

**THE HONG KONG LUNG
FOUNDATION RESEARCH GRANT**

COMMITTEE

Research Grant Application

The Hong Kong Lung Foundation was established in 1996 to nurture advancement in clinical practice in the field of lung diseases in Hong Kong Special Administration Region. As from January 2001, the Foundation shall also award research grants on an annual basis for research projects being performed in the SAR. This aims to enhance the research culture and standards of local clinicians and health-care professionals in the field of respiratory medicine and related disciplines.

The regulations governing the award of Grants under this scheme shall be as follows:

1. Awards shall be made to fund research projects in respiratory medicine and related disciplines, which shall be performed in Hong Kong SAR. Up to 5 awards shall be granted each year by March, after consideration by the Research Grant Committee of the Foundation. The sum of grants shall not normally exceed HK\$500,000 each year although the final figure shall be determined by the Foundation on a yearly basis. If the upper limit is exceeded after assessment by the Research Grant Committee each year, the matter would be referred to Executive Board Meeting for discussion and decision.
2. Any of the following will be eligible to apply as a principal investigator (PI), who should be actively practicing respiratory medicine or engaging in respiratory research in Hong Kong
 - i. Active Members of the Hong Kong Thoracic Society and/or CHEST Delegation Hong Kong and Macau Limited for not less than two years' standing. The applicants must also have completed higher professional training recognized by the Foundation and Hong Kong College of Physicians.
 - ii. Active Associate Members of the Hong Kong Thoracic Society of not less than 3 years' standing.
 - iii. "Young investigators": doctors who are (a) active Members of HKTS or CHEST Delegation and (b) are currently higher physician trainees or having less than 2 years after obtaining Fellowship. A mentor having more than 2 years post-Fellowship experience should be a co-applicant.

3. Evaluation of a proposal

The exact amount of award to each application shall be determined by the Research Grant Committee, which shall judge each application on grounds of scientific merit, project feasibility, likelihood of a successful outcome, suitability of the investigators, and potential local benefits of conducting the project etc. The Committee reserves the right to call an interview, if considered necessary, with the applicant, usually the principal investigator.

The decision of the Research Grant Committee shall be final although unsuccessful applicants, if requested by the Research Grant Committee, could re-submit the same project, after appropriate revision(s), in the future.

4. Administration of Grant

Applicants must apply before the deadline which shall be the 31st October of every year, as shall be announced in the Newsletter, websites of our 3 local Respiratory Societies and other applicable means from 1st Sept each year.

Application must be made in writing with a cover letter clearly stating the principal investigator's title and position, address, and contact telephone and fax numbers. This letter must also be signed by all co-investigators (and the mentor under category 2iii). Only applications made in the prescribed application form will be considered. The protocol must comprise the following sections as outlined in the prescribed application form, which shall be available (in electronic version):

- i. Summary of protocol
- ii. Introduction and background
- iii. Aims of study
- iv. Dates for commencement and completion of the project, which shall be up to 12 months in most circumstances. The expected timelines, particularly with projects over one year, should be laid down. An appropriate extension period could be granted upon application and at the discretion of the Committee.
- v. Study design
- vi. Research or study plan
- vii. Methodology including statistical analysis where appropriate
- viii. Itemized budget and figure for total request. Concomitant financial support on the same or related projects must be declared
- ix. Justification of budget
- x. References

5. Grants shall only cover the following expenditure:

- i. Purchase of approved consumables directly required by the protocol, at

- the most economical rate
- ii. Employment of approved technical support directly required by the protocol, at the most economical rate;
 - iii. Publication processing fee (ceiling at HKD 25,000)
6. Grants shall not include insurance cover for accidental death and dismemberment of any subjects or investigators before, during and after completion of the supported protocol. Award of the research grant does not transfer the clinical, ethical and scientific responsibility of conducting the research project to the Foundation.
7. Grants shall be awarded on the following conditions:
- i. The principal investigator shall submit the major findings of the project to the Foundation, via the Research Grant Committee, within three months of completion of the supported project. The principal investigator must also submit a detailed itemized account on the total expenditure, signed by all investigators along with this report.
 - ii. The principal investigator shall present the results of the project at one of the approved meetings of the Hong Kong Thoracic Society and CHEST Delegation Hong Kong and Macau Limited, as determined appropriate by the Foundation.
 - iii. Prior institutional Ethics Committee and Chief of Service approval on the protocol, whenever appropriate, must be presented with the submission.
 - iv. The research grant, if awarded, shall be given in the form of a lump sum, or installments, as decided by the Research Grant Committee. An interim report on progress must be submitted at least 4 weeks before payment of the next installment. The Committee has the right to delay or withhold payment if progress is deemed to be unsatisfactory. The interim report may, at the discretion of the committee, replace the usual reports required at yearly intervals after initial payment of the grant. Before the grant is awarded, the applicant(s) must submit written confirmation from his or her institution that the administration shall assist in the form of establishing and maintaining a research account for the said project.
 - v. The principal investigator, whenever possible, must not change his or her employing institution during the proposed study period.
 - vi. Any unspent balance of the award must be returned to the Hong Kong Lung Foundation, via the Research Grant Committee, within 4 months of completion of the project.
 - vii. All publications arisen from the supported project must clearly acknowledge the support of the Foundation.
 - viii. Each team of investigators shall only be eligible for one application each year.
 - ix. The investigators are required to declare all financial support received for the proposed or related projects. Application to HKLF or other authorities for support of the same or related projects, with expected dates of announcement of results, must also be declared.

- x. The investigators are required to submit (a) an interim report at yearly intervals after the Research Grant has been awarded and (b) a final report after completion of the study (within 3 months) or publication(s) resulting from the study. The final report would be put up in the Research Grant section (under “List of Awardees”) of the HKLF website. Failure to submit these reports despite repeated reminders would result in:
 - (a) Notification(s) copied to the senior investigator(s) of the research project and the Head of Respiratory Division of the concerned institution/hospital;
 - (b) Delay or suspension of further installments payable to the related institution;
 - (c) Refusal of HKLF to consider future HKLF Research Grant applications from the applicants (PI/co-I) for at least 3 years.

- 8. The Research Grant Committee shall comprise:
 - i. Chairman of the Hong Kong Lung Foundation Research Grant Committee
 - ii. Chairman of the Hong Kong Lung Foundation or his/her deputy
 - iii. President of the Hong Kong Thoracic Society or his/her deputy
 - iv. President of the CHEST Delegation Hong Kong and Macau Limited or his/her deputy
 - v. Honorary Secretary of the Hong Kong Lung Foundation.

To avoid conflict of interest, Research Grant Committee members are not allowed to participate and to vote if their own research projects are being vetted by the Committee.

- 9. The Research Grant Committee reserves the right to consult outside experts, if and when it sees fit, both within and outside Hong Kong.

- 10. The Research Grant is not funded by any commercial or tobacco, company(ies).

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