



**CUHK-UoM Research Fund 2020
Strategic Research Fund
Guidelines for Applicants**

Deadline: 23:59 GMT, Monday 6 January 2020

The Chinese University of Hong Kong (CUHK) and The University of Manchester (UoM) share a common vision to expand the frontiers of knowledge and contribute to the betterment of societies. To capitalise on the research strengths of both world-class universities and to create greater impact, a joint CUHK-UoM Research Fund was established in 2015–16 to build and strengthen research collaboration between the two universities. Twelve projects have been supported thus far.

In recognition of the success achieved, the two universities have developed a Strategic Research Fund. The new fund supports larger projects in areas of strategic fit for both institutions that will foster high level collaboration, particularly for future joint bids to large-scale external funding sources. Projects must align with one of the following areas of mutual research strengths of CUHK and UoM: **China Studies, Translational Biomedicine, and Environment and Sustainability** (Please refer to Appendix 1 for details).

1. Activities and Scope of Support

- a) Applicants should submit a joint proposal with concrete plans to develop and strengthen research collaboration. Activities to be supported include, but are not limited to travel, presentation of joint work at conferences¹, experiments and related consumables, data collection such as surveys, symposiums/target workshops, salaries of research personnel², small scale equipment necessary for the project, and publications.
- b) An award of up to £45,000 will be offered to the selected proposal, with a maximum of £22,500 from UoM and £22,500³ from CUHK per project. The fund aims to support two projects in this call.

2. Eligibility and Conditions

- a) CUHK academic staff members holding full-time employment from all disciplines are welcome to apply. The awarded lead applicants are required to remain in university service for not less than a year upon completion of the activities in the proposal.
- b) The lead UoM applicant must be a permanent member of staff. Post-doctoral staff are eligible to apply on the condition that the end of their post-doctoral contract is after the end of the proposed project.
- c) A proposal must include more than one researcher from each side.

¹ The conferences should be organised by professional bodies.

² It refers to research assistants, research associates, postdoctoral fellows and research fellows (covering different seniority levels at each post).

³ To be provided in HK currency using the exchange rate at the time of the award.

- d) Applications must be endorsed by the relevant heads of departments/units and faculty deans/directors of institutes at CUHK and the appropriate Research Domain Director or Head of School at UoM.

3. Application Procedures

This is a joint call and one joint application per project should be submitted online using [SmartSurvey](#) (applicants can preview the form before completing it).

The application should include a budget plan outlining all areas of expenditure, with an itemised breakdown and the cost to be borne by each university. It is expected that a similar level of activity will take place at both universities and applicants are advised where possible to split the cost more or less equally between the two universities.

Applications should be submitted [online](#) by **23:59 GMT, 6 January 2020 (Monday)**. Applicants can preview the application form before submission. The following documents should be submitted along with the application:

- a) Abbreviated CVs of the lead applicants of CUHK and UoM with a selected list of publications (maximum 2 pages).
- b) A support letter from the head of the home department and the collaborating school/faculty to show their support for the collaboration plan.
- c) **CUHK:** An endorsement form to be completed by the CUHK heads of departments/units and faculty deans/directors of institutes to confirm their intention of renewing the lead applicants' contract, if applicable, and their support for the application. To download the form, please click [here](#).

4. Selection Guidelines

Each application will be assessed on its academic merit and potential to contribute to collaboration between the two universities. Factors for consideration include the quality of the proposal, strategic fit to the thematic areas, and the ability to leverage future external funding and produce high quality publications.

5. Selection Procedures

- a) Applicants will be notified of the results by March 2020.
- b) Award selection will be made by a joint committee formed by senior members of both universities, which reserves final authority over the selection of programmes taking into account recommendations from the applicants' heads of departments/units and faculty deans/directors of institutes and the availability of funds. The decision of the joint committee will be final and will not be open for appeal. Unsuccessful applicants may respond to future calls for application.

6. Submission of Completion Report

A report outlining the activities undertaken, outputs and future plans is required within a month upon completion of the activities in the proposal. The report should be endorsed by the appropriate authority at both universities. To download the form, please click [here](#).

7. Use of Funding

- a) Each institution will pay funds directly to its researchers.
- b) Projects should start no later than May 2020. The funding must be spent within 24 months following the award.
- c) The funding should only be used for the approved project and in accordance with the proposal and the budget plan. It must not be used for any other purposes and any variation in the budget items must have the prior approval of the joint committee. Awardees should adhere to the purchasing guidelines of the respective universities to which reimbursement is to be sought. Reimbursement of each expenditure item will be capped at the approved amount and should be made within one month from the time the purchase is made or the service is consumed.

8. Other Points to Note

- a) **CUHK:** For outgoing visits, CUHK awardees will normally be covered under the “CUHK’s Group Travel Insurance (Staff)”. Details of the plan can be found at <https://www.bur.cuhk.edu.hk/insurance/group-travel-2/>. Awardees are advised to purchase additional personal health, hospitalisation and travel insurance as deemed necessary⁴.
- b) The scope of support for travel, accommodation and subsistence is as below:
 - **UoM:** As a guide for UoM staff, the costs of hotels in Hong Kong should be in the region of £130 per night and subsistence £30-40 per day. All flights and hotels should be booked through the University’s approved supplier [Key Travel](#).
 - **CUHK:** The costs of accommodation and subsistence are capped at the per diem allowance designated for the city to be visited. The rate of per diem allowance can be found on the [CUHK Finance Office website](#).
 - Only economy class airfares are supported.
- c) **UoM:** There is no requirement to produce a fEC costing or Research Approval form and the proposal does not need to be entered onto the Research Management System.

9. Enquiries

Enquiries should be directed to:

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e: oliviakwok@cuhk.edu.hk, t: +852 3943 1315

UoM Coordinator: Joanne Jacobs, Senior International Officer
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⁴ CUHK awardees are responsible for purchasing adequate insurance to cover for their visits. CUHK is not liable for any loss, damage, cost, or expense whatsoever incurred by or attributable to any action or omission by any of the award holders in accordance with this scheme.

Mutual Research Strengths of CUHK and UoM

China Studies

- China's Global Challenges
- Roots of Chinese Culture

Translational Biomedicine

- Genetic, Genomic and Precision Medicine
- Stem Cell Biology and Regenerative Medicine
- Brain and Mind
- Integrative Medicine
- Innovative Medical Devices

Environment and Sustainability

- Smart and Sustainable Cities
- Climate Change
- Plant Molecular, Cell and Agricultural Biology and Food Security
- Renewable Energy and Natural Resources
- Population Studies: Migration, Youth Development and Ageing Management
- Atmospheric sciences