

Hong Kong Arthritis and Rheumatism Foundation Research Grant

Application Guidelines

1. Aim

The Hong Kong Arthritis and Rheumatism Foundation (HKARF) is inviting applications for a limited number of awards to support Hong Kong doctors/healthcare professionals/scientists involved in the management/study of patients with chronic arthritis and rheumatic disorders, in conducting research projects which provide new insights for the care of patients. Details of applications are listed below:

2. Grant Amount

The annual budget of the Research Grant is HK\$100,000. Each year at most two awards will be granted. Applicants should include an estimated and itemized budget when submitting their application. Applicants should declare if they have applied for other sources of research grant for the same project and justification of use of the awards.

3. Eligibility

Principal investigators must be Hong Kong based, doctors/healthcare professionals/scientists.

4. Assessment criteria

A selection panel will be set up to assess the applications and make recommendations to HKARF. Assessment criteria include the originality of the project, the research design, its impact to the clinical practice or academic knowledge, its feasibility and applicability to knowledge transfer or publications, and relevance to HKARF's objectives and services.

5. The following documents are required:

- a. completed application form
- b. project protocol (in no more than 4 A4 papers)
- c. a brief CV of the principal investigator
- d. Approval from the Ethics Committee* (if applicable)
- e. Itemized budget
- f. Letter of recommendation*

The release of the grant award is subjected to confirmation of Ethics Committee approval.

6. Payment

Payment of the grant will be made in 2 installments, with the first be made on the commencement of the project. The second installment will be made upon the receipt of the interim report, usually at the sixth month of the project. For project with duration

less than a year, reimbursement will be made during/after completion of the study, upon individual circumstances..

7. Reports

The principal investigators are responsible for submitting progress report, usually at the sixth month of the research project and final report on the completion of the project to the HKARF. Any changes in the protocol should be reported. For studies with research grant payment given before commencement of research, annual reports on the expenses incurred should also be submitted. It is recommended that research works supported by this grant should be completed in no longer than 2 years. The principal investigator shall give permission to the HKARF to use the results for public release and education upon request.

8. Publication

The institution or the principal investigator may publish their works in medical journals. The responsibility of the data integrity, analyses and study conclusions should not be attributed to the HKARF. All publications of the work should acknowledge the grant support from the HKARF with a footnote in the manuscript.

9. When the principal investigator ceases to be involved in the project, the HKARF should be notified as soon as possible. The HKARF reserves the right to terminate the grant support for the study. Similarly, when there is a change in the principal investigator due to departure of staff, the HKARF should also be notified. Grant support for the project may be continued at the discretion of the Foundation.

10. The HKARF does not assume any liability as an employer of any staff involved in the research project. Any employees working for the project should be bound by the regulations and discipline of the institution in which they are working.

11. Application Submission

The research grant is awarded annually. The application form and supporting documents should be submitted to:

Hong Kong Arthritis and Rheumatism Foundation

Re: HKARF Research Grant

Flat 103-106, G/F, Nam Wai House,

Nam Shan Estate, Sham Shui Po, Kowloon

OR mail@hkarf.org (Please mark Research Grant Application as subject)

on or before 30th June of that calendar year. Successful candidates would be informed on or before 31st August of that calendar year.

**Hong Kong Arthritis and Rheumatism Foundation Research Grant
Application Form**

(Please print)

1. Principal investigator

Name: _____

(First name) (Last name)

Affiliated institution/society/association: _____

Rank/post: _____

Employment status: _____

Office address: _____

Office Tel: _____ Contact Tel: _____

Email address: _____

2. Co-investigators

Name: _____ Post: _____ Institute: _____

Name: _____ Post: _____ Institute: _____

Name: _____ Post: _____ Institute: _____

Name: _____ Post: _____ Institute: _____

Name: _____ Post: _____ Institute: _____

3. Title of the project: _____

4. Brief description of the project (in less than 300 words)

5. Have you obtained approval from the Research and Ethics Committee of your institute?

☐ Yes, in progress ☐ No

If yes, please give details:

Date of approval: _____

6. Have you obtained any other sources of support for the project?

☐ Yes ☐ No

If yes, please give details:

Name of the supporting organization:_____

Nature of support:_____

Amount of funding awarded:_____

7. Conflict of interests

Please state any potential conflict of interests involved in conducting this research work.

Write NIL if there isn't any.

8. Declaration

I declare that all information provided in this grant application is accurate and complete. I have read and agreed to the terms and conditions as mentioned in this application form. I shall respect the final decision of the HKARF.

Date: _____

Signature:_____

Name:

Declaration by the Applicant's Head of Department

I confirm:

a) that I have read this application, understand its resource implication for the Department, and will make available the necessary infrastructural support for the project if it is funded;

☐ Yes

☐ No

☐ N/A

b) that I have assessed all health and safety risks associated with this project, and that the Department can provide adequate measures to control those risks. (Heads should contact the Safety Office for further advice if they are in any doubt about the safety aspects of a project);

c) that the proposal is worthy of the support of the University

☐ Yes

☐ No

☐ N/A