***(Please print with GREEN colour paper*)**

Project No.: GRF/ECS

HKBU

**2020/21 PDFS Applications - Project Checklist**

**Important Notes:**

1. You are required to read through the [***Explanatory Notes*** [PDFS-2]](https://www.ugc.edu.hk/doc/eng/rgc/form/pdfs2.pdf) and [***Operation Guide***](https://www.ugc.edu.hk/doc/eng/rgc/form/operationguide.pdf) before completing the [***PDFS nomination form*** [PDFS-1]](https://www.ugc.edu.hk/doc/eng/rgc/form/pdfs1.docx) and [***Academic Referee’s Form***[PDFS-3]](https://www.ugc.edu.hk/doc/eng/rgc/form/pdfs3.docx).
2. All applications should be screened, vetted and endorsed by Faculty/School Deans or AVA Director as well as scanned against anti-plagiarism prior to forwarding to Graduate School (GS) for further processing.
3. The complete set of application should include the following and be sent to GS via Dean's Office **by 14 October 2019 (Monday):**

* Project Checklist
* Completed Nomination [Form](http://www.ugc.edu.hk/eng/doc/rgc/form/srfdp_sr1.doc) (1 soft copy in Word and 1 hard copies, two-sided, including the original version)
* Academic Referee’s Report Form

1. GS reserves the right to return incomplete application to the nominator and this may result in delay in endorsing the application.

**Section A. Nomination Timeline**

|  |  |
| --- | --- |
| **Items** | **Timeline** |
| 1. Submission deadline to Graduate School | **14 October 2019** |
| 2. Submission deadline to RGC | **31 October 2019** |
| 3. Announcement of result | **March 2020** |

**Section B. Nominee’s Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Title and Name (English) | | | |
| Nominator |  | Post Title of nominator |  |
| Department / Faculty |  | | |
| HK Permanent Resident | Y / N | | |

**Section C: Project Checklist**

|  |  |
| --- | --- |
| **Part I: Eligibility (Choose ONE only)** | |
| □ | The nominee is eligible to apply for PDFS. [Note: Please refer to para. 6 of Operation Guide at: <https://www.ugc.edu.hk/doc/eng/rgc/form/operationguide.pdf>] |
| **Part II: University Assessment** | |
| □ | An interview assessment has been completed. |
| □ | Detailed comments on nominee have been given in the nomination form. |
| □ | Endorsement from faculty dean and department head have been sought for the nomination. |
| □ | Plagiarism checking has been conducted on the Research Plan and related information submitted by the nominee in  Section G. |
| **Part III: Recommendation** | |
| □ | Part A and Part B of the Referee’s Reports have been attached. |
| □ | Proof of recommendation by the past / current affiliated university(ies) has been attached. |
| □ | All attachments have been merged into one PDF file that does not exceed 5MB. |
| □ | The PDF file does not contain any cross-referencing such as hyperlinks and special features other than text. |
| **Part IV: Academic Qualification** | |
| □ | A complete profile in reverse chronological order starting from the most recent education (completed or otherwise) has been filled out. |
| □ | Soft copies of each certificate / official transcript / qualification have been attached. |
| □ | I have checked that all soft copies are legible. |
| □ | All softcopies have been merged into one PDF file that does not exceed 5MB. |
| **Part V: Proposed Research** | |
| □ | I have checked the name of the nominating / supporting university (i.e. HKBU) is not mentioned in any part of the research plan. |
| □ | I have scanned the whole section against plagiarism. (plagiarism detection and prevention platform - [iThenticate](https://library.hkbu.edu.hk/services/research-support/academic-integrity/ithenticate/)) |

**Section D. Declaration**

This is to confirm that the information provided in this project checklist is true and accurate.

**Signature:**   **(Nominator) Date:**

**Section E. Endorsement**

This is to confirm that the research proposal and the project checklist prepared by the above nominator are being screened and vetted. I do not have any actual, potential or perceived conflict of interest in handling the application. The research proposal has fulfilled the anti-plagiarism requirement and we are pleased to endorse the application.

**Signature:**   **(Department head) Date:**

**Signature:**   **(Faculty/School Dean or AVA Director) Date:**