**DECLARATION FORM FOR APPLICATION FOR EXTERNAL FUND (For non-research projects)**

**Form RC/59**

(Sep 2021)

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| --- |
| Important Notes:  With a view to better gauging the involvement of each academic staff member in projects supported by external funding support, from 1 July 2017, the following procedures should be followed by each staff member sending out applications for external funding support for non-research projects, except those for consultancy services/contract research projects that are processed by Knowledge Transfer and Entrepreneurship Office (KTEO):   1. to fill in a routing form providing basic information on the application to the University (initially Form RC/59 will be used); 2. to budget appropriate overhead as determined by the University\*; 3. to pass the duly completed routing form to the relevant processing unit for scrutiny first; 4. to pass the duly scrutinised routing form to the VP(RI) for review and, if everything is in order, to the Research and Innovation Office (RIO) for record before sending out to the external funding body.   *(\* The overhead depends on the type of grants. Colleagues should consult RIO to determine the overhead required for a particular application.)* |

**PART I**

[to be completed by the PI/ PC/ PolyU Coordinator; the same project team should ensure that only one completed Form RC/59 is submitted.]

Please put a “tick” in the appropriate box below:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Proposal title | : |  | | | | | | | | | |
| Funding scheme | : |  | | | | | | | | | |
| Funding body | : |  | | | | | | | | | |
| Total amount requested from the funding body | | | | | : |  | | | | | |
|  |  |  | | |  |  | | | | | |
| Lead applicant  *(Please tick 1, 2 or 3)* | : |  | 1. PolyU | | | |  | 2. PolyU SZRI | | | |
|  |  | | | |  | | | | |
|  |  |  | 3. Other institution\*: | | | |  | | | | |
|  |  |  | 3(a) | Amount to be received by PolyU/PolyU SZRI to carry out its part of the project (out of the total amount requested from the funding body specified above): | | | | | |  | |
|  |  |  | 3(b) | Name of PolyU Coordinator: | | |  | | 3(c) | Dept./School/ Centre: |  |
|  |  |  | 3(d) | Email: | | |  | | 3(e) | Ext.: |  |

*(\* Please also complete 3(a) to 3(e).*

Project Team (including external members):

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  |  |
| PolyU Dept. / External institution: |  |  |  |
| Role[[1]](#footnote-1): |  |  |  |
|  |  |  |  |
| Name: |  |  |  |
| PolyU Dept. / External institution: |  |  |  |
| Role1: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  |  |
| PolyU Dept. / External institution: |  |  |  |
| Role1: |  |  |  |

Estimated percentage of effort contributed by different departments **within PolyU** to the project:

|  |  |  |
| --- | --- | --- |
| PolyU Dept | Estimated Percentage of effort (%) | Total |
|  |  | 100% |
|  |  |
|  |  |

Estimated time which **each PolyU project team member** will spend on the project each month:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Dept | Hours  per week |  | Name | Dept | Hours  per week |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

I would like to carry out the project because *(please tick* ***only one*** *of the following justifications)*:

|  |  |
| --- | --- |
|  | (a) The project is in line with the core research strength and development of the University. |
|  | (b) It is a new area of development which is worth exploring. |
|  | (c) It is contributory to accomplishing the societal mission of the University. |
|  |  |
|  | If you want to provide more details of the reason to conduct the project, please do so in the following box: |
|  |  |

I declare that:

a. The proposal, including the budget, has been prepared in line with all the requirements laid down by the funding body.

b. I have provided my HoD/DoS/Director with the evidence to support that my application has been scanned by anti-plagiarism software and is plagiarism free.

c. According to the University’s policy, an overhead charge at 15% of the total direct cost of the project is included in the budget of the proposal.

The funding body is RGC which will provide overhead to the University separately. As such, overhead charge is not included in the budget of the proposed project.

An overhead of % (i.e. 0% or less than 15%) of the total direct cost of the project is provided by the funding body because the funding body *does not allow the charge of overhead / only agrees to provide an overhead of the stated percentage of the total direct cost of the project \*.*

*(\* Please delete as appropriate.)*

|  |  |  |
| --- | --- | --- |
|  | I understand that any shortfall in overhead will be borne by the University Central because the funding body is a | |
|  |
|  |  | 1. government/ government-related body/ statutory body in Mainland/ Hong Kong |
|  |  | 1. charity |
|  |  | 1. non-governmental organisation (NGO) |
|  |  | 1. university |

|  |  |  |
| --- | --- | --- |
|  | I understand that any shortfall should be borne by the department and the University Central on a 1:1 ratio because the funding body does not fall into categories (i) – (iv) above; and exemptions for the department to bear the shortfall with strong justifications will be considered by the VP(RI) on a case-by-case basis. | |
|  |
|  |
|  |
|  |  | I request an exemption for the department to bear the shortfall in overhead with the following justification: |
|  |
|  |  |  |

d. The proposal **is not similar or related** to any on-going or completed projects, or proposals pending funding approval.

The proposal **is similar or related** to an / some on-going or completed projects, or proposals pending funding approval. The relevant details are as follows. The similarities are also stated in the application form.

|  |
| --- |
| Project Title:  Funding Scheme:  Project Duration (dd-mmm-yyyy to dd-mmm-yyyy):  Similarities: |

e. Experiments involving human or animal subjects **will not be** conducted for the project.

Experiments involving *human subjects / animal subjects / human and animal subjects*\* **will be** conducted for the project. I will ensure that relevant ethics approval is obtained before carrying out the experiments.

*(\* Please delete as appropriate.)*

For Academic Staff Members

f. I **do not** request any matching fund from my Department/School/Centre, the Faculty/School Board, and/or the University.

I **would like to apply** for a matching fund and have attached the Form RC/60 to this Declaration Form.

g. I **do not** request other resources such as space and equipment from my Department/School/Centre, the Faculty/School Board, and/or the University.

I **would like to apply** for the other resources such as space and equipment and have attached Form RC/60 to this Declaration Form.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
|  | PI / PC / PolyU Coordinator |  |  |

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**PART II**

[to be completed by Head of Department/Dean of School/Director of Centre (including proposals involving the Head of Department/Dean of School/Director of Centre as one of the project team members)]

1. I support the submission of the above proposal. I understand that, in the very rare case that the approved external fund cannot reach the University for one reason or the other, **the** **Department/School/Centre will be responsible for settling all the expenses paid and/or committed** by the PC/PI/Co-PI/Co-I/Team Member, who is a member of my Department/School/Centre, in relation to the implementation of this project.
2. I **confirm** that the applicant, irrespective of his/her grade, has **fulfilled the eligibility criteria imposed by the funding body** and **his/her appointment period in PolyU is long enough to cover the project period**.

c. I **understand** that the applicant does not request any matching fund from the Department/School/Centre, the Faculty/School Board and/or the University.

I **have marked my comments** on the request for matching fund on Form RC/60.

d. I **understand** that the applicant does not request any other resources from the Department/School/Centre, the Faculty/School Board and/or the University.

I **have marked my comments** on the request for other resources on Form RC/60.

e. I **understand** that according to the University’s policy, an overhead charge at 15% of the total direct cost of the project is included in the budget of the proposal.

I **understand** that the funding body is RGC. As such, overhead charge is not included in the budget of the proposed project.

I **understand** that an overhead of % (i.e. 0% or less than 15%) of the total direct cost of the project is provided by the funding body.

|  |  |  |
| --- | --- | --- |
|  | I **understand** that any shortfall in overhead will be borne by the University Central because the funding body is a | |
|  |
|  |  | 1. government/ government-related body/ statutory body in Mainland/ Hong Kong |
|  |  | 1. charity |
|  |  | 1. non-governmental organisation (NGO) |
|  |  | 1. university |

|  |  |  |
| --- | --- | --- |
|  | I **understand** that the shortfall should be borne by the department and the University Central on a 1:1 ratio because the funding body does not fall into categories (i) – (iv) above; and exemptions for the department to bear the shortfall with strong justifications will be considered by the VP(RI) on a case-by-case basis. | |
|  |
|  |
|  |
|  |  | I **support / do not support** \* the request of the PI for exemption for the department to bear the shortfall in overhead with the justification provided. |
|  |
|  |  | My comment (if any): |
|  |  |  |
|  |  | I request an exemption for the department to bear the shortfall in overhead with the following justification: |
|  |
|  |  |  |

*(\* Please delete as appropriate.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |
|  | Head/Dean of School/Director |  |  |  |  |

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**PART III**

[to be completed by the VP(RI) (only if an overhead charge at less than 15% of the total direct cost of the project is included in the budget of the proposal; and exemption for the department to bear the shortfall in overhead is requested)]

I noted that an overhead charge at % (i.e. less than 15%) of the total direct cost of the project is included in the budget of the proposal.

I **approve / do not approve \*** the request for exemption for the department to bear the shortfall in overhead according to the justification provided.

|  |
| --- |
| My comment (if any): |

*(\* Please delete as appropriate.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
|  | VP(RI) |  |  |

1. PI/PC, Co-PI, Co-I or Team Member [↑](#footnote-ref-1)