



**Hong Kong Tuberculosis, Chest and Heart Diseases Association
Scientific Committee on Lung Health**

APPLICATION FORM

Submission guideline

- Please complete the form in English.
- Please submit the following documents in hard copy to the Association for application:
 - Completed original copy of this application form
 - Two copies of project proposal covering the following four main areas:
 - ◆ Summary of study: background, objective, hypothesis and methodology of the research project. The no. of words recommended is around 500.
 - ◆ Details of resource requirement: staff costs, equipment and other consumable materials, etc.
 - ◆ Timeline: duration of the project.
 - ◆ CV of each investigator (no more than 2 pages)
- Soft copies of application form, project proposal and other supplementary documents should also be emailed in PDF format to the Association: hpc@antitb.org.hk

A. Project information

I. Project title		
Proposed date of implementation:	From / <i>(month)</i> <i>(year)</i>	To / <i>(month)</i> <i>(year)</i>
Keywords		

II. Abstract of Proposal

Give an abstract of the project proposal in no more than 150 words

III. Project Indicators

Based on the proposed aim/objectives, suggest 3 or more indicators for evaluating the process and/or outcome of the project, e.g. number tests to be performed, percentage of patients recruited, development of a new method within a time frame.

Indicator 1

Indicator 2

Indicator 3

Indicator 4

Indicator 5

IV. Financial management

Describe (a) the accountability mechanism, (b) the process of the generation of financial statements, and (c) the auditing mechanism in place.

V. Supplementary document, if applicable

- Letter of Reference (on the capacity and/or credibility of the applicants)
- Letter of ethics approval
- Approval letter from respective authority for the implementation of the proposed intervention programme/project
- Others, please specify

B. Budget

I. Project Budget

	Year 1 (\$)	Year 2 (\$)
Personnel		
Materials and supplies		
Service costs		
Other expenses		
Total		

II. Budget breakdown and its justification

Provide detailed itemized breakdown of Funding Requirements (use separate sheets, if necessary)

Personnel: job description, number of staff, qualification requirement, monthly/hourly rate, duration of employment on project for each post and justifications.

Materials and supplies: procurement procedures and quotations for equipment, products and commodities and services to be acquired and their justifications.

Service items and their justifications

Others and their justifications

III. Applied amount

Total expense

LESS income from other funding sources:

TOTAL

Signature of principal applicant	Name of principal applicant	Post and affiliating organisation of principal applicant	Date
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Signature of authorized representative of the Principal Applicant's organisation	Name of authorized representative	Position of authorized representative	Date
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The applicant's organisation agrees to the terms and conditions set out in the Appendix 1&2"

Chop of applicant's organisation

Contact particulars of principal application:

Correspondence address: _____

Email: _____ Phone: _____ Fax: _____