



香港腦科學會

The Hong Kong Neurological Society

Hong Kong Registered Charitable Organization, IRD Ref: 91/8121

The Hong Kong Neurological Society Research Fund 2019-20

The Hong Kong Neurological Society (HKNS) is inviting applications of local research projects for the HKNS Research Fund (HKNSRF) for the year of 2019-20. Details are listed as below:

1 Objective

To promote and fund local research projects that can generate evidence-based knowledge or facilitate healthcare policymaking for the management of neurological diseases.

2 Eligibility

- 2.1 The applicant of HKNSRF must be a full member of HKNS who is practicing locally.
- 2.2 The applicant should be the principle investigator of the research project. The funding duration is maximally for three consecutive years. An extension of the project beyond three years without additional funding is feasible but subject to approval by the Grant Review Board (GRB).
- 2.3 The theme of the project should be related to neuroscience and/or neurological diseases.
- 2.4 Institutional ethics approval should be obtained on or before the date of funding approval notice. Written documentation of ethics approval, or of application for such approval, must be submitted with the application form if applicable (e.g clinical trial). If ethical approval has been received, please complete section 11 of the application form. If not, state the current progress of seeking ethical approval in the application form.
- 2.5 Projects that are currently funded or under consideration by another grant funding agency are not eligible for HKNS research fund.
- 2.6 Successful applicants are encouraged to release their study results in HKNS Annual Scientific Meetings (ASM).

3 Award and project duration

- 3.1 The total amount of each grant is maximally HK\$200,000.
- 3.2 Subject to the financial situation of HKNS and the merits of the grant proposal, approvals to more than one grant of smaller funding amounts is feasible and subject to the discretion of GRB. The final funding amount will be adjusted based on the reviewer's comments and discussion among GRB members.
- 3.3 Funding from HKNSRF is entirely based on the quality and merits of the proposals. No funding will be released if GRB finds no suitable proposal in that year.

4 Assessment Criteria

- 4.1 Applications will be short-listed by a Referee Panel (RP) appointed by the HKNS, based on the following criteria of the project.
 - 4.1.1 Originality
 - 4.1.2 Scientific content



- 4.1.3 Design and methods
- 4.1.4 Statistical analysis
- 4.1.5 Outcome measures
- 4.1.6 Research ethics

5 Procedures

- 5.1 HKNSRF is open for application for 2 months from every early March.
- 5.2 All applications will undergo a blind review by a RP that consists of 2 to 3 adjudicators, depending on the number of applications received.
- 5.3 Composition of RP – GRB will invite and appoint local adjudicators with relevant research experience and subject knowledge after understanding the theme of proposals. Adjudicators from the local neurology community are preferred given their insights on the needs and potential impact of the research project on local practice.
- 5.4 Each proposal will be independently reviewed by at least two adjudicators. And each adjudicator will review for a maximum of 3 proposals. Hence, the number of adjudicators required will depend on the number of proposals:
 - 5.4.1 2 reviewers if there are 1 to 3 proposals
 - 5.4.2 3 reviewers if there are 4 proposals (1 reviewer will be responsible for 2 proposals, the other 2 responsible for 3 proposals)
- 5.5 After declaring any potential conflict of interest, adjudicators will score the applications by the criteria stated in 4.1. Adjudicators would be masked to the information regarding the applicants and institution. A score ranging from 4 (Recommended for support) to 1 (Not supported) will be assigned by the referees to indicate the scientific merit under each heading in the Referee's Assessment Form. The overall rating for each application will be discussed and finalized in the Grant Review Board meeting.
- 5.6 Proposals scored 3 or above overall will be invited for revision and further review for a final decision. A final decision on funding by GRB should predominantly be based on the comments from RP. However, GRB members shall deliberate among themselves if comments from the adjudicators are discordant.
- 5.7 If applications received are over 4 in that year, GRB will conduct an internal vetting prior and select 4 proposals for further review by RP. A discussion will take place in a formal GRB meeting; yet, no comments will be disseminated to the unsuccessful proposals. This step of initial GRB vetting will be omitted if the total applications are 4 or less in that year.
- 5.8 Successful applicants will be notified by the GRB and the approved project should commence within 6 months from the result announcement. Principal investigator is requested to submit progress report annually. Failure to submit interim report(s) may result in discontinuation of the funding.
- 5.9 Principal and co-Investigators should acknowledge HKNS in conference presentation/ publications on results related to the funded projects.



6 Payment of the Fund

- 6.1 The principal investigator must ensure that the expenditure incurred is within the ambit and the scope of the approved budget. A duly completed reimbursement claim form signed by principal investigator and the supporting documents thereof (including, for the latter, the original of all relevant invoices and receipts or, where invoices and receipts are not available for reasons reasonably accepted by HKNS, all declaration of expenditure duly signed by the principal investigator) to request payment by HKNS shall be submitted to the Secretariat no more frequently than every two months from the commencement date.
- 6.2 **For grant amount of HK\$100,000 or below:** A final financial report should be ready within 3 months from the proposed end date of the project unless an extension of the project has been granted by GRB.
- 6.3 **For grant amount of HK\$100,001 or above:** Annual financial report must be submitted by the principal investigator covering the 12- month period from the project commencement date every year, and the final financial report within 3 months after the end date or within 60 days after the termination of the project, whichever is earlier.
- 6.4 **Final claim for reimbursement of expenditures:** Claims for reimbursement of expenditures may only cover the period between the commencement date and end date of the project. A final reimbursement claim form shall be submitted together with the audited account and the final report.
- 6.5 HKNSRF will not cover costs of premises, staff salary or overhead charges. Budget allocation should be stated in the application and will be subjected to review by the RP.

7 Termination of Funding

- 7.1 Upon advice from GRB, HKNS reserve the right to terminate further funding to a research project that violates research ethics or fails to proceed as planned.

8 Application

- 8.1 Every application must comprise the SOFT COPY (in word or PDF format) of following documents:
 - 8.1.1 The completed application form
 - 8.1.2 An abstract and the proposal of the project in no more than 1,500 words
 - 8.1.3 Estimated Budget allocation
 - 8.1.4 Ethics approval letter (if available)
 - 8.1.5 Letters from referees (if available)
 - 8.1.6 A brief curriculum vitae
- 8.2 Applications should be submitted by email (hknssec@gmail.com) **on or before 30 April 2019**. Hard copies should be made available for review upon request.



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Application form

(Deadline: 30 April 2019)

To: Prof Thomas Leung,
Member of Grant Review Board of HKNSRF
c/o Secretariat of Hong Kong Neurological Society
hknssec@gmail.com

1. Name: _____
(First name) (Last name) (In Chinese)

2. Age: _____

3. Corresponding address:

4. Mobile phone number: _____ Office telephone: _____

5. Email address: _____

6. Name and address of present employer:

7. Present and past job positions (in reverse chronological order, excluding internship):

Period	Position	Place of work	Employer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Member of professional bodies

- Yes, name of the professional body: _____
 No



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9. Training institute and name of supervisor / trainer:

10. Abstract and a brief description of the project with the following headings: purpose, objectives/hypothesis, design and subjects, study instruments, interventions, main outcome measures and analysis. (please submit as a separate document to this application form)

11. Is ethics approval available?

- Yes
 No, will apply and submit the documents prior to the commencement of the project.
 No, not applicable (please explain_____)

12. Expected start date: (dd/mm/yy)_____ Expected end date: (dd/mm/yy)_____

13. Do you plan to apply or consider for any other sources of financial support for this training program?

- Yes No

If Yes, please give details.

Name of the supporting organization: _____

Nature of support: _____

Amount of funding applied _____

14. Declaration

I declare that all information provided in this grant application is accurate and complete. I have read and agreed to the terms and conditions as stated in Page 1 to Page 3. I shall respect the final decision of the HKNS.

Applicant

Date : _____

Signature: _____

Name: _____

Head of Department

Date : _____

Name: _____

Institution: _____

Signature _____

Department: _____