**Application for RIAM Seed Fund (3rd round)**

This proposal is [ ]  an individual project / [ ]  a collaborative project (please click one).

**Part I: Particulars of the Project**

1. Applicants

* The CV(s) of **external** research personnel (if any) must be submitted with the proposal, while the CV(s) of PolyU staff is/are optional.
* For collaborative project, one of the Co-PIs should be assigned as “Project Coordinator” (PC) who is responsible for PGMS and related grant administration. Please mark “PC + Co-PI” in the column below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title(Prof. /Dr) | Name | Dept in PolyU/ external university  | Role (PI, Co-PI, Co-I, PC + Co-PI) | Academic Contribution (%)(PI + Co-Is = 100%) |
|  |  |  |  |  |
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|  |  |  |  |  |

2. Project Title:

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| --- |
|  |

3. Keywords (maximum of 5):

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| --- | --- |
| 4. Project Duration (max. 24 months)[[1]](#footnote-1): |  months |
|  |  |
| 5. Funding Requested:  | HK$  |

6. Project Abstract

**Part II: Details of the Research Proposal**

**1. Project Objectives**

**2. Research Project Statement (a maximum of ten A4 sides in standard RGC format)**

2.1 Research context

2.2 Research questions

2.3 Research methods

2.4 Attached diagrams, photos, charts and tables etc., if any

2.5 Collaboration Plan (compulsory for collaborative project only, a maximum of two A4 sides in Research Project Statement)

*Please indicate the role and the specific task(s) the PC and each Co-PI is responsible for. Project teams are encouraged to elaborate in their proposals on the linkage between various research elements and collaboration among the team members apart from stating their roles in the proposed project, e.g. how collaboration could enhance the synergy, achievements and delivery of the project.*

**3. Project Deliverables**

*Please provide a description on how the project has potential for applying large external grants such as CRF, TRS, ITF in no more than 200 words, as well as other deliverables.*

**4. Budget** (max. HK$500,000 for individual project and max. HK$750,000 for collaborative project)

|  |  |
| --- | --- |
| Budget Heads | Budget Allocation (HK$) |
| Salaries/ Wages (37)$\_\_\_\_ (monthly salary) x \_\_\_\_ (no. of months) |  |
| MPF (R6) 5% of the employee’s monthly income or $1,500, whichever is less |  |
| General Expenses - Research/ Other Expenses (56) |  |
| General & Academic Equipment (27) |  |
| Computer Equipment (28) |  |
| Conference Attendance (71)[[2]](#footnote-2) |  |
| 5N Article Processing Charge/Public Dissemination |  |
| Other, please specify: |  |
| **Total** |  |

**5. References (a maximum of three A4 sides)**

**6. Confirmation of the Project Coordinator (PC)**

I confirm that all the Co-PI(s) / Co-I(s) listed in this proposal have explicitly agreed to serve in the project.

(for collaborative project only) I undertake that either or both/ all of the Co-PIs will submit at least one external grant application with a budget over HK$2 million before project completion, if the project is successfully funded by RIAM.

By submitting the application, I undertake that the research activity(ies) / expenditure(s) of the project if funded will be carefully monitored for its compliance with applicable laws, health and safety guidelines and ethical standards. Please refer to Section V of the [Handbook for Projects and Grants](https://www.polyu.edu.hk/rio/docdrive/_sso/handbooks/HD_PG.pdf) for details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of PC |  | Signature |  | Date |

1. PI may apply for the extension of project completion date after the lapse of half of the approved period. However, strong justifications are required and the request will be sent to RIAM Management Committee for consideration. [↑](#footnote-ref-1)
2. The maximum allowable amount of conference attendance is HK$20,000 per individual project and HK$30,000 per collaborative project. [↑](#footnote-ref-2)