

HKCFP Research Fellowship 2025



Introduction

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

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

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

- 1 Application form, terms and conditions of the Fellowship can be downloaded from 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 2025**. 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

TERMS AND CONDITIONS

Conditions

- 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

- 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 20 June 2025.
- 5 Successful Award applicants are expected to receive their award at the HKCFP Conferment Ceremony in 2025.

Reporting requirements

- 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

- 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: _____