**Report on University Research Centre**

**Form RC/URCrep**

(Oct 2023)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Important Notes* Directors of University Research Centre are required to submit the following to the Research Committee (RC) for assessment:

|  |  |
| --- | --- |
| Type of Report | Time of Submission |
| Mid-term | Normally 2 months before the mid-term of the approved project period |
| Final Report | Normally 3 months before the end of the approved project period |

* Directors of University Research Centre are required to give a presentation of the performance of their University Research Centre to an Assessment Panel established by the RC Chairman after submission of the mid-term or final report to facilitate more in-depth understanding of the progress of the project.
* The performance of the Research Centre should be evaluated according but not limited to the following criteria:
* The extent to which the objectives are addressed/achieved
* The outcomes and impacts created
* The interdisciplinary/international/industrial collaborations promoted
* The synergy that has been brought about
* Whether a University Research Centre can continue to operate and/or receive funding support from the Central is subject to the result of assessment.
* RC/President’s Executive Committee (PEC) reserves the final right to withdraw or continue the finding support and/or the university-level status of such Research Centres.
 |

*(Please check the appropriate box(es) below.)*

|  |  |
| --- | --- |
| [ ]  | This is the **Mid-term Report** of the Research Centre (Reporting period: [dd-mmm-yyyy] to [dd-mmm-yyyy]) |
| [ ]   | This is the **Final Report** of the Research Centre. The Research Centre would like to  |
|  | [ ]   | continue its operation.  | [ ]  | discontinue its operation. |

**Section A** (to be completed by the Director of the Research Centre)

# General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Research Centre | Nature: | [ ] Science/Engineering | [ ] Non-Science/Engineering |
|  |
| Name of Research Centre Director |  |
| Research Team Members and Collaborative Partners  |  *Please complete Appendix A* |
| History of approved operation periods (or project periods) | *Please add/delete rows if needed* |
|  | Period | From | To | Date of Approval |
|  | 1st |  |  |  |
|  | 2nd |  |  |  |
| Current operation period (or project period) of the Research Centre / Extension period | From  | to |  |
| (Extension period, if any: From to ) |

# Funding Support for the University Research Centre

1. **Source of Funding**

|  |  |
| --- | --- |
| 1. Funding provided by the University Central
 | $ |
| 1. Matching fund provided by the Faculty/School
 | $ |
| 1. Matching fund provided by the Department
 | $ |
| 1. Others. Please specify:
 | $ |
| Total amount of funding: | $ |

1. **Budget & Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| PGMS Project ID:  |  | Work Programme:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item  | Approved budget breakdown | Current budget breakdown | Expenditure and commitments to date *(Information available from PGMS)* |
| Manpower (including Salary and MPF)*(Please specify any RAP appointment, which requires special handling by FO)* | $  | $  | $ |
| Equipment | $ | $ | $ |
| General expenses | $ | $ | $ |
| Conference | $ | $ | $ |
| Others  | $ | $ | $ |
| Total  | $ | $ | $ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(c) Balance:**  | $  | This is  |  | % of the total budget. |

*(Note:**If you are submitting a final report and going to discontinue the operation of the University Research Centre, the project account will be closed upon receipt of the report WITHOUT further notice. The unspent balance will be returned to the University Central.)*

# Summary of Objectives Addressed or Achieved

Please list the objectives as specified in the proposal, provide brief information on the progress/achievements made against each objective and express the progress/achievements made in percentage.

|  |  |
| --- | --- |
| Objective: | Percentage achieved |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

# Outcome and Impacts

Please summarise the major outcomes and impacts achieved in the reporting period in point forms below, and complete the following Appendices as appropriate *(please put a tick in the box(es) for the Appendices completed)*:

|  |  |
| --- | --- |
|  | Appendix B: External Research Projects and Donations in This Reporting Period |
|  | Appendix C: Research Projects Supported by Internal Fund Awarded in This Reporting Period |
|  | Appendix D: Publications and Other Scholarly Outputs Supported by the Research Centre’s Internal and External Funds in This Reporting Period |
|  | Appendix E: Knowledge Transfer Activities from the Research Centre in This Reporting Period |
|  | Appendix F: External Awards and Recognitions of the Research Centre in This Reporting Period |
|  | Appendix G: Social, Community and Cultural Engagement of the Research Centre in This Reporting Period |

|  |
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|  |

# Difficulties Encountered and Any Variations from the Original Plan with Reasons

|  |
| --- |
|  |
|

# The Way Forward

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  |  |  |
|  | Director of the Research Centre |  | Date |

Section B (to be completed by DRC / FRC / Dean / School Board Chair / Assessment Panel Chair as appropriate)

*(# Please delete as appropriate)*

# Endorsement by DRC Chair

I endorse / do not endorse # the report.

Comments, if any:

|  |
| --- |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Dept |  | Name of DRC Chair |  | Signature |  | Date |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

# Endorsement by FRC Chair

I endorse / do not endorse # the report

Comments, if any:

|  |
| --- |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Faculty |  | Name of FRC Chair |  | Signature |  | Date |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

# Endorsement by Dean/School Board Chair *(if FRC/SRC Chair is the Research Centre Director)*

*(Endorsement by DP if the Research Committee Chairman is the Research Centre Director)*

I endorse / do not endorse # the report

Comments, if any:

|  |
| --- |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| School |  | DP/Dean/School Board Chair # |  | Signature |  | Date |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

# Assessment by the Assessment Panel

*(DP will be the Chairman of the Assessment Panel if the Research Committee Chairman is the Research Centre Director.)*

Date of Presentation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall Assessment Rating on the Research Centre:

|  |  |  |
| --- | --- | --- |
|  *(Please check the appropriate box.)* |  | Outstanding |
|  |  | Good |
|  |  | Satisfactory |
|  |  | Unsatisfactory |

Comments, if any:

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Assessment Panel Chair |  | Signature |  | Date |

**Appendix A: List of Team Members and Collaborative Partners in This Reporting Period**

| **No.** | **Name (with title)**(Please put a \* in front of the name of non-PolyU collaborative partners) | **Post Title** | **Unit/ Dept/ University/ External Institution** | **Role**  |
| --- | --- | --- | --- | --- |
| **1** |   |   |   |    |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |
| **11** |  |  |  |  |
| **12** |  |  |  |  |

**Appendix B: External Research Projects and Donations in This Reporting Period**

| **No.** | **Project Title**  | **List of PI and Co-PIs** (Bold the names from this Research Centre) | **Funding Scheme/Sponsor/Donor** | **Project duration** (Start date - End date) | **PGMS project ID** | **Total funding (HK$)****> HK$2M** | **Funding for this RC (HK$)****> HK$2M** | **Optional****Total funding (HK$)****< HK$2M** | **Optional****Funding for this RC (HK$)****< HK$2M** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |   |   |   |    |  |   |   |  |  |
| **2** |   |   |   |   |  |   |   |  |  |
| **3** |   |   |   |   |  |   |   |  |  |
| **4** |   |   |   |   |  |   |   |  |  |
| **5** |   |   |   |   |  |   |   |  |  |
| **6** |   |   |   |   |  |   |   |  |  |
| **7** |   |   |   |   |  |   |   |  |  |
| **8** |   |   |   |   |  |   |   |  |  |
| **9** |  |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |  |
| **TOTAL** |   |   |  |  |

**Appendix C: Research Projects Supported by Internal Fund Awarded in This Reporting Period**

| **No.**  | **Project Title**  | **PI and Co-PIs**(Bold the names from this Research Centre) | **Dept** | **Project Duration**(Start date – End date) | **Project cost (HK$)** |
| --- | --- | --- | --- | --- | --- |
| **1** |   |   |  |   |   |
| **2** |   |   |  |   |   |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** |  |  |  |  |  |
| **10** |  |  |  |  |  |
| **TOTAL** |  |

**Appendix D: Publications and Other Scholarly Outputs**

**Supported by the Research Centre’s Internal and External Funds in This Reporting Period**

Please give a summary of publications, such as the total number of journal articles, conference papers, book chapters, monographs, etc. Highlight the most significant publications and important collaborators of the publications. Only outputs with PolyU as the first-author affiliation or corresponding-author affiliation should be included. In addition, please provide the ten most significant publications in the following table.

| **No.** | **Author(s)**(Please show all the authors and identify the Research Centre members in bold letters) | **Paper Details** (Paper title, journal name, publication year, volume and issue numbers, page numbers. Please mark a “\*” next to the research outputs with affiliation to the Research Centre. Please bracket “Q1” if journal ranking is Q1.) | **Ranking and Impact Factor** | **Highly Cited in Web of Science?** (Yes/No) |
| --- | --- | --- | --- | --- |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |

|  |  |
| --- | --- |
| The total number of publications and other scholarly outputs in the reporting period: |  |

**Appendix E: Knowledge Transfer Activities from the Research Centre in This Reporting Period**

Please provide a summary of knowledge transfer activities for your Research Centre. List the most important one(s) in the following table.

| **No.** | **Research Centre member(s) involved**  | **Type of knowledge transfer** (e.g., patents, prototypes, technology licensing, adoption of research outcomes, consultancies) | **Importance** (e.g., amount in HK$, economic impact) |
| --- | --- | --- | --- |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |

|  |  |
| --- | --- |
| The total number of Knowledge Transfer in the reporting period: |  |

**Appendix F: External Awards and Recognitions of the Research Centre in This Reporting Period**

Please provide a summary of external awards and recognitions for your Research Centre. List the most important one(s) in the following table.

| **No.** | **Research Centre member(s)** | **Name of Award/ Recognition** | **Date of Award** | **Type of Award/Recognition***(Please “****√****” and provide details as appropriate)* |
| --- | --- | --- | --- | --- |
| **Local** | **National** | **International** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| The total number of external awards and recognitions in the reporting period: | Local: | National: | International:  |

**Appendix G: Social, Community and Cultural Engagement of the Research Centre in This Reporting Period**

Please provide a summary of activities related to your Research Centre. List the most important one(s) in the following table and list those of the same category together. Activities solely for participation of own and/or other higher education institution(s) should be excluded.

| **No.** | **Date / Period** | **Research Centre member(s) involved** | **Member's role in this activity** (e.g., plenary speaker) | **Name of Activity** (A brief description of the activity)  | **Category**1. Conference/symposium
2. Public lecture/ workshop/ seminars/ talk
3. Exhibition/performance
4. Educational training/event
5. Other scholarly activities, please specify
 | **Collaborating Partner(s), if any** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** |  |   |   |  |  |  |
| **2** |   |   |   |  |  |  |
| **3** |   |   |   |  |  |  |
| **4** |   |   |   |  |  |  |
| **5** |   |   |   |  |  |  |
| **6** |   |   |   |  |  |  |
| **7** |   |   |   |  |  |  |
| **8** |   |   |   |  |  |  |

|  |  |
| --- | --- |
|  The total number of activities in the reporting period: |  |