

# HKCFP Research Fellowship 2024



## Introduction

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The HKCFP Research Fellowship was established by the Hong Kong College of Family Physicians to promote research in Family Medicine. The Grant is up to the value of HK\$ 100,000. Applicants are expected to have regular contact with a nominated supervisor with **Master or equivalent degree or above**.

## Eligibility

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Applicants for the HKCFP Research Fellowship must be active Fellow, Full member or Associate Member of the HKCFP. New and emerging researchers are particularly encouraged to apply. However, full-time academic staff of Universities would not be eligible to apply.

## Selection criteria

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Applications will be judged on\*:

- training potential of applicants
- relevance to family medicine and community health
- quality
- value for money
- completeness (incomplete or late applications will not be assessed further).

*\*Please note that new researchers and those at an early stage of their research careers are defined as those who have not led a major research project or have fewer than 5 years of research experience.*

## How to apply

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- 1 Application form, terms and conditions of the Fellowship can be downloaded from [www.hkcfp.org.hk](http://www.hkcfp.org.hk) or obtained from the College Secretariat, HKCFP at Rm 803-4, 8/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.  
Tel: 2871 8899 Fax: 2866 0616
- 2 Applicants must submit:
  - The completed application form;
  - The signed terms and conditions of the HKCFP Research Fellowship;
  - Curriculum vitae from the principal investigator;
  - Curriculum vitae from the co-investigator(s) (no more than two pages)
  - Curriculum vitae from the supervisor.
- 3 Applications close on: **27 March 2024**. Late applications will not be accepted.
- 4 Applications can be either sent:  
By post to Research Committee, The Hong Kong College of Family Physicians, Rm 803-4, 8/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong;  
Or, by email to [research@hkcfp.org.hk](mailto:research@hkcfp.org.hk)

## TERMS AND CONDITIONS

### Conditions

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- 1 Unless otherwise indicated, the Award must be used in the year for which it is awarded.
- 2 The research project must be undertaken in Hong Kong.
- 3 By applying for an Award each Award applicant will be taken to have consented to permit HKCFP to publicise its name, its institution, and the title of its research project.
- 4 Successful Research Fellowship Award applicants must obtain an ethical clearance from the Ethics Committee of the supervising organisation before any funds will be made available and before any research commences.
- 5 Any unused funds are to be returned with the final report or 18 months from the date of initial payment of funds - whichever occurs first.
- 6 Unless the purpose and conditions of the Award can be fulfilled, the Award must be forfeited and all payments refunded within 1 month of notification of forfeit.
- 7 An Award may be revoked at any time upon three months' notice given by the HKCFP.

### Selection process

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- 1 The HKCFP is responsible for the independent, objective evaluation and review of Award applications. All decisions of the HKCFP are final and no correspondence will be entered into.
- 2 The HKCFP has the right to send the application to TWO external independent referees to review.
- 3 Successful Award applicants may receive an outline of de-identified referee's comments, which may require a satisfactory written response before the final award can be made.
- 4 All Award applicants (successful and unsuccessful) will be notified by 21 June 2024.
- 5 Successful Award applicants are expected to receive their award at the HKCFP Conferment Ceremony in 2024.

### Reporting requirements

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- 1 Prior to commencement of the project, Award recipients are expected to submit the following items to the HKCFP:
  - a) a short (1-2 paragraph) biography
  - b) a short (1-2 paragraph) "layman's" summary of the project  
These will be used by the HKCFP for publication on the HKCFP website and in either of the HKCFP publications, *HK Practitioner* or *FP Links*.
- 2 Upon commencement of the project, Award recipients are expected to submit:
  - a) A **Progress report** (due 6 months following receipt of initial payment of award)
  - b) A **Final report** and **Statement of Expenditure** (due 18 months following receipt of initial payment of award). The Final report should be in the form similar to a manuscript published in The Hong Kong Practitioner.

- 3 All reports should be submitted to the HKCFP Research Committee in the specified format.
- 4 Successful Research Fellowship Award applicants are encouraged to present their research findings at the HKCFP Annual Scientific Meeting / Hong Kong Primary Care Conference within two years of the completion of the project.
- 5 The HKCFP Research Fellowship Award is given with the expectation that a paper will be submitted for publication in an appropriate peer-reviewed medical journal. A copy of all published papers must be sent to the HKCFP Research Committee.
- 6 The HKCFP Research Fellowship must be acknowledged in all publications arising from the research funded by the Award.

### **Payment of Awards**

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- 1 Awards will not exceed HK\$100,000.
- 2 Awards equivalent to or less than HK\$20,000.00 will be paid in full upon receipt of Ethical clearance from Ethics Committee of the supervising organisation.
- 3 Awards equivalent to or greater than HK\$20,001.00 will be paid according to the following schedule:
  - a) 30% of Total Award upon receipt of Ethical clearance from the Ethics Committee of the supervising organization
  - b) 50% of Total Award upon receipt of a satisfactory Progress Report (due 6 months following receipt of initial payment of award)
  - c) 20% of Total Award upon receipt of a satisfactory Final Report (due 18 months following receipt of initial payment of award).

Any variation to this payment schedule must be agreed upon by both parties.

**I have read, understand and agree to the HKCFP Research Fellowship Conditions**

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_