

Training on AIMS Project Interface

for Research Project Database Form (RPD Form)

Jun-2023

Rundown

- ❖ Part 1. Objective of the AIMS Project Interface
- ❖ Part 2. Roles Involved
- ❖ Part 3. Workflow of the Project Interface
- ❖ Part 4. Types of Awarded Project
- ❖ Part 5. Walkthrough and Demonstration
- ❖ Part 6. Project Enquiry and Data Exportation
- ❖ Part 7. Upcoming Events
- ❖ Part 8. Q&A

Part 1

Objective of the AIMS Project Interface

Objective of the AIMS Project Interface

- ▶ Replace the Research Project Database Form (RPD Form) in Word document format.
- ▶ Prefill fields in RPD form from Grant Application Database to **lessen the burden of Researchers.**
- ▶ **Reduce typos** in entering project data to AIMS by ORKTS staff.
- ▶ **Speed up** the submission and verification process.
- ▶ Enable Researchers and Administrative staff from department/faculty/research institute to enquire project information.

The Chinese University of Hong Kong # For Official Use Only

Research Projects Database Form (RPD Form)
(This form should be type-written. Please use additional page(s) where necessary.)

Project ID:

1. Principal Investigator/Project Coordinator:

| | | |
|--------------------------------------|---------------------------------|-------------------------------|
| Name (Surname, Other name(s)) | Staff ID No. | Department / Institute / Unit |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| E-mail address: <input type="text"/> | Telephone: <input type="text"/> | Fax: <input type="text"/> |

I agree that the grant and all intellectual properties arising from this project will be administered according to the [Policy on Research and Policy on Intellectual Property](#).

Signature: Date: Click here to enter a date.

2. Other Researcher(s): (Please press "Enter" for next input)

| Name (Surname, Other name(s)) | PI (Y/N) | CU Staff (Y/N) | Staff ID No. | Department/Unit/External Organization (Please also specify name of company.) |
|-------------------------------|----------------------|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

3. Project Title:

| | |
|--------------|----------------------|
| (in English) | <input type="text"/> |
| (in Chinese) | <input type="text"/> |

4. Project Keyword(s) (Please enter at least one keyword):
(a) (b) (c)

5. Funding Information: # For Official Use Only

| | |
|--|--|
| Name of Research Grant: <input type="text"/> | Country: <input type="text"/> |
| Name of Grantor / Sponsor: <input type="text"/> | FO A.C No.: <input type="text"/> |
| Fund Start Date: <input type="text"/> <small>Click here to enter a date.</small> | Fund End Date: <input type="text"/> <small>Click here to enter a date.</small> |
| Amount Applied: <input type="text"/> | Amount Awarded to the Project: <input type="text"/> |
| | Amount allocated to CUHK*: <input type="text"/> <small>(Please specify currency)</small> |

* For non-CUHK-led projects, please indicate the amount allocated to CUHK.

6. Abstract of the Project (maximum 250 words):
(Please note that content of this section will appear in the *Research Projects and Publications* which will be available to the public. The content may be modified for editorial purposes. **Please do not enter any confidential or proprietary information in this section.**)

Please select: First Submission Updated/Revised Version

Abstract in English:

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7. Classification of Research Area by Relevance:
Please input the Most Relevant Area for this project, and up to 2 entries for Related Area, by using the 4-digit research area code (i.e. Code Sub areas in the full list). Please find the details of Research Area at the [ORKTS website](#).

| Most Relevant Area* | Research Area Code (4-Digit code) |
|---|-----------------------------------|
| <input type="text"/> | <input type="text"/> |
| Related Area (Optional, max. 2 entries) | <input type="text"/> |
| | <input type="text"/> |

8. Collaboration with Outside Organization(s):

| Name of Department and Organization | Country |
|-------------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

9. If the project would result in the award of a higher degree on research, please list the name(s) & degree(s) of the student(s) involved:

| Name of Student (Surname, Other name(s)) | MPhil/PhD | Field of Study |
|--|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

10. Expected deliverable(s) at the end of the project (Please enter an expected number):

| | | | |
|---|----------------------|-----------------------------------|----------------------|
| Articles in international refereed journals | <input type="text"/> | Presentation in local conferences | <input type="text"/> |
| Articles in other refereed journals | <input type="text"/> | Patent | <input type="text"/> |
| Book | <input type="text"/> | Application for major grant | <input type="text"/> |
| Book chapter | <input type="text"/> | Graduate students to be trained | <input type="text"/> |
| Presentation in international conferences | <input type="text"/> | Other (Please specify): | <input type="text"/> |
| Presentation in regional conferences | <input type="text"/> | | <input type="text"/> |

11. Research Budget (HK\$): (Please use additional sheet(s) where necessary)

| Item | Budget Amount |
|---|----------------------|
| A) Staff Cost - Technician : | <input type="text"/> |
| Research Assistant : | <input type="text"/> |
| B) Equipment - | <input type="text"/> |
| C) Consumables - | <input type="text"/> |
| D) Travel Expenses - | <input type="text"/> |
| E) General Expenses (Please specify.) - | <input type="text"/> |
| F) Others (Please specify expenses for Conference and Research Trip, if any.) - | <input type="text"/> |
| G) University Overhead (15% <off-campus> / 20% <on-campus> of Sum of A to F; not applicable to UGC grants and Direct Grant) | <input type="text"/> |
| (Sum of A to G) Total Amount (HK\$): | <input type="text"/> |

Note: Total amount allocated must be equal to total amount awarded as indicated in Section 5.

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Part 2

Roles Involved

Roles Involved in the AIMS Project Interface

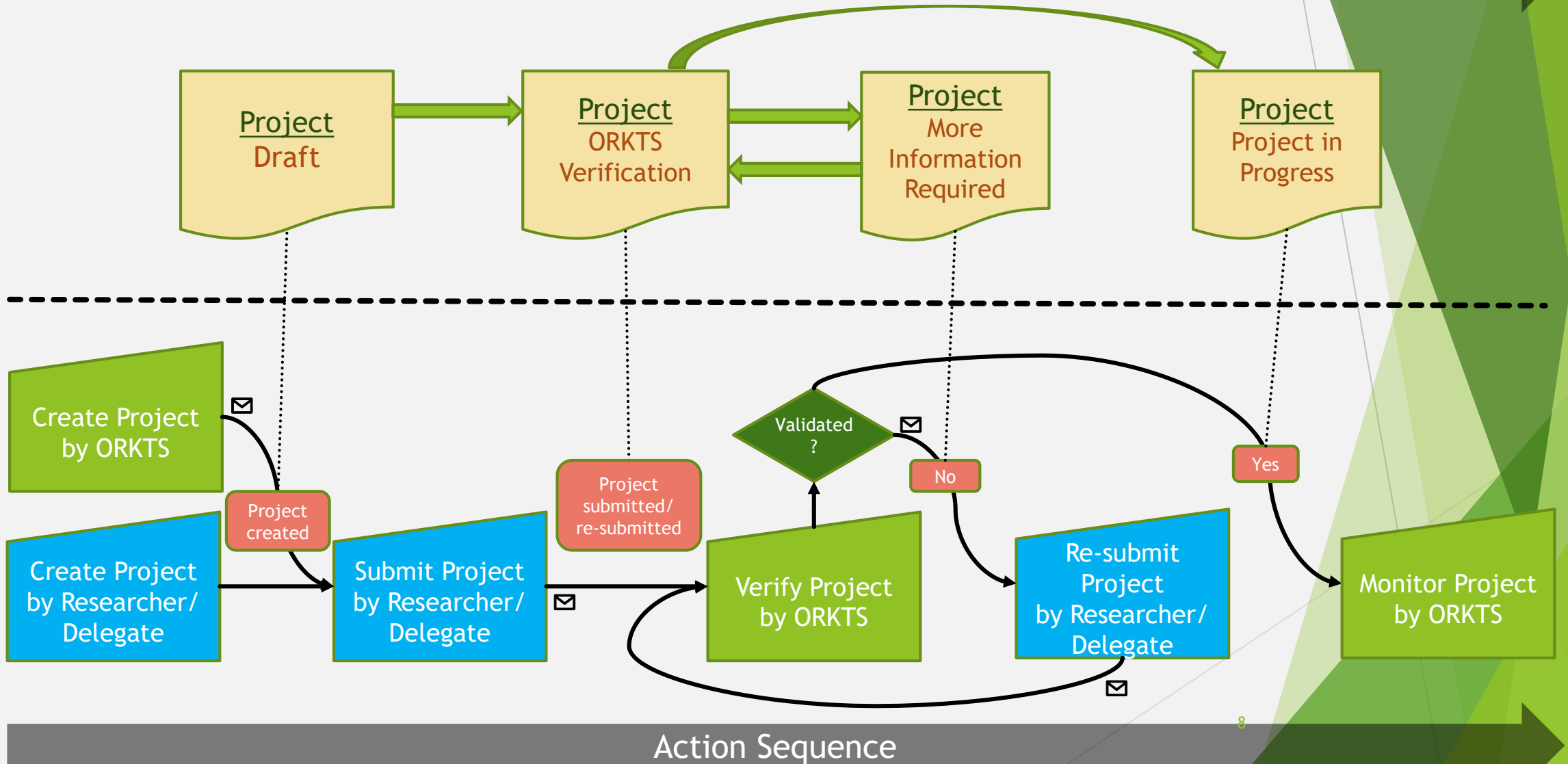
| User Role | Possible Staff | Access Rights |
|---|--|---|
| Researchers | Staff eligible for Grant application | <ul style="list-style-type: none"> • Create, edit, submit project information if he/she is the Principal Investigator (CUHK) of the project. • Can view project information if he/she is the Principal Investigator (CUHK) / Other Researcher(s) (CUHK) of the project. |
| Researcher Delegates <i>(Optional)</i> | Research Assistant of Researcher | <ul style="list-style-type: none"> • Same rights as Researcher. |
| Administrative Staff | Department / Faculty / Research Institute Admin | <ul style="list-style-type: none"> • View project information if researchers of his/her department / faculty / research institute are the Principal Investigator (CUHK) / Other Researcher(s) (CUHK) of the project. |
| ORKTS Admin | Grants team / Administration team / Legal and Compliance team of ORKTS | <ul style="list-style-type: none"> • View, edit, validate and change status of all project information in the system. |

Part 3

Workflow of the Project Interface

General Workflow of the Project Interface

Status Change of the Project Record



Action Sequence

Part 4

Types of Awarded Project

Types of Awarded Project

| Type of Award | Example of Corresponding Funding Scheme [Grantor / Sponsor] |
|--|---|
| RGC-ES | <ul style="list-style-type: none"> • General Research Fund (GRF) [RGC] • Early Career Scheme (ECS) [RGC] |
| RGC-NonES | <ul style="list-style-type: none"> • Humanities and Social Sciences Prestigious Fellowship Scheme (HSSPFS) [RGC] • Collaborative Research Fund (CRF) [RGC] • Areas of Excellence (AoE) [RGC] |
| Non RGC | <ul style="list-style-type: none"> • Partnership Research Programme (PRP) [Innovation and Technology Commission] • Beat Drugs Fund [Narcotics Division (ND), Security Bureau] • Health and Medical Research Fund (HMRF) [Health Bureau] |
| DMS <i>(Designated Mainland Setups)</i> | <ul style="list-style-type: none"> • 國家自然科學基金 - 青年科學基金項目 [NSFC] • 國家重點研發計劃 “地球觀測與導航” 重點專項 [MOST] |
| Internal Grant | <ul style="list-style-type: none"> • Research Committee - Direct Grants [CUHK] • Research Committee Postdoctoral Fellowship Scheme [CUHK] • Not include Funding Scheme from College, Department, Faculty, Research Institute or Other Units |
| Contracts | <ul style="list-style-type: none"> • Research Contracts/Service Agreements from External Companies/Government Departments/NGO [Hospital Authority, Education Bureau, Sik Sik Yuen] |
| Others | <ul style="list-style-type: none"> • Donations: The Hong Kong Jockey Club Charities Trust [HKJC] • Projects cannot be categorized under any Type of Award above • Projects not handled by ORKTS • Projects migrated from previous system |

Types of Awarded Project - Created by

| Type of Award | Created by | Remarks |
|--|--|--|
| RGC-ES | <ul style="list-style-type: none"> • ORKTS • <i>Researcher/ Delegate *</i> | Normally, information of RGC-ES projects are captured from RGC Electronic System. Supplementation by Researcher is not required. |
| RGC-NonES | <ul style="list-style-type: none"> • ORKTS • <i>Researcher/ Delegate *</i> | Manual email will be sent to Researcher for supplementation |
| Non RGC | <ul style="list-style-type: none"> • ORKTS | AIMS notification email will be sent to Researcher for supplementation |
| DMS <i>(Designated Mainland Setups)</i> | <ul style="list-style-type: none"> • ORKTS • <i>Researcher/ Delegate *</i> | Manual email will be sent to Researcher for supplementation |
| Internal Grant | <ul style="list-style-type: none"> • Researcher/ Delegate • ORKTS | <ul style="list-style-type: none"> • Project of <u>Direct Grant from CUHK Research Committee Funding</u> is created by Researcher • Project of <u>Postdoctoral Fellowship Scheme, Research Assistant Professorship Scheme, etc</u> is created by ORKTS. AIMS notification email will be sent to Researcher for supplementation |
| Contracts | <ul style="list-style-type: none"> • ORKTS | Manual email will be sent to Researcher for supplementation |
| Others | <ul style="list-style-type: none"> • Researcher/ Delegate | |

Part 5

Walkthrough and Demonstration

Walkthrough Areas

- ▶ How to Login?
- ▶ How is the Dashboard?
- ▶ How is a Project Created?
 - ❖ By Researcher/ Delegate
 - ❖ By ORKTS
- ▶ Initial Notification to Researcher
- ▶ Project Information Supplementation
 - ❖ Key Information
 - ❖ Collaboration
 - ❖ Other Project Information
- ▶ Project Submission
- ▶ Project Re-submission
- ▶ Research Budget Breakdown

How to Login?

- ▶ Click the link <https://aims.cuhk.edu.hk/converis/mypages/overview> to login AIMS.
- ▶ Browser will be redirected to CUHK Login page. Input CUHK OnePass Login ID and Password. After clicking “Sign In”, the Dashboard will be shown.

CUHK LOGIN

Login ID

OnePass Password

Sign in

- Login Help
- Change Password | Forgot Password
- Forgot Alumni ID | Password
- Contact ITSC
- Maintenance Schedule

CADS (CADS Reference Number: 233)

itsc Information Technology Services Centre
The Chinese University of Hong Kong

How is the Dashboard?

The image shows a screenshot of the AIMS (AIMS Information Management System) dashboard. The interface includes a top navigation bar with links for 'Web of Science', 'InCites', 'Journal Citation Reports', 'Essential Science Indicators', and 'EndNote'. The main header displays 'AIMS' on the left, a search bar, a 'Help' dropdown, and a user profile dropdown for 'Researcher: LEUNG, Ho Cheung Vincent'. A notification bell icon is also present.

On the left side, there is a 'Function Menu' with the following items: Dashboard, Research Outputs, Projects, People, Notifications, and Statistics.

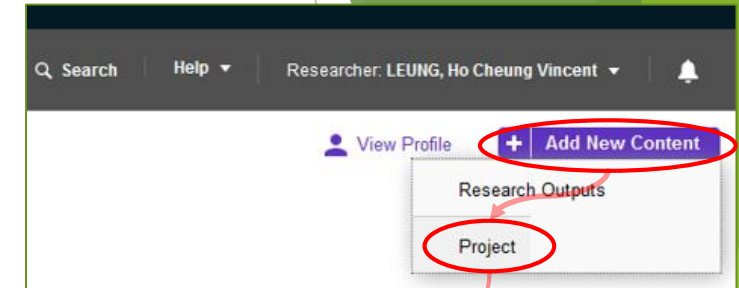
The main content area is divided into several sections:

- Researcher's Profile:** A large box containing a circular profile icon and a pencil icon for editing.
- Summary:** A box showing '2 Project(s) pending for submission' with a 'View All' button and a refresh icon.
- Recently edited:** A box showing 'No recently edited items'.
- Quick Link to create new Research Output and Project:** A purple button labeled '+ Add New Content'.
- Quick Project Views:** A button labeled 'View Profile'.
- My Settings:** A callout pointing to the user profile dropdown, indicating options like 'Delegation'.

Callouts are provided in red text boxes with white backgrounds, connected to the corresponding UI elements by thin lines.

How is a project created? By Researcher

- ▶ Click “Add New Content” → Select “Project”
- ▶ Select “Internal Grant” or “Others” in the “Add new Project” page
- ▶ “New Project” page is shown



Add new Project

Select the appropriate project type




| Project | Information about the selected project |
|----------------|---|
| RGC-ES | <p>Note: Only research project funded by CUHK Research Committee should be created here.</p> <p>For research project funded by College, Department, Faculty, Research Institute or other Unit, please select project type "Others".</p> |
| RGC-NonES | |
| DMS | |
| Internal Grant | |
| Others | |

Cancel

New Project

Key Information * | Collaboration Information | Other Project Information * | More ▾

Principal Investigator (CUHK) *

| Name | Department/Faculty | Email | Role | |
|--------------------------|---|---------------------------|------|---|
| LEUNG, Ho Cheung Vincent | Office of Research and Knowledge Transfer Services (Administrative ...) | vincent.leung@cuhk.edu.hk | PI |    |

I agree that the grant and all intellectual properties arising from this project will be administered according to the Policy on Research and Policy on Intellectual Property

Only transferred project of types “RGC-ES”, “RGC-NonES” and “DMS” from another university should be created here

How is a project created? By ORKTS

- ▶ For types “RGC-NonES”, “Non RGC”, “DMS”, ORKTS staff changes the status of Project Application record from “Pending” to “Awarded”

The screenshot displays the AIMS system interface. The top navigation bar includes links for Web of Science, InCites, Journal Citation Reports, Essential Science Indicators, and EndNote. The main header shows 'AIMS' and user information: 'ORKTS Admin: The Chinese University of Ho...'. The breadcrumb trail is 'Dashboard > Project Applications > Edit Fundamental-Studies-Guided Growing ...'. The left sidebar has 'Project Applications' selected. The main content area shows the project title: 'Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices; LEUNG, Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) RGC-NonES [C4005-22Y]'. The status is 'Pending'. A 'Set status' dialog box is open, showing a list of status options: Submitted, Pending, Withdrawn, Transfer-out, Awarded (selected), and Not Awarded. The 'Done' button is highlighted. The background form shows fields for 'Type of Application' (RGC-NonES), 'CUHK-led Project' (Yes), 'Grantor Reference No' (C4005-22Y), 'Submission Date' (21/04/2022), 'Application Status' (Pending), and 'Expected Funding Academic Year' (2022-23). The 'Project Title' field is also visible, with a note: 'If there is no English Project Title, please leave English Project Title blank and input Chinese Project Title only.'

How is a project created? By ORKTS

- ▶ For some funding schemes of type “Internal Grant” (e.g. Postdoctoral Fellowship Scheme, Research Assistant Professorship Scheme, etc.), ORKTS staff manually creates the Project and fill in some basic information

- ❖ PI / Project Reference No / Project Title / Funding Scheme




- ▶ ORKTS staff will trigger the system to send AIMS notification email to Researcher for supplementation

New Project

Draft Only

Key Information * Collaboration Information Other Project Information * More ^ v

Principal Investigator (CUHK) *

| Name | Department/Faculty | Email | Role | |
|--------------------------|---|---------------------------|------|---|
| LEUNG, Ho Cheung Vincent | Office of Research and Knowledge Transfer Services (Administrative ...) | vincent.leung@cuhk.edu.hk | PI |    |

I agree that the grant and all intellectual properties arising from this project will be administered according to the Policy on Research and Policy on Intellectual Property

PI Delegate Information

If PI delegate also requires email notification from ORKTS, please input PI delegate's name and email below.

PI Delegate Name

PI Delegate Email

Type of Award *

Internal Grant

Project Reference No.

0/1024

Cancel Save Submit

Add new Project

Select the appropriate project type

| Project | Information about the selected project |
|----------------|---|
| RGC-ES | <p>Note: Only research project funded by CUHK Research Committee should be created here.</p> <p>For research project funded by College, Department, Faculty, Research Institute or other Unit, please select project type "Others".</p> |
| RGC-NonES | |
| DMS | |
| Internal Grant | |
| Others | |

Cancel

Select "Yes" if you want to notify PI to input Project record (for Status = Draft only)

Yes No

How is a project created? By ORKTS




- ▶ For type “Contracts”, ORKTS staff manually creates the Project and fill in some basic information
 - ❖ PI / PI Delegate / ORKTS Agreement No / Project Title / ORKTS Responsible Officer

New Project

Draft Only

Key Information * Collaboration Information Other Project Information * More * ▾

Principal Investigator (CUHK) *

| Name | Department/Faculty | Email | Role | |
|--------------------------|---|---------------------------|------|---|
| LEUNG, Ho Cheung Vincent | Office of Research and Knowledge Transfer Services (Administrative ...) | vincent.leung@cuhk.edu.hk | PI |    |

I agree that the grant and all intellectual properties arising from this project will be administered according to the Policy on Research and Policy on Intellectual Property

PI Delegate Information

If PI delegate also requires email notification from ORKTS, please input PI delegate's name and email below.

PI Delegate Name

 15/100

PI Delegate Email

 26/100

Type of Award *

Contracts ▾

ORKTS Agreement No.

 10/1024

Add new Project

Select the appropriate project type

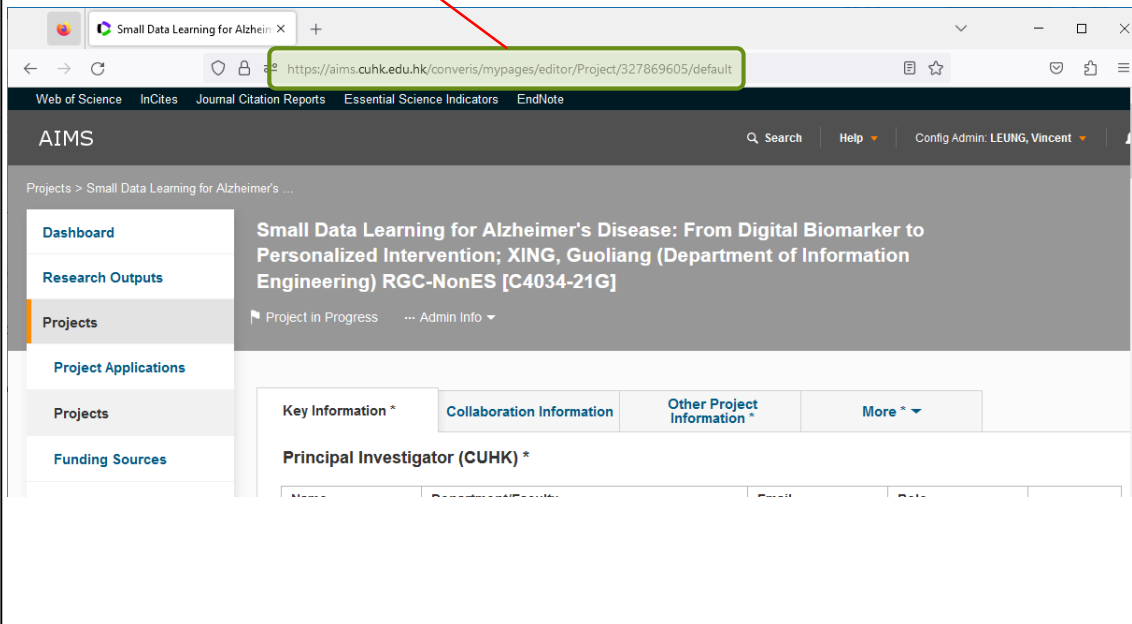
| Project | Information about the selected project |
|------------------|--|
| RGC-ES | Contracts |
| RGC-NonES | |
| Non RGC | |
| DMS | |
| Internal Grant | |
| Contracts | |
| Others | |

Initial Notification to Researcher

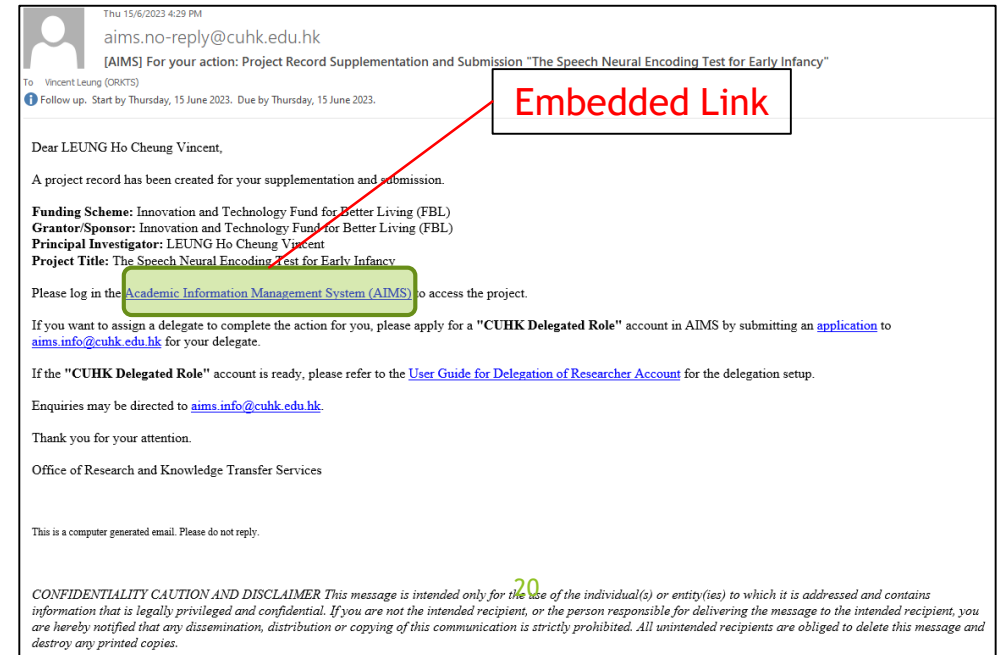
- ▶ For types of “RGC-NonES”, “DMS”, “Contracts”, ORKTS staff will send email with embedded Project link and other related forms/ information to PI manually.

- ▶ Sample of embedded Project Link:


<https://aims.cuhk.edu.hk/converis/mypages/editor/Project/<AIMS ID>/default>



- ▶ For type of “Non RGC”, system will generate an AIMS Notification Email to PI after status of project application record is set to “Awarded”.
- ▶ For some funding schemes under type of “Internal Grant” (e.g. Postdoctoral Fellowship Scheme, Research Assistant Professorship Scheme), system will generate an AIMS Notification Email to PI after the draft project record is created by ORKTS staff.



Project Information Supplementation - Key Information




- ▶ Principal Investigator (CUHK) (*Mandatory*)
 - ❖ This field is pre-filled by ORKTS, or by system determined by PI's affiliation
 - ❖ If PI has multiple affiliations and wants to select another one, user can click  button to remove the row and add a correct one.
- ▶ PI needs to agree to the Policy on Research and Intellectual Property (*Mandatory*)
- ▶ PI Delegate Information (*Optional*)
 - ❖ PI can provide Delegate's name and email if any. Subsequent AIMS Notification Email will also be sent to both PI and PI Delegate.

Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices; LEUNG, Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) RGC-NonES [C4005-22Y]

[Draft Only](#) ... [Admin Info](#) ▼

Key Information * Collaboration Information Other Project Information * More ▼

Principal Investigator (CUHK) *

| Name | Department/Faculty | Email | Role | |
|--------------------------|---|---------------------------|------|---|
| LEUNG, Ho Cheung Vincent | Office of Research and Knowledge Transfer Services (Administrative ...) | vincent.leung@cuhk.edu.hk | PI |    |

I agree that the grant and all intellectual properties arising from this project will be administered according to the Policy on Research and Policy on Intellectual Property

PI Delegate Information

If PI delegate also requires email notification from ORKTS, please input PI delegate's name and email below.

PI Delegate Name

0/100

PI Delegate Email

0/100

Project Information Supplementation - Key Information

- ▶ Type of Award / Project Reference No / ORKTS Agreement No
 - ❖ These fields are Read-only to PI and are assigned by ORKTS staff
- ▶ Project Title (*Mandatory*)
 - ❖ This field is pre-filled from project application
- ▶ Project Keyword(s) (*Mandatory*)
 - ❖ This field is pre-filled from project application if available (*mainly in RGC-ES & RGC-NonES*)

The screenshot shows a web form with the following sections:

- Type of Award ***: A dropdown menu with "RGC-NonES" selected.
- Project Reference No.**: A text input field containing "C4005-22Y" and a character count "9/1024".
- Project Title ***: A section with two tabs, "English *" (selected) and "Chinese". Below the tabs is a text area containing the text: "Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices". A character count "149/3072" is visible at the bottom right of the text area.
- Project Keyword(s) ***: A text area containing the text: "Flexible Optoelectronic Devices,Reduced-Dimensional Perovskites,Mechanical Stability,Scalability ,Crystal Growth". A character count "112/1024" is visible at the bottom right of the text area.

Project Information Supplementation - Key Information

- ▶ Is this a CUHK Research Project? *(Mandatory)*
 - ❖ This field is pre-filled from project application
- ▶ CUHK SAP Account Required *(Mandatory)*
- ▶ Completion Report Required *(Mandatory)*

Is this a CUHK Research Project? *

Is this project led by CUHK (i.e. the principal investigator is a CUHK member)? If yes, please indicate whether the project has any sub-project.

Yes (Without Sub-project) **Yes (With Sub-project)** **No (Led by other non-CUHK institution)**

CUHK SAP Account Required *

Select "Yes" if it is required to setup a CUSAP Project Account.


Yes **No**

Completion Report Required *

Yes **No**




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Project Information Supplementation - Key Information


- ▶ Funding Information (*Mandatory*)
 - ❖ This field is pre-filled partially from project application
 - ❖ PI needs to fill in “Start date” and “End date” and check the amounts
- ▶ If Funding Information is not provided, click the  button to add from AIMS Funding Sources




Funding Information

Please click “+” icon below to add funding information of this project.


| Funding Scheme/Source(Funding Agency/Sponsor) | Start date | End date | Currency | Amount awarded to the project | Amount allocated to CUHK | Amount applied |
|---|---|---|---|-----------------------------------|-----------------------------------|-----------------------------------|
| Collaborative Research Fund (CRF) (Research Grants Council (RGC)) (CRFUE) |  |  | HKD  | 5,000,000.00 <small>12/32</small> | 5,000,000.00 <small>12/32</small> | 5,000,000.00 <small>12/32</small> |

 If funding information cannot be searched in table above, please click “+” icon below to add a temporary record for ORKTS to process.



Search results for CRF

 Collaborative Research Fund (CRF) (Research Grants Council (RGC)) (CRFUE)

Project Information Supplementation - Key Information

- ▶ If Funding Scheme is not available in AIMS Funding Sources (mainly in type "Contract"), click another **+** button to add a temporary record for ORKTS to process after submission

If funding information cannot be searched in table above, please click "+" icon below to add a temporary record for ORKTS to process.

| | Funding Scheme/Source | Funding Agency/Sponsor | Country | Start date | End date |
|----|-----------------------|------------------------|---------|------------|----------|
| 01 | | | | | |

Funding Information

Please click "+" icon below to add funding information of this project.

| Funding Scheme/Source(Funding Agency/Sponsor) | Start date | End date | Currency | Amount awarded to the project | Amount allocated to CUHK | Amount applied |
|---|------------|----------|----------|-------------------------------|--------------------------|-----------------------|
| Collaborative Research Fund (CRF) (Research Grants Council (RGC)) (CRFUE) | | | HKD | 5,000,000.00 12/32 | 5,000,000.00 12/32 | 5,000,000.00 12/32 |

If funding information cannot be searched in table above, please click "+" icon below to add a temporary record for ORKTS to process.

Search results for All

1 of 10

- +** 01
- +** 02
- +** 03
- +** 04
- +** 05

Project Information Supplementation - Key Information

- ▶ Total Funding for the Project (*Mandatory*)
 - ❖ Currency and Amount is automatically calculated and assigned using Funding Information data **except when multiple currencies exist in Funding Information**
 - ❖ By default, **Amount allocated to CUHK** is used in calculation. For CUHK-led projects, if Amount allocated to CUHK is empty, Amount awarded to the project will be used instead

- ▶ Abstract of the Project (*Mandatory*)

Total Funding for the Project

** For non-CUHK-led projects, please use "Amount allocated to CUHK" for calculation.*

Currency
Currency is auto-assigned except when multiple currencies exist in Funding Information.

HKD

Amount
Amount is auto-calculated except when multiple currencies exist in Funding Information.

5,000,000.00

12/256

Abstract of the Project *

If there is no English Abstract, please leave English Abstract blank and input Chinese Abstract only.

(Please note that content of this section will appear in the *Research Projects and Publications* which will be available to the public. The content may be modified for editorial purposes. **Please do not enter any confidential or proprietary information in this section.**)

English * Chinese

B I x₂ x² ☰ ☷

Project Information Supplementation - Key Information

- ▶ Award date (*Optional*)
- ▶ Project Start Date / Project End Date (*Read-only*)
 - ❖ These fields are automatically assigned from Funding Information
- ▶ CUSAP (*Read-only*)
 - ❖ CUSAP Project (WBS) ID and related information will be interfaced from CUSAP to AIMS after project account is created in CUSAP
 - ❖ Use can click the link provided to switch to CUSAP to enquire project fund balances.

The screenshot shows a web form with three date input fields: 'Award date', 'Project Start Date', and 'Project End Date'. Below these is a section titled 'CUSAP' containing a text instruction and a table. The 'Award date' field is highlighted in green. The 'Project Start Date' and 'Project End Date' fields are also highlighted in green. The 'CUSAP' section header is highlighted in green. The text 'Please visit: [CU SAP Financial System \(CUSAP\)](#) for more financial information.' has the link highlighted with a red box. A red line connects this link to the 'enquire project fund balances' text in the list on the left. Below the text is a table with four columns: 'CUSAP Project (WBS) ID', 'Budget Holder', 'Department/Faculty', and 'Finance Office Contact Person'. The first row contains the values '4057', a greyed-out box, 'Department of', another greyed-out box, and a large greyed-out box.

| CUSAP Project (WBS) ID | Budget Holder | Department/Faculty | Finance Office Contact Person |
|------------------------|---------------|--------------------|-------------------------------|
| 4057 | | Department of | |

Project Information Supplementation - Collaboration Information

- ▶ Other Researcher(s) (CUHK) *(Optional)*
 - ❖ This field is pre-filled from project application (*mainly RGC-ES & RGC-NonES*)
 - ❖ PI needs to check the roles and see if any changes are made since application
- ▶ If Other Researcher(s) is not provided, click the **+** button to add from AIMS CUHK Researchers

Key Information * Collaboration Information Other Project Information * More ▾

Other Researcher(s) (CUHK)

Please click "+" icon below to search and add CUHK staff as other researcher of this project.

| | Name | Department/Faculty | Role | |
|-----|------------|--|---------|-----|
| 1 ▾ | LI, Yufan | Department of Physics (Faculty of Science ...) | Co-PI ▾ | ✉ 🗑 |
| 2 ▾ | ZHU, Junyi | Department of Physics (Faculty of Science ...) | Co-PI ▾ | ✉ 🗑 |

+

If other researcher (CUHK) cannot be searched in table above, please click "+" icon below to add a temporary record for ORKTS to process.

+ zee benny 🔍 A-Z

Search results for zee benny

- +** ZEE, Chung Ying Benny - School of Public Health (Ended)
- +** ZEE, Chung Ying Benny - Department of Clinical Oncology (Ended)
- +** ZEE, Chung Ying Benny - Faculty of Medicine (Planning Office) (Ended)
- +** ZEE, Chung Ying Benny - Department of Community and Family Medicine (Ended)
- +** ZEE, Chung Ying Benny - The Jockey Club School of Public Health and Primary Care (Active) 28

Project Information Supplementation - Collaboration Information

- ▶ If Other Researcher(s) is not available in AIMS CUHK Researchers, click another **+** button to add a temporary record for ORKTS to process after submission

If other researcher (CUHK) cannot be searched in table above, please click "+" icon below to add a temporary record for ORKTS to process.

| | Salutation | First Name | Last Name | Department | Faculty | Role | |
|----|------------|----------------------|----------------------|----------------------|----------------------|------|----------------------------------|
| 01 | Professor | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Co-I | <input type="button" value="✕"/> |

A-Z

A B C D E F G H I J K L M N O
P Q R S T U V W X Y Ü Z À Á Â Ã Ä Å Æ Ç È É
0 1 2 3 4 5 6 7 8 9 All

Search results for All 1 of 10

- 01
- 02
- 03
- 04
- 05

Key Information * Collaboration Information Other Project Information * More ▾

Other Researcher(s) (CUHK)

Please click "+" icon below to search and add CUHK staff as other researcher of this project.

| | Name | Department/Faculty | Role | |
|---|------------|--|-------|----------------------------------|
| 1 | LI, Yufan | Department of Physics (Faculty of Science ...) | Co-PI | <input type="button" value="✕"/> |
| 2 | ZHU, Junyi | Department of Physics (Faculty of Science ...) | Co-PI | <input type="button" value="✕"/> |

+

If other researcher (CUHK) cannot be searched in table above, please click "+" icon below to add a temporary record for ORKTS to process.

+

Project Information Supplementation - Collaboration Information

▶ Internal Collaborating Unit(s) *(Optional)*

- ❖ Click the **+** button to add CUHK Faculty/ Department/ School/ Unit which has collaboration with this project while it is not listed under “Other Researcher(s) (CUHK)”. For example, a unit which provides service to the research.

Internal Collaborating Unit(s)

Please add CUHK Faculty/Department/School/Unit which has collaboration with this project while it is not listed under “Other Researcher(s) (CUHK)”. For example, a unit which provides service to the research.

| | |
|--|--|
| Department of Chemical Pathology (Faculty of Medicine ...) | |
|--|--|

+

▶ Other Contributing Organisation (CUHK) *(Optional)*

- ❖ If a project member has multiple (or non-AAPC approved) work affiliations (*e.g. a research unit not associated with his/her primary appointment*) and would like to associate that work affiliation with this project, click the **+** icon to search and add the Department/Unit and input the name of the corresponding project member(s) in the column “Researcher”. If there is more than one researcher from that Department/Unit, separate the names by comma.

dep chemicl

Search results for dep chemicl

| |
|---|
| + Department of Chemical Pathology (Faculty of Medicine ...) |
|---|

Other Contributing Organisation (CUHK)

If a project member has multiple (or non-AAPC approved) work affiliations (*e.g. a research unit not associated with his/her primary appointment*) and would like to associate that work affiliation with this project, please click the “+” icon to search and add the Department/Unit and input the name of the corresponding project member(s) in the column “Researcher”. If there is more than one researcher from that Department/Unit, please separate the names by comma.


| Department/Faculty | Researcher | |
|--|-----------------|---------|
| Department of Biomedical Engineering (Faculty of Engineeri...) | Amy, Ken, Mandy | 15/1024 |

+

Project Information Supplementation - Collaboration Information

▶ External Researcher(s) *(Preferred but Optional)*

- ❖ This field is pre-filled from project application (*mainly RGC-ES & RGC-NonES*)
- ❖ PI needs to check the roles and see if any changes are made since application

▶ If External Researcher(s) is not provided, click the  button to add new External Researchers

External Researcher(s)

Please click "+" icon below to add external researcher of this project.

| | Name | Organisation | Country/Region | City | Role | |
|---|----------------|--|----------------|------|---------|---|
| 1 ▾ | CHEN, Xiankai | City University of Hong Kong (External Organisatio...) | Hong Kong | | Co-PI ▾ |   |
| 2 ▾ | ZHU, Zonglong | City University of Hong Kong (External Organisatio...) | Hong Kong | | Co-PI ▾ |   |
| 3 ▾ | HUANG, Zhifeng | Hong Kong Baptist University (External Organisatio...) | Hong Kong | | Co-PI ▾ |   |
| 4 ▾ | LI, Gang | The Hong Kong Polytechnic University (External Organisatio...) | Hong Kong | | Co-PI ▾ |   |
|  | | | | | | |

Project Information Supplementation - Collaboration Information

► Adding new External Researcher

- ❖ Fill in Last Name
- ❖ Fill in First Name
- ❖ Fill in Title
- ❖ Search and Add External Organisation

Non-Validated

Key Information

Key Information

Last Name
Bentley 7/1024

First Name
David 5/1024

Title
Professor

Organisation

uni oxford

Search results for uni oxford 2 of 2

- + Oxford University Clinical Research Unit, Vietnam (External Organisatio...)
- + Oxford University (External Organisatio...)
- + The Chancellor Masters and Scholars of the University of Oxford (External Organisatio...)
- + University of Oxford (External Organisatio...)

Back Done

Project Information Supplementation - Collaboration Information

▶ Adding new External Researcher

- ❖ If External Organisation does exist in AIMS, fill in the Organisation information
 - ✓ Organisation Name
 - ✓ Country/Region
 - ✓ City (for Mainland)
- ❖ Fill in Unit (External Researcher's Affiliation)
- ❖ Fill in Email address
- ❖ Click "Done" at the bottom of page; and Click "Done" at "Set status" popup
- ❖ The new External Researcher is added to the table. Set the Role of the Researcher.

If organisation cannot be searched in table above, please specify organisation information below.

Organisation Name

English Chinese

University of Cameroon 22/256

Country/Region

Cameroon 8/256

City (for Mainland)

0/256

Unit

Department of Chemical Pathology 32/1024

Email address

bently.david@cmru.edu.cm 24/256

Set status

Please change the status first to enable the comment field.

Non-Validated

Cancel Done

Back Done

| | | | | |
|---|----------------|--|-----------|-------------|
| 4 | LI, Gang | The Hong Kong Polytechnic University (External Organisatio...) | Hong Kong | Co-PI |
| 5 | Bentley, David | University of Cameroon | Cameroon | Select Role |

Project Information Supplementation - Collaboration Information

▶ External Collaborating Parties/ Organisation(s) (*Preferred but Optional*)

- ❖ Click the **+** button to add from AIMS External Organisations
- ❖ Fill in Unit if available

▶ If External Organisation is not available, click another **+** button to add a temporary record for ORKTS to process after submission

External Collaborating Parties/ Organisation(s)

Please click "+" icon below to add external party/organisation which has collaboration with this project while it is not listed under "External Researcher(s)".

| Name | Unit | Country/Region | City | |
|---|-------------------------------------|----------------|------|--|
| The University of Hong Kong (External Organisatio...) | <input type="text" value="0/1024"/> | Hong Kong | | |

If external party/organisation cannot be searched in table above, please click "+" icon below to add a temporary record for ORKTS to process.

If external party/organisation cannot be searched in table above, please click "+" icon below to add a temporary record for ORKTS to process.

| Name | Unit | Country/Region | City | |
|----------------------------------|-------------------------------|-------------------------------|-------------------------------|--|
| 01 <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | |

Search results for All

- +** 01
- +** 02

The University of Hong Kong

Search results for The University of Hong Kong

- +** The University of Hong Kong (External Organisatio...)
- +** University Departments of Nursing: Hong Kong, Australia and Japan (External Organisatio...)
- +** University Health Service, The Chinese University of Hong Kong (External Organisatio...)
- +** University Health Service, The Hong Kong Polytechnic University (External Organisatio...)
- +** Urban Planning & Environmental Management Trust Fund, University of Hong Kong (External Organisatio...)

Project Information Supplementation - Other Project Information

► Classification of Research Area by Relevance

- ❖ Most Relevant Area (*Mandatory*)
- ❖ Related Area (*Optional*) -

► RGC Research Area (*Optional*)

- ❖ This field is pre-filled for “RGC-ES” and “RGC-NonES” projects

Key Information * Collaboration Information Other Project Information * More ▾

Classification of Research Area by Relevance

For details about the Research Area, please refer to the following explanatory videos and the Research Area List.

- The Coding System for the Research Area List (Video)
- How to Fill Out Research Area in AIMS (Video)
- Research Area List

(For searching Research Area we suggest using keyword or tree form to search. The research area you selected should be associated with a 4 digit code. Do not input fields with 2 digit code. For details refer to the 2nd video.)

Most Relevant Area *
(Only 1 entry is allowed; make sure your entry has a 4 digit code and not a 2 digit code)

Related Area
(only 2 entries allowed; if none skip)

RGC Research Area

| Name | Primary / Secondary | |
|---|---------------------|-----------------------------------|
| Nanocomposites (Physical Sciences) - Active | Primary ▾ | <input type="button" value="🗑️"/> |
| Planetary Sciences (Physical Sciences) - Active | Secondary ▾ | <input type="button" value="🗑️"/> |

Project Information Supplementation - Other Project Information

- ▶ Student(s) Trained (*Optional*)
 - ❖ Click the **+** button to add from AIMS Students.
 - ▶ If Student is not available, click another **+** button to add a temporary record for ORKTS to process after submission

If student cannot be searched in table above, please click "+" icon below to add a temporary record for ORKTS to process.

| | Student Name | Department | Faculty | Degree Type | Field of Study | Degree Award Remarks |
|----|----------------------|----------------------|----------------------|------------------|----------------------|----------------------|
| 01 | <input type="text"/> | <input type="text"/> | <input type="text"/> | Select Degree Ty | <input type="text"/> | <input type="text"/> |

Search results for All

1 of 10

- +** 01
- + 02
- + 03
- + 04
- + 05

Student(s) Trained

If the project would result in the award of a higher degree on research, please click "+" to search and add the student(s) involved. (Please update when necessary)

| Name | Department/Faculty | Degree Type | Field of Study | Degree Award Remarks |
|----------------|---|-------------|----------------------|----------------------|
| AIHARA, Minoru | Division of Music (Faculty of Arts ...) | PhD | <input type="text"/> | <input type="text"/> |

If student cannot be searched in table above, please click "+" icon below to add a temporary record for ORKTS to process.

+

Higher Degree Remark

AIHARA

Search results for AIHARA

- +** AIHARA, Minoru - Division of Music (Active)

Researcher can add/edit Student(s) Trained after project is in progress but not terminated or closed.

Project Information Supplementation - Other Project Information

- ▶ Number of Expected Deliverable(s) at the End of the Project (*Optional*)

| Number of Expected Deliverable(s) at the End of the Project | | | |
|---|----------------------|-----------------------------------|----------------------|
| (Please enter an expected number.) | | | |
| Articles in international refereed journals | <input type="text"/> | Presentation in local conferences | <input type="text"/> |
| | 0/3 | | 0/3 |
| Articles in other refereed journals | <input type="text"/> | Patent | <input type="text"/> |
| | 0/3 | | 0/3 |
| Book | <input type="text"/> | Application for major grant | <input type="text"/> |
| | 0/3 | | 0/3 |
| Book chapter | <input type="text"/> | Graduate students to be trained | <input type="text"/> |
| | 0/3 | | 0/3 |
| Presentation in international conferences | <input type="text"/> | Other (Please specify.) | <input type="text"/> |
| | 0/3 | | |
| Presentation in regional conferences | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | 0/3 | 0/1024 | 0/3 |

Project Information Supplementation - Other Project Information

▶ Research Budget Breakdown

- ❖ **Mandatory** for types of “RGC-ES”, “RGC-NonES”, “DMS”, “Internal Grant” and “Contracts”
- ❖ **Optional** for types of “Non RGC” and “Others”
- ❖ There are slight differences in User Interface for each type of award

▶ General operations

- ❖ Click **+** button to show all budget items
- ❖ Select and add a budget item from the Tree View
- ❖ Enter “Budget Amount” and “Description”
- ❖ Total Amount will be automatically calculated after the project record is saved

Research Budget Breakdown *

Please click “+” icon below to search and add budget items of this project.

| | Budget Item | Budget Amount | Description | |
|---|------------------------|---------------|-------------|--|
| 1 | Supporting Staff Costs | | | |

Notes:
i. “Travel**” and “Subsistence**” are applicable to Fellowship Schemes, Travel Grants and Conference Grants only.
ii. “Others**” is applicable to Areas of Excellence (AoE) Scheme, Theme-based Research Scheme (TRS) and Strategic Topics Grant (STG) only.

Total Amount 0/20

Note: Total amount must be equal to amount as indicated in Total Funding for the Project.

Reminder: Please “Save” to calculate Total Amount.


Tree view

- ▼ All Budget Items
 - ▼ Budget Items [RGC-NonES]
 - +** Supporting Staff Costs [RGC-NonES]
 - +** Equipment Expenses [RGC-NonES]
 - +** Outsourcing Expenses of Research Work Outside Hong Kong [RGC-NonES]

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Project Information Supplementation - Other Project Information


▶ Research Budget Spreadsheet (*Optional*)

- ❖ If **Research Budget Breakdown is too complicated**, (e.g. breakdown by year or budget item not available in the tree list) you can upload the Research Budget Spreadsheet by clicking the  button.


Research Budget Spreadsheet

If Research Budget Breakdown is too complicated (e.g. breakdown by year or budget item not available in the tree list) to be entered in above section, please upload the Research Budget Spreadsheet below.

| | File name | |
|---|--------------------------|---|
|  | Non RGC ITF Cashflow.pdf |  |




Upload new file 


▶ Related Files (*Optional except for type "Others"*)

- ❖ Project related files can be uploaded to the project record by clicking the  button.
- ❖ Set the File type after uploading

Related Files *

Please upload supporting documents which indicate "Name of PI", "Amount awarded", "Start Date" and "End Date" of the project such as "Approval Letter from Grantor".

| | File name | File type | |
|--|-----------------------------|---|---|
|  | Grant Acceptance Letter.pdf | Select File type  |  |

Upload new file 

Select File type

- Application
- Grant acceptance Agreement
- Others

Project Submission

- ▶ To submit the project record for ORKTS verification
 - ❖ Click the “Submit” button at the bottom of the page
 - ❖ Leave message (if any) to ORKTS staff in the “Comment” field
 - ❖ Select “ORKTS Verification” in the popup
 - ❖ Click the “Done” button in the popup
- ▶ Validations on Submission
 - ❖ Mandatory field check
 - ❖ Invalid University Overhead Percentage and Department Overhead Percentage *(for type “Contract”)*
 - ❖ Total Funding for the Project is not equal to Total Amount in Research Budget Breakdown *(for types “Internal Grants” and “Contract”)*

The screenshot displays a project submission form for the project titled "Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices; LEUNG, Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) RGC-NonES [C4005-22Y]". The form is currently in "Draft Only" status. A "Set status" popup is open, showing a message: "Please change the status first to enable the comment field." The "ORKTS Verification" option is selected in the status dropdown, and the "Done" button is highlighted. The "Submit" button at the bottom right of the form is also highlighted. The form includes fields for Principal Investigator (Name: LEUNG, Ho Cheung Vincent; Department: Office of Research and Knowledge Transfer Services), PI Delegate Name, and PI Delegate Email. A checkbox for "I agree that the grant application is in accordance with the Policy on Intellectual Property" is checked. The form also includes a "Comment" field and a "More" dropdown menu.

Project Submission

▶ After project submission

- ❖ Status of the project is changed to "ORKTS Verification" as shown in the Project List View

▶ To view project details

- ❖ Click the Project Title link to browse the information

▶ To enter edit mode to view project details

- ❖ Click the "Edit" link to edit project information

▶ To create project details PDF

- ❖ Click the Create PDF button to save the project details to PDF file

The screenshot displays the 'Projects (2)' interface. The top section shows a list of projects with columns for checkboxes, project titles, and status. The first project is highlighted with a green box: 'Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices'. Its status is 'ORKTS Verification', also circled in red. An 'Edit' button is visible next to it. The second project is 'The Speech Neural Encoding Test for Early Infancy' with a status of 'Draft Only'. The bottom section shows the 'Browse Fundamental-Studies-Guided G...' page, which is the 'Research Projects Database Form (RPD Form)'. It contains fields for AIMS ID (304002893), Type of Award (RGC-NonES), Project Reference No. (C4005-22Y), and Project Period (01/01/2024 - 31/12/2026). The Principal Investigator/Project Coordinator is listed as LEUNG, Ho Cheung Vincent, Office of Research and Knowledge Transfer Services, with email vincent.leung@cuhk.edu.hk. The Project Title is 'Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices'. A 'Create PDF' button is circled in red in the top right corner.

Dashboard > Projects

Projects (2)

Filter Export Report

Select / Deselect all Updated on 10 | 50 | 100 1 of 1

| | | |
|--------------------------|---|--------------------|
| <input type="checkbox"/> | Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices LEUNG Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) [CUHK Led - C4005-22Y] RGC-NonES (01/01/2024-31/12/2026) Edit | ORKTS Verification |
| <input type="checkbox"/> | The Speech Neural Encoding Test for Early Infancy LEUNG Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) [CUHK Led - ITB/FBL/C060/21/P] Non RGC Edit | Draft Only |

Dashboard > Projects > Browse Fundamental-Studies-Guided G...

The Chinese University of Hong Kong Research Projects Database Form (RPD Form)

AIMS ID: 304002893
Type of Award: RGC-NonES
Project Reference No.: C4005-22Y
Project Period: 01/01/2024 - 31/12/2026

Principal Investigator/Project Coordinator:

PI LEUNG, Ho Cheung Vincent Office of Research and Knowledge Transfer Services
Email: vincent.leung@cuhk.edu.hk

Project Title: 41
Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices

Create PDF

Project Re-submission

- ▶ ORKTS staff will verify the submitted project details and
 - ❖ If project details are verified, set the Status to **“Project in Progress”**
 - ❖ If revision or supplementation from PI are required, leave message to PI in the **“Comment”** field and set the Status to **“More Information Required”** to return to PI for re-submission

Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices; LEUNG, Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) RGC-NonES [C4005-22Y]

ORKTS Verification ... Admin

Set status

Please update project title and abstract

More Information Required

ORKTS Verification

Project in Progress

Cancel Done

Key Information *

Principal Investigator (0)

| Name | Department | Email | Role |
|--------------------------|--|---------------------------|------|
| LEUNG, Ho Cheung Vincent | Office of Research and Knowledge Transfer Services | vincent.leung@cuhk.edu.hk | PI |

I agree that the grant and Policy on Intellectual Property

PI Delegate Information

If PI delegate also requires email notification, please provide name and email below.

PI Delegate Name

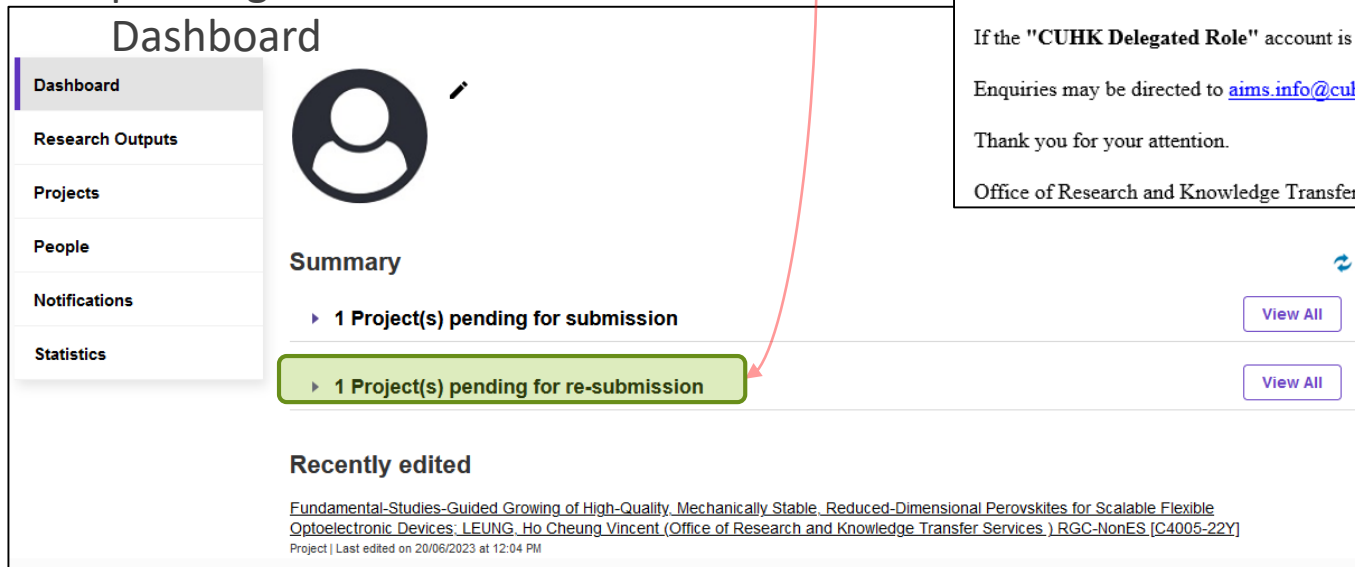
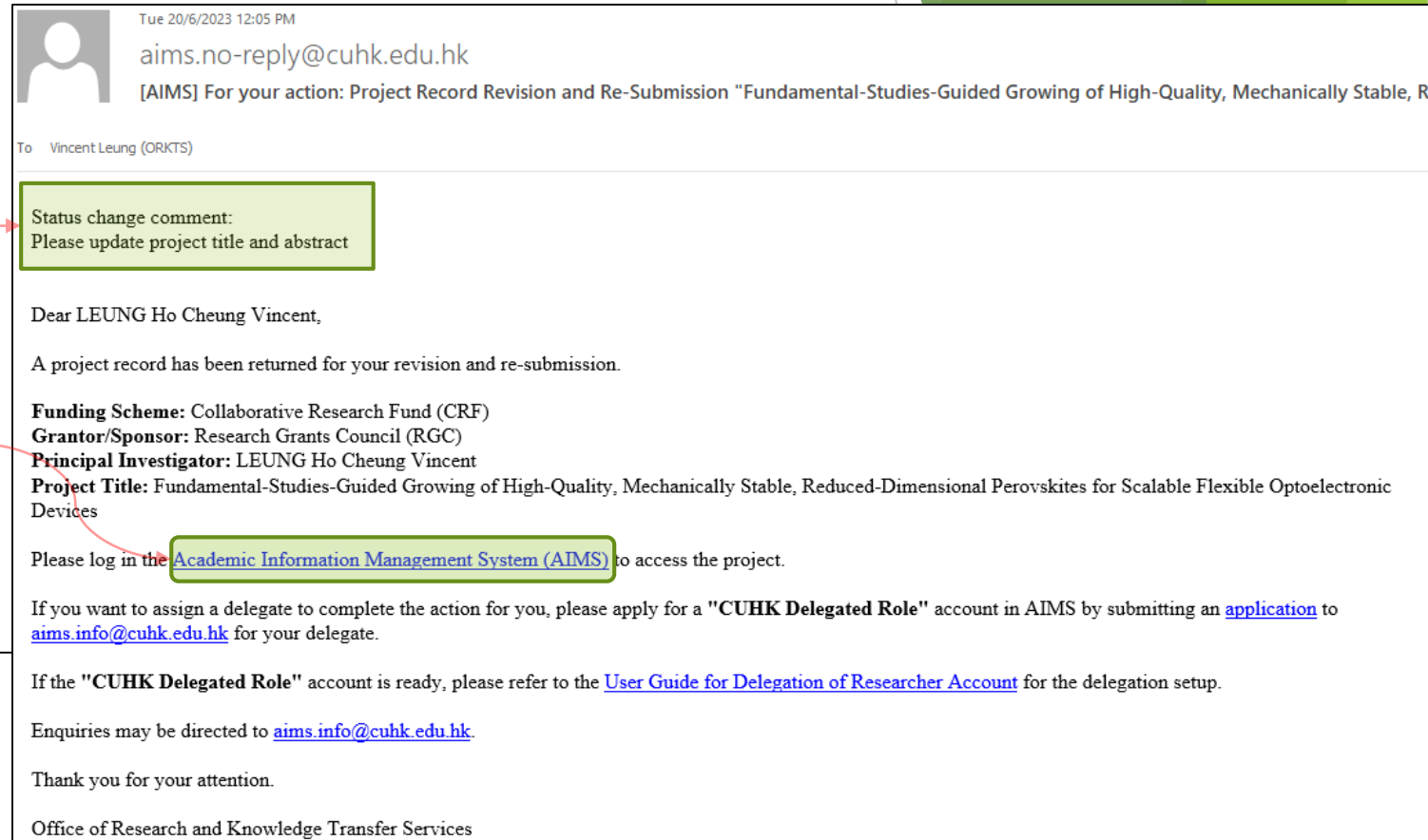
PI Delegate Email

Project Re-submission

- ▶ System will send a notification email to Researcher for revision and re-submission

- ❖ Message left to Researcher is placed at the top of the email
- ❖ Researcher can click the embedded link to edit the project details.

- ▶ Researcher can also see the project pending for re-submission in the Dashboard



Project Re-submission

- ▶ Researcher can view the Status history in **Admin Info → Status Log**
- ▶ Follow the steps in Project Submission to re-submit the revised project record for ORKTS verification

Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices; LEUNG, Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) RGC-NonES [C4005-22Y]

More Information Required ... Admin Info ▲

Key Information * **Status Log** Other Project Information Other Project Information * More ▼

Principal Investigator (CUHK) *

More Information Required ... Admin Info ▼

Status Log

20/06/2023 | 12:04:00 || LEUNG, Vincent | vlorks | ResearchOffice

More Information Required

ORKTS Verification

"Please update project title and abstract"

20/06/2023 | 11:09:15 || LEUNG, Ho Cheung Vincent | researcher2306 | Researcher

ORKTS Verification

Draft Only

"My message left to ORKTS staff."

Research Budget Breakdown

Type of Award: RGC-ES

Research Budget Breakdown

Please click "+" icon below to search and add budget items of this project.

| | Budget Item | Budget Amount | Description | |
|-----|--|-----------------------------------|------------------------------------|--|
| 1 ▾ | Supporting Staff Costs | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 2 ▾ | Equipment Expenses | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 3 ▾ | Outsourcing Expenses of Research Work Outside Hong Kong | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 4 ▾ | General Expenses | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 5 ▾ | Conference Expenses | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 6 ▾ | Earmarked Items > Costs for Employment of Relief Teacher | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 7 ▾ | Earmarked Items > Expenses of Research Experience for Undergraduate Students | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 8 ▾ | Earmarked Items > High-performance Computing Services Expenses | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 9 ▾ | Earmarked Items > Research-related Software License / Dataset | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |

Total Amount

Note: Total amount must be equal to amount as indicated in Total Funding for the Project.

Research Budget Breakdown

Type of Award: RGC-NonES

- ▶ “Travel*” and “Subsistence*” are applicable to Fellowship Schemes, Travel Grants and Conference Grants only.
- ▶ "Others*" is applicable to Areas of Excellence (AoE) Scheme, Theme-based Research Scheme (TRS) and Strategic Topics Grant (STG) only.

| Research Budget Breakdown | | | | |
|---|--|-----------------------------------|------------------------------------|--|
| Please click "+" icon below to search and add budget items of this project. | | | | |
| | Budget Item | Budget Amount | Description | |
| 1 | Supporting Staff Costs | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 2 | Equipment Expenses | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 3 | Outsourcing Expenses of Research Work Outside Hong Kong | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 4 | General Expenses > Research Trips | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 5 | General Expenses > Travel* | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 6 | General Expenses > Subsistence* | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 7 | General Expenses > Others | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 8 | Conference Expenses | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 9 | Others* | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 10 | Earmarked Items > Employment of Relief Teacher | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 11 | Earmarked Items > High-performance Computing Services Expenses | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 12 | Earmarked Items > Research-related Software Licence/Dataset | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 13 | Earmarked Items > Others | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |

Notes:

- "Travel*" and "Subsistence*" are applicable to Fellowship Schemes, Travel Grants and Conference Grants only.
- "Others*" is applicable to Areas of Excellence (AoE) Scheme, Theme-based Research Scheme (TRS) and Strategic Topics Grant (STG) only.

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Total Amount

Note: Total amount must be equal to amount as indicated in Total Funding for the Project.

Research Budget Breakdown

Type of Award: Non RGC

Research Budget Breakdown

Please click "+" icon below to search and add budget items of this project.

| | Budget Item | Budget Amount | Description | |
|---|--|-----------------------------------|------------------------------------|--|
| 1 | Staff Cost > Technician | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 2 | Staff Cost > Research Assistant | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 3 | Staff Cost > Others | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 4 | Equipment | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 5 | Consumables | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 6 | Travel Expenses | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 7 | General Expenses | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 8 | Others (Please specify expenses for Conference and Research Trip, if any.) | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |
| 9 | University Overhead (15% / 20% of Sum of other items) | <input type="text" value="0/20"/> | <input type="text" value="0/256"/> | |

Total Amount

Note: Total amount must be equal to amount as indicated in Total Funding for the Project.

Research Budget Breakdown

Type of Award: DMS

► How to input for 包干制?

Research Budget Breakdown

Please click "+" icon below to search and add budget items of this project.

| | Budget Item | Budget Amount | Description | |
|---|--|---------------------------|--|--|
| 1 | 一、直接费用 > 1、设备费 | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 2 | 一、直接费用 > 2、科研材料及业务费 (含材料费、测试化验加工费、燃料动力费、出版/文献/信息传播/知识产权事务费等) | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 3 | 一、直接费用 > 3、人力资源费 (含人员费、劳务费、专家咨询费等) | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 4 | 一、直接费用 > 4、其他费用 (含差旅费、会议费、国际合作与交流费、其他费用等) | <input type="text"/> 0/20 | <input type="text" value="包干制"/> 3/256 | |
| 5 | 二、间接费用 > 1、管理费 | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 6 | 二、间接费用 > 2、增值税税金及附加 (只适用于横向项目) | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 7 | 二、间接费用 > 3、单位水电气暖 (用于支付实验室租金) | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 8 | 二、间接费用 > 4、绩效支出 | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 9 | 二、间接费用 > 5、其他支出 | <input type="text"/> 0/20 | <input type="text" value="包干制"/> 3/256 | |

Total Amount 48 0/20

Note: Total amount must be equal to amount as indicated in Total Funding for the Project.

Research Budget Breakdown

Type of Award: Internal Grant

Research Budget Breakdown

Please click "+" icon below to search and add budget items of this project.

| | Budget Item | Budget Amount | Description | |
|---|--|---------------------------|----------------------------|--|
| 1 | Staff Cost > Technician | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 2 | Staff Cost > Research Assistant | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 3 | Staff Cost > Others | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 4 | Equipment | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 5 | Consumables | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 6 | Travel Expenses | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 7 | General Expenses | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 8 | Others (Please specify expenses for Conference and Research Trip, if any.) | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |

Total Amount 0/20

Note: Total amount must be equal to amount as indicated in Total Funding for the Project.

Research Budget Breakdown

Type of Award: Contracts

- ▶ Add Budget Items
- ▶ Input Budget Amount & Description (if any)
- ▶ Select “University Overhead (X% of Sum of the above budget items)” from
 - ❖ 15% for government/public funds/non-profit making organizations or off-campus project
 - ❖ 25% for others and on-campus project
 - ❖ Special approved percentage, please specify
- ▶ Input “%” if “Special approved percentage” is selected
- ▶ University Overhead Amount is automatically calculated upon save if **it is empty**
- ▶ Input Department Overhead “Allocated to” and “Allocated %”
- ▶ Department Overhead Allocated amounts are automatically calculated upon save if **they are empty**
- ▶ Total Amount = [Sum of Budget Amount of all Budget Items] + [University Overhead Amount] + [Department Overhead Amount]

Research Budget Breakdown

Please click “+” icon below to search and add budget items of this project.

| # | Budget Item | Budget Amount | Description |
|---|-------------------------------------|-----------------------------------|------------------------------------|
| 1 | Staff Cost > Technician (1) | <input type="text" value="0/20"/> | <input type="text" value="0/250"/> |
| 2 | Staff Cost > Research Assistant (1) | <input type="text" value="0/20"/> | <input type="text" value="0/250"/> |
| 3 | Staff Cost > Others (1) | <input type="text" value="0/20"/> | <input type="text" value="0/250"/> |
| 4 | Equipment (1) | <input type="text" value="0/20"/> | <input type="text" value="0/250"/> |
| 5 | Consumables (1) | <input type="text" value="0/20"/> | <input type="text" value="0/250"/> |
| 6 | Travel Expenses (1) | <input type="text" value="0/20"/> | <input type="text" value="0/250"/> |
| 7 | General Expenses (1) | <input type="text" value="0/20"/> | <input type="text" value="0/250"/> |
| 8 | Others (Please specify) (1) | <input type="text" value="0/20"/> | <input type="text" value="0/250"/> |

+ %

University Overhead (X% of Sum of above budget items)

University Overhead Amount

Notes:
 i. University Overhead Amount will be automatically calculated after save only when they are empty. Clear this field if re-calculation is need.
 ii. If encounter rounding difference or need manual assignment, input the University Overhead Amount directly.

Department Overhead (Allocated % of Sum of above budget items excluding University Overhead Amount)

| # | Allocated to (e.g. 1. Department, 2. Other Unit) | Allocated % | Allocated Amount |
|----|--|----------------------------------|-----------------------------------|
| 1. | <input type="text" value="0/250"/> | <input type="text" value="0/5"/> | <input type="text" value="0/20"/> |
| 2. | <input type="text" value="0/250"/> | <input type="text" value="0/5"/> | <input type="text" value="0/20"/> |

Notes:
 i. Input Allocated to and Allocated %.
 ii. Allocated Amounts will be automatically calculated after save only when they are empty. Clear these fields if re-calculation is need.
 iii. If encounter rounding difference or need manual assignment, input the Allocated Amounts directly.

50

Total Amount

Note: Total amount must be equal to amount as indicated in Total Funding for the Project

Research Budget Breakdown

Type of Award: Others

Research Budget Breakdown

Please click "+" icon below to search and add budget items of this project.

| | Budget Item | Budget Amount | Description | |
|---|--|---------------------------|----------------------------|--|
| 1 | Staff Cost > Technician | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 2 | Staff Cost > Research Assistant | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 3 | Staff Cost > Others | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 4 | Equipment | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 5 | Consumables | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 6 | Travel Expenses | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 7 | General Expenses | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 8 | Others (Please specify expenses for Conference and Research Trip, if any.) | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |
| 9 | University Overhead (15% / 20% of Sum of other items) | <input type="text"/> 0/20 | <input type="text"/> 0/256 | |

Total Amount 0/20

Note: Total amount must be equal to amount as indicated in Total Funding for the Project.

Part 6

Project Enquiry and Data Exportation

Project Enquiry

- ▶ To enquire Project information, go to Project List View
- ▶ Click “Filter” button
- ▶ Filter Panel is shown
- ▶ Query mode is complicated and will not be discussed here

The screenshot displays the AIMS interface. The top navigation bar includes links for Web of Science, InCites, Journal Citation Reports, Essential Science Indicators, and EndNote. The main header shows 'AIMS' and a search bar. The left sidebar contains navigation options: Dashboard, Research Outputs, Projects (highlighted), People, Departments / Organisations, Web of Science Subject Categories, Notifications, and Statistics. The main content area is titled 'Projects (172)' and features a 'Filter' button (circled in red), 'Export', and 'Report' options. Below the filter panel, there is a 'Switch to query mode' button (highlighted in green) and a search query: 'Project' equals 'AIMS ID'. The project list below shows two entries:

| Project Title | Researcher | Details |
|---|--|---|
| Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices | LEUNG Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) | [CUHK Led - C4005-22Y] RGC-NonES (01/01/2024-31/12/2026) Edit |
| The Speech Neural Encoding Test for Early Infancy | LEUNG Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) | [CUHK Led - ITB/FBL/C060/21/P] Non RGC Edit Draft Only |

Project Enquiry

▶ 1. Select Filter Entity

Switch to query mode

Project AIMS ID equals

Project Select filter entity

- Funding Sources
- Principal Investigator (CUHK)
- Other Researchers (CUHK)
- External Researchers
- External Collaborating Parties/ Organisation(s)
- Most Relevant Area
- Related Area
- Funding Agency of Funding Source
- Principal Investigator (CUHK) - Organisation of Work Affiliation (e.g. Department)
- Principal Investigator (CUHK) - Superior Organisations of Work Affiliation (e.g. Faculty)
- Other Researchers (CUHK) - Organisation of Work Affiliation (e.g. Department)
- Other Researchers (CUHK) - Superior Organisations of Work Affiliation (e.g. Faculty)
- External Researcher(s) - Organisation

Reset

▶ 3. Select Operator

Switch to query mode

Project AIMS ID equals

equals Select operator

- equals
- not equals
- less than
- greater than
- between
- is empty
- is not empty

Close

Reset

Select / Deselect all Updated on

▶ 2. Select Filter Attribute

Switch to query mode

Project AIMS ID equals

AIMS ID Select attribute

- Project Reference No.
- ORKTS Agreement No.
- Project Title
- Type of Award
- Status
- Project Keyword(s)
- Project Start Date
- Project End Date

Close

Reset

Select / Deselect all

Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices

LEUNG Ho Cheung Vincent (Office of Research and Knowledge Transfer Services)

▶ 4. Enter Filter Value and Click "Apply" Button

Result

Projects (1)

Filter Export Report

Switch to query mode

Project AIMS ID equals 304002893 Value

Close

Reset Save filter **Apply**

Select / Deselect all Updated on 10 | 50 | 100 1 of 1

▶ **Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices** More Information Required

LEUNG Ho Cheung Vincent (Office of Research and Knowledge Transfer Services)

[CUHK Led - C4005-22Y] RGC-NonES

(01/01/2024-31/12/2026)

Edit

Project Enquiry

► Filter by

- ❖ Type of Award; AND
- ❖ Project Start Date

Projects (1)

Filter Export Report

Switch to query mode

Project Type of Award equals RGC-ES

AND Project Project Start Date between 01/07/2018 30/06/2019

Close Reset Save filter Apply

Select / Deselect all Updated on 10 | 50 | 100 1 of 1

▶ **aaa rgc yy** Project Ended
LAI Kar Wai (Office of Research and Knowledge Transfer Services)
[CUHK Led - Project Reference No.] RGC-ES
(04/05/2019-03/05/2020)
[Edit](#)

Project Enquiry

► Filter by

- ❖ PI's First Name; AND
- ❖ PI's Last Name

Projects (4)

Filter Export Report

Switch to query mode

Principal Investigator (CUHI) First name contains vincent - +

AND Principal Investigator (CUHI) Last name contains leung - +

Close Reset Save filter Apply

Select / Deselect all Updated on 10 | 50 | 100 1 of 1

| | | |
|--------------------------|---|---|
| <input type="checkbox"/> | ► Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices | More Information Required |
| | LEUNG Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) [CUHK Led - C4005-22Y] RGC-NonES (01/01/2024-31/12/2026) | |
| | Edit | |
| <input type="checkbox"/> | ► The Speech Neural Encoding Test for Early Infancy | Draft Only |
| | LEUNG Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) [CUHK Led - ITB/FBL/C060/21/P] Non RGC | |
| | Edit | |

56

Project Enquiry

► Filter by

- ❖ Name of Other Researchers (CUHK) - Superior Organisations of Work Affiliation (e.g. Faculty)

Projects (14)

Filter Export Report

Switch to query mode

Other Researchers (CUHK) Name contains faculty of science +

Close Reset Save filter Apply

Select / Deselect all Updated on 10 | 50 | 100 1 of 2

| | | |
|--------------------------|---|---|
| <input type="checkbox"/> | ▶ Fundamental-Studies-Guided Growing of High-Quality, Mechanically Stable, Reduced-Dimensional Perovskites for Scalable Flexible Optoelectronic Devices | More Information Required |
| | LEUNG Ho Cheung Vincent (Office of Research and Knowledge Transfer Services) [CUHK Led - C4005-22Y] RGC-NonES (01/01/2024-31/12/2026) Edit | |
| <input type="checkbox"/> | ▶ [AWS_AIMS_DEV_Testing] Project 1_20210127 | Draft Only |
| | SUEN Chun Yin (Office of Research and Knowledge Transfer Services) [CUHK Led - AWSDEV/TEST/20210127] Non RGC (01/01/2020-31/12/2020) Edit | |

Project Enquiry

► Save Frequently Used Filter

The screenshot shows the 'Save filter settings' dialog box. The 'Filter name' field contains the text 'Search by PI Name'. The 'Save filter' button is highlighted with a red circle. The background interface shows a search filter for 'Principal Investigator (CUHI) First name' with the operator 'contains'. The 'Save filter' button in the background is also circled in red. A red arrow points from the bullet point to the dialog box.

► Load Saved Filter

- ❖ Operators and Filter Values are not saved and loaded

The screenshot shows the 'Restore filter settings' dialog box. The 'Filter name' dropdown menu is set to 'Search by PI Name'. The 'Load filter' button is highlighted with a red circle. The background interface shows a search filter for 'Project AIMS ID' with the operator 'equals'. The 'Restore Filter' button in the background is also circled in red. A red arrow points from the bullet point to the dialog box.

Data Exportation

- ▶ To export Project information, go to Project List View
- ▶ “Filter” the Project Information
- ▶ Click “Export” button
- ▶ Export Panel is shown

Dashboard > Projects + Add New Content

Projects (108)

Filter Export Report

Please pick the items to export before you adjust the export settings

Which content do you want to export? ? Selected items All (filtered) items

Do you want to use a template? ? Custom Export Use Template

Export Settings ?

Export format: Microsoft excel (*.xls) Convert HTML to plain text Include content metadata

Exported Data ?

Content Type: Project

Available attributes: Abstract of the Project, AIMS ID, Amount, Currency, Is this a CUHK Research Project?

Relation type: [Dropdown]

Buttons: Cancel, Save Template, Export

Data Exportation

- ▶ Select “Selected items” and Check Filtered items in the result to export particular records
- ▶ Select “All (filtered) items” to export all filtered items

Please pick the items to export before you adjust the export settings

Which content do you want to export? [?] Selected items All (filtered) items

Do you want to use a template? [?] Custom Export Use Template

Export Settings [?]

Export format: Convert HTML to plain text
 Include content metadata

Exported Data [?]

Content Type: Project

Available attributes: Abstract of the Project, AIMS ID, Amount, Currency, Is this a CUHK Research Project?

Relation type:

Select / Deselect all 10 | 50 | 100 1 of 11

| | | |
|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> | aaa imported project 27 LAI Kar Wai (Office of Research and Knowledge Transfer Services) [CUHK Led] Others (01/01/2021-31/12/2025) 60 Edit | <input type="checkbox"/> Project in Progress |
|-------------------------------------|--|--|

Data Exportation

- ▶ Do not touch the “Export Settings”
- ▶ Use “Ctrl” key + “Left Mouse Click” to select the attributes of “Project” for export
- ▶ You can export **at most one linked entity** at a time. Examples of Linked entities are
 - ❖ Principal Investigator (CUHK)
 - ❖ Other Researcher(s) (CUHK)
 - ❖ Funding Sources
- ▶ Use “Ctrl” key + “Left Mouse Click” to select the attributes of “Principal Investigator (CUHK)” for export

Please pick the items to export before you adjust the export settings

Which content do you want to export? Selected items All (filtered) items

Do you want to use a template? Custom Export Use Template

Export Settings

Export format: Microsoft excel (*.xls) Convert HTML to plain text Include content metadata

Exported Data

Content Type: Project

Available attributes: Abstract of the Project, AIMS ID, Amount, Currency, Is this a CUHK Research Project?

Relation type: Principal Investigator (CUHK)

Available attributes: Attribution, Role

Content Type: Work Affiliation

Available attributes: First name, Job description, Last name, Organisation, Rank

Relation type:

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Cancel Save Template Export

Data Exportation

- ▶ Save current export settings as Frequently Used Export Template, click “Save Template” button
- ▶ To use the saved Export Template, select “Use Template”

Please pick the items to export before you adjust the export settings

Which content do you want to export? ? Selected items All (filtered) items

Do you want to use a template? ? Custom Export Use Template

Which template do you want to use?

| Template | Description |
|------------|--|
| Project_PI | Project and PI Information Project (AIMS ID, Amount, Currency, Project End Date, Project Reference No., Project Start Date, Project Title, Type of Award) PROJ_has_pi_CARD (cuPiRole) Card (firstName, lastName, organisation) |

Exported Data ?

Content Type: Project

Available attributes: [List of attributes]

Relation type: [Dropdown]

Available attributes: [List of attributes]

Content Type: [Dropdown]

Available attributes: [List of attributes]

Relation type: [Dropdown]

Save Template

Template name: Project_PI

Description: Project and PI Information

Data Exportation

- ▶ Click “Export” button and an Excel file will be automatically downloaded
- ▶ Open the Excel file and project information is as below

| | A | B | C | D | E | F |
|----|------------------|-----------------|-------------------|---------------------------|--------------------------------|-----------------------------|
| 1 | Project: AIMS ID | Project: Amount | Project: Currency | Project: Project End Date | Project: Project Reference No. | Project: Project Start Date |
| 2 | 71716338 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 3 | 71716121 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 4 | 71715904 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 5 | 71715687 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 6 | 71715470 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 7 | 71715253 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 8 | 71715036 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 9 | 71714819 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 10 | 71714602 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 11 | 71714385 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 12 | 71714168 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 13 | 71713951 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 14 | 71713734 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 15 | 71713517 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 16 | 71713300 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 17 | 71713083 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 18 | 71712866 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 19 | 71712649 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 20 | 71712432 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 21 | 71712215 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 22 | 71711998 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 23 | 71711781 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 24 | 71711564 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 25 | 71711347 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |
| 26 | 71711130 | 123456 HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | |

Please pick the items to export before you adjust the export settings

Which content do you want to export? Selected items All (filtered) items

Do you want to use a template? Custom Export Use Template

Which template do you want to use?

| Template | Description |
|------------|--|
| Project_PI | Project and PI Information Project (AIMS ID, Amount, Currency, Project End Date, Project Reference No., Project Start Date, Project Title, Type of Award) PROJ_has_pi_CARD (cuPIRole) Card (firstName, lastName, organisation) |

Data Exportation

- By selecting the first row in the Excel and replacing the column prefixes, you get a better column header

| | A | B | C | D | E | F |
|----|------------------|-----------------|-------------------|---------------------------|--------------------------------|-----------------------------|
| 1 | Project: AIMS ID | Project: Amount | Project: Currency | Project: Project End Date | Project: Project Reference No. | Project: Project Start Date |
| 2 | 71716338 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 3 | 71716121 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 4 | 71715904 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 5 | 71715687 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 6 | 71715470 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 7 | 71715253 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 8 | 71715036 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 9 | 71714819 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 10 | 71714602 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 11 | 71714385 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 12 | 71714168 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 13 | 71713951 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 14 | 71713734 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 15 | 71713517 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 16 | 71713300 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 17 | 71713083 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |
| 18 | 71712866 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 |

Find and Replace

Find Replace

Find what: Project: |

Replace with:

Options >>

Replace All Replace Find All Find Next Close

Find and Replace

Find Replace

Find what: PROJ_has_pi_CARD:

Replace with:

Options >>

Replace All Replace Find All Find Next Close

Find and Replace

Find Replace

Find what: Work Affiliation:

Replace with:

Options >>

Replace All Replace Find All Find Next Close

| | A | B | C | D | E | F | G | H | I | J | K | L | |
|----|----------|--------|----------|------------------|-----------------------|--------------------|-------------------------|-------------------------|---------------|------|------------|-----------|--------------|
| 1 | AIMS ID | Amount | Currency | Project End Date | Project Reference No. | Project Start Date | Project Title English | Project Title 中文 (繁體) | Type of Award | Role | First name | Last name | Organisation |
| 2 | 71716338 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 27 | aaa imported project 27 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 3 | 71716121 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 26 | aaa imported project 26 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 4 | 71715904 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 25 | aaa imported project 25 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 5 | 71715687 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 24 | aaa imported project 24 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 6 | 71715470 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 23 | aaa imported project 23 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 7 | 71715253 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 22 | aaa imported project 22 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 8 | 71715036 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 21 | aaa imported project 21 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 9 | 71714819 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 20 | aaa imported project 20 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 10 | 71714602 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 19 | aaa imported project 19 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 11 | 71714385 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 18 | aaa imported project 18 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 12 | 71714168 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 17 | aaa imported project 17 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 13 | 71713951 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 16 | aaa imported project 16 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 14 | 71713734 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 15 | aaa imported project 15 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 15 | 71713517 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 14 | aaa imported project 14 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 16 | 71713300 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 13 | aaa imported project 13 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 17 | 71713083 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 12 | aaa imported project 12 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 18 | 71712866 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 11 | aaa imported project 11 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 19 | 71712649 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 10 | aaa imported project 10 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 20 | 71712432 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 9 | aaa imported project 9 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 21 | 71712215 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 8 | aaa imported project 8 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 22 | 71711998 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 7 | aaa imported project 7 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 23 | 71711781 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 6 | aaa imported project 6 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 24 | 71711564 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 5 | aaa imported project 5 | Others | PI | Kar Wai | LAI | ORKTS; Offic |
| 25 | 71711347 | 123456 | HKD | 31/12/2025 0:00 | | 1/1/2021 0:00 | aaa imported project 4 | aaa imported project 4 | Others | PI | Kar Wai | LAI | ORKTS; Offic |

Part 7

Upcoming Events

❖ Production Rollout of AIMS Project Interface

- Official Rollout Date: 3 July 2023 (Mon)
- Update in [ORKTS website](#)
 - PowerPoint of this Training Session
 - Video of this Training Session

Part 8

Q&A

- ❖ Our ultimate goal is to replace the current RPD form in Word format with the AIMS Project Interface. But there will be a transitional period. Within this transitional period, our ORKTS staff will give clear instructions in email whether the AIMS Project Interface should be used for project information submission.
- ❖ Not all staff have the Researcher access to AIMS (e.g. *Part-time research staff, Administrative staff with publications, Taught Postgraduate (TPg) students*). If you find yourself cannot access AIMS, please apply Researcher User Account by download application form in link below and submit the completed form to aims.info@cuhk.edu.hk.
https://www.orkts.cuhk.edu.hk/images/aims/AIMS_Researcher_Account_App_Form_Jun-2023.docx

Part 8

Q&A

- ❖ The **CUHK Delegated Role** account in AIMS allows user to receive delegation from Researchers, to assist in the handling of publication and project related records. To apply the delegate account, please download application form in link below and submit the completed form to aims.info@cuhk.edu.hk.
https://www.orkts.cuhk.edu.hk/images/aims/AIMS_CUHK_Delegated_Role_App_Form_Jun-2023.docx
- ❖ The **Faculty/Department Administrator** account in AIMS can search and generate report of project related records for the entire Faculty or Department. To apply the Faculty/Department Administrator account, please download and submit the application form in link below and submit the completed form to aims.info@cuhk.edu.hk.
https://www.orkts.cuhk.edu.hk/images/aims/AIMS_Faculty_Department_Admin_App_Form_Jun-2023.docx

End of this Training Session

Thank you very much for participations and supports