Research Grant Application Guidelines 2025

(A) *Eligibility to Apply*

1. Applicants (Principal Investigators) must be one of the following:
    - Full-time academic staff from the medical faculties of Hong Kong universities
    - Trainees of the Hong Kong Hospital Authority or medical faculties of Hong Kong universities (with written support of supervisor or Head of the Department)
    - Full-time employee of the Hong Kong Hospital Authority
    - Practitioner and member of the Hong Kong Institute of Allergy (HKIA)

2. Each applicant can only apply for support of ONE project at each round of applications.

3. If the applicant already holds 1 successful grant in any 3-year cycle, the individual cannot apply for a further grant in that cycle.

4. Only two trainees from any department can hold a successful grant in any 3-year cycle, while only one faculty member can hold a successful grant in any 5-year cycle. Other trainees or faculty members from the same department cannot apply for a grant in those particular cycles.

5. Applicant must complete all reporting procedures of the previous approved grant before submitting a new application. Applications with previous overdue reports of approved grants will not be considered for further application for 3 years.

6. Applicants should not submit a Research Grant Council GRF/ECS or Health and Medical Research Fund "unsuccessful" proposal for support unless the proposal has been substantially revised and improved to address the reviewers' comments and concerns.

(B) *Funding Priority*

Priority will be given to submissions:
1. Projects that have high potential of follow up successful application to other grant agencies in Hong Kong or overseas.

2. Projects that have realistic plans for continuation of funding following the HKIA's pilot grant.

3. Projects which are likely to lead to better understanding, diagnosis, and treatment of allergic diseases in Hong Kong.

(C) *Funding Allocation*

1. A panel of members will consider the scientific and scholarly merit of the proposal, feasibility within the timescale of the proposal and the potential for other funding schemes when determining the funding amount.

2. In case of insufficient funds, awards will be disbursed in order of priority as indicated in Section (B) until the available funds have been exhausted.

3. Partial funding may be granted if other sources of funding have been obtained for part of the research work as described in the proposal.

(D) *Submission and Assessment Procedures*

1. Applicants should observe the standard policy on research ethics / safety approval requirements.

2. Applicants should observe the policy concerning the service department / unit involvement.

3. All submitted proposal will be evaluated by at least two independent external reviewers.

4. A complete submission, **in typewritten (by email)**, must include the followings:

   a) Reason for the grant application (justification with details on the reason HKIA should fund the project)
   b) Potential career development with the grant application (trainee level only)
   c) Declaration on ethics / safety requirement
   d) Research proposal
      ➢ Project title
      ➢ Study objective(s) and significance
      ➢ Project duration
      ➢ Research plan and methodology
      ➢ Research Budget (please provide the breakdowns or explanatory notes on any single budgetary item of more than HK$5,000)
      ➢ Plan of collaboration, if there is/are collaborator(s) involved in the project (please indicate the contribution of each investigator (including the PI and Co-I(s)) as a percentage)
   e) Researchers' curriculum vitae

5. Submissions in soft copies should be sent to the HKIA secretariat office and make it attention to: Ms. Mandy Tsui at: mandy.tsui@mims.com. Late submission will **NOT** be accepted.

6. Deadline of submission for 2025 application is **15 May 2025**.

(E) *Project Duration*

1. The result of application will normally be available within 3 months from submission of application. It is therefore advisable to propose the commencement date following consideration of this point.

2. The normal duration of projects supported by this funding scheme is 12 months or less.

3. As and when necessary, and only with the approval by the HKIA, a project can be extended once with an extended duration of not more than 12 months.

4. No further application will be allowed from the same investigator for a 3-year cycle if the completion report is not received within 12 months after the application is approved, or is not received before the extension deadline if an extension is approved.

(F) *Changes to Projects*

1. No changes (e.g. transfer of status of Principal Investigator / Co-Investigator, revision of project objectives / work programmes, extension of project duration, etc.) would be allowed within the first three months of a project.

2. Changes applied after the first three months of a project must be approved by the HKIA. Principal Investigator should apply for the changes well in advance of the effective date of proposed changes / waivers of Principal Investigators' eligibility requirements to allow sufficient time for consideration.

(G) *Reporting Requirements*

1. Completion reports are essential and mandatory, it should be submitted no later than **12 months** after the first deposit of grant is transferred.

2. In the event of unsuccessful outcomes, explanation should be provided on the reason why the project cannot meet the original objective, and what the next steps are.

3. If the completion report is overdue, the project may be rated as "Unsatisfactory" for record. "Unsatisfactory" records will be considered when a Principal Investigator's future funding application is considered.

4. The completion report should include all scientific publications, abstracts, and subsequent grant applications with pilot data generated from the support of the HKIA Research Grant.

5. Acknowledgement of support by the HKIA should be included in all scientific venues or public media when reporting the outcomes of the supported project.

6. Grant holders will be required to give a presentation to show case their work at the HKIA annual meetings.

(H) *Budget*

1. The maximum support per project is HK$120,000. A maximum of HK$240,000 will be given per year. Applicants should provide justification for all items in the budget.

2. The budget for research personnel is subject to the personnel guidelines of the receiving unit.

3. The budget for research trips is only permissible for purposes which are directly related to the performance of the study and / or research work (e.g. collecting data, visiting collaborator's laboratory, inviting scholar(s) to collaborate, etc).

4. "Conference Allowance" can be built into the budget for conference attendance / proceedings for presentation of the project results.

5. The total amount budgeted for research trips and "Conference Allowance" should not exceed HK$20,000 per annum.

6. The "General Expenses" is a catch-all item for costs which cannot be included in any of the other items in the budget.

7. The grant does not support entertainment and honorarium.

8. Applicants should always exercise the greatest possible economy.