



## The Hong Kong University of Science and Technology Online Research Project Submission Approval Form

Eng./ Trad. Chi. 繁英  
 Eng./ Simp. Chi. 簡英

For setting up delegation, please click [here](#).

You can retrieve your saved draft forms/templates by going back to [homepage](#).

Please ensure you have read the [guidelines on welcome page](#) before filling the ORPA form.

\* Mandatory field

### PART I SUMMARY OF APPLICATION 基本信息

* Type of Program/Award 資助類別	Grant 研究資助	
* PM/PI's Affiliated Platform ① 依托申請單位	HKUST (CWB) 香港科技大學 (清水灣校區)	Select "UGC - Knowledge Transfer"
* Agency/Sponsor ① 資助機構	UGC - Knowledge Transfer	Select "Bridge Gap Fund"
* Funding Scheme/Program Name 資助計劃	Bridge Gap Fund	
* Role of Applicant 申報人角色	Main Applicant 主申報	Fill in the Project Name in <b>English</b> The Project Name should be the same as that in the BGF Application Form.
Collaborating Unit(s) ① 合作申請單位		Fill in the Project Name in <b>Chinese</b> The Project Name should be the same as that in the BGF Application Form.
Title of Project 項目名稱	<input checked="" type="radio"/> * English Project Name <input checked="" type="radio"/> 中文 項目名稱	
* Start Date 開始日期	01/07/2026	* End Date 結束日期
		30/06/2027
<input type="checkbox"/> Please check the box if <b>The project start date is 01/07/2026.</b> with 2-stage submission, <b>The project end date is 30/06/2027.</b>		

### PART II PROJECT TEAM MEMBERS 項目團隊成員

#### HKUST Project Manager/Principal Investigator (PM/PI) 科大項目負責人/主要研究者

Email 電郵	Surname 姓	First Name 名	Title 職銜
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Unit 所屬部門	Apply Unit 申請部門	Hours/Week 每星期投入時間	
<input type="text"/>	<input type="text"/> Select	<input type="text"/>	
Performing Unit ① 履行單位	Overhead Percentage 費用百分比		
<input type="text"/> Select	+ - 100%		

#### Team Member(s) ① 團隊成員

##### Member 成員 1 (Remove Member 移除成員)

Email ① 電郵	Surname 姓	First Name 名	Title 職銜
<input type="text"/> Select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Role 角色	Home Unit 所屬部門	Apply Unit 申請部門	Hours/Week 每星期投入時間
Please Select	<input type="text"/>	<input type="text"/> Select	<input type="text"/>
Letter of Collaboration 合作研究協議			

### PART III DISCLOSURE OF INTEREST 權益披露

Please read the "[Guidelines on Conflict of Interest for Research and Development Activities](#)" before completing the following section.  
請在完成下面的部分之前閱讀《[研究及發展活動相關的利益衝突指引](#)》。

Does any PM, PI, Co-PI, Co-I or any of their immediate family member(s) ① have an actual, potential or perceived<sup>#</sup> conflict of interest (Col) with the private sponsorship company/grantor?  Yes  No

項目統籌者、主要研究者、聯合主要研究者、合作研究者或其直系親屬 ① 是否與私人資助公司/資助者存在實際、潛在或觀感上利益衝突<sup>#</sup>的情況?

#Actual: An existing conflict of interest. Potential: A conflict of interest that is about to happen or could happen. Perceived: A conflict of interest which might be reasonably perceived by others as compromising a person's objectivity.  
實際利益衝突：現存的利益衝突。潛在利益衝突：即將發生或可能發生的利益衝突。觀感上利益衝突：其他人可能合理地認為某人的客觀性受到影響的利益衝突。

I understand that any inaccurate declaration of Col may lead to the project being rejected by the University, even after it has been awarded.  
本人明白如利益衝突聲明不準確，即使該項目已獲批，亦可能被大學拒絕。

### PART IV DECLARATION ON PROJECT 項目及其他聲明與申報

- I confirm that I have met the eligibility requirements according to the related funding scheme.  
本人確認已符合相關資助計劃的申請資格。  Yes  No
- I, including my team members, have made appropriate declarations in the proposal on similar/related research work done according to the relevant guidelines as required by the sponsor/funding body.  
本人及本人團隊已在計畫申請書中根據資助機構的相關要求，對類似/相關的研究工作作出了適當的聲明。  Yes  No  N/A
- I require extended leave outside Hong Kong.  
本人需要在香港以外的地方延長休假。  Yes  No
- I confirm that anti-plagiarism scanning of the project has been performed.  
本人確認該項目申請書已進行反剽竊審查。  Yes  No

5. I have obtained consent from all team members, collaborators and related parties, in particular, those from outside HKUST, on their commitments as stated in the project.

Yes  No  N/A

本人已取得所有團隊成員、合作方及其他相關機構，尤其是科大以外的成員的同意參與本項目，並對本項目內所承諾的任務作出承擔。

#### PART V DECLARATION ON BUDGET MATTERS 有關預算聲明與申報

##### 1. Requested amount of fund from Sponsor 申請專項經費

(a) Amount of fund to HKUST – Clear Water Bay Campus  
科大清水灣校區所占專項經費

➤ Fill in the total BGF budget required (up to HK\$0.5M)  
➤ The amount should be the same as that in Section A and B(5) of the BGF Application Form.

HKD

(b) Amount of fund to HKUST – Mainland platform(s)#  
科大內地平台所占專項經費#

HKD

Platform(s):  
內地平台  FYTRI  SRI  FRI  SHCIRI

(c) Amount of fund to other collaborating parties#  
其它合作單位所占專項經費#

HKD

Specify name(s):  
請注明合作單位名稱

Total cost of (a) + (b) + (c)  
專項總經費

HKD

##### 2. Amount of self-raising/matching funds/industry sponsorship from other sources# 自籌或配套資金或業界贊助經費#

HKD

Name of funding source:

Proof of availability document  
自籌或配套資金或業界贊助證明

##### 3. Budget-related Requirements 預算相關要求

(a) Does this project require additional facilities or equipment/dataset/software license/high performance computing services?  
此項目是否需要額外設備、儀器、數據、軟件或高性能運算服務?

Yes  No

(b) The required budget items as stated in the project are in compliance with the related sponsors' guidelines  
該項目申請書中要求的預算項目符合相關資助機構的要求

Yes  No

(c) Consultancy fees to PM/PI/Co-PIs/Co-Is are involved in the project. ##  
本項目涉及項目負責人/主要研究者/共同主要研究者/合作研究者的諮詢費用 ##

Yes  No

Remarks for Approver's attention (if applicable)  
相關本項目的重要備註(如適用)

(d)

Total cost of the project (1) + (2)  
項目總經費

HKD 500,000.00

#Please input the total amount if there is more than one Mainland platform/collaborating party/source of self-raising or matching fund involved.

如涉及多於一個內地平台/合作單位/自籌或配套資金來源，請填寫經費總額。

##If consultancy fee to HKUST staff members is involved, the project should be handled by RDC.

如項目涉及向香港科技大學職員收取諮詢費用，將由香港科大研究開發有限公司主理。

#### PART VI PROJECT MANAGER RECOMMENDATION 項目負責人推薦表

In filling in this PM section, I promise to complete the above research project at HKUST (CWB Campus) if the project is awarded. To facilitate the consideration of my submission, I am providing the following information:

如以上研究項目獲資助，本人承諾於香港科技大學(清水灣校園)完成項目。為了方便審查本人的申請，本人提供以下信息：

The current term of my employment/affiliation is on (please check as appropriate):

本人目前的聘任方式為(請勾選適用的選項):

Continuous employment; or

長期聘任; 或

Contract basis, with contract end date of  ; or

合約制聘任(合約終止日期為  ); 或

Others (please give details:

其他(請註明:  )

\*Please upload CV

請附上履歷表

Please select the supervisor and co-supervisor(s)# if any

請選擇合作導師及聯合導師#(如適用)

##### Supervisor 合作導師

Email 電郵

Surname 姓

First Name 名

Home Unit 所屬部門

Title 職銜

Co-supervisor(s) 聯合導師

#Applicable only if the recommended staff is a post-doctoral fellow or equivalent, e.g. Scientific Officer, Research Assistant, etc.  
僅適用於被推薦人員為博士後人員或相類的人員包括科學主任及研究助理等。

#### PART VII DECLARATIONS ON ETHICS AND SAFETY 研究倫理與安全: 申報與審批

(i) If you are the PM/PI of a research project, you are required to provide a valid [tick@lab](#) ethics/safety review protocol number to proceed if your project is related to any of the following regardless of the location of the research work.

如果你是本研究項目的項目負責人/主要研究者(PM/PI)，不論所進行的研究位於何處，如該研究項目涉及以下任何一項，請提供有效的 [tick@lab](#) 倫理/安全審批申請編號。

- (ii) If you are the Co-PI/Co-I of a non-HKUST led collaborative research project AND the research work relating to any of the following is NOT conducted by any HKUST member, you do not need a valid [tick@lab](mailto:tick@lab) ethics/safety review protocol number to proceed with this application.  
如以共同主要研究者/合作研究者的身份 (Co-PI/Co-I) 參與由其他大學/機構為主導的研究項目, 且涉及以下任何領域相關的研究工作不由香港科技大學成員進行, 則無需提供有效的 [tick@lab](mailto:tick@lab) 倫理/安全審批申請編號。
- (iii) Please contact [tick@lab](mailto:tick@lab), if you do not have a valid ethics/safety review protocol number or have any inquiries about the ethics/safety review.  
如沒有有效的 [tick@lab](mailto:tick@lab) 倫理/安全審批申請編號, 或對研究倫理/安全審查有任何問題, 請聯繫 [tick@lab](mailto:tick@lab)。
- (iv) Please note that the information provided and the research proposal may be shared with the University's Committee on Research Practices (CRP) and its sub-committee or panel upon request.  
請注意, 所提供的信息和項目申請書可能會按有關要求與University's Committee on Research Practices (CRP) 及其小組委員會或小組共享。

	tick@lab Protocol No.	The relevant research work will be conducted by	Status
A. Animals 涉及動物	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>
B. Human participants 涉及人類參與實驗者	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>
C. Materials or equipment that are chemically, biologically or physically hazardous including infectious organisms, clinical specimens, radioisotopes and electromagnetic radiation, Class 3 & 4 lasers, high voltage, high pressure, etc. 涉及化學/生物/物理上有危險性的材料或設備, 包括感染性微生物、臨床標本、放射性同位素和電磁輻射、3級和4級激光器、高電壓、高壓力設備等	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>
D. Artefacts research ethics 文物研究倫理	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>

#### PART VIII SUPPORTING DOCUMENTS 附件

To assess the information provided by the applicant in this form, the approving officer is advised to contact the applicant to request the documents that are not attached, if necessary.

- Research Proposal  
項目申請書
- Research Agreement  
項目合作協議書
- Letter of collaboration  
合作研究協議
- Proof of availability of self-raising/matching funds/industry sponsorship  
自籌或配套資金或業界贊助證明
- Project Manager CV  
項目負責人履歷表
- Others  
其他

➤ Fill in the tick@lab protocol number here.  
➤ Please ensure that a **new protocol** should be submitted for this BGF application.,  
➤ The information should be the same as that in Section C(1) of the BGF Application Form.

\* Mandatory field

#### PART IX CONFIRMATION NOTE FOR APPLICANT 申請人確認

Upon the submission of this form,  
在提交此申請表的同時,

- I agree to conduct the project according to the sponsor(s)' guidelines/requirements, abide by the University policies and regulations and perform the roles and responsibilities of the PI per the university's guidelines.  
本人承諾將依據資助機構的要求及指引開展該項目, 並遵守大學的相關政策和規定, 以及承擔大學所規定項目負責人應有的角色和所須履行的職責。
- I acknowledge and confirm that if the research project involves any collaborator(s) and/or item(s) which is/are subject to any sanctions, export control or other restrictive measures imposed by any governmental agency and/or the United Nations, a compliance review must be completed to the University's satisfaction before I may commence the research project, and that for this purpose, I will be required to complete the prescribed form(s) and provide all necessary information for carrying out the compliance review. Otherwise, the University reserves the right not to create any project account.  
本人知悉並確認, 如果研究項目涉及任何合作夥伴和/或事項受任何政府機構和/或聯合國實施的制裁、出口管制或其他限制措施, 必須在我開始研究項目之前, 完成符合大學要求的合規審查。為此, 我將需要填寫規定的表格並提供所有必要的資訊以進行合規審查。否則, 大學保留不開啟其專案帳戶的權利。

#### PART X CITI PROGRAM STATUS CITI 課程的狀態

List of team members who have NOT yet completed the CITI program (Training status as at 2026-01-19 15:20)  
尚未完成CITI課程的團隊成員名單 (狀態更新於 2026年1月19日15時20分)

Role 角色	Name 名稱	Title 職銜	CITI Program Status CITI 課程的狀態
			Incomplete

🕒 Please press the button at the upper left corner of the form to confirm the submission, endorsement or approval.

#### Approval Information

No.	Step Name	Sign	Action	Date	Comments

Form revised on 2026-01-12  
表格修訂於 2026-01-12