



**THE HONG KONG INSTITUTE OF ARCHITECTS
CONTINUING PROFESSIONAL DEVELOPMENT
RESEARCH FUND**

APPLICATION FORM (Deadline: 10 August 2020)

Notes for application:

1. This CPD Research Fund aims to encourage and support HKIA members in advancing knowledge and practice in architectural field through researches. The research can be theoretical or based on a real-world project.
2. HKIA Fellows, Members, Graduate Members, Associates and Affiliates are eligible for application. Each applicant can submit more than one application. Joint application by more than one HKIA member is also accepted.
3. Proposal of topics shall be specific. Topics for the research includes, but are not limited to:
 - i. Practice and Management
 - ii. Design
 - iii. Urban Studies
 - iv. Architectural Conservation
 - v. Culture and Architecture
 - vi. Sustainability and Environment
 - vii. Construction and Building Technology
 - viii. Other significant research subjects proposed by applicants
4. Commission of non-HKIA member(s) as research assistant(s) in the proposed research is allowed, provided the role is limited to that of a co-investigator. The principal investigator(s) of the research must be HKIA member(s), who shall be responsible for the major contribution and authorship of the research work.
5. The amount of sponsorship for each project is subject to the Research Fund Vetting Committee under the Board of Educational Affairs (BEa). Each applicant will receive 50% funding upon successful application. The other 50% funding will be granted upon completion of research and final approval by the BEa. Each research will receive a maximum of HK\$50,000.
6. This sponsorship shall be for fresh research projects and is intended to be the only source of funding for the research concerned, except for cross boards research with prior endorsement by the Council under HKIA. Applicants would be requested to return to the Institute the sum of funding received if double funding from other organizations of any form is learned.
7. Except approved by BEa, the research project should normally be of a maximum of twelve months (excluding the lead time for the research to be published). Interim report may be required for research over twelve months. If the research needs to be completed beyond twelve months,

application for extension of time with justifications should be submitted to BEdA for approval.

8. Acceptance of the research outcome is subject to the Research Fund Vetting Committee and BEdA. One of the major considerations would be on whether the research findings are accepted and published in one of the following architectural journals (but not limited to) :
 - HKIA Journal
 - Publications by overseas professional institutions
(e.g. RIBA Journal)
 - Publications by International professional organizations
(e.g. UIA Forum, ARCASIA Forum)
 - China or overseas architectural publications
(e.g. 時代建築 (Time+Architecture), AJ, Architectural Review)
9. The author and HKIA hold the copyright of the research project.
10. Acknowledgement of HKIA Research Fund for the sponsorship of the research is required. Declarations of sources of funding should be included as a prominent paragraph in the published project under the heading “Declaration of Sources of Funding”, with a note of acknowledgement declaring this research is supported by HKIA CPD Research Fund with the inclusion of HKIA Logo.

Interested applicants shall complete this application form and return to HKIA Secretariat via email at cpd@hkia.org.hk with the subject "HKIA CPD Research Fund Application" by 10 August 2020 (Monday) 5:30pm.

Enquiry hotline: Ms. Samantha Choi, Tel. 2805 7148.

Section A – Research Details

1. Research Title (in English)

2. Research Objective(s)

(Please state concisely, preferably in point form, the objectives that the Research aims to achieve in no more than 300 words)

3. Significance, Originality and Rigor of the Research

(Please explain why the proposed Research is significant to advancement of architectural knowledge in terms of its originality and rigor in no more than 300 words)

4. Expected Deliverable(s)

Deliverable(s) & Quantity	Target participants / users

(a) Description of each deliverable (in no more than 200 words)

(b) Research Methodology (Please explain in no more than 300 words the methods of data collection and analysis, the possible problems encountered and their solutions, and how the research can be realistically completed within 12 months)

(c) Implementation Stages (Please state key implementation dates and explain the execution of the research and degree of involvement of each person(s) in each stage in no more than 300 words):

(d) Audience: Describe whom the research will serve in no more than 200 words

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(e) Research Demographics (Please tick as appropriate)

Proposed Topic:	
i. Practice and Management	<input type="checkbox"/>
ii. Design	<input type="checkbox"/>
iii. Urban Studies	<input type="checkbox"/>
iv. Architectural Conservation	<input type="checkbox"/>
v. Culture and Architecture	<input type="checkbox"/>
vi. Sustainability and Environment	<input type="checkbox"/>
vii. Construction and Building Technology	<input type="checkbox"/>
viii. Other significant research subjects proposed by applicants	<input type="checkbox"/>

Section B – Budget of the Research

	Budget item	Amount requested (HK\$)
a.	Personnel (Please specify the tasks of research assistants, if any)	
	-	
	-	
	-	
	-	
b.	Special Equipment	
c.	Travel	
d.	Materials and Supplies	
e.	Other Direct Expenses	
	Grand Total Project Cost	

Note -
All expenditure items must be incurred between the commencement and completion dates of the Project. Normally, duration of the research is of a **maximum of twelve months** except approved by BEdA. Otherwise, an interim report to explain the program should be required, excluding the lead time for the findings of the research to be published. Please adjust to use supplementary sheets if the space provided is insufficient. Rows can be added under respective categories to further specify the items.

Expense records with receipts should be submitted to BEdA for approval in the payment application for releasing the remaining 50% funding upon completion of research. Justifications should be provided for significant deviations between the actual expenditure and the budget. If the actual expenditure is less than HK\$50,000, the difference between the actual expenditure and \$25,000 will be settled.

This includes all other costs, directly incurred from the Research, with the exception of overhead expenses and other unallowable cost items. Fundable items may include consumables, production and promotion cost of research results (such as advertising and the organization of seminars) and external audit fees.

Section C – Personal Particulars

The information provided will be used for processing your application under the HKIA CPD Research Fund. It may be disclosed to assessors, members of the Vetting Committee of this Scheme or relevant Committees for the purpose of vetting your application.

Name:	(English)	(Chinese)
HKID:		
Contact Tel no:	(Mobile)	(Office)
Email:		
Address:		
HKIA Membership no.: (M/FM/GM/AFF/AM)		

Academic / Professional Qualification (in chronological order) :

Date of Attainment	Name of School/ Institute	Qualifications attained

Relevant Working Experience (in chronological order) :

Period	Name of Employers	Posts

Publications (maximum five publications relevant to this application) :

Date	Name of Publications

Section D – Declarations

(Please put a “✓” in the box provided)

- i. Have you sought or are you seeking funding support for this or similar research from other funding sources? .
- Yes No

If yes, name of funding : _____

Amount of funding applied/ awarded (if applicable) : HK\$ _____

- ii. What is the status of other funding source for your proposed research?
- Approved Disapproved Pending application outcome

- iii. Any cross Boards' funding under HKIA?
- Yes No

If yes, name of cross Boards' funding : _____

Amount of funding applied/ awarded (if applicable) : HK\$ _____

- iv. I/We hereby declare that **(Name)** _____ will be the Principal Investigator(s) in charge of the proposed research work.

Signature of the Applicant(s)

Name of the Applicant(s)

Date

Please submit this form no later than **10 August 2020 (Monday) 5:30pm** for sponsorship consideration.