**Form RC/URC1**

(Sep 2025)

**Report on University Research Centre**

*(Excluding Research Centres under PolyU PAIR)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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
* **The reported efforts, activities, and achievements must occur after the related member has joined the URC.**
* 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 funding 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, and a renewal proposal (Form RC/URC2) is attached to this final report.  | [ ]  | 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 of the Research Centre  |  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 (Figures as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

|  |  |  |  |
| --- | --- | --- | --- |
| PGMS Project ID:  |  | Work Programme(s):  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item  | Approved budget breakdown | Current budget breakdown | Expenditure and commitments to date *(Information available from PGMS)* |
| Manpower (including Salary and MPF) | $  | $  | $ |
| Equipment | $ | $ | $ |
| General expenses | $ | $ | $ |
| Conference | $ | $ | $ |
| Operating Budget  | $ | $ | $ |
| 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 the expiry of the approved project period or the 1-year sunset period, whichever is later, WITHOUT further notice. The unspent balance of any internal funding 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 |

|  |
| --- |
|  |

# 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 (Not applicable to SD/SFT/SHTM)

I endorse / do not endorse # the report.

Comments, if any:

|  |
| --- |
|  |

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

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

# Endorsement by FRC/SRC Chair

I endorse / do not endorse # the report.

Comments, if any:

|  |
| --- |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Faculty/School |  | Name of FRC/SRC Chair# |  | Signature |  | Date |

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

# Endorsement by Faculty 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:

|  |
| --- |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Faculty/ School |  | DP/ Faculty 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**

Note: The list of team members should be consistent with the project record in PGMS.

| **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**

**(For URCs of Science/Engineering Nature)**

Note: Only funding with a proposal submission date for the grant or an initial discussion date for donations occurring after the PI has joined the URC should be included. **All reported items must align with the Centre’s research direction and demonstrate clear relevance to its core objectives. Rather than listing or counting the full output of all project team members, please include only those items directly pertinent to the Centre’s scope. Irrelevant or tangential items should be excluded.**

| **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** | **Related Research Direction** | **Awarded Amount Received by PolyU (HK$)****≥ HK$1M** | **Awarded Amount Received by PolyU (HK$)****< HK$1M** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |   |   |   |    |  |  |   |  |
| **2** |   |   |   |   |  |  |   |  |
| **3** |   |   |   |   |  |  |   |  |
| **4** |   |   |   |   |  |  |   |  |
| **5** |   |   |   |   |  |  |   |  |
| **6** |   |   |   |   |  |  |   |  |
| **7** |   |   |   |   |  |  |   |  |
| **8** |   |   |   |   |  |  |   |  |
| **9** |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |
| **SUB-TOTAL:** |   |  |
| **TOTAL:** |  |

*For example, if the total external funding awarded to a research project is HK$3M and PolyU’s share is HK$1M to be paid in two instalments, with the first*

*instalment in the current reporting period and the next instalment beyond the reporting period, HK$1M should be included in this report as the Awarded Amount Received by PolyU.*

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

**(For URCs of Non-Science/Engineering Nature)**

Note: Only funding with a proposal submission date for the grant or an initial discussion date for donations occurring after the PI has joined the URC should be included. **All reported items must align with the Centre’s research direction and demonstrate clear relevance to its core objectives. Rather than listing or counting the full output of all project team members, please include only those items directly pertinent to the Centre’s scope. Irrelevant or tangential items should be excluded.**

| **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** | **Related Research Direction** | **Awarded Amount Received by PolyU (HK$)****≥ HK$0.5M** | **Awarded Amount Received by PolyU (HK$)****< HK$0.5M** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |   |   |   |    |  |  |  |  |
| **2** |   |   |   |   |  |  |  |  |
| **3** |   |   |   |   |  |  |  |  |
| **4** |   |   |   |   |  |  |  |  |
| **5** |   |   |   |   |  |  |  |  |
| **6** |   |   |   |   |  |  |  |  |
| **7** |   |   |   |   |  |  |  |  |
| **8** |   |   |   |   |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |
| **SUB-TOTAL:** |  |  |
| **TOTAL:** |  |

*For example, if the total external funding awarded to a research project is HK$3M and PolyU’s share is HK$1M to be paid in two instalments, with the first*

*instalment in the current reporting period and the next instalment beyond the reporting period, HK$1M should be included in this report as the Awarded Amount Received by PolyU.*

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

Note: Projects supported by seed fundings of the Research Centre should not be included. All reported items must align with the Centre’s research direction and demonstrate clear relevance to its core objectives. **Rather than listing or counting the full output of all project team members, please include only those items directly pertinent to the Centre’s scope. Irrelevant or tangential items should be excluded.**

| **No.**  | **Project Title**   | **PI and Co-PIs**(Bold the names from this Research Centre) | **Internal Funding Scheme** | **Project Duration**(Start date – End date) | **Related Research Direction** | **Funding****(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 list the **ten most significant publications** in the following table. Only outputs with PolyU as the first-author affiliation or corresponding-author affiliation should be included. In addition, please indicate the total number of publications and other scholarly outputs in the reporting period.

Note: **All reported items must align with the Centre’s research direction and demonstrate clear relevance to its core objectives. Rather than listing or counting the full output of all project team members, please include only those items directly pertinent to the Centre’s scope. Irrelevant or tangential items should be excluded.**

| **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** | **Related Research Direction** | **Published under the Centre’s name / with acknowledgement to the Centre?****(Yes/No)** | **Published with any overseas academic/research partners?** (Name/post/ organization) |
| --- | --- | --- | --- | --- | --- | --- |
| **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.

Note: All reported items must align with the Centre’s research direction and demonstrate clear relevance to its core objectives. Rather than listing or counting the full output of all project team members, please include only those items directly pertinent to the Centre’s scope. Irrelevant or tangential items should be excluded.

| **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 activities 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.

Note: All reported items must align with the Centre’s research direction and demonstrate clear relevance to its core objectives. Rather than listing or counting the full output of all project team members, please include only those items directly pertinent to the Centre’s scope. Irrelevant or tangential items should be excluded.

| **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** |   |   |   |  |  |  |

*\*Please only list the impactful international conferences/symposiums, which were organized by your Research Centre as host or co-host.*

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