

Important Information on Applying the RGC - General Research Fund (GRF) and Early Career Scheme (ECS) 2021/22

1. *Responsibilities of the Principal Investigator (PI)*

The colleague, who is applying for the scheme as PI, is obliged to provide the required information in the application form by the deadlines, and fully responsible for its accuracy as well as the related declaration items. The PI is also required to take an active role in soliciting necessary support from the concerned Department Head / Dean, and obtaining the required ethics/safety approval by fulfilling the required procedures.

2. *RGC Electronic System User Account*

The application has to be submitted via the RGC Electronic System. Please contact the Research Office (RO) if you need to create an account or reset password for existing account.

3. *Editing Service*

The Office of Vice-President for Research and Development (VPRDO) will provide support for colleagues to perform technical review on their proposals as well as English editing service. The provision are as follows:

Review	Maximum Amount
Technical review	\$2,000 / proposal
English editing*	\$2,000 / proposal

**RO will not support the English editing on proposals for those faculty members who have sought funding from VPRDO for the same service or submitted the proposals to RO after 14 October 2020.*

Remark: Internal staff are not eligible for receiving any payment even if they provide the technical review / English editing for faculty members' applications.

Applicants are advised to seek the technical review as early as possible to meet the required deadline. Please submit the BR (with payment details such as currency & payment method) together with the attached [sheet](#) with information completed, to Ms. Carrie Chu (VPRDO) for arrangement of payment to the reviewers. For enquiries, please contact Ms. Carrie Chu/VPRDO (ext. 6924; email: carrie.chu@ust.hk)

4. *iThenticate Account*

Please perform anti-plagiarism scanning for your proposal and provide the related declaration form (to be submitted online together with the “Research Project Data & Approval Sheet”) to RO. Please contact Mr. Ken Cheng (Ext: 8578) / Mr. Anson Ho (Ext: 2810) or by email (ithenticate@ust.hk) for any enquiries related to the creation of iThenticate Account and its use.

5. *Checklist for Proposal*

Before submitting your proposal, please make use of the [checklist](#) provided by the RO to ensure compliance to the requirements and avoid being disqualified.

6. *New Arrangements*

Colleagues' attention is drawn to the following **relaxation of eligibility requirements** in this funding exercise:

In view of the increasing collaboration between the UGC-funded universities and the Mainland as well as overseas jurisdictions, the RGC approved the relaxation of staff eligibility rules for RGC research funding schemes whereby a PI who is / will be seconded to conduct research in a university or a research institute / body / agency in the Mainland / overseas jurisdiction while retaining his / her full-time appointment and position with his / her parent university and is still on the payroll of the parent university, should still be eligible to apply for RGC project grant if the PI will continue to carry out the RGC project and supervise research students and post-doctoral fellows during the secondment. The revised eligibility rules would take effect from the 2021/22 exercise onwards. PIs are however reminded that funded RGC projects should continue to be carried out in Hong Kong.

For details, please read carefully the [Call from RGC with new updates](#) and Explanatory Notes for [GRF/ECS](#).

DEADLINE FOR SUBMISSION

Date	Tasks / Events
7 or 14 Oct 2020	<p>Internal deadlines for submission to RO</p> <ul style="list-style-type: none"> • 7 Oct – for applications requesting English editing from RO • 14 Oct – for applications <u>do not require</u> English editing from RO <p>All applications must be submitted for <u>first-level vetting (endorsement from Department Head) through the RGC Electronic System by the internal deadline.</u> Incomplete applications should not be submitted. Kindly refer to the FAQ if you encounter issues with the RGC system</p> <p>NO application will be accepted by the RGC System beyond 14 October 2020. No provision of editing service will be provided for late submission.</p>
8 Oct 2020 – 6 Nov 2020	<ul style="list-style-type: none"> • Vetting, editing and revising proposals of PIs • Seeking final approval from Dept. Heads / Deans (Research Project Data & Approval Sheet) & VP-RD • Confirmation of anti-plagiarism scanning of PIs • To ensure PIs have completed the CRP form, if applicable, and confirm the approval from Ethics/Safety Committees • To seek the approval from the VPRD on the applications
6 Nov 2020	Deadline of RGC

Applicants are reminded to observe the internal deadline to ensure your applications can be properly processed and submitted before the RGC's official deadline.

Please note that a research workshop on RGC GRF/ECS preparation was held on 17 August 2020. The relevant PowerPoint Presentations are available at [RO's website](#).

Should there be any queries, please contact the following RO's staff:

Miss Amy Chan, Ext: 6923; email: ocamy@ust.hk (SENG, SHSS)

Mr Donald Wong, Ext: 7930; email: rdonald@ust.hk (SSCI, SBM, IPO).