



Guidance Notes for Research Grant Application

PART 1 RESEARCH GRANT

1.1 Background

1.1.1 The Hong Kong Sterile Services Management Association Limited (HKSSMA) has established a Research Fund to promote the development of research related to sterilization services, enhancement of professional knowledge and management skills in the field of decontamination science.

1.1.2 The Research Fund is under the management of the Executive Council of HKSSMA, and it is injected HK\$ 100,000 on a yearly basis and is subjected to review.

1.2 Research Review Panel Composition

1.2.1 The Research Review Panel comprises international and local experts in sterilization services, decontamination science and academic institutions.

1.3 Funding

1.3.1 The Research Grant is funded by The HKSSMA Research Fund.

1.3.2 The maximum funding granted per application is subjected to the panel and council's final decision.

PART 2 APPLYING FOR THE RESEARCH GRANT

2.1 Eligibility

2.1.1 All active HKSSMA members with Life or Ordinary membership are eligible to apply for the Research Grant.

2.1.2 Applications for new funding for interim or final payments will not be considered if the applicants have final or dissemination reports overdue or with unacceptable standards for HKSSMA funded research.

2.2 Application Form

2.2.1 The Application Form can be obtained from HKSSMA. Only applications submitted on the standard application form (Appendix I) will be considered for funding. Applications with incomplete application form will not be processed.

2.3 Research Proposal

2.3.1 The research proposal should consist of the followings :

1. Research title
2. Background and significance
3. Aims of the study
4. Research plan and methodology
5. Timetable of the research
6. Budget Justification
7. References
8. Research ethics/Safety approval: written approval must be indicated in the proposal where appropriate.



2.4 Ethics

- 2.4.1 Written approval from a recognized ethics committee must be indicated in the proposal if the proposed study involves human subjects or there are ethical concerns in the study.

2.5 Submission of Applications

- 2.5.1 Applicants are required to submit a complete application package to HKSSMA. Incomplete applications will not be considered.
- 2.5.2 The application package should contain:
1. The completed Application Form
 2. The research proposal in MS Word.
 3. Curriculum vitae (CV) and roles & responsibilities of the applicant and all co-investigators

2.6 Funding Decisions

- 2.6.1 Applicants will normally be informed within 8 weeks after the closing date for successful applications. Applicants who do not hear from HKSSMA in 8 weeks after the closing date may assume that their applications are unsuccessful.

PART 3 CONDITIONS FOR USE OF THE RESEARCH GRANT

3.1 Undertaking

- 3.1.1 Successful applicants are required to sign an undertaking with HKSSMA.

3.2 Grant Payments

- 3.2.1 Grants are usually paid out in several installments over the duration of the research. Once the undertaking with HKSSMA is signed, the Grantee will receive the first payment of the grant following by one or more interim payments. The final payment will be issued upon final report are submitted with acceptable standard. Details are subject to the research deliverables and the undertaking signed.

3.3 Commencement and Completion

- 3.3.1 The Grantee shall formally inform HKSSMA in writing of the commencement date of the research within 14 days after signing of the undertaking.
- 3.3.2 The Grantee shall complete the research within 6 months commencing from and inclusive of the commencement date.
- 3.3.3 The Grantee shall submit a written report on the research progress and findings to HKSSMA every 3 months from the commencement date.

3.4 Dissemination and Publication of Research Findings

- 3.4.1 The Grantee must inform HKSSMA of any publications or publicity materials pertaining to the work containing findings and other information connected with the HKSSMA funded research, and shall forward a copy of the material to HKSSMA.
- 3.4.2 HKSSMA shall have the right to use, display, disseminate or release the research results to the public in any form that HKSSMA considers appropriate without prior consultation with or consent of the Grantee.

END



Appendix I. Application Form for Research Grant

Application Form for Research Grant

(Please complete the application* and send to hkssma97@gmail.com for application)

I. Applicant:	
Name :	HKSSMA Membership No.:
Working Organization:	Position / Department:
Tel No. (Office)	Tel. No. (Mobile) :
Fax No.	E-mail Address:
Address:	
II. Co-investigators :	
Name	Working Organization / Position
1	
2	
3	
4	
III. Research Title:	
IV. Study Site(s):	
V. Funding Requested:	
HK\$ _____	
Applicant Signature: _____ Date: _____	
<i>For official use only:</i>	
Hong Kong Sterile Services Management Association Limited (HKSSMA) :	
Date of application received: _____	
Application for HKSSMA Research Fund is approved <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total amount granted: HK\$ _____	
Approved by: _____ Date: _____	

* Please read the guidance notes for research grant application carefully before submitting the application.