



INTRODUCTION TO THE HEALTH AND MEDICAL RESEARCH FUND

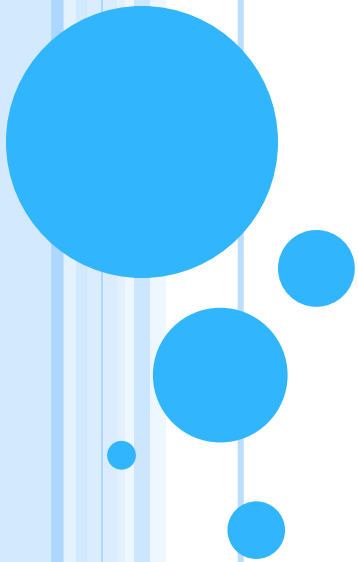
**Dr Edmond MA
Chief Scientific Reviewer (Research Office)
Food and Health Bureau**

**Briefing cum Grant Skills Training Workshop for
the 2018 Open Call for Investigator-initiated Projects**

OUTLINE

- Overview of the HMRF
- Area of Project & Thematic Priorities
- Peer Review Process
- Application and Timeline
- Monitoring & Evaluation

OVERVIEW OF HMRF



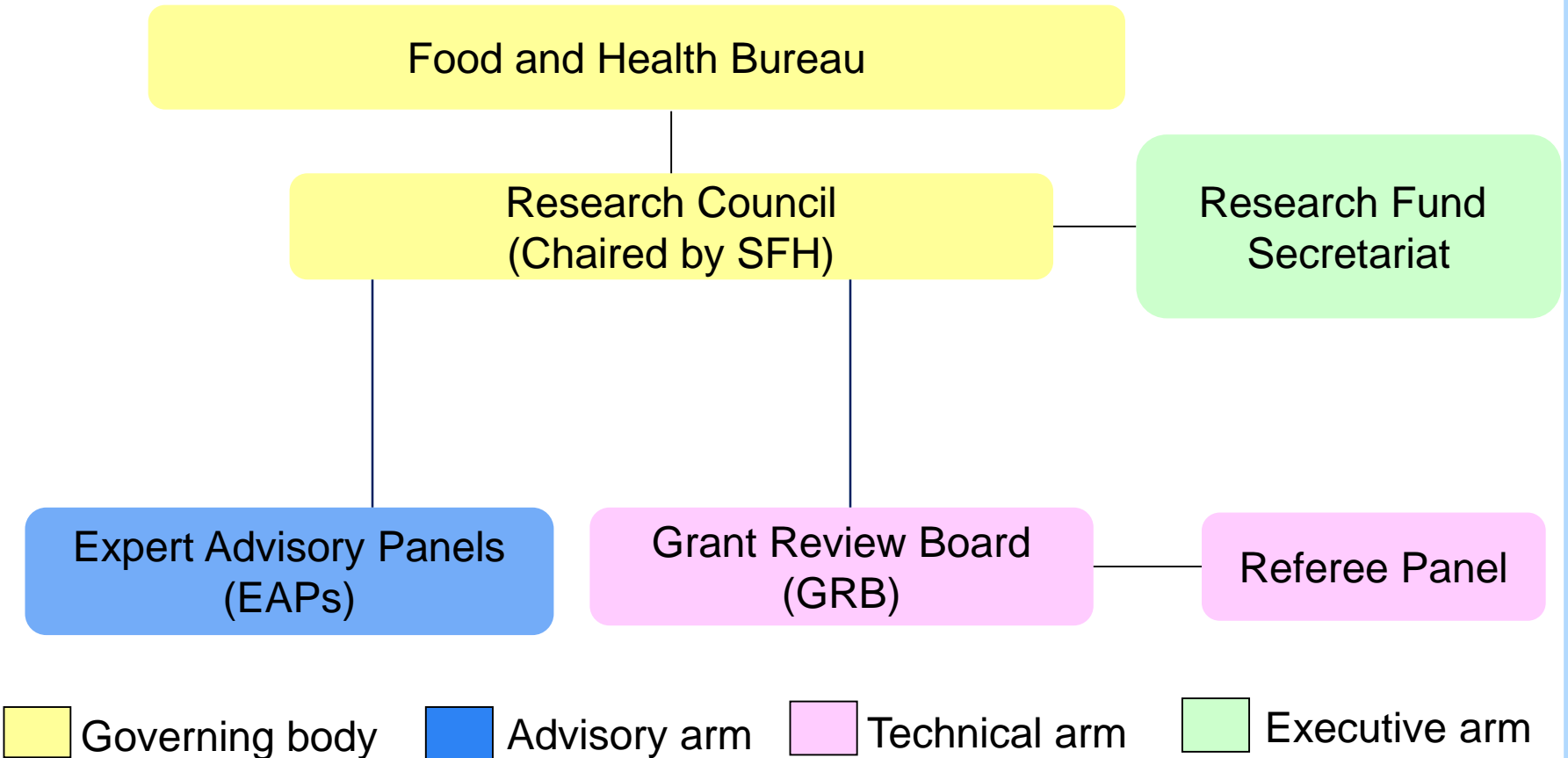
OVERVIEW OF HMRF

- Administered by the Food and Health Bureau
- Established in Dec 2011
- Since 28 Apr 2017, the HMRF has expanded its scope to incorporate the functions of the Health Care and Promotion Fund (HCPF)

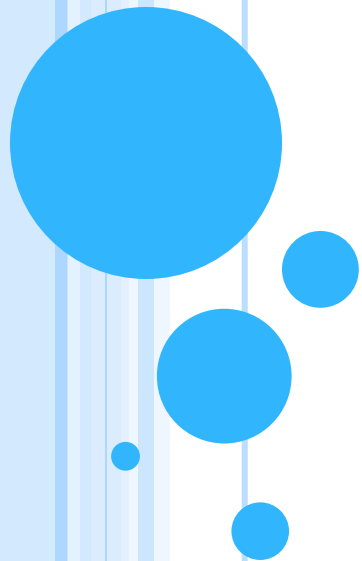
MISSION OF HMRF

- To build research capacity...
- ...through the generation and application of evidence-based scientific knowledge in health and medicine to encourage, facilitate, and support health and medical research to:
 - Inform health policies
 - Improve population health
 - Strengthen the health system
 - Enhance healthcare practices
 - Advance standard and quality of care
 - Promote clinical excellence

GOVERNANCE STRUCTURE



AREA OF PROJECT AND THEMATIC PRIORITY



AREA OF PROJECT

- Health and Health Services Research
- Infectious Diseases Research
- Advanced Medical Research
- Health Promotion

HEALTH AND HEALTH SERVICES RESEARCH

- Examine the **cause, treatment and prevention** of the full range of diseases and conditions that affect **human health** and the impact of the organisation, financing and management of **healthcare services** on the delivery, quality, cost, access to, and outcomes of such services

INFECTIOUS DISEASES RESEARCH

- Focus on infectious diseases which are prevalent in Hong Kong and neighbouring regions or areas in which the Hong Kong academic community has a competitive edge

ADVANCED MEDICAL RESEARCH

- Involves the development and use of new techniques, technologies and treatment paradigms to improve human health. Among the many possible areas of advanced medical research potentially supported by HMRF, research proposals that address the following are encouraged –
 - Clinical genetics
 - Clinical trials
 - Neuroscience
 - Paediatrics

HEALTH PROMOTION

- Include a coordinated set of activities that help people adopt **healthier lifestyles** by enhancing awareness, changing adverse health behaviours or creating a conducive environment that supports good health practices

2018 HMRF OPEN CALL – THEMATIC PRIORITIES

- List of priorities can be downloaded from Secretariat's website at <https://rfs.fhb.gov.hk>
- **Higher priority** for funding will be given to the following thematic priorities:

	Areas	Foci
(a)	Infectious diseases	<ul style="list-style-type: none">• Respiratory infectious diseases• Vector-borne disease• Antimicrobial resistance

2018 HMRF OPEN CALL – THEMATIC PRIORITIES

	Areas	Foci
(b)	Primary healthcare and non-communicable diseases (NCD)	<ul style="list-style-type: none">• Health and health services research on major NCD: cancer, diabetes mellitus, cardiovascular diseases, chronic respiratory diseases and musculoskeletal disorders and their contributing risk factors• Effectiveness of interventions to tackle NCD and their contributing factors• Gene-environmental interaction• Big data analytics to assist diagnosis, treatment and rehabilitation• Primary care services to reduce avoidable hospitalisations• Effectiveness and cost-effectiveness of primary care and chronic disease care service model.

2018 HMRF OPEN CALL – THEMATIC PRIORITIES

	Areas	Foci
(c)	Mental health	<ul style="list-style-type: none">• Identify risk and protective factors and trajectories• Novel and evidence-based approach for early interventions• Improve efficiency of health services delivery through health economic research• Innovative service model in community settings and environment to optimise recovery• Mental health literacy and destigmatisation• Influence of personal recovery of people from mental disorders• Carer's physical and psychosocial needs• Innovative technology in the provision of services• Impact of physical and mental comorbidity

2018 HMRF OPEN CALL – THEMATIC PRIORITIES

	Areas	Foci
(d)	Cancer	<ul style="list-style-type: none">• Epidemiology of cancer risk factors• Use of appropriate screening strategies• Development of novel diagnostic tools and treatment modalities• Cancer survivorship• Applied research in genetics and genomics• Big data analytics for management of cancer patients.

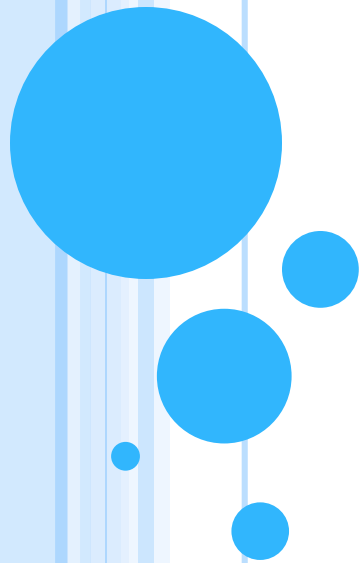
2018 HMRF OPEN CALL – THEMATIC PRIORITIES

	Areas	Foci
(e)	Implementation science	<ul style="list-style-type: none">• Strategies to implement health promotion, prevention, screening, early detection, diagnostic interventions, treatments, clinical procedures, or guidelines in existing care systems• Evaluating clinical, health services and community practices that are not evidence-based• Implementation of multiple evidence-based practices within community or health services settings.

POINTS TO NOTE

- Applications addressing the thematic priorities announced in the open call will be given **higher priority** for funding
- **Routine public health or clinical services** that are provided **by the Government or government funded agencies** will normally not be considered for support
- Applicants are strongly recommended to consult **field experts (e.g. Hospital Authority clinicians)** to improve the feasibility of research proposals, in particular clinical studies and those involving human subjects

PEER REVIEW PROCESS



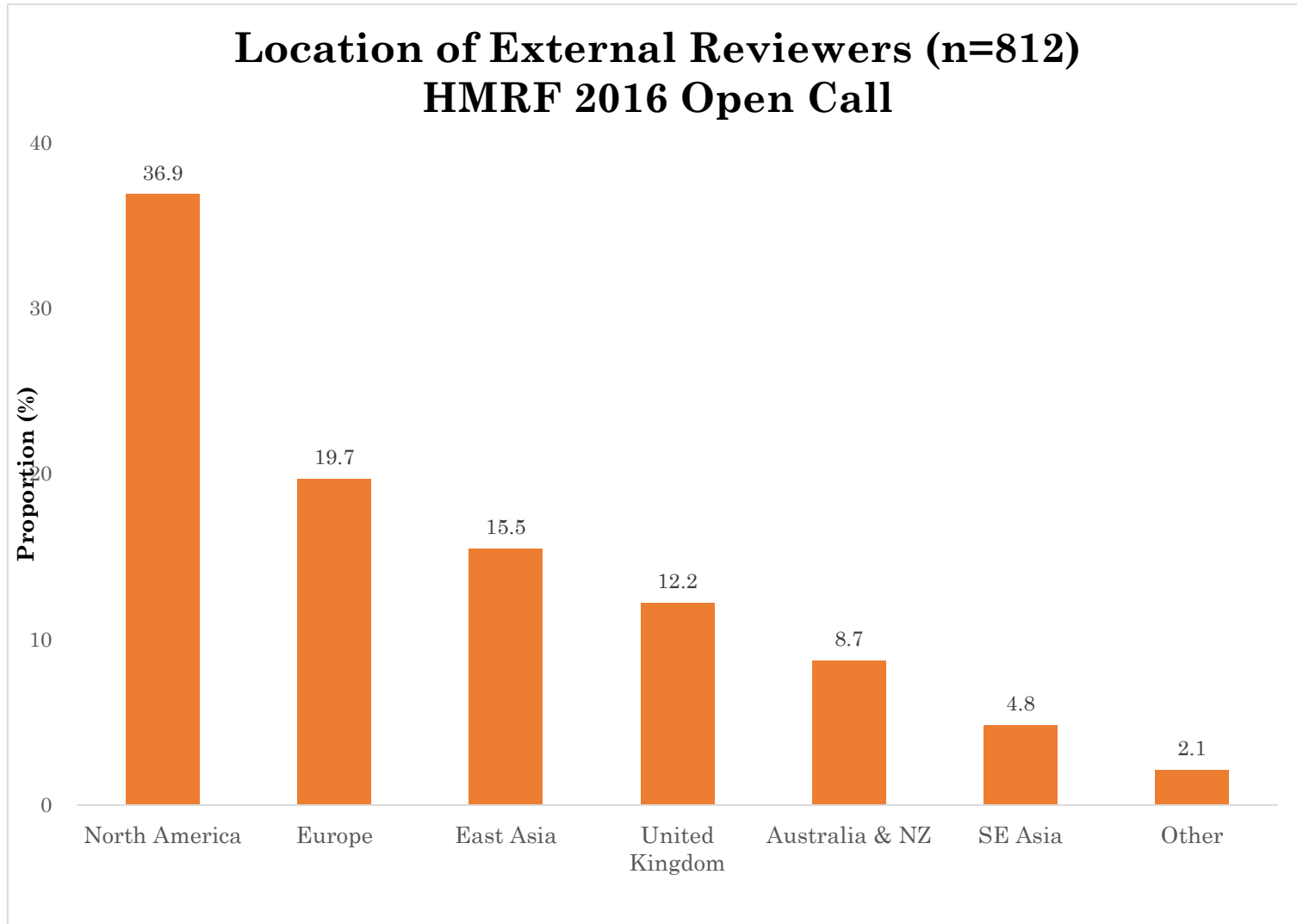
PEER REVIEW PROCESS

- 1st: Referee Panel (6000+)
 - Renowned experts in their fields
 - Usually 2 External Reviewers (ERs) per application

- 2nd: Grant Review Board (GRB)
 - More than 200 local senior health professionals and academics
 - Independent review and panel discussion

The RC may at its absolute discretion invite international experts to participate in the second-tier peer review.

WHERE DO THE EXTERNAL REVIEWERS COME FROM?



PEER REVIEW PROCESS (HEALTH AND MEDICAL RESEARCH PROJECTS)

Applications will undergo peer review process and be assessed according to the following criteria –

- Originality
- Relevance to the fund and thematic priorities
- Significance of the research questions
- Quality of scientific content
- Credibility of design and methods
- Applicability to local context
- Translational potential / value

PEER REVIEW PROCESS (HEALTH PROMOTION PROJECTS)

- Potential impact in response to the health needs of the target local community
- Scientific evidence of effectiveness of the proposed health promotion activities
- Innovation
- Relevance to thematic priorities
- Feasibility of the proposal
- Evaluation plan of programme effectiveness
- Cross-sector collaboration, in particular collaboration between non-governmental organisations and tertiary institutions
- Track record of the applicants and the administering institution
- Justification of requested budget
- Impact and sustainability of the programme
- Potential to build community capacity in health promotion

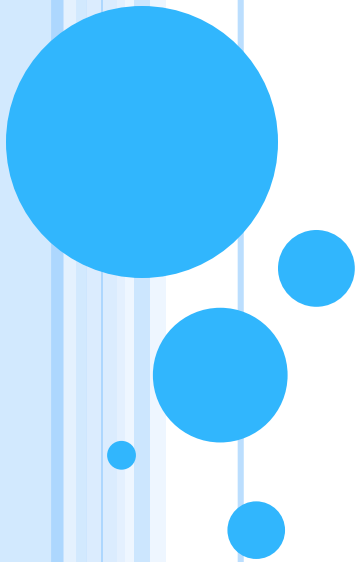
RESULTS OF GRANT APPLICATIONS

- Recommended for support
 - Subject to satisfactory response to the ERs'+ GRB's comments
 - Ethics approval / safety clearance/ consent for accessing data for third party data (*to be submitted within 12 weeks from the date of grant approval letter unless specified*)

- Not recommended for support at present

- Not supported

APPLICATION AND TIMELINE



GRANT SIZE & ELIGIBILITY

➤ Grant

- \$1.5 million for up to 3 years
 - Larger size / longer duration may be supported at the discretion of the GRB
 - Smaller pilot studies are encouraged
-
- One application only (either research or health promotion project) by each Principal Applicant (PA)

ELIGIBILITY

- Invite applications from locally-based tertiary institutions, hospitals, medical schools, non-governmental organisations or other appropriate centres, units or services
- PA must be based in a Hong Kong organisation throughout the project period and employed by the Administrative Institution (AI) at time of submitting the application
 - Inform us immediately if plan to leave the AI after submission of application. Failure to do so will result in disqualification of the application

SUBMISSION OF APPLICATION

- Through **eGMS** by 29 March 2019 (18:00 HKT)
- Pay attention to AI's **internal deadline**, if any
- Application with incomplete signatures may not be considered
- PA will receive the acknowledgement email from the Secretariat if the application is successfully submitted

eGMS – ONLINE SUBMISSION



Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Food and Health Bureau, HKSAR.

This is an online platform for managing the funding applications administered by the Research Fund Secretariat. The system supports electronic submission of proposals, on-line management of approved projects and dissemination of project results.

All grant applications must be submitted via this system starting from the launch of eGMS in December 2014. By setting up one single eGMS account, you can submit multiple grant applications for funding administered by the Research Office of the Food and Health Bureau.

Login to eGMS

Email:

Your login email is your email address.

Password:

[Forgot your password?](#)
[Forgot your login?](#)

[Frequently Asked Questions](#)

Account Registration *(FOR APPLICANTS ONLY!)*

Notes to Grant Review Board (GRB) Members/ External Reviewers

eGMS account has already been opened for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: egmsenquiry@fhb.gov.hk) if you have any questions.

v2.60(Soft Launch)

the Research Office. Non-PA users can contact the Research Office (Email: egmsenquiry@fhb.gov.hk) for registration of an eGMS account or add the PA role to your existing eGMS account.

[Frequently Asked Questions](#) v2.10(Soft Launch)

eGMS – WEB-BASED ONLINE E-FORM

- Versitech (VXF) e-Form is no longer supported in the eGMS, please prepare your submission using [the Web-based online e-Form](#)
- Please refer to the eGMS training materials and prepare the application in advance
- Training Session for Electronic Grant Management System (eGMS)

[30 January 2019 \(Wed\), 5:00 pm - 6:00 pm](#)

Research Fund Secretariat

9/F, Rumsey Street Multi-storey Carpark Building

2 Rumsey Street, Sheung Wan, Hong Kong

eGMS TRAINING MATERIAL

Register for Principal Applicant Account

[Frequently Asked Questions](#)

v2.10(Soft Launch)

Recommended browsers: Microsoft Internet Explorer 8, 9 and 10 or Firefox 20+ or Chrome 32+ (32-bit only)

Training Manuals and User Guides

Application

1. [eGMS – Training Manual for Operating eGMS Accounts](#)
2. [eGMS – Training Manual for Administering Institution Users](#)
3. [eGMS – Training Manual for Principal Applicants](#)
4. [eGMS – Training Manual for Co-Applicants](#)
5. [Quick Guide for Completing the Electronic Application Form](#)
6. [Help Manual for Completing the Electronic Application Form](#)

Demonstration

Application

- [For Principal Applicant:](#)

- Part I – Introduction of eGMS
- Part II – How to Submit the Application
- Part IIIa – Fill in the Versitech (VXF) e-Form
- Part IIIb – Fill in the MS Word e-Form (Soft launch)

- [For Administering Institution Users:](#)

- How to Process the Application

SECTION 13 PROPOSAL

- Proposed **research** project: Sections 13 (a) – (h) of the research proposal, with the standard header **2018 HMRF Open Call Proposal** should be attached as a PDF file to the e-Form
- The proposal template can be downloaded from <https://rfs.fhb.gov.hk>

Grant Applications

Investigator-initiated Projects

- Electronic Application Form (e-Form): Available in [eGMS](#)
(Path in eGMS: Project > Application > Application Call > Web-based Online e-Form)
- [Quick Guide for Completing the electronic Application Form](#) (PDF File 223K) updated
- [Proposed Research Project \(Section 13\(a\)-\(h\)\)](#) (Word File 33K) updated
- [Proposed Health Promotion Project \(Section 13\(a\)-\(h\)\)](#) (Word File 30K) updated

SECTION 13 PROPOSAL

- Proposed **health promotion** project: Sections (a) – (h) of the proposal, with the standard header

2018 HMRP Open Call Proposal – Health Promotion

should be attached as a PDF file to the e-Form

- The proposal template can be downloaded from <https://rfs.fhb.gov.hk>

Grant Applications

Investigator-initiated Projects

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THEMATIC PRIORITY

- Enter the **reference code** of the most relevant thematic priority in Section 5 of the Application Form

5b. Please state the most relevant thematic priority*:
* please refer to the explanatory notes for details of the thematic priorities.

Health and Medical Research Fund
Thematic Priorities for 2018 Open Call for Investigator-initiated Projects

(A) Infectious Diseases

Theme 1: Respiratory pathogens (Seasonal and zoonotic influenza, emerging respiratory viruses, and tuberculosis)

Ref. Code

- A-1-01
 - Identify reasons for low influenza vaccine coverage, especially in high risk groups; develop and evaluate strategies to improve vaccine uptake
- A-1-02
 - Identify mechanisms and risk factors for the emergence of resistance to antiviral agents to influenza, develop and evaluate effective strategies to ameliorate resistance emergence

DETAILS OF FINANCIAL SUPPORT

- Section 10b (Staff Cost), 10c (Other Expenses) and 10d (Equipment)

* If the budget spreads over three financial years, please include the budget for the 3rd and the subsequent year(s) in the last column

10b. STAFF COSTS (To the Nearest HK\$)

Financial Year (dd/mm/yy)	\$			Total (HK\$)
	01/04/ - 31/03/	01/04/ - 31/03/	01/04/ - 31/03/	
Research Staff				
Sub-Total				

REGULATORY / ETHICS APPROVAL / CONSENT FOR ACCESSING THIRD-PARTY DATA

- Submit ethics/safety/regulatory approvals/consent for accessing third-party data within **12 weeks (or as specified by the Secretariat)** after the announcement of funding decisions
- For clinical trials, confirm with Department of Health if a **Clinical Trial Certificate/Medicinal Test Certificate** is required **as early as practical** (preferably during the submission of application to the HMRF) to avoid delay in project commencement
- Ensure that the protocol/scope approved by the relevant regulatory body/IRB is the **same** as that approved by HMRF

SIMILAR STUDIES AND OTHER FUNDING

- Should declare any duplicate funding in the grant application forms
- Shall notify the Secretariat immediately
 - Any other similar or related application submitted to other funding agencies in addition to those listed in the Electronic Application Form
 - The funding decision of any other similar or related applications once available

11a. (i) Have any of the applicants listed in Section 9 submitted this or a similar research proposal to the HMRF or any of its preceding funding schemes, or other funding agencies (local or overseas) in the past 3 years? YES NO

Attention: In this section include all previously submitted similar proposals in the past 3 years, i.e. proposals rejected or not supported by HMRF or other funding agencies. Please attach a copy of the previous application, the reviewers' comments (if any), a point by point response to the reviewers' comments, and/or a description of the differences or changes made between the previous and the current proposal. Failure to provide sufficiently detailed information may adversely affect the assessment of your proposal.

If yes, please provide the following details:-

For proposal(s) pending a funding decision, please complete Section 11a. (ii) below.

No.	Project Title	Name of Applicant(s)	Project Ref No.	Funding Agency	Funding Decision / Rating
1					
	Previous application		The review panel's feedback (if any)		

Please use the box below to respond point-by-point to the reviewers' comments (if any), and/or highlight the major changes that have been incorporated into the application. Applicants declined for any reason by the HMRF or other funding agencies will be accepted only if the reasons for the rejection have been described in detail and a point-by-point response is provided describing how these issues have been addressed.

11a. (ii) Do any of the applicants listed in Section 9 intend to submit this or a similar research proposal to the HMRF or other funding agencies (local or overseas) in the next 6 months? YES

Attention: At any time before the announcement of the funding decision of this application, applicants are required to notify the Research Fund Secretariat immediately about: (i) any other similar or related application submitted to other funding agencies in addition to those listed below; and (ii) the funding decision once available.

If yes, please provide the following details:-

No.	Project Title	Name of Applicant(s)	Project Ref No.	Funding Agency	Expected Date of Decision (dd/mm/yyyy)
1					

Please give a summary of the similarities and differences between the application and the proposal to be submitted (100 words max)



RESUBMISSION

- Applications **not supported in a previous application round** of HMRF investigator-initiated research projects / Health Care and Promotion Scheme (HCPS) under the following circumstances should be submitted under the category of “**Resubmission**”-
 - Application rated “**3**” which has been revised to address all reviewers’ comments in a structured and consistent manner
 - Application rated “**2**” which has **been substantially revised** to address all reviewers’ comments in a structured and consistent manner

RESUBMISSION

- Applications rejected in a previous round of HMRF investigator-initiated research projects (i.e. no grading or rated “1”) or declined by the HCPS and/or Research Fellowship Scheme, or other funding agencies (local or overseas) must be submitted as a **new** application with **extensive changes** or improvements made **with full justifications**

RESUBMISSION

- To be assessed on the **continued relevance** of the application with respect to knowledge gap, policy needs, translational value and **prevailing thematic priorities** at the time of resubmission
- Having satisfactorily addressed previous comments is **not a guarantee** of funding

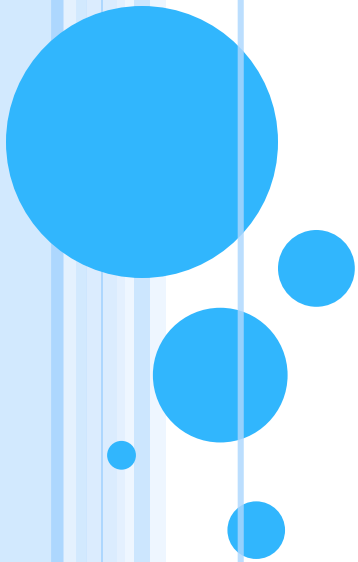
SUBMISSION OF APPLICATIONS DECLINED BY THE HMRF OR OTHER FUNDING AGENCIES

- PA should provide -
 - All comments raised by the funding agencies
 - PA's **responses** to address these comments
 - The **revised proposal** with highlights of changes made
 - **Detailed explanation and justifications** if no change is made in the proposal
 - It is always advisable for applicants to declare similar or related proposals when there is uncertainty

APPLICATION TIMELINE 2018/19

Date	Items
29 Mar 2019 (18:00 HKT)	Closing date
Nov 2019 (the latest)	Decision letters issued <ul style="list-style-type: none">PA to respond to the comments of External Reviewers (ERs) and/or Grant Review Board (GRB) within 3 weeks
Nov 2019 (the latest)	Review of PAs' responses to satisfactorily address comments made by the ERs and/or GRB
By 22 Mar 2019	Final approval letter and agreement after resolving all outstanding issues including budget clarification and ethics approval

MONITORING AND EVALUATION



MONITORING

- Interim report (normally 12 months and 24 months after project commencement)
- Certified financial statement
- Ad hoc follow-up by Secretariat for projects considered at higher risk
 - e.g. slow progress, deviation from the study/project design without prior approval
- Final report, dissemination report and audited account

REQUESTING CHANGES

- Contractual agreement
 - Obligation to conduct the project as approved in a timely manner
- Change requests are subject to prior approval from the Government
 - Considered on a case-by-case basis
 - May be accepted, modified or rejected
- Typical changes
 - PA / Co-Applicant / AI
 - Study/Project design (e.g. inclusion / exclusion criteria, recruitment sites, outcome measures, sample size, etc.)
 - Budget virement
 - Extension of project period; the cumulative extension is capped at 18 months

EARLY TERMINATION

- Early termination of the study is not considered lightly (only when all other options have been considered)
- Examples of termination
 - Scientific misconduct
 - Unethical conduct
 - AI is unable to find replacement for leaving PA
 - Unacceptable change of study design
- Timely report of potential risk of early termination
 - Report any issue that may affect the progress of the project to the Secretariat in a timely manner

MANAGEMENT OF TRACK RECORDS OF APPLICANTS

- Track record of PA and project team is an assessment criterion
 - Track record may be marked for **unethical practices** during the application process or **non-disclosure** of relevant information (e.g. conflict of interest between the nominated External Reviewers and PA and Co-applicant) or **non-compliance** with agreement after project commencement
- Unethical practices
 - **Plagiarism (including self-plagiarism), double dipping, non-disclosure of PA's or Co-applicant(s)' relationship with external reviewers**
- Consequences according to the gravity of improprieties
 - Marking of track record
 - Withdrawal of grant application in this round
 - Debar for specified period depending on severity

NON-COMPLIANCE

- No submission of final report by deadline **without valid justification**
- Any of the following **without valid justification** –
 - Early termination
 - Incomplete project
 - Research work done before project commencement not declared
- Final report graded “Unredeemable” or “Unacceptable”
- Non-compliance without valid justification will result in **withhold funding/partial payment/recovery of grant, marking track record of PA for up to five years, debarment* for two years**

*Debarment covers applying and receiving grants from HMRF in the capacity of PA.

GRADING OF FINAL REPORTS

5. Excellent	Accepted without revision; dissemination report to be prepared for wider distribution.
4. Satisfactory	Accepted by the GRB. Minor revisions to be made prior to publication of the report, which may be considered for wider distribution.
3. Accepted	Accepted conditional to the revision, re-submission and approval by GRB. Failure to revise may lead to re-grading as a 1 or 2.
2. Unacceptable	Returned to the investigators for major revision, including rewriting, re-analysis; report may be re-graded upon re-submission.
1. Unredeemable	Final report is not accepted. The report should not be returned to the investigators for revision and resubmission.

EVALUATION OF COMPLETED RESEARCH PROJECTS

Research Output*
A. Knowledge production (papers, patents, books, etc)
B. Capacity building (additional qualifications, career advancement, additional funding obtained)
C. Use of research findings in health system policy / decision making
D. Application of research findings through changed behaviour and/or practice
E. Factors influencing the utilisation of research
F. Health / health service / economic benefits arising from the funded research

* Output is assessed 2 years after project end date

EVALUATION OF COMPLETED HEALTH PROMOTION PROJECTS

RE-AIM

Reach

Effectiveness

Adoption

Implementation

Maintenance

A. Reach (Individual Level) - the absolute number or proportion, and representativeness of individuals who were willing to participate in your project.

A1. What were the characteristics of the proposed target participants (e.g. clients/carers/staff)?

A2. The proposed number of participants: The actual number of participants:

A3. How did the actual participants differ (e.g. number, characteristics) from the target participants? Please select (✓) one below.

Completely Different	Mostly Different	Moderately Different	Somewhat Different	No Difference
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Efficacy or Effectiveness (Individual Level) - the impact of an intervention on key outcomes, including quality of life, and economic outcomes potential, unexpected negative effects, etc.

B1. Did you try to evaluate the outcomes of your project? No Yes Give details below

Please provide information of the evaluation plan (e.g. outcome measures, indicators, evaluation tools) of your project.

B2. What is the impact of your project? Please give details below.

Key Outcomes	Description	Documented evidence e.g. Effect Size (%)
(i) Knowledge gained		
(ii) Behaviours changed		
(iii) Health status improved		
(iv) Others or any negative effects:		



FURTHER INFORMATION

<https://rfs.fhb.gov.hk/>



食物及衛生局
Food and Health Bureau

ENGLISH | 繁體版 | 简体版 | 信箱



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THANK YOU

