To: Grants Team, Office of Research and Knowledge Transfer Services (ORKTS)

 Rm 301, 3/F, Pi Ch’iu Building, The Chinese University of Hong Kong, Shatin

**Checklist and Endorsement Form on RGC Postdoctoral Fellowship Scheme (PDFS) 2022/23**

*This form should be completed and submitted, together with the nomination form and other supporting documents, to the ORKTS by* ***5:00 pm, 31 August 2021 (Tuesday).***

**CHECKLIST** *(to be completed by the Postdoctoral Fellow (PdF) candidate)*

|  |  |
| --- | --- |
| **Name of PdF candidate:** | Click or tap here to enter text. |
| **Date of PhD degree conferment:**  | Click or tap to enter a date. |
|  |  *(dd/mm/yyyy)* |

**(\*Please check / tick ‘✓’ in the appropriate box.)**

I, the PdF candidate, have included the following documents in my submission:

1. [ ]  duly completed and signed nomination form, except Sections H and I in MS WORD format;
2. [ ]  scanned copy of HKID / Passport in PDF format;
3. [ ]  scanned copy of certificate / official transcript / qualifications / awards / letter(s) of

 acceptance mentioned in Sections C & D of the nomination form in PDF format; and

1. [ ]  the *VeriGuide* scanning reult on Section E (except E(ii)(d) – References) of the nomination

 form.

If any of the above documents are not included in the submission, please provide reason(s):

|  |
| --- |
|  Click or tap here to enter text. |

I, in submitting the nomination form, hereby confirm that:

1. [ ]  I have invited two academic referees\* to return the referees’ reports directly to Grants

 Team, ORKTS, by the internal deadline;

1. [ ]  I understand the monitoring / reporting requirements as set out in the Operation Guide of

 PDFS;

1. [ ]  I abide by all relevant UGC / RGC guidelines; and
2. [ ]  the information I have provided is sufficient, accurate and geninue.

*\*Note: Proposed immediate supervisor of the PdF candidate and persons from non-academic*

*background are not allowed to be the nominee’s academic referees*

**DEPARTMENT’S ENDORSEMENT** *(to be completed by Immediate Supervisor and Unit Head)*

**Important Notes:**

1. Please read the [RGC’s call circular](https://www.ugc.edu.hk/eng/rgc/funding_opport/pdfs/call_letter.html), [Operation Guide](https://www.ugc.edu.hk/doc/eng/rgc/form/operationguide.pdf), [Guidance Notes (PDFS-2) for completing the Nomination Form](https://www.ugc.edu.hk/doc/eng/rgc/form/pdfs2.pdf), [RGC Frequently Asked Questions for PDFS](https://www.ugc.edu.hk/eng/rgc/funding_opport/pdfs/index.html) before completing this form.
2. According to the requirements of the Scheme, the supporting university is responsible for offering basic salary with the conference and research-related travel allowance (no less than the stipend level as stipulated in the [Operation Guide](https://www.ugc.edu.hk/doc/eng/rgc/form/operationguide.pdf) of PDFS). The School / Department might need to use other funds under the School’s / Department’s control to cover other fringe benefits, including MPF, pay adjustment etc., if the appointment costs exceed the funding provided by the Fellowship.
3. The Fellowship is to be held at the University and is not transferable throughout the course of the Fellowship. The Department should ensure that the PdF candidate’s period of employment would be long enough to cover the whole Fellowship period.

**(\*Please check / tick ‘✓’ in the appropriate box.)**

The Department, in endorsing an application, is hereby to:

1. [ ]  confirm the information provided by the PdF candidate is sufficient, accurate and geninue;
2. [ ]  confirm the candidate has obtained a legal right to work and reside in Hong Kong during

 the Fellowship period;

**OR**

[ ]  ensure that the nominee will have obtained a legal right to work and reside in Hong Kong

 during the Fellowship period, should the nominee be awarded the Fellowship;

1. [ ]  confirm that the candidate has obtained / been conferred a PhD degree or an equivalent

qualification on or after 1 January 2018, i.e. not more than three years before 2021, or will complete the requirement of a PhD degree or an equivalent qualification by 31 August 2022;

1. [ ]  confirm that the candidate is a graduate in the relevant fields of the research projects /

 activities to which he / she is to be assigned;

1. [ ]  confirm to support the nominee’s PdF appointment, with basic salary and a conference and

 research-related travel allowance and other fringe benefits as deemed appropriate,

 throughout the whole Fellowship period. By accepting the Fellowship, the awardee will

 start a 36-month appointment as PdF at the supporting university within the same (calendar)

 year after the result announcement (to start earliest on 1 May and latest by 31 December).

1. [ ]  confirm to observe the monitoring / reporting requirements as set out in the operation guide

 of PDFS and will abide by all relevant UGC / RGC guidelines.

I support the above mentioned PdF candidate for the *RGC* *Postdoctoral Fellowship Scheme (PDFS).*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  |  |  |
| Name in Block: | Click or tap here to enter text. |  | Click or tap here to enter text. |
| Position: | Immediate Supervisor of the Proposed PdF Candidate |  | Director / Chairperson / Head |
| Department: | Click or tap here to enter text. |  | Click or tap here to enter text. |
| Date: | Click or tap to enter a date. |  | Click or tap to enter a date. |