

**The Hong Kong College of Psychiatrists**  
**Mini-research grant 2013/14**

**Background**

The College has set up mini-research grants to support young fellows, who had attained the Fellowship for not more than five years, to conduct locally relevant research projects. In relation to this, a working group has been established to assess the applications.

**Magnitude of grant**

The amount of grant would normally not exceed HK\$100,000, with an expected duration of project for not more than two years.

**Principal investigator and institution**

The principal investigator (PI) is the individual who will be responsible to the institution for all technical aspects of the work referred to in the agreement, and is the grant holder. He or she should have been a College Fellow for not more than five years. The institution is the organisation represented by the Head of Department with which the PI is associated and to which he or she is responsible.

**Payments**

Payments are normally made in Hong Kong Dollars. Payment in accordance with the agreement is made in advance with the final instalment to be released after satisfactory completion of project. Procurement should follow the procurement procedure of the applicant's institution. The grant can only be used for the approved project, in accordance with the proposed expenditure items. It must not be used for any other purposes without the prior approval of the College. Unspent balance must be refunded to the College.

**Equipment and supplies**

Equipment acquired under the agreement will normally become the property of the institution. Only in exceptional circumstances, and with the consent of the institution, may special equipment be transferred elsewhere, provided it is no longer required at the original institution. The PI and the institution are responsible for the care and

maintenance of equipment provided. Grants provided by the College should not be used for the running, maintenance, repairs and current insurance costs of permanent equipment, except as otherwise agreed by the College. Consumable supplies and equipment required exclusively for the project being supported, may be purchased with the Grant. Office equipment including desktop computer will not usually be supported.

### **Reports**

The PI should submit interim, final and dissemination reports to the College on his or her work. Such reports should summarise the present state of the project and should give in some detail the positive and negative findings of the work. The reports should be forwarded through the institution and the College should be informed of any proposed major change or significant deviation from the activity covered by the original agreement. Financial statement should be submitted each year at the same time as the reports.

### **Publication and presentation**

The institution or PI may publish or present the results of their work in any reputable journal or international scientific meetings, although the responsibility of the direction of the work should not be attributed to the College. The College should be acknowledged in all such publications. Grant recipients are expected to present the findings of their studies in College scientific meetings, on invitation by the Scientific Committee of the College.

### **Departure or change of principal investigator**

Should the PI leave the institution with which the agreement is made, he/she must inform the College for suitable arrangements. If the PI ceases to be involved in the project, the institution must notify the College, which shall have the right to terminate the agreement.

### **Patent rights**

The disposition and administration of rights in any invention or patent thereon, resulting from or developed in the course of the College-assisted project, should (a) protect the public interest, and (b) give the invention the widest possible royalty-free distribution.

## **Miscellaneous**

The proposed project must obtain the approval of the relevant Ethics Committee where applicable.

## **Submission of application**

The application package should contain:

- (i) The original signed Mini-Research Grant Application Form together with all annexes and other additional materials such as ethical approval, questionnaires/tools, in press key references;
- (ii) 3 photocopies, 2-sided, of Form together with all annexes and other additional materials as described in (i) above;
- (iii) Soft copies saved in a CD-ROM in
  - MS Word file (i.e. its original format)
  - A full set of Application Form together with all annexes and other additional materials in a single PDF file.

## **Deadline**

Please return the application form on or before 30 September 2013 to:-

**College Secretariat  
Room 906, 9/F  
Hong Kong Academy of Medicine Jockey Club Building  
99 Wong Chuk Hang Road  
Aberdeen, Hong Kong**

Applications received after the closing date will not be considered.