief teacher(s), conference expenses, dissemination of research deliverables, outsourcing, general expenses, auditing, etc.*

4. Ethical Aspects

a. Was there any incident of ethical issues raised by the project participants?	☐	Yes	☐	No
If you checked "Yes", please explain in detail how the incident was dealt with.				

b. **Data Archive:** Please account for how you would archive all the data used in your research project.

PART C. Endorsement of the Research Project

Declaration by the PI

I confirm that the information provided in this Report is accurate and was filled with my greatest endeavor. I have read the guidelines on ethical review and undertaken to exercise reasonable care to ensure that the research project was conducted in a manner that is consistent with these standards of ethical practice.

Signature of the PI	**Name of the PI**	**Declaration Date**

Acknowledgement by the PI's Head of School / Department* *(for non-Head PI only)*

Signature of the Head	**Name of the Head**	**Endorsement Date**

Receipt by the RO

Signature of the RO Officer	**Name of the RO Officer**	**Receipt Date**

Endorsement by the REC **REC Archive No.:**

☐ Endorsed ☐ Not Endorsed ☐ Others: _____

Signature of the REC Chairman	**Name of the REC Chairman**	**Decision Date**

Endorsement by the RSAC **RSAC Archive No.:** **GCC Project No.:**

☐ Endorsed ☐ Not Endorsed ☐ Others: _____

Signature of the RSAC Chairman	**Name of the RSAC Chairman**	**Decision Date**