

THE HONG KONG INSTITUTE OF EDUCATION

Explanatory Notes & Guidelines for Completing the Application for Strategic Centre Research Grant

General

1. All sections of the application form should be completed. Where the information sought is not applicable or not provided under a particular section, write NA or nil.
2. Parts I and II are to be completed by the Principal Investigator.
3. Presentation of clear and concise information is mandatory.

Part II Details of Research Projects

Item

- 1-3 Pertinent information about the proposed research should be listed in Items 1-3 of Part II of the application form. This is the major portion of the proposal. It should be presented clearly and concisely and at the same time be detailed enough to indicate the significance and merits of the proposed research and to permit a meaningful evaluation of the worthiness of the project.

In order to ensure consistency and fairness to all applicants, applicants are required to complete the applications in the following standard format:

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Single spacing

1. State the objectives of the project and the reasons for undertaking the project. Identify the key issues and problems to be addressed. The key issues and the elements of the problem should be described and those elements which are critical to the solution of the problem should be clearly identified. State the possible outcome of the research project, its relevance, significance and value, such as contribution to academic, educational, scientific or professional development or potential for practical application.
2. Explain the theoretical framework of the study with clear and substantial literature support. State whether work has been/is being carried out by you and/or others on a related subject. The summary should be sufficiently detailed to allow an evaluation of the worthiness of the project for continuation of support.
3. State the research questions of the study.
4. A complete description of the research plan and the selected approach to the problem solution should be given. Particularly, it should clearly state how each research question will be investigated by the proposed methods. The specific method used to analyse the data gathered and how the analysis is related to the research project should be explained. Where appropriate, experiments, tests and required facilities should also be described. The relevant scientific principles and techniques on which the problem solution depends should also be presented. Outline uniqueness and justification of the proposed approach with its plan of investigation, giving citation from literature where applicable. If the project duration exceeds one year, justifications should be adequately given.
5. Indicate whether research ethics and/or safety approval is required for the research proposal.
6. A detailed budget for the time period requested must be given and all items suitably prioritized (i.e. if there are ten items, each item should have a distinct priority between '1' to '10', with '1' being the highest order of priority) and entered according to the list of account items as far as practicable. Supporting figures and quotations should be attached if available. The funding support will

generally cover general expenses & consumables, cost of non-standard equipment, research supporting staff and travel.

- (a) Wherever research support staff is required, justifications for the post and the rank, the work of the research support staff and the duration of the related appointment should be indicated clearly in the application under Item 7. For projects related to the doctoral studies of the Principal Investigators, the research personnel should not go beyond the rank of Junior Research Assistants. For details about the conditions of appointment and salary scales for research support staff, please refer to the “Procedures to Appoint Staff for Projects / Programmes funded by Non-UGC / UGC Non-recurrent Grants” at **Annex**.
 - (b) Equipment/Books refer to those which are not standard provisions in the Institute. In general and broad terms, equipment such as printer, transcriber, video cassette recorder, tape recorder and scanner will not be provided and applicants are encouraged to seek the appropriate offices of the Institute for borrowing these items. Hardware and software which are available either at the Office of Information Technology & Services or on the institute-wide network are normally not supported unless there are some special circumstances. The grant must not be used to purchase personal electronic devices such as cell phones, iPod, MP3 Players, digital cameras and PDAs. Upon completion of the project, the Department to which the Principal Investigator belongs should be responsible for the equipment, which should be added to the Department’s inventory unless otherwise stated in the granting letter. Books/publications acquired by the Library should be returned to the Library for cataloguing.
 - (c) GeneralExpenses/consumables include photocopying charges, IDD, fax, stationery, postage, travelling expenses, printing materials etc. Incidental expenses such as food and beverages, souvenirs and gifts will not be supported.
 - (d) Overseas travel for the purpose of conducting research activities and its related expenses may be supported and applicants should provide an itemised breakdown of the cost of passages and accommodation. Air ticket(s) must be acquired through the Finance Office and purchased at the cheapest fare. Hotel accommodation if necessary should not exceed 14 days. Incidental expenses such as food and beverages, postage, local travelling expenses, fax, telephone and laundry charges should not be included. Inter-city travelling expenses up to \$400 may be granted depending on the actual needs and justifications. Expenses in relation to attending overseas conferences will not be supported generally.
7. Justification for acquiring equipment, support staff and other non-salary items should be adequately given. Applicants should also explain whether alternatives have been explored to acquire some of these items.
 8. Give details of the plans for collaboration. We strongly advise that the proposals should be submitted in team. The role of each individual in the proposed research should be adequately described. The amount of time (hours/week) each is expected to spend on the project should also be indicated.
 9. Outline the ways in which this project and its outcomes will lead to further research work as a result of it. Provide a time line for the development of an external research grant that will be sought from this wok.
 10. Indicate possible sources of dissemination of the project results.
 11. Give details of all research projects which the Principal Investigator is currently conducting/has conducted in the last three years.
 12. Attach one A-4 page CV for the PI and each Co-I in the required format.

January 2010