To: Grants Team, Office of Research and Knowledge Transfer Services (ORKTS)

 Rm 301, 3/F, Pi Ch’iu Building, The Chinese University of Hong Kong, Shatin

**Undertaking and Endorsement Form on RGC Research Fellow Scheme (RFS) and**

**Senior Research Fellow Scheme (SRFS)**

*This form should be completed and submitted, together with the preliminary proposal*

*to Grants Team, ORKTS by* ***9:00 a.m., 4 October 2021 (Monday).***

**NOMINEEE’S UNDERTAKING** *(to be completed by the nominee for RFS / SRFS)*

|  |  |
| --- | --- |
| **Funding Scheme:**  |  [ ]  Research Fellow Scheme (RFS) |
|  |  [ ]  Senior Research Fellow Scheme (SRFS) |
| **Name of RFS / SRFS candidate:** | Click or tap here to enter text. |

**(\*Please check / tick ‘✓’ in the appropriate box.)**

I, the RFS / SRFS nominee, in submitting the preliminary proposal, hereby confirm that:

1. [ ]  I have completed the preliminary proposal for Panel’s consideration and prioritization;
2. [ ]  the information I have provided for the application is sufficient, accurate and geninue and meets the

 requirements of the Scheme;

1. [ ]  I understand the requirements as set out in the [RGC’s Call Circular](https://www.ugc.edu.hk/eng/rgc/funding_opport/rrfs/call_letter.html), [Operation Guide](https://www.ugc.edu.hk/doc/eng/rgc/form/RFS_SRFS_guide.pdf),

[Guidance Notes for Nomination Form (RFS-SRFS-2)](https://www.ugc.edu.hk/doc/eng/rgc/form/RFS_SRFS2.pdf) and [Frequently Asked Questions (FAQs)](https://www.ugc.edu.hk/eng/rgc/funding_opport/rrfs/index.html);

1. [ ]  I agree to abide by the in-house guidelines of the university, as well as all relevant UGC /

 RGC guidelines;

1. [ ]  I am primarily engaged in and spending at least 80% of time in degree or higher degree work at the

 University and employed as full-time academic staff on tenured / substiation terms.

1. [ ]  I understand that awardees of the RFS / SRFS are not allowed to hold concurrent

 fellowship (awarded by UGC/RGC or other funding agencies) during the fellowship period;

1. [ ]  I understand that awardees of RFS / SRFS may only be allowed to take sabbatical leave or

 no-pay leave during the fellowship period under very exceptionally circumstances with full

 justifications and support from the University, as well as approval by the UGC Secretariat.

1. [ ]  I understand that actual duration and actual use / expenditure of teaching relief are

 subject to the mutual agreement between awardee and the supporting university.

1. [ ]  I understand that I will have the awarded fellowship, if one is granted to me, withdrawn or

 terminated with due submission of reports required, as the case may be, if my current

 appointment ceases for whatever reason in CUHK thus rendering me ineligible to hold the

 relevant fellowship.

|  |  |
| --- | --- |
| Signature: |  |
| Name: | Click or tap here to enter text. |
|  | (in Block Letter) |
| Date: | Click or tap to enter a date. |

**DEPARTMENT’S ENDORSEMENT** *(to be completed by Unit Head)*

**Important Notes:**

1. Please read the [RGC’s Call Circular](https://www.ugc.edu.hk/eng/rgc/funding_opport/rrfs/call_letter.html), [Operation Guide](https://www.ugc.edu.hk/doc/eng/rgc/form/RFS_SRFS_guide.pdf), [Guidance Notes for Nomination Form (RFS-SRFS-2)](https://www.ugc.edu.hk/doc/eng/rgc/form/RFS_SRFS2.pdf) and [Frequently Asked Questions (FAQs) of RFS / SRFS](https://www.ugc.edu.hk/eng/rgc/funding_opport/rrfs/index.html) before completing this form.
2. The Department might need to provide additional funding to ensure that the project can be successfully completed.
3. The Fellowship is to be held at the University and is not transferable throughout the course of the Fellowship. The Department should ensure that the awardee’s period of employment would be long enough to cover the whole Fellowship period.

**(\*Please check / tick ‘✓’ in the appropriate box.)**

I support the above mentioned nominee for the:

[ ]  RGC Research Fellow Scheme (RFS)

 **OR**

[ ]  RGC Senior Research Fellow Scheme (SRFS)

The Department, in endorsing the application, is hereby to:

1. [ ]  confirm the information provided by the nominee is sufficient, accurate and geninue;
2. [ ]  confirm that the nominee is having a full time and tenured / substantiated academic employment at the

 supporting UGC- funded university and has his / her salary wholly funded by the university proper.

1. [ ]  confirm that the nominee’s tenured / substantiated appointment will be sufficient for the nominee to

 complete a full course of the Fellowship before attaining the University’s official normal retirement age;

1. [ ]  confirm to continue the awardee’s substantive academic appointment with salary, fringe benefits and

 other terms and conditions throughout the 60-month fellowship period;

1. [ ]  confirm the nominee has obtained a legal right to work and reside in Hong Kong during the Fellowship

 period;

**OR**

[ ]  ensure that the nominee will have obtained a legal right to work and reside in Hong Kong during the

 Fellowship period, should the nominee be awarded the Fellowship;

1. [ ]  confirm that the teaching load declared in the preliminary proposal is correct;
2. [ ]  undertake to inform ORKTS as soon as the nominee ceases to be eligible to be nominated or hold the

 fellowship, and will withdraw the nomination / terminate the fellowship;

1. [ ]  undertake to provide additional funding, if the nomination is approved, to ensure that the project can be

 successfully completed;

1. [ ]  undertake to relieve the nominee from teaching and administrative duties;
2. [ ]  understand that actual duration and actual use / expenditure of teaching relief are subject to the mutual

 agreement between awardee and the supporting university.

1. [ ]  undertake that the relief teacher appointment will be designated for teaching only.
2. [ ]  confirm to abide by the in-house guidelines of the university, as well as all relevant UGC / RGC

 guidelines.

|  |  |  |
| --- | --- | --- |
| Signature: |  |  |
| Name in Block: |  | Click or tap here to enter text. |
| Position: |  | Dean / Director / Chairperson / Head |
| Department: |  | Click or tap here to enter text. |
| Date: |  | Click or tap to enter a date. |