



INTRODUCTION TO THE RESEARCH FELLOWSHIP SCHEME

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**Briefing Session of the 2019 Open Call for
Research Fellowship Scheme (the Scheme)**

OUTLINE

- Overview of the Scheme
- Mission of the Scheme
- Eligibility and Requirement
- Review Process
- Points to note
- Monitoring and Presentation

RESEARCH FELLOWSHIP SCHEME

- Administered by the Research Fund Secretariat (the Secretariat), Food and Health Bureau
- Established in Aug 2015
- Operated on an annual basis
(Aug 2015, Aug 2016, Oct 2017, Aug 2018)
- Two components
(**training** programme and **research** project)

MISSION OF THE SCHEME

- Enhance **research capability** and build research capacity to facilitate the translation of knowledge into formulation of health policy and clinical practice
- Support researchers or professionals in their **early to mid-career**, particularly healthcare professionals, and attract them to join the research community

MISSION OF THE SCHEME (2)

- Support successful applicant to:
 - attend local or overseas training programme
 - carry out an original research project in public health (in particular public health policy) and health services, rather than basic sciences
- **Basic science** project with low translational value or requiring long time for influencing health practice **not considered**

MISSION OF THE SCHEME (3)

- To echo FHB's strategic direction to tackle NCD, higher priority will be given to applications addressing the following modifiable risk factors -
 - Smoking;
 - Alcohol drinking;
 - Unhealthy diet; and
 - Physical inactivity
- At least one award will be granted to each of the above four areas

GRANT SIZE

➤ \$1.2 million for up to 2 years

1) \$0.4 million (maximum) for training programme
(REVISED)

- Training/course fee
- Air package
- Accommodation expenses
- Subsistence allowance

2) \$0.8 million for research project **(REVISED)**

- Staff costs (including cost for research staff and reliever)
- Other expenses
- Equipment

ELIGIBILITY

➤ Fellowship Applicant (FA)

- Researchers or professionals in **medical and health-related** discipline (*incl.* doctors, nurses and allied health professionals)
- **No more than ten years'** post-doctoral or post-qualification (*e.g.* medical or nursing degree) at the closing date of the application, whichever is less
- **Full-time employees** of the tertiary institution (*i.e.* Administering Institution (AI)) funded by the University Grants Committee and throughout the fellowship period

ELIGIBILITY (2)

➤ **Fellowship Applicant (FA)**

- Support from a mentor and AI
- FA with ongoing fellowship project is not eligible
- Resubmission of previous rejected application is not allowed

REQUIREMENT FOR TRAINING PROGRAMME

- ✓ Train FA as a better scientist/researcher
- ✓ Knowledge/skills acquired from training should be relevant and applicable to the research project
- ✓ Include all the details of the training programme and clearly state its purpose, deliverables and relevance to the research project in the Application Form
- x Clinical attachment that cannot improve FA's research capability
- x Degree programme

REQUIREMENT FOR RESEARCH PROJECT

- ✓ Offer an opportunity for FA to apply knowledge and skills acquired in the training programme
- ✓ Related to health and health services
- ✓ **Original** and able to advance scientific knowledge
- ✓ With **translational potential** within short-medium timeframe
- ✓ **Small scale** study, preferably with no more than three research objectives **(NEW)**
- ✓ **Pilot studies** with simpler study design are welcomed **(NEW)**

REQUIREMENT FOR RESEARCH PROJECT (2)

- x Simple replication of previous overseas studies
- x Research project aiming to develop methods/techniques/research platforms without evaluation of the tool in a clinical setting

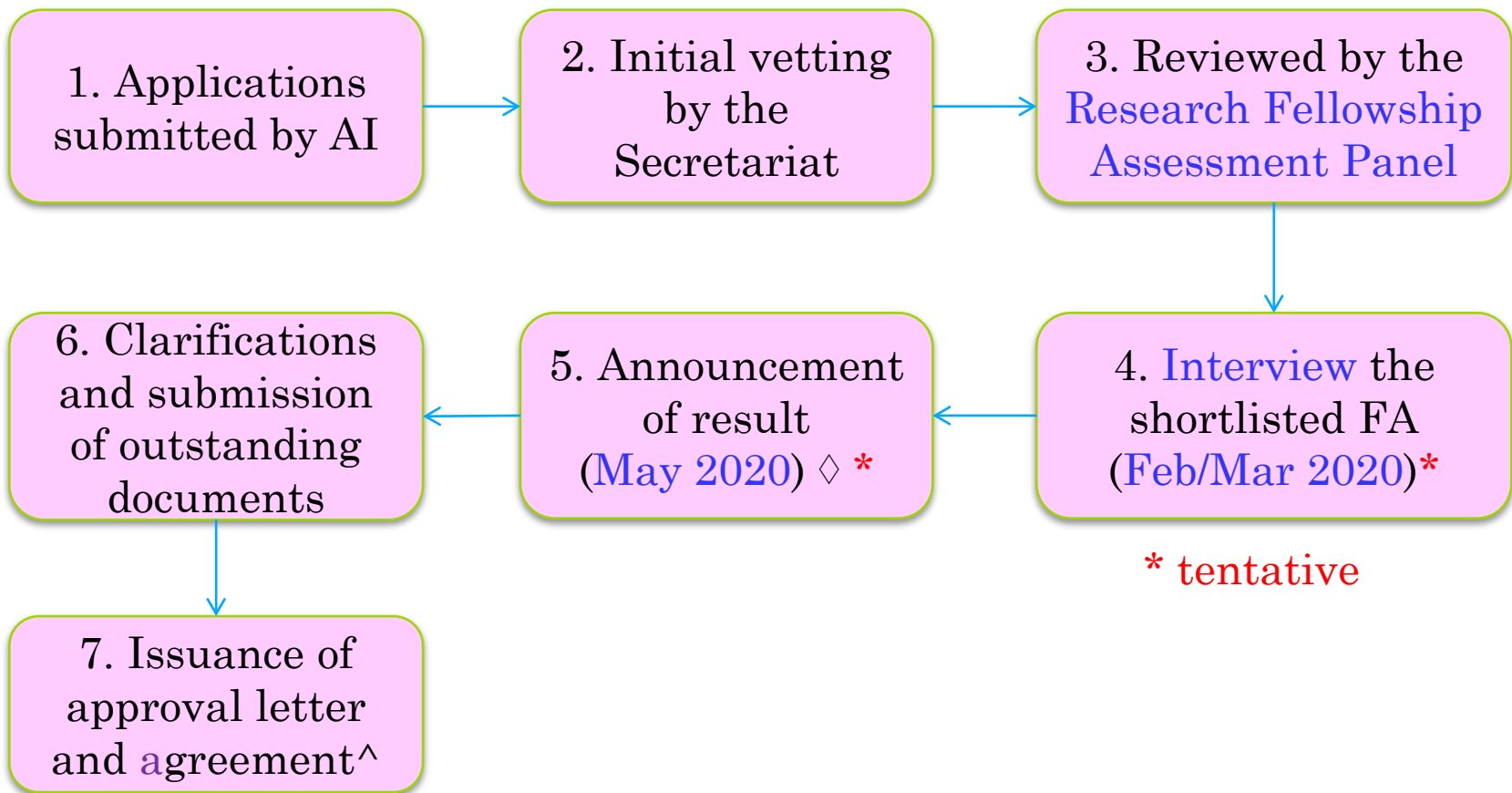
Example

- x an engineering project aiming to solely develop a medical device without evaluation of the accuracy, reliability and feasibility of the device on patients is considered ineligible

APPLICATION PACKAGE

- Original signed Application Form with all attachments
- Ten photocopies, two-sided, of the full set of Application Form
- Nomination letter from President/Vice-Chancellor (in a sealed envelope)
- Soft copies for:
 - Application Form in MS Word files
 - Full set of Application Form together with all attachments in a single PDF file

REVIEW PROCESS



◇ FA may need to satisfactorily address comments of the Assessment Panel before confirmation of funding.

^ Fellowship should commence within 6 months from the date of final approval letter

ASSESSMENT CRITERIA

- FA's capability (30%)
 - (a) Applicant's research potential and capability including Applicant's qualifications, track record in research and training;
- Support by AI and Mentor (10%) **(REVISED)**
 - (b) Recommendations from the AI and mentor;
 - (c) Commitment from mentor;

ASSESSMENT CRITERIA (2)

- Training proposal (30%) **(REVISED)**
 - (d) Importance of the training to health care development;
 - (e) Relevance of the training to the conduct of the research project;
- Research proposal (30%)
 - (f) Scientific merits of the research proposal; and
 - (g) Translational potential/value of research proposal to public health or health services in Hong Kong

POINTS TO NOTE - SUBMISSION

- Reach our office via AI by [19 Nov 2019](#) (18:00 HKT)
 - If the application is submitted by post, the post office date stamp must be on or before the closing date.
- Pay attention to AI's **internal deadline**, if any
- Application with incomplete signatures may not be considered
- One application per FA
- Maximum five nominations per AI
- Acknowledgement email will be sent to the FA to acknowledge receipt of the application

POINTS TO NOTE –

REGULATORY / ETHICS APPROVAL /

CONSENT FOR ACCESSING THIRD-PARTY DATA

- Submit ethical/safety/regulatory approvals/consent for accessing third-party data within **12 weeks (or as specified by the Secretariat)** after the announcement of funding decisions
- For clinical trials, confirm with Department of Health if a **Clinical Trial Certificate/Medicinal Test Certificate** is required as early as practical (preferably during the submission of application to the scheme) to avoid delay in project commencement.
- Ensure that the protocol/scope approved by the relevant regulatory body/IRB is the **same** as that approved by the scheme

POINTS TO NOTE – MANAGEMENT OF TRACK RECORDS OF APPLICANTS

- Unethical practices during the application process or non-disclosure of relevant information or non-compliance with agreement after project commencement
- Plagiarism, double dipping
- Consequences
 - Marking of track record
 - Withdrawal of fellowship application in this round
 - Debar for specified period depending on severity

POINTS TO NOTE – AWARD

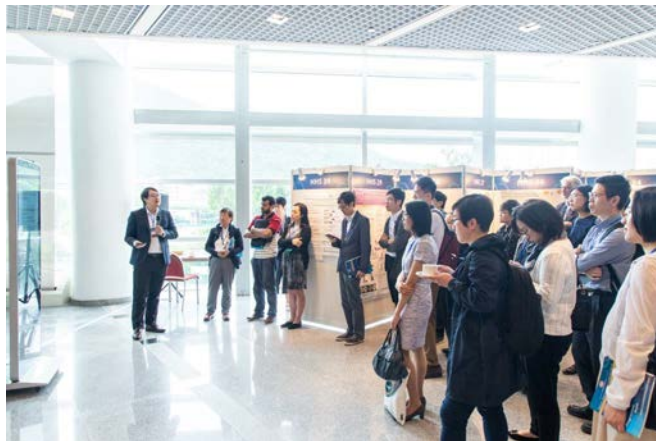
- Conditional upon the enrolment of the proposed training
- Not transferable throughout the course of the fellowship
- All **changes** to the training and research plan, approved budget, project team members and fellowship period require **prior approval**
- **Project extension (NEW)** –
 - up to 12 months cumulatively: will be considered if there are valid justifications
 - over 12 months cumulatively: on a discretionary basis
- Change of scope / objective of research / training plan is not allowed

MONITORING

- Training report (1 month after training)
- Interim report (every 12 months)
- Certified financial statement
- Ad hoc follow-up by the Secretariat for projects considered as high risk
 - e.g. ongoing status of recruitment of vulnerable subjects / rare conditions
- Final report, dissemination report and audited account

PRESENTATION

- FA is expected to deliver a Research Fellowship presentation on his/her achievements and project deliverables and share his/her learning experience after completion of the fellowship



FURTHER INFORMATION

<https://rfs.fhb.gov.hk/>



食物及衛生局
Food and Health Bureau

ENGLISH | 繁體版 | 简体版 | 信箱



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THANK YOU

