

## **Application for Provision of Assistance in Academic Research**

Please read the guideline notes carefully before completing this application form.

### **Notes for application**

1. This form is for external researchers seeking assistance from HKAGE to conduct surveys, interviews, focus groups, psycho-educational assessment or the like for academic purposes.
2. Each application would be considered on a case-by-case basis. After the approval, the applicant is requested to sign an agreement to fulfill the conditions imposed by the HKAGE.
3. All the information provided in the application will be used for the purpose of assessing your applications. You may be asked to provide additional information to facilitate the application. For correction of or access to application data after submission or enquiries on application matters, please contact us on (tel: 3940 0505)

### **Submission Checklist**

- Application form
- Your curriculum vitae
- The part of the research proposal and/or other related materials (e.g., questionnaire, covering letter, interview protocols/script, informed consent form etc.) that you think could help our assessment.
- Copies of research ethic approvals issued by your research/academic institution (if applicable)



**Part A. Personal Particulars**

Title (Prof/Dr/Mr/Mrs/Ms)	
Last name	
First name	
Chinese Name	
Current post(s)/Position Held	
Name of Research/Academic Institution Affiliated	
Correspondence Address	
Contact Phone no.	
E-mail	
Fax No.	

***\*The applicant should submit the application form with his/her curriculum vitae***

**Academic Background of my supervisor(s) for the study (if applicable):**



**Part B. The Research Project**

<b>Research Title</b>	
<b>Objectives</b>	
<b>Anticipated Outcomes of the Research</b>	
<p><b>Relevant Part of the Research Methodology that would involve HKAGE</b></p> <p>Please state the relevant part of the research methodology that would involve HKAGE, including:</p> <ul style="list-style-type: none"> <li>- Procedure and method of data collection</li> <li>- Sampling method, sample size and targeted participants</li> <li>- Questionnaire/instruments proposed to be used</li> </ul> <p><i>* Please attach the appropriate part of the research proposal and/or the related materials (e.g. questionnaire, covering letter, interview protocols/script, informed consent form etc) that you think could help our assessment</i></p>	<p><b>Procedure and method of data collection</b></p> <p><b>Questionnaire/instruments proposed to be used (the questionnaire is attached together with the consent form)</b></p> <p><b>Measures of Data Confidentiality and Security:</b></p>
<p><b>Assistances Required from the HKAGE</b></p> <p>Please specify assistance required in details. The descriptions should include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>- Form of assistance: e.g. provision of study sites / participants; surveys (online/ paper-and-pencil), interviews, focus groups, psycho-educational assessment and evaluation etc</li> <li>- Duration of the period and/or frequency of the related research activities that would involve the HKAGE</li> </ul> <p>(Use additional paper if necessary)</p>	<p><b>Form of Assistance</b></p>
<p><b>Research Schedule that would involve HKAGE</b></p> <p>Please clearly stated the anticipated completion date</p>	
<p><b>Research ethics approval (tick the appropriate box) and specify in details</b></p> <p><input checked="" type="checkbox"/> Ethics approval has been obtained from your research/academic institution. <i>* If yes, please attach the copy of your approval</i></p> <p><input type="checkbox"/> Ethics approval is in process. Please clearly state the stage of current process of seeking the approval</p> <p><input type="checkbox"/> N/A</p>	



香港資優教育學苑  
The Hong Kong Academy for Gifted Education

**Part C. Declaration**

I understand that if I willfully give any false information in this application form or withhold any material information, it will render me liable to disqualification of the above application or the application will become null, if already approved by the HKAGE.

I consent to the HKAGE making any necessary enquiries for purposes relating to the clarification and verification of the information given above.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

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



Our Ref:

Date:

Dear XXXX,

**Agreement Statement for the Provision of Assistance in Academic Research**

We are pleased to inform you that your application for ***Provision of Assistance in Academic Research*** has been approved. As stated in the application form, any successful applicants must sign an agreement to abide the conditions imposed by the HKAGE and the conditions are shown below:

1. All the information obtained from the HKAGE should be used solely for the academic research specified in this application form. Under no circumstance shall the information be made available for other purposes.
2. The personal information collected should be handled as confidential with appropriate measures and should not be disclosed to any other outside parties. The collection, holding, processing or use of personal data must be in accordance with the Personal Data (Privacy) Ordinance. The applicant shall bear full responsibility, including any possible legal liability, for the contents of his/her research.
3. Personal identifications shall be destroyed in all data collected within 6 months after the completion of the research. If an extension is required beyond the time specified in the application form, I shall obtain prior written approval from HKAGE.
4. A copy of the research findings shall be provided to the HKAGE after publicizing or releasing the research results publicly.
5. HKAGE provision of relevant support and/or other facilities for the study, including \_\_\_\_\_  
\_\_\_\_\_ should be appropriately acknowledged in all formal publications.

I understand and accept the terms and obligations stated in this agreement.

\_\_\_\_\_  
Name of Researcher

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date