

Application for Continued Operation of a Research Centre

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

1. General Information

Name of Research Centre			
Name of Research Centre Director			
Nature of Research Centre <i>(Please put an "X" in the appropriate box.)</i>	<input type="checkbox"/>	Departmental	<input type="checkbox"/>
	<input type="checkbox"/>	Inter-Faculty	<input type="checkbox"/>
	<input type="checkbox"/>	International	<input type="checkbox"/>
Inter-institutional			
Management Committee <i>(if applicable)</i>			
Membership <i>(Please provide a list of members and their affiliation with other PolyU Research Centre(s), if applicable. For non-PolyU members, please provide name of their institute.)</i>			
Mission			
Approved Establishment Date/ Year of Research Centre by the Research Committee			
Last approved operation period of the Research Centre requiring accreditation		From	to

2. Report

<p>(a) Summary of objectives achieved <i>Please list below the objectives/plans put down in the application for establishment of the Research Centre or previous application for continued operation; and indicate against each objectives/planned activity:</i></p> <p style="margin-left: 20px;">a. <i>if the objectives have been changed/ revised since establishment/ last re-assessment? If so, why?</i></p> <p style="margin-left: 20px;">b. <i>the extent to which each objective has been achieved (Please express as a percentage.)</i></p>		
Objective/Planned activity	Changes since establishment/ last validation and reason for change	% of achievement and brief description on the achievement

(b) Publications/ scholarly output					
Output Title		Joint publication by members (Y/N)		With recognition of affiliation to the Research Centre (Y/N) *	
Total no. of joint publications with recognition of affiliation to the Research Centre (A):		Total no. of joint publications (B):		Percentage of (A) / (B):	

* Please provide supporting document showing the recognition of affiliation to the Research Centre.

(c) Technology transfer/ consultancy activities/ patent

(d) Recognition of achievement (local/ regional/ international)

(e) Academic collaboration (Please also explain how collaboration has been promoted.)

(f) Research proposals submitted by members/group of members *(Please (1) put an asterisk "*" next to the research proposal with proper recognition of affiliation to the Research Centre; and (2) provide supporting document showing the recognition of affiliation to the Research Centre.)*

Total no. of research proposals submitted with recognition of affiliation to the Research Centre (A):		Total no. of research proposals submitted (B):		Percentage of (A) / (B):	
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(g) Research grants acquired by members/group of members *(Please (1) put an asterisk "*" next to the research grant with proper recognition of affiliation to the Research Centre; and (2) provide supporting document showing the recognition of affiliation to the Research Centre.)*

Total no. of research grants acquired with recognition of affiliation to the Research Centre (A):		Total no. of research grants acquired (B):		Percentage of (A) / (B):	
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(h) Education/ training organised in the name of the Research Centre

(i) Events and functions organised in the name of the Research Centre

(j) Others

(k) How are the activities/ output and so on stated in (b) to (j) above correlated to the objectives? What synergy has been brought about?

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(l) Difficulties encountered in achieving the objectives/planned activities in the last approved operation period, if any.
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(m) Operation plan for the next three years with measurable and quantifiable outputs
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3. Request for change (if applicable)

	Nature <i>(e.g., Centre Director, Name of Centre, etc)</i>	Current	Proposed
Justification			

Signature _____
Research Centre Director Date

Section B (to be completed by HoD(s) / DRC Chair(s) / FRC Chair(s) / Faculty Dean(s) as appropriate)

4. Endorsed by Department Head(s)/ School Dean(s)
(For departmental or intra-Faculty Research Centre)

(# Please delete as appropriate below.)

- I endorse / do not endorse # the report
- I endorse / do not endorse # the change request made in Section A3.

Dept _____ Name of Department Head/ School Dean _____ Signature _____ Date _____

- I endorse / do not endorse # the report
- I endorse / do not endorse # the change request made in Section A3.

Dept _____ Name of Department Head/ School Dean _____ Signature _____ Date _____

5. Endorsed by DRC Chair(s)
(For departmental or intra-Faculty Research Centre)

(# Please delete as appropriate below.)

- I endorse / do not endorse # the report
- I endorse / do not endorse # the change request made in Section A3.

Dept _____ Name of DRC Chair _____ Signature _____ Date _____

- I endorse / do not endorse # the report
- I endorse / do not endorse # the change request made in Section A3.

Dept	Name of DRC Chair	Signature	Date
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6. Endorsed by FRC Chair(s)
 (For intra-Faculty, inter-Faculty, inter-institutional or International Research Centre)

(# Please delete as appropriate below.)

- I endorse / do not endorse # the report
- I endorse / do not endorse # the change request made in Section A3.

Dept	Name of FRC Chair	Signature	Date
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- I endorse / do not endorse # the report
- I endorse / do not endorse # the change request made in Section A3.

Dept	Name of FRC Chair	Signature	Date
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7. Faculty Dean(s)/ School Board Chair(s) (Please put an "X" in the appropriate box below to indicate the nature of the Research Centre being assessed.)

For departmental or intra-Faculty Research Centre (Please complete 7(a) below.)

For inter-Faculty, inter-institutional or International Research Centre (Please complete 7(b) below.)

7(a) For departmental or intra-Faculty Research Centre

(# Please delete as appropriate below.)

- I endorse / do not endorse # the change request made in Section A3.

Assessment criteria	Comment
How collaboration has been promoted	
What synergy has been brought about	
What events and functions have been organized	
What publications, with proper acknowledgement of support of the Research Centre (multiple acknowledgement in a publication is allowable), have been published	

Recommendation:

Name _____ Signature _____ Date _____
 Faculty Dean/ School Board Chair

7(b) For inter-Faculty, inter-institutional or International Research Centre

(# Please delete as appropriate below.)

- I endorse / do not endorse # the change request made in Section A3.

Faculty/ School	Comment on the Performance of the Research Centre		Faculty Dean/ School Board Chair
	Assessment criteria	Comment	
	How collaboration has been promoted		Name:
	What synergy has been brought about		Signature:
	What events and functions have been organized		
	What publications, with proper acknowledgement of support of the Research Centre (multiple acknowledgement in a publication is allowable), have been published		Date:

- I approve / do not approve # the change request made in Section A3.

Faculty/ School	Comment on the Performance of the Research Centre		Faculty Dean/ School Board Chair
	Assessment criteria	Comment	
	How collaboration has been promoted		Name:
	What synergy has been brought about		Signature:
	What events and functions have been organized		
	What publications, with proper acknowledgement of support of the Research		

Faculty/ School	Comment on the Performance of the Research Centre		Faculty Dean/ School Board Chair Date:
	Assessment criteria	Comment	
	Centre (multiple acknowledgement in a publication is allowable), have been published		