

e-Declaration System (Non-RGC Research Grants)

System Walkthrough and Training

Apr-2022

Rundown

- ❖ Part 1. e-Declaration System Overview
- ❖ Part 2. Walkthrough and Demonstration
- ❖ Part 3. Q&A

Thank you for your support

- ❖ **University Planning Office (UPO)**
The e-Declaration system is co-developed by UPO and ORKTS. UPO play major role in system design and development.
- ❖ **Faculty of Medicine**
Pilot-run of the e-Declaration system for Health and Medical Research Fund (HMRF) in Feb-2022 was fully supported. The success of the Pilot-run is a crucial milestone for the university-wide rollout.
- ❖ **All Faculties and Departments**
Coordination works make the rollout smooth. (Training registration, PI delegation and Endorser delegation, etc.)

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central text is positioned in the white space between these green elements.

Part 1

e-Declaration System

Overview

e-Declaration System Overview

1. The e-Declaration System is designed to **replace the Non-RGC Research Grants paper Declaration Form**.
2. All users will log into the system with their **Microsoft o365 credentials**.
3. The data fields in the e-Declaration form are based on the paper form, and PI will be required to **upload the following documents for their submission**:
 - **Research proposal**;
 - **Approval letter(s) for safety and ethics requirements**
4. Since the system is interfaced with the Ethics Training System, so when PI selected “Obtained” for an ethics domain, **corresponding ethic training certificate (only if it is still valid) will be automatically attached to the application form**.
5. The e-form is different from the paper form in the arrangement of Employment Information

	e-Form	Paper Form
Employment Information <ul style="list-style-type: none">• Employment Type• Contract End Date• Other Remarks (if neither in Continuous Appointment nor Contract Basis)	Fill out by PI*	Fill out by Endorser

*There is an user role “Endorser Delegation” who can first validate the application information (e.g. check employment information) before the application is being routed to the Endorser, but it depends whether the Department Chairman has made such a delegation.

User Roles in the System

User Role	Possible Staff	Access Rights	Remarks
PI Delegates	Research Assistant of PI	<ul style="list-style-type: none"> Create, edit an application but can only save the record as Draft. 	PI may assign delegation up to 5 users, and delegated users can only access records which they created.
PI	Staff eligible for Grant application	<ul style="list-style-type: none"> Create, edit, submit an application. 	Only PI can access the confirmation page for the application submission. Also, PI will input his/her employment information on the confirmation page.
Endorser Delegates	Department / Faculty Admin	<ul style="list-style-type: none"> Check the application information; or Make endorsement on behalf of Endorser 	Endorsement can be made on behalf of the endorser
Endorser	<ul style="list-style-type: none"> PVC-Research Faculty Dean Staff assigned by Faculty Dean Department Chairperson 	<ul style="list-style-type: none"> View and endorse an application. 	
ORKTS Admin	Grants team of ORKTS	<ul style="list-style-type: none"> View, edit, change status of all applications in the system. 	

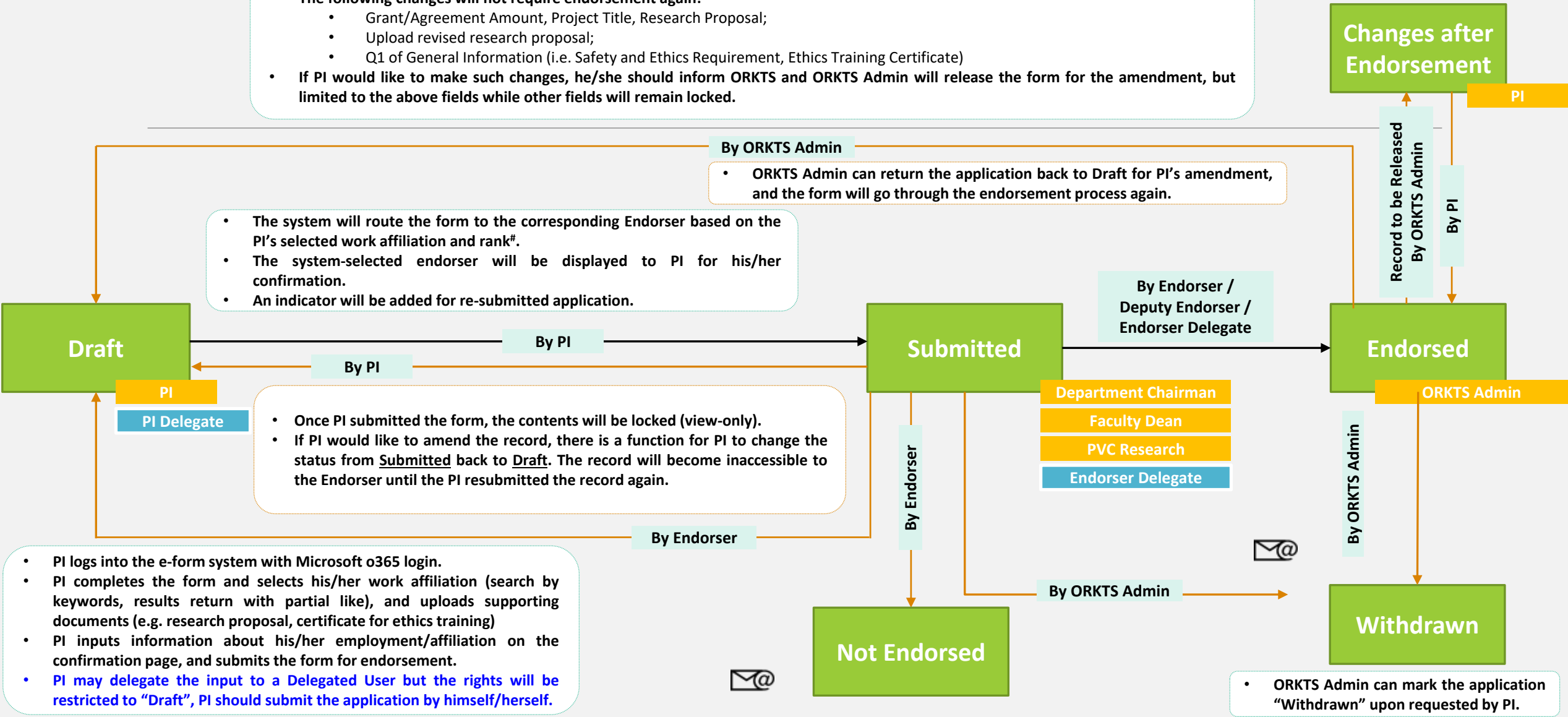
Endorsement Workflow

- ▶ The declaration form will be routed to the corresponding endorser based on the PI's selected affiliation and PI's rank (e.g. Researcher, Department Chairman, Faculty Dean).

Applicant		Endorser
PI (Department)		Department Chairman
PI (Department Chairman) PI (Faculty)		Faculty Dean / Staff assigned by Faculty Dean
PI (Staff assigned as Endorser by Faculty Dean)	<p>➔ Endorser Delegation# ➔</p> <p><i>(Delegation is optional to the Endorser)</i></p>	Faculty Dean
PI (Faculty Dean) PI (University-Level Institution)		PVC-Research
<p># Endorser Delegation can first check the application information before it is routed to the Endorser.</p>		
<p>Also, Endorser Delegate has the right to endorse an application on behalf on the Endorser</p>		

Workflow of e-Declaration System (Non-RGC Research Grants)

- The following changes will not require endorsement again:
 - Grant/Agreement Amount, Project Title, Research Proposal;
 - Upload revised research proposal;
 - Q1 of General Information (i.e. Safety and Ethics Requirement, Ethics Training Certificate)
- If PI would like to make such changes, he/she should inform ORKTS and ORKTS Admin will release the form for the amendment, but limited to the above fields while other fields will remain locked.



Part 2

Walkthrough and Demonstration

- ❑ 2a Creation & Submission of e-Declaration form

..... Executed by PI/PI's delegates

- ❑ 2b Endorsement of e-Declaration form

..... Executed by Endorser/Endorser's delegates

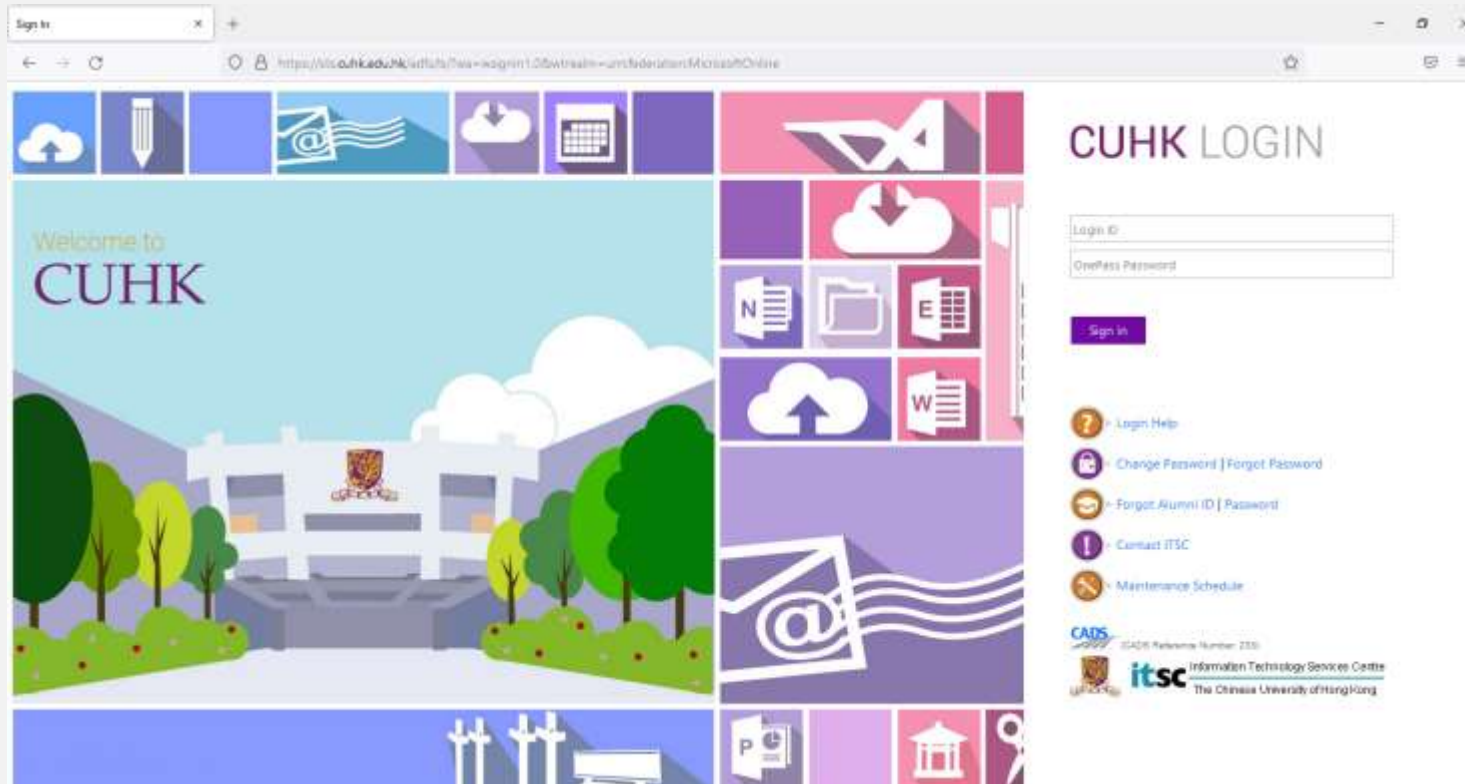
Part 2a

Creation & Submission of e-Declaration form

Executed by PI/PI's delegates

a1. Login to the e-Declaration System

- ❑ Link of e-Declaration System is available in the ORKTS website https://automationservice.cuhk.edu.hk/ORKTS/RGD_MyList
- ❑ If you have not logged in to CUHK o365 in your browser, you will be redirected to the CUHK o365 login page



a2. Landing page of the e-Declaration System

- ❑ After logged in to CUHK o365, you will be redirected to the **Landing page** of the e-Declaration System



Declaration for Research Grants - My List

Search (by PI / Application Ref. / Affiliation / Project Title / Fundin)

Application Ref. ⇅	PI ⇅	Affiliation ⇅	Project Title ⇅	Funding Scheme ⇅	Status ⇅
ORKTS-21-0045	PI's Name		Testing Project title		Draft
ORKTS-21-0073	PI's Name	Department of Orthopaedics and Traumatology	For Demo - Project Title - ORT	Health and Medical Research Fund (HMRF)	Revision

- Select **“Submit Declaration”** if you are PI/PI’s delegates
- Select **“Endorse Declaration”** if your are an endorser/endorser’s delegates. The **“New Declaration”** button will disappear.

Filter the records in e-Declaration List by Status

Click this button to logout

e-Declaration ▾
Submit Declaration
Endorse Declaration

<PI Delegate >
e-Declaration ▾
New Declaration

- Status: All
- All
 - Draft
 - Submitted
 - Withdrawn
 - Revision
 - Re-submitted
 - Validated
 - Endorsed
 - Not Endorsed
 - Post Endorsement Changes
 - Application Completed

Pending Task(s) Only
Status ⇅
Draft
Revision

e-Declaration List

Click “Application Ref.” link to edit an existing e-Declaration form

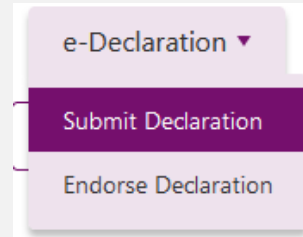
Input keyword here and press <Enter> to search e-Declaration form

Filter the records in e-Declaration List by Pending Task(s) Only

Click “New Declaration” button to create a new e-Declaration form

a3-01. PI's Delegate drafts Declaration form for PI

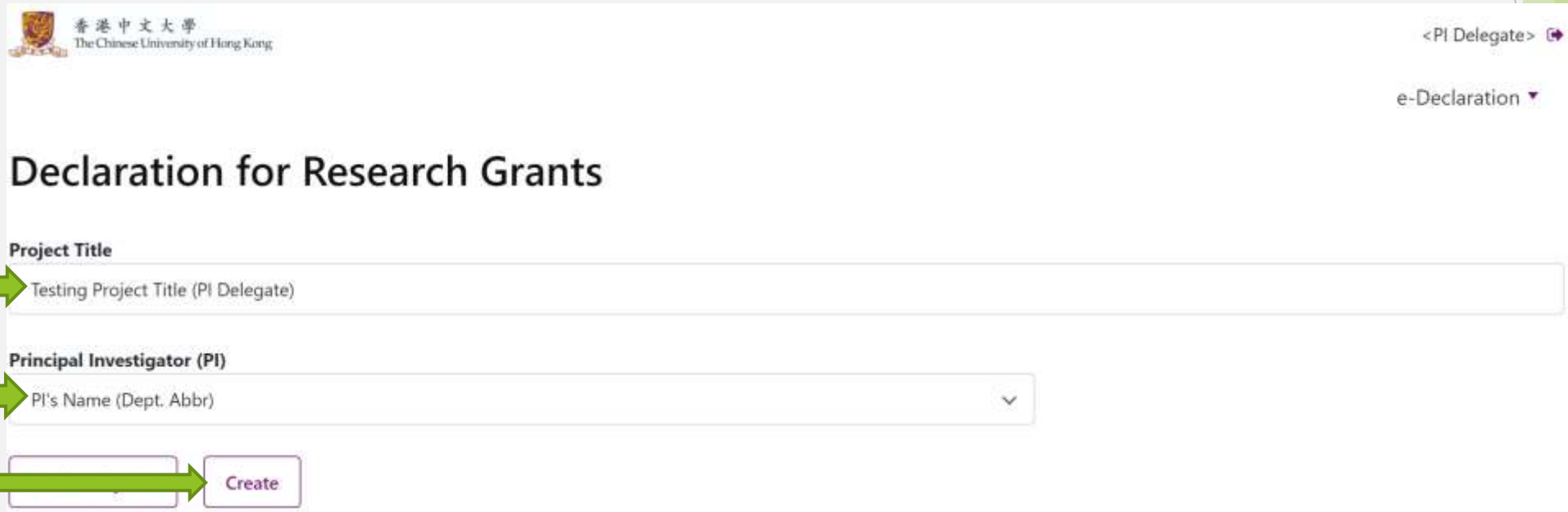
- ❑ Choose “Submit Declaration” from the “e-Declaration” menu




- ❑ Click “New Declaration” button




- ❑ 1st page of New Declaration will be displayed
 - ✓ Input “Project Title”
 - ✓ Select “Principal Investigator (PI)”
 - ✓ Click “Create” button to next page; or
 - ✓ Click “Back to My List” button to cancel

A screenshot of a web application form titled "Declaration for Research Grants". The form is for a PI Delegate, as indicated by the "<PI Delegate>" text in the top right. The form includes a header with the Chinese University of Hong Kong logo and name. The main title is "Declaration for Research Grants". Below the title, there are two input fields: "Project Title" and "Principal Investigator (PI)". The "Project Title" field contains the text "Testing Project Title (PI Delegate)". The "Principal Investigator (PI)" field is a dropdown menu with the text "PI's Name (Dept. Abbr)". At the bottom of the form, there is a "Create" button. Three green arrows point to the "Project Title" field, the "Principal Investigator (PI)" dropdown, and the "Create" button.

a3-02. PI's Delegate drafts Declaration form for PI

- ❑ In 2nd page of New Declaration
 - ✓ Enter information in “Part I: Project Particulars”
 - ✓ Click “Select file” to upload proposal
 - ✓ Multiple files can be uploaded
 - ✓ Only files with extensions bmp, doc, docx, jpg, pdf, png, tif, tiff, zip can be uploaded
 - ✓ Click the  button to delete an unwanted uploaded file

 Please upload file with the below extension(s).
bmp, doc, docx, jpg, pdf, png, tif, tiff, zip

Declaration for Research Grants

***All fields are mandatory, please fill out the form before submission.**

Part I: Project Particulars

Application Reference No.

ORKTS-21-0045

Application Status

Draft

Project Title

Testing Project Title (PI Delegate)

Research Proposal

(If you would like to reupload a proposal file, please first delete the current file by clicking "X".)

  Select file

2022.1.26 Test Project Proposal.pdf (0.91MB) 

a3-03. PI's Delegate drafts Declaration form for PI

- Scroll down a bit and select salutation under “Preferred Name of Principal Investigator (PI)”
- Enter “Position”
- Select “Department/Unit associated with this application”
 - ✓ The selected Department/Unit will directly affect the endorsement route.
 - ✓ Endorser for this application will be displayed under “Endorsing Department/Unit for this application.”

Principal Investigator (PI)

PI's Name

Preferred Name of Principal Investigator (PI)

Professor



PI's Name

Staff ID

123456

Position

<Post Title>

Department/Unit associated with this application


<Department's Name>



Endorsing Department/Unit for this application (Please check if the Endorser is correctly mapped for your selected work affiliation to this declaration.)

<Endorser's Department/Faculty Name> (Endorser's Name)

a3-04. PI's Delegate drafts Declaration form for PI

- ❑ Scroll down a bit and Select “Other Department/Unit associated with this application (1) and (2)” if any
- ❑ Click  button to select “Name of Funding Scheme” →

Funding Scheme ✕

Health and Medical Research Fund (HMRF) (HMFGO)

Health and Medical Research Fund Research Fellowship Scheme (HMRF-RFS) (HRSGO)

- ❑ After selecting “Funding Scheme”, corresponding “Name of Grantor/Sponsor” will be displayed.


Other Department/Unit associated with this application (1)

Select an item ▼

Other Department/Unit associated with this application (2)

Select an item ▼

Name of Funding Scheme

Health and Medical Research Fund (HMRF) (HMFGO) 

Name of Grantor/Sponsor

Food and Health Bureau (FHB)

a3-05. PI's Delegate drafts Declaration form for PI

- Continue to select “Is this a CUHK led project?”
- Select “Grant/Agreement Currency”
- Input “Grant/Agreement Amount Allocated to the Project”
- Input “Grant/Agreement Amount Allocated to CUHK”
- This finishes input of “Part I: Project Particulars”

Is this a CUHK led project?
(For non-CUHK-led project, please indicate the amount allocated to CUHK)

Yes
 No


Grant/Agreement Currency
HKD

Grant/Agreement Amount Allocated to the Project
HKD: 1000000

Grant/Agreement Amount Allocated to CUHK
HKD: 1000000

The screenshot shows a web form with four sections. Each section has a green arrow pointing to it from the left. The first section is a radio button question with 'Yes' selected. The second is a dropdown menu showing 'HKD'. The third and fourth are text input fields, both containing '1000000' and preceded by 'HKD:'.

a3-06. PI's Delegate drafts Declaration form for PI

- ❑ Move on to “Part II: General Information”, complete “1. Safety and Ethics Requirement, Ethics Training Certificate”
- ❑ For each Safety and Ethics Requirements, complete “Approval” column as below
 - ✓ Check either “Not Required”, “Being sought” or “Obtained” where applicable
 - ✓ If “Obtained” is checked in “Approval” column, corresponding approval letter is required
 - ✓ Click “Select file” to upload approval letter
 - ✓ Only file with extensions bmp, doc, docx, jpg, pdf, png, tif, tiff, zip can be uploaded
 - ✓ Click the  button to delete an unwanted uploaded file

Part II: General Information

1. Safety and Ethics Requirement, Ethics Training Certificate

(Please attach a copy of approval letter and Ethics Training Certificate if approval is obtained.)


Human research ethics

Approval

Not Required

Being sought

Obtained

 Select file

Ethics Training Certificate

Not Required

Being sought

Obtained

Human research ethics approval 2022.pdf (0.91MB) 

a3-07. PI's Delegate drafts Declaration form for PI

- ❑ For each Safety and Ethics Requirements, complete “Ethics Training Certificate” column as below
 - ✓ Check either “Not Required”, “Being sought” or “Obtained” where applicable
 - ✓ If “Obtained” is checked in “Ethics Training Certificate” column, corresponding ethic training certificate (only if it is still valid) will be automatically attached to the application form

Part II: General Information ^

1. Safety and Ethics Requirement, Ethics Training Certificate
(Please attach a copy of approval letter and Ethics Training Certificate if approval is obtained.)

Human research ethics

<p>Approval</p> <p><input type="checkbox"/> Not Required</p> <p><input type="checkbox"/> Being sought</p> <p><input checked="" type="checkbox"/> Obtained</p>		<p>Ethics Training Certificate</p> <p><input type="checkbox"/> Not Required</p> <p><input type="checkbox"/> Being sought</p> <p><input checked="" type="checkbox"/> Obtained</p> <p>Training Cert H15602484 (Valid through 2025-07-07)</p>
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Human research ethics approval 2022.pdf (0.91MB) 

a3-08. PI's Delegate drafts Declaration form for PI


- ❑ **Publication Ethics Training Certificate** is mandatory and is needed to be obtained before grant application can be processed.
- ❑ Click the link <https://www.research-ethics.cuhk.edu.hk/web/> for more information.

Chemical safety

Approval

- Not Required
- Being sought
- Obtained

* need to obtain before grant application can be processed.

Please refer to  <https://www.research-ethics.cuhk.edu.hk/web/> for information. **Publication Ethics Training Certificate is mandatory.**

PI shall be responsible for making the arrangements to obtain the required approval(s).

a3-09. PI's Delegate drafts Declaration form for PI

- ❑ Continue to complete questions 2 - 5.

➔ 2. Will the project generate any intellectual property (IP)?

Yes

No

N/A

➔ 3. If the above question is "Yes", will IP right be owned by CUHK?

Yes

No, please specify: Test description

N/A

➔ 4. Except for pre-approved case, has overhead charge been built into the budget of the research proposal according to the overhead rate stated in the [Policy on Research?](#)

Yes

No

N/A

➔ 5. The research project will be conducted


Note: Rate of overhead charges: 20% for on-campus, 15% for off-campus


On-campus


Off-campus, please specify location:

a3-10. PI's Delegate drafts Declaration form for PI

- Continue to complete questions 6 - 8.

 **6. Is publication restricted by the Grantor/Sponsor?** Yes No N/A

 **7. Is there any funding from the project for the Department/Unit concerned, e.g. overhead, equipment time?** Yes No

 **8. If the following resources will be required from the Department/Unit, PI should arrange for the appropriate application/arrangement for the project in advance:** Nil Required, please specify:

- Click **“Save Draft”** button to save the information
- After saving the information, history will be shown in **“Project Status”**. PI's Delegate finished drafting Declaration form for PI.

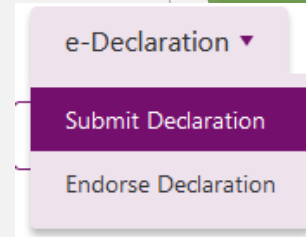
Project Status

Status	On	By	Remarks
Draft	2022-01-28 11:41	PI Delegate (Department/Faculty Name)	



a4-01. PI submits Declaration form for endorsement

- ❑ This part follows **a3-10 PI's Delegate drafts Declaration form for PI**
- ❑ Assume PI's Delegate drafted the Declaration form and notified PI for submission
- ❑ After PI logged in, choose "Submit Declaration" from the "e-Declaration" menu
- ❑ Select "Status" filter = "Draft"
- ❑ Click the link in column "Application Ref." to view the draft declaration form



香港中文大學
The Chinese University of Hong Kong

PI's Name (Department/Faculty) ↗

e-Declaration ▾

New Declaration

Search (by PI / Application Ref. / Affiliation / Project Title /)

Draft ▾ Pending Task(s) Only

Application Ref. ↕	PI ↕	Affiliation ↕	Project Title ↕	Funding Scheme ↕	Currency ↕	Total Amount ↕	Status ↕
ORKTS-21-0045	PI's Name		Testing Project Title (PI Delegate)				Draft

1 to 1 of 1 items

a4-02. PI submits Declaration form for endorsement

- ❑ The screen is same as PI's Delegate's with an additional button "Submit"
- ❑ PI can review and edit all information drafted by PI's Delegates
- ❑ After review and editing, PI clicks the "Submit" button to start the submission procedures
- ❑ After clicking the "Submit", system will perform validations to check existence of valid training certificates and other mandatory inputs. Validation errors may prompt. PI needs to fix all validation errors before submission.

Project Status

Status	On	By	Remarks
Draft	2022-01-28 11:41	PI Delegate	

[Back to My List](#)

[Submit](#)

a4-03. PI submits Declaration form for endorsement

- ❑ If no validation errors found, a preview page will be shown to display all information
- ❑ At the end of the preview page, PI needs to input his/her “Employment Information”
- ❑ Click “Confirm Submission” button to go to “Part III: Concurrence with Agreement (To be completed for projects with University Agreement only)” and “Part IV: Deed of Undertaking”

Declaration for Research Grants - Preview

*All fields are mandatory, please fill out the form before submission.

Part I: Project Particulars

Application Reference No.: ORKTS-21-0045

Application Status: Draft

Project Title: Testing Project Title (PI Delegate)

Research Proposal:

2022.1.26 Test Project Proposal.pdf (0.91MB)

Principal Investigator (PI): PI's Name

Preferred Name of Principal Investigator (PI): Professor PI's Name

Staff ID: 123456

Position: Professor

Department/Unit associated with this application: Faculty/Department's Name

Endorsing Department/Unit for this application (Please check if the Endorser is the PI's department.): Endorser's Faculty/Department's Name (Endorser's Name)

Employment Information

Employment Type

Continuous Appointment

Contract End Date (if applicable)

Other remarks (if neither in Continuous Appointment nor Contract Basis)

Project Status

Status	On	By
Draft	2022-01-28 11:41	PI Delegate

[Back to My List](#)

[Back to](#)

[Confirm Submission](#)



a4-04. PI submits Declaration form for endorsement

- ❑ Complete “Part III. Concurrence with Agreement (To be completed for projects with University Agreement only)” if applicable
- ❑ Check “I agree to the Deed of Undertaking above” in “Part IV: Deed of Undertaking”
- ❑ Click “Confirm and Submit” to submit the declaration form for endorsement

The screenshot shows a web form for PI endorsement. The form is divided into several sections:

- Part III: Concurrence with Agreement (To be completed for projects with University Agreement only)**
 - Section 2: "Will the project be funded by the University?" with a radio button for "Yes" selected.
 - Section 3: "If the above project is not funded by the University, please indicate the source of funding." with a radio button for "No" selected.
 - Section 4: "Except for projects funded by the University, please indicate the source of funding." with a radio button for "No" selected.
 - Section 5: "The research project is not related to the University's research interests." with a radio button for "No" selected.
- Part IV: Deed of Undertaking**
 - Section 8: "To the best of our knowledge, in requesting the University to execute the Agreement, neither we, nor any close relatives of ours nor any entity (whether owned beneficially or controlled by ourselves or any of our close relatives) have any interest in the other Contracting Party/Parties or its/ their associated companies (being either the subsidiary or holding company of the other Contracting Party/Parties or a fellow subsidiary of such holding company) whether by way of shareholding, employment, or any contractual relationship." with a checked checkbox.

At the bottom right, there are two buttons: "Back" and "Confirm and Submit". A green arrow points to the "Confirm and Submit" button.

a4-05. PI submits Declaration form for endorsement

- ❑ To view the declaration form after submission, in landing page, select “Status” filter = “Submitted” and uncheck “Pending Task(s) Only”
- ❑ Click the link in column “Application Ref.” to view the submitted declaration form
- ❑ At the end of the declaration form page, submission history is shown
- ❑ PI finished submitting Declaration form for endorsement.

Declaration for Research Grants (for HMRF Scheme Only) - My List

New Declaration

Status Submitted

Pending Task(s) Only

Application Ref. ▾	PI ▾	Affiliation ▾	Project Title ▾	Status ▾
ORKTS-21-0069	PI's Name	Department/Faculty Name	Testing Project Title (PI Delegate)	Submitted

1 to 1 of 1 items

Project Status

Status	On	By	Remarks
Submitted	2022-02-07 11:23	PI's Name	
Draft	2022-01-28 11:41	PI Delegate	

Back to My List

Make Further Changes

a5. Possible Outcome (1) – Declaration form is endorsed

- ❑ If the Declaration form is endorsed, PI will receive an email notification as below sample.
- ❑ No further action related to Declaration form is required

Dear Professor **PI's Name**,

The research grants declaration form below has been endorsed.

Funding Scheme: Health and Medical Research Fund (HMRF)

Grantor/Sponsor: Food and Health Bureau (FHB)

Principal Investigator: Professor **PI's Name** (Department/Faculty's Abbr.)

Project Title: Testing Project Title (PI Delegate)

Remarks: Remarks from Endorser

Please log in the Research Grants Declaration System below to access the form:

<https://tcuohk-tst1.outsystemsenterprise.com/ORKTS/RGDPreview?ApplicationId=>

Enquiries may be directed to charlessuen@cuhk.edu.hk (Tel. 3943 9385).

Thank you for your attention.

Office of Research and Knowledge Transfer Services

This is a computer generated email. Please do not reply.

a6. Possible Outcome (2) - Endorser/Endorser's Delegate returns the Declaration form to PI for amendments before endorsement

- ❑ PI will be notified for the return action made by Endorser/Endorser's Delegate
- ❑ PI needs to click the link in the email to amend and re-submit the declaration form

Dear Professor PI's Name,

The research grants declaration form below has been returned for your amendment.

Funding Scheme: Health and Medical Research Fund (HMRF)

Grantor/Sponsor: Food and Health Bureau (FHB)

Principal Investigator: PI's Name (Department/Faculty Abbr)

Project Title: Testing Project Title (PI Delegate)

Requested/Initiated by: Endorser Delegate's Name

Remarks: As spoken, please make some changes and resubmit

Please log in the Research Grants Declaration System below to amend the form:

<https://tcuohk-tst1.outsystemsenterprise.com/ORKTS/RGDApplication?ApplicationId=>

Enquiries may be directed to charlessuen@cuhk.edu.hk (Tel. 3943 9385).

Thank you for your attention.

Office of Research and Knowledge Transfer Services

This is a computer generated email. Please do not reply.

a7-01. Possible Outcome (3) - PI retrieves the submitted Declaration form for amendments before endorsement

- ❑ Login e-Declaration System, select and edit the submitted Declaration form
- ❑ At the end of the page, click **“Make Further Changes”** button
- ❑ Enter reason for the changes in the popup dialog and click **“OK”** button
- ❑ Status of the Declaration form will be changed to **“Revision”**.

The screenshot displays the 'e-Declaration System' interface. A modal dialog box is open, prompting the user to provide a reason for changes. The dialog contains a text input field with the text 'Testing make further changes' and two buttons: 'OK' and 'Cancel'. A green arrow points from the 'Make Further Changes' button at the bottom of the page to the dialog box. Another green arrow points from the 'OK' button in the dialog to the 'Revision' row in the 'Project Status' table below. The 'Project Status' table shows a table with columns: Status, On, By, and Remarks. The 'Revision' row is highlighted, showing a status change from 'Submitted' to 'Revision' on 2022-02-07 11:42, by 'PI's Name', with the remark 'Testing make further changes'. Other rows show 'Submitted' and 'Draft' statuses with their respective dates and times. At the bottom of the page, there are three buttons: 'Back to My List', 'Save Revision', and 'Re-submit'. A green arrow also points to the 'Make Further Changes' button at the bottom left of the page.

Employment Information

Employment Type
Continuous Appointment

Contract End Date (if applicable)

Other remarks (if neither in Continuous Appointment)

Part III: Concurrence with Agreement
Not applicable

Project Status

Status	On	By	Remarks
Revision	2022-02-07 11:42	PI's Name	Testing make further changes
Submitted	2022-02-07 11:23	PI's Name	
Draft	2022-01-28 11:41	PI Delegate	

Make Further Changes

Back to My List **Save Revision** **Re-submit**

a7-02. Possible Outcome (3) - PI retrieves the submitted Declaration form for amendments before endorsement

- ❑ PI will be notified for his/her retrieval action made

Dear Professor **PI's Name**,

The research grants declaration form below has been returned for your amendment.

Funding Scheme: Health and Medical Research Fund (HMRF)
Grantor/Sponsor: Food and Health Bureau (FHB)
Principal Investigator: Professor **PI's Name** (Department/Faculty Abbr)
Project Title: Testing Project Title (PI Delegate)
Requested/Initiated by: **PI's Name**
Remarks: Testing make further changes

Please log in the Research Grants Declaration System below to amend the form:

<https://tcuohk-tst1.outsystemsenterprise.com/ORKTS/RGDApplication?ApplicationId=>

Enquiries may be directed to charlessuen@cuhk.edu.hk (Tel. 3943 9385).

Thank you for your attention.

Office of Research and Knowledge Transfer Services

a7-03. Possible Outcome (3) - PI retrieves the submitted Declaration form for amendments before endorsement

- ❑ PI or PI's Delegate can edit information in Declaration form in "Revision" status
- ❑ PI or PI's Delegate can click "Save Revision" button to save the revised information
- ❑ Only PI can click "Re-submit" button on re-submit the declaration form for endorsement

Project Status

Status	On	By	Remarks
Revision	2022-02-07 11:42	PI's Name	Testing make further changes
Submitted	2022-02-07 11:23	PI's Name	
Draft	2022-01-28 11:41	PI Delegate	

[Back to My List](#) → [Save Revision](#) → [Re-submit](#)

a8-01. Possible Outcome (4) - ORKTS Admin returns the Declaration form to PI for amendments via System after endorsement

- ❑ Upon **request by PI**, ORKTS Admin will return the Declaration form to PI for **“Post Endorsement Changes”**.
- ❑ PI can click the Application Ref. link in the landing page (i.e. Declaration for Research Grants - My List) to amend the declaration form

香港中文大學
The Chinese University of Hong Kong

PI Name

e-Declaration

Declaration for Research Grants - My List

New Declaration

Search (by PI / Application Ref. / Affiliation / Project Title /)

Status: Post Endorsement Changes

Pending Task(s) Only

Application Ref. ⇅	PI ⇅	Affiliation ⇅	Project Title ⇅	Funding Scheme ⇅	Currency ⇅	Total Amount ⇅	Status ⇅
ORKTS-21-0057	PI Name	PI's Affiliation Name	Tsting Project Title	Health and Medical Research Fund (HMRF)	HKD	200000.00	Post Endorsement Changes

1 to 1 of 1 items

a8-02. Possible Outcome (4) - ORKTS Admin returns the Declaration form to PI for amendments via System after endorsement

- ❑ PI can only amend the following information

<h3>1. Project Title</h3> <p>Project Title</p> <input type="text" value="Testing Project Title"/>	<h3>2. Upload revised research proposal</h3> <p>Research Proposal <i>(If you would like to reupload a proposal file, please first delete the current file by clicking "X".)</i></p> <p>Select file</p> <p>Test_Research_Proposal.pdf (0.17MB) ✕</p>
<h3>3. Grant/Agreement Amount</h3> <p>Grant/Agreement Currency</p> <p>HKD ▾</p> <p>Grant/Agreement Amount Allocated to the Project HKD:</p> <input type="text" value="200000.00"/> <p>Grant/Agreement Amount Allocated to CUHK HKD:</p> <input type="text" value="200000.00"/>	<h3>4. Safety and Ethics Requirement, Ethics Training Certificate</h3> <p>1. Safety and Ethics Requirement, Ethics Training Certificate <i>(Please attach a copy of approval letter and Ethics Training Certificate if approval is obtained.)</i></p> <p><u>Human research ethics</u></p> <p>Approval</p> <p><input type="checkbox"/> Not Required</p> <p><input type="checkbox"/> Being sought</p> <p><input checked="" type="checkbox"/> Obtained</p> <p>Test_Approval_Letter.pdf (0.17MB) ✕</p>

- ❑ After amendments, PI can click “**Confirm Changes**” button to return the declaration form to ORKTS Admin without endorsement

PI shall be responsible for making the arrangements to obtain the required approval(s).

[Back to My List](#) → [Confirm Changes](#)

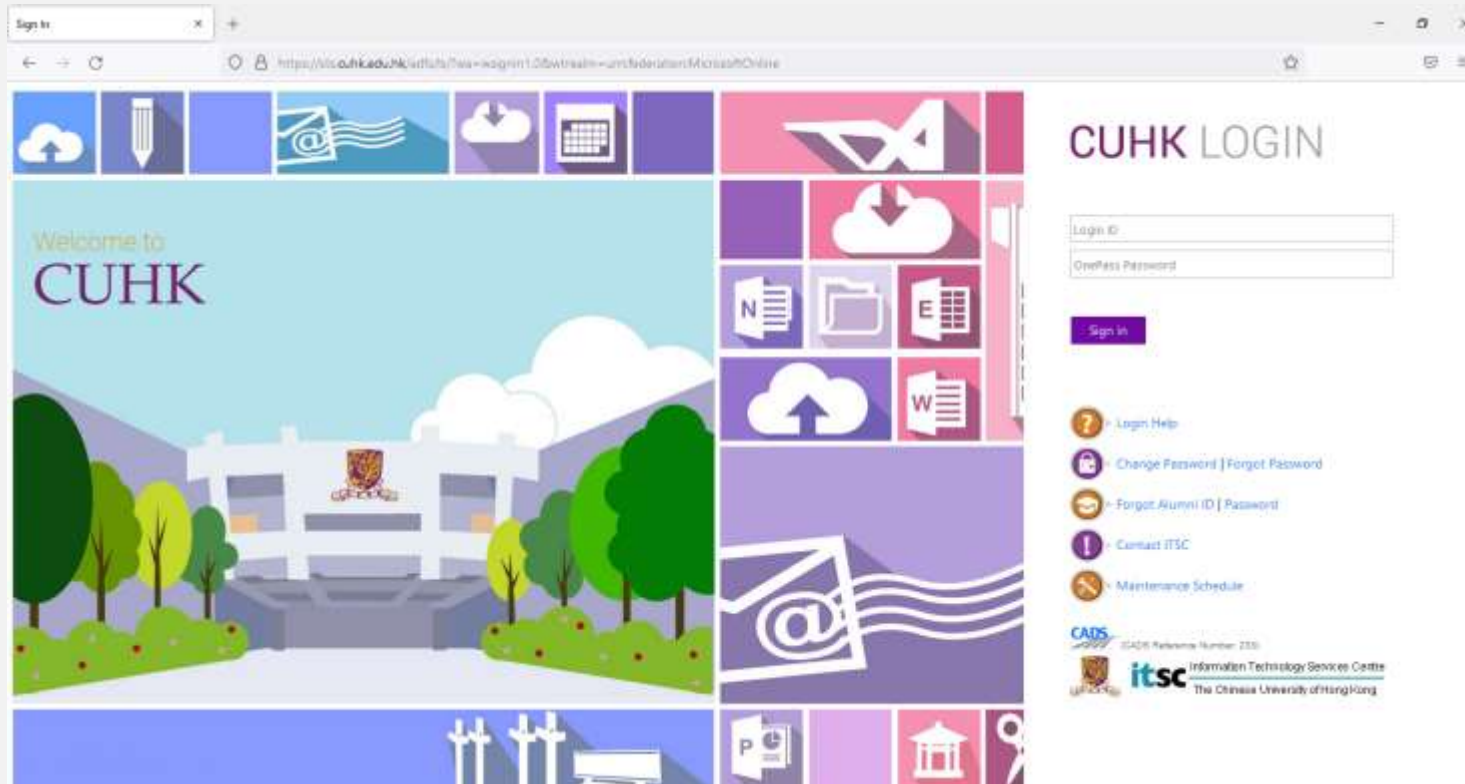
Part 2b

Endorsement of e-Declaration form

Executed by Endorser/Endorser's delegates

b1. Login to the e-Declaration System

- ❑ Link of e-Declaration System is available in the ORKTS website
https://automationservice.cuhk.edu.hk/ORKTS/RGD_List
- ❑ If you have not logged in to CUHK o365 in your browser, you will be redirected to the CUHK o365 login page



b2. Landing page of the e-Declaration System

- ❑ After logged in to CUHK o365, you will be redirected to the Landing page of the e-Declaration System

Click this button to logout

The screenshot shows the landing page of the e-Declaration System. At the top left is the CUHK logo and name. The main heading is "Declaration for Research Grants - List". Below this is a search bar and a table of declarations. A dropdown menu for "Status" is open, showing various options. A "Pending Task(s) Only" checkbox is checked. A "Page Size" dropdown is set to 10. A callout box on the right shows a dropdown menu for "e-Declaration" with options "Submit Declaration" and "Endorse Declaration".

Annotations:

- Export the declaration records to Excel:** Points to the "Export" button.
- Click "Application Ref." link to review submitted e-Declaration form:** Points to the "Application Ref." link in the table.
- Input keyword here and press <Enter> to search e-Declaration form:** Points to the search bar.
- Filter the records in e-Declaration List by Status:** Points to the "Status" dropdown menu.
- Filter the records in e-Declaration List by Pending Task(s) Only:** Points to the "Pending Task(s) Only" checkbox.
- Set number of records displayed per page (can be 10 / 50 / 100 / 500):** Points to the "Page Size" dropdown.

Callout Box (Right):

- Select "Submit Declaration" if you are PI/PI's delegates
- Select "Endorse Declaration" if you are an endorser/endorser's delegates

Table:

Application Ref.	PI	Affiliation	Project Title	Total Amount	Status
ORKTS-21-0094	PI's Name	PI's Affiliation Name	Testing Project Title (Department/Faculty Abbr)	1000000.00	Submitted

b3-01(i). Endorser's Delegate – Validate Submitted Declaration forms in Landing page

- ❑ By default, landing page after login already shows the submitted declaration forms pending for validation and endorsement
- ❑ Click the link of each “Application Ref.” to review each Declaration form
- ❑ Click the “Export” button to export the application records to Excel

The screenshot shows the 'Endorser Delegate' interface for 'The Chinese University of Hong Kong'. The main heading is 'Declaration for Research Grants - List'. There is a search bar with the placeholder text 'Search (by PI / Application Ref. / Affiliation / Project Title / Fundi...'. To the right of the search bar, there are filters for 'Status: All' and 'Pending Task(s) Only' (checked). The 'Page Size' is set to '10'. Below these filters is a table with the following columns: Application Ref., PI, Affiliation, Project Title, Funding Scheme, Currency, Total Amount, and Status. A single row is displayed with the following data: Application Ref. ORKTS-21-0094, PI's Name, PI's Affiliation Name, Testing Project Title (Department Chairman), Health and Medical Research Fund (HMRF), HKD, 1000000.00, and Submitted. A green arrow points to the 'Application Ref.' cell. At the bottom left, there is an 'Export' button and the text '1 to 1 of 1 items'.

香港中文大學
The Chinese University of Hong Kong

Endorser Delegate

e-Declaration

Declaration for Research Grants - List

Search (by PI / Application Ref. / Affiliation / Project Title / Fundi...)

Status: All

Pending Task(s) Only

Page Size: 10

Application Ref.	PI	Affiliation	Project Title	Funding Scheme	Currency	Total Amount	Status
ORKTS-21-0094	PI's Name	PI's Affiliation Name	Testing Project Title (Department Chairman)	Health and Medical Research Fund (HMRF)	HKD	1000000.00	Submitted

1 to 1 of 1 items

Export

b3-01(i). Endorser's Delegate – Validate Submitted Declaration forms in Landing page – Exported Excel Sample

- ❑ After clicking the “Export” button, filtered application records will be exported to Excel
- ❑ Some columns may contain system-used data or may be empty. Please refer to columns below for data analysis or reporting

	A	B	C	D	E	F	G	H	I
	ssDeclarationRef	ssGrantorRef	ssSubmitToGrantorDate	ssEndorsementDate	ssDeclarationDate	ssProjectTitle	ssProjectTitleInChi	ssGrantsType	ssRGCRResearchArea1Code
1									
2	ORKTS-21-0056				2022-01-25	20220125_002_Submitted by PI (Director, SBS)			
3	ORKTS-21-0057				2022-01-25	20220125_001_Submitted by PI (Director, SBS)			

	T	U	V	W	X	Y	Z	AA	AB
	ssUniversityId	ssPIPreferredName	ssAffiliationCode	ssAffiliationName	ssCUHKLedProject	ssCurrency	ssAmountApplied	ssAmountAppliedInHKD	ssAmountAllocated
1									
2	XXXXXX	PI Name	SBS	School of Biomedical Sciences	Yes	GBP	47668.00	500000.00	47668.00
3	XXXXXX	PI Name	SBS	School of Biomedical Sciences	Yes	HKD	200000.00	200000.00	200000.00

	AC	AD	AE	AF	AG	AH	AI	AJ	AK
	ssAmountAllocatedInHKD	ssFundingScheme	ssSponsor	ssCallIdentifier	ssGrantStatus	ssAIMSProjectRef	ssAmountAwarded	ssAmountAwardedInHKD	ssDateOfAward
1									
2	500000.00	Health and Medical Research Fund (HMRF)	Food and Health Bureau (FHB)	HMFGO					
3	200000.00	Health and Medical Research Fund (HMRF)	Food and Health Bureau (FHB)	HMFGO					

	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
	ssAmountAwarded	ssAmountAwardedInHKD	ssDateOfAward	ssFirstImportedBy	ssFirstImportedOn	ssLatestImportedBy	ssLatestImportedOn	ssApplicationStatus	ssCreatedThruSysOn	ssUpdatedThruSysOn
1										
2								Submitted	2022-01-25 11:43	2022-01-25 12:44
3								Submitted	2022-01-25 12:46	2022-03-13 13:56

b3-01(ii). Endorser's Delegate – Validate Submitted Declaration forms from link in email

- ❑ Or, Endorser Delegate receives email notification from System for each Declaration form submission
- ❑ Click the link in email to review the corresponding Declaration form

Dear Endorser Delegate,

A research grants declaration form has been submitted for your endorsement.

Funding Scheme: Health and Medical Research Fund (HMRF)

Grantor/Sponsor: Food and Health Bureau (FHB)

Principal Investigator: Professor PI's Name (Department/Faculty Abbr)

Project Title: Testing Project Title (Department Chairman)

Please log in the Research Grants Declaration System below to review the form:

 <https://tcuohk-tst1.outsystemsenterprise.com/ORKTS/RGDReview?ApplicationId=106>

Enquiries may be directed to charlessuen@cuhk.edu.hk (Tel. 3943 9385).

Thank you for your attention.

Office of Research and Knowledge Transfer Services

This is a computer generated email. Please do not reply.

b3-02. Endorser's Delegate – Review Declaration form

- ❑ Review Part I: Project Particulars

Declaration for Research Grants - Review

***All fields are mandatory, please fill out the form before submission.**

Part I: Project Particulars

Application Reference No.: ORKTS-21-0094

Application Status: Submitted

Project Title: Testing Project Title (Department Chairman)

Research Proposal:

[Test_Research_Proposal.pdf \(0.17MB\)](#)

Principal Investigator (PI): PI's Name (Department/Faculty Abbr)

Preferred Name of Principal Investigator (PI): PI's Preferred Name (Department)

Staff ID: 134567

Position: Department Chairman

Click this link to view proposal

Department/Unit associated with this application: Department/Faculty Name

Endorsing Department/Unit for this application: Endorser's Department/Faculty Name (Endorser's Name)

Other Department/Unit associated with this application (1):

Other Department/Unit associated with this application (2):

Name of Funding Scheme: Health and Medical Research Fund (HMRF)

Name of Grantor/Sponsor: Food and Health Bureau (FHB)

Is this a CUHK led project? Yes

Grant/Agreement Amount Allocated to the Project: HKD 1000000.00

Grant/Agreement Amount Allocated to the Project (HK dollar equivalent): HKD 1000000.00

Grant/Agreement Amount Allocated to CUHK: HKD 1000000.00

Grant/Agreement Amount Allocated to CUHK (HK dollar equivalent): HKD 1000000.00

b3-03. Endorser's Delegate – Review Declaration form

❑ Review Part II: General Information

Part II: General Information

1. Safety and Ethics Requirement, Ethics Training Certificate

Human Research Ethics

Safety and Ethics Requirement: Obtained [Test_Approval_Letter.pdf \(0.17MB\)](#)
Ethics Training Certificate: Being sought

Animal research ethics

Safety and Ethics Requirement: Not Required
Ethics Training Certificate: Not Required

Survey research ethics

Safety and Ethics Requirement: Not Required
Ethics Training Certificate: Not Required

Publication ethics

Ethics Training Certificate: Being sought

Biological safety

Safety and Ethics Requirement: Not Required

Ionizing radiation safety

Safety and Ethics Requirement: Not Required

Non-ionizing radiation safety

Safety and Ethics Requirement: Not Required

Chemical safety

Safety and Ethics Requirement: Not Required

Click this link to view
Approval Letter

2. Will the project generate any intellectual property (IP)? Yes

3. If the above question is "Yes", will IP right be owned by CUHK? Yes
If "No", please specify:

4. Except for pre-approved case, has overhead charge been built into the budget of the research proposal according to the overhead rate stated in the [Policy on Research](#)? Yes

5. The research project will be conducted: On-campus

If "Off-campus", please specify location:

Note: Rate of overhead charges: 20% for on-campus, 15% for off-campus

6. Is publication restricted by the Grantor/Sponsor? No

7. Is there any funding from the project for the Department/Unit concerned, e.g. overhead, equipment time? No

8. If the following resources will be required from the Department/Unit, PI should arrange for the appropriate application/arrangement for the project in advance: Nil

Please specify the required resources:

b3-04. Endorser's Delegate – Review Declaration form

- ❑ Review Employment Information and Part III: Concurrence with Agreement
- ❑ Endorser Delegate's action after reviewing the declaration form
 - ✓ Click **“Back”** button to make decision later and will return to the landing page
 - ✓ Click **“Return to Applicant”** button to return the declaration form for PI's amendments
 - ✓ Click **“Validate”** button to mark declaration form validated and recommend Endorser's approval
 - ✓ Click **“Endorse on behalf of Department/Unit Head”** button to endorse the declaration form on behalf of the Endorser
 - ✓ Click **“Not Endorse on behalf of Department/Unit Head”** button to not endorse the declaration form on behalf of the Endorser

Employment Information

Employment Type: Continuous Appointment

Contract End Date (if applicable):

Other remarks (if neither in Continuous Appointment nor Contract Basis):

Part III: Concurrence with Agreement

Not applicable

Project Status

Status	On	By	Remarks
Submitted	2022-03-08 12:53		
Draft	2022-03-08 12:49		

Back

Return to Applicant

Validate

Endorse on behalf of Department/Unit Head

Not Endorse on behalf of Department/Unit Head

b3-05. Endorser's Delegate – Return to Applicant

- ❑ Click “Return to Applicant” button
- ❑ Enter “Remarks for Revision Request”
- ❑ Click “OK” to confirm and system will notify PI for amendments
- ❑ Status of Declaration form changes to “Revision”

The screenshot displays a software interface with a modal dialog box. The dialog box is titled "Remarks for Revision Request" and contains a text input field with the message "Some info is missing. Please amend!". Below the input field are two buttons: "OK" and "Cancel". A green arrow points from the "Return to Applicant" button in the bottom navigation bar to the dialog box. Another green arrow points from the "OK" button in the dialog box to the "Remarks" column in the table below.

Other remarks (if neither in Continuous Appointment nor Contract Basis):

Part III: Concurrence with Agreement

Not applicable

Project Status

Status	Submitted	Draft	Remarks

2022-03-08 12:49

Return to Applicant Validate Endorse on behalf of Department/Unit Head Not Endorse on behalf of Department/Unit Head

b3-06. Endorser's Delegate – Validate

- ❑ Click “Validate” button
- ❑ Leave validation message to Endorser
- ❑ Click “OK” to confirm and system will notify Endorser for endorsement
- ❑ Status of Declaration form changes to “Validated”

Other remarks (if neither in Continuous Appointment)

Part III: Concurrence with Agreement

Not applicable

Project Status

Status	C	Remarks
Submitted	2	
Draft	2022-03-08 12:49	

Validated. Please endorse!

OK Cancel

Validate Endorse on behalf of Department/Unit Head Not Endorse on behalf of Department/Unit Head

b3-07. Endorser's Delegate – Endorse on behalf of Department/Unit Head

- ❑ Click “Endorse on behalf of Department/Unit Manager” button
- ❑ Enter “Comments” if necessary
- ❑ Click “OK” to confirm and system will notify PI his/her declaration form is endorsed
- ❑ Status of Declaration form changes to “Endorsed”

The screenshot displays a web application interface for endorsing a declaration form. The background shows a form with sections for 'Employment Information' and 'Part III: Concurrence with Agreement'. A modal dialog box is open in the foreground, titled 'Endorse on behalf of Department/Unit Head'. The dialog contains the following text:

In endorsing the proposal/agreement, the Department/Unit/Faculty confirms that:

- (a) the Project is consonant with the University's educational and research objectives;
- (b) the request as stated above by the PI will be granted, all direct and indirect costs to be incurred by the Department/Unit/Faculty have been reflected in the budget;
- (c) the University shall deduct the costs from the budget of the Department/Unit/Faculty in case of liability/costs incurred by the University as a result of the indemnity or liability or penalty clauses in the Agreement/tender documents;
- (d) the PI's period of employment/affiliation with the Department/Unit/Faculty would be long enough for the project to be completed, and/or that a replacement PI would be appointed by the Department/Unit/Faculty to complete the project if and when the PI ceases to be so employed/affiliated.

Please leave your comments if necessary.

Endorse on behalf of Unit head

OK Cancel

At the bottom of the application, there are two buttons: 'Endorse on behalf of Department/Unit Head' and 'Not Endorse on behalf of Department/Unit Head'. A green arrow points from the 'Endorse on behalf of Department/Unit Head' button to the 'Endorse on behalf of Unit head' text in the dialog box. Another green arrow points from the 'Endorse on behalf of Unit head' text to the 'OK' button in the dialog box.

b3-08. Endorser's Delegate – Not Endorse on behalf of Department/Unit Head

- ❑ Click “Not Endorse on behalf of Department/Unit Manager” button
- ❑ Enter the reason for not endorsement
- ❑ Click “OK” to confirm and system will notify PI his/her declaration form is not endorsed
- ❑ Status of Declaration form changes to “Not Endorsed”

The screenshot shows a software interface with a modal dialog box. The dialog box contains the text: "You are about to reject this application. Please provide a reason for the rejection of this application." Below this text is a text input field containing "Not endorse on behalf of Unit Head". To the right of the input field are two buttons: "OK" and "Cancel". A green arrow points from the "OK" button in the dialog to the "Not Endorse on behalf of Department/Unit Head" button in the main interface. Another green arrow points from the text input field in the dialog to the same button in the main interface. The main interface background is dimmed and shows sections for "Other remarks", "Part III: Concurrence with Agreement", "Project Status", and a table with columns for "Status" and "Remarks". The table has rows for "Submitted" and "Draft" with a timestamp "2022-03-08 12:49".

b4-01. Endorser – Review Declaration form

- ❑ Endorser will be notified by email after Endorser Delegate validated the e-Declaration form
- ❑ Endorser can click the link in the email to review the e-Declaration form

Dear Professor *Endorser's Name*,

A research grants declaration form has been submitted for your endorsement.

Funding Scheme: Health and Medical Research Fund (HMRF)

Grantor/Sponsor: Food and Health Bureau (FHB)

Principal Investigator: Professor *PI's Name* (Department/Faculty Abbr)

Project Title: Testing Project Title (Department Chairman)

Please log in the Research Grants Declaration System below to review the form:

<https://tcuohk-tst1.outsystemsenterprise.com/ORKTS/RGDReview?ApplicationId=106>

Enquiries may be directed to charlessuen@cuhk.edu.hk (Tel. 3943 9385).

Thank you for your attention.

Office of Research and Knowledge Transfer Services

This is a computer generated email. Please do not reply.

b4-02. Endorser – Review Declaration form

❑ Review Part I: Project Particulars

Declaration for Research Grants - Review

***All fields are mandatory, please fill out the form before submission.**

Part I: Project Particulars

Application Reference No.: ORKTS-21-0094

Application Status: Submitted

Project Title: Testing Project Title (Department Chairman)

Research Proposal:

[Test_Research_Proposal.pdf \(0.17MB\)](#)

Principal Investigator (PI): PI's Name (Department/Faculty Abbr)

Preferred Name of Principal Investigator (PI): PI's Preferred Name (Department)

Staff ID: 134567

Position: Department Chairman

Department/Unit associated with this application: Department/Faculty Name

Endorsing Department/Unit for this application: Endorser's Department/Faculty Name (Endorser's Name)

Other Department/Unit associated with this application (1):

Other Department/Unit associated with this application (2):

Name of Funding Scheme: Health and Medical Research Fund (HMRF)

Name of Grantor/Sponsor: Food and Health Bureau (FHB)

Is this a CUHK led project? Yes

Grant/Agreement Amount Allocated to the Project: HKD 1000000.00

Grant/Agreement Amount Allocated to the Project (HK dollar equivalent): HKD 1000000.00

Grant/Agreement Amount Allocated to CUHK: HKD 1000000.00

Grant/Agreement Amount Allocated to CUHK (HK dollar equivalent): HKD 1000000.00

Click this link to view proposal

b4-03. Endorser – Review Declaration form

❑ Review Part II: General Information

Part II: General Information

1. Safety and Ethics Requirement, Ethics Training Certificate

Human Research Ethics

Safety and Ethics Requirement: Obtained [Test_Approval_Letter.pdf \(0.17MB\)](#)
Ethics Training Certificate: Being sought

Animal research ethics

Safety and Ethics Requirement: Not Required
Ethics Training Certificate: Not Required

Survey research ethics

Safety and Ethics Requirement: Not Required
Ethics Training Certificate: Not Required

Publication ethics

Ethics Training Certificate: Being sought

Biological safety

Safety and Ethics Requirement: Not Required

Ionizing radiation safety

Safety and Ethics Requirement: Not Required

Non-ionizing radiation safety

Safety and Ethics Requirement: Not Required

Chemical safety

Safety and Ethics Requirement: Not Required

Click this link to view
Approval Letter

2. Will the project generate any intellectual property (IP)? Yes

3. If the above question is "Yes", will IP right be owned by CUHK? Yes
If "No", please specify:

4. Except for pre-approved case, has overhead charge been built into the budget of the research proposal according to the overhead rate stated in the [Policy on Research](#)? Yes

5. The research project will be conducted: On-campus

If "Off-campus", please specify location:

Note: Rate of overhead charges: 20% for on-campus, 15% for off-campus

6. Is publication restricted by the Grantor/Sponsor? No

7. Is there any funding from the project for the Department/Unit concerned, e.g. overhead, equipment time? No

8. If the following resources will be required from the Department/Unit, PI should arrange for the appropriate application/arrangement for the project in advance: Nil

Please specify the required resources:

b4-04. Endorser – Review Declaration form

- ❑ Review Employment Information and Part III: Concurrence with Agreement
- ❑ Endorser’s action after reviewing the declaration form
 - ✓ Click **“Back”** button to make decision later and will return to the landing page
 - ✓ Click **“Return to Applicant”** button to return the declaration form for PI’s amendments
 - ✓ Click **“Endorse”** button to endorse the declaration form
 - ✓ Click **“Not Endorse”** button to not endorse the declaration form

Employment Information

Employment Type: Continuous Appointment

Contract End Date (if applicable):

Other remarks (if neither in Continuous Appointment nor Contract Basis):

Part III: Concurrence with Agreement

Not applicable

Project Status

Status	On	By	Remarks
Validated	2022-03-13 16:10	Endorser Delegate	Validated. Please endorse.
Submitted	2022-03-08 12:53		
Draft	2022-03-08 12:49		

Back

Return to Applicant

Endorse

Not Endorse

b4-05. Endorser – Return to Applicant

- ❑ Click “Return to Applicant” button
- ❑ Enter “Remarks for Revision Request”
- ❑ Click “OK” to confirm and system will notify PI for amendments
- ❑ Status of Declaration form changes to “Revision”

The screenshot displays a software interface with a 'Project Status' table and a 'Remarks for Revision Request' dialog box. The dialog box is open, showing a text input field with the text 'Please make some amendment' and two buttons: 'OK' and 'Cancel'. A green arrow points from the 'Return to Applicant' button at the bottom to the dialog box. Another green arrow points from the text input field to the 'OK' button. The background shows a table with columns for Status, Validated, Submitted, and Draft, and a row for 'Return to Applicant'.

Other remarks (if neither in Continuous Appointment nor Contract Basis):

Part III: Concurrence with Agreement

Not applicable

Project Status

Status	On
Validated	2022-03-11 12:53
Submitted	2022-03-08 12:53
Draft	2022-03-08 12:49

Remarks for Revision Request

Please make some amendment

OK Cancel

Please endorse.

Return to Applicant Endorse Not Endorse

b4-06. Endorser – Endorse

- ❑ Click “Endorse” button
- ❑ Enter “Comments” if necessary
- ❑ Click “OK” to confirm and system will notify PI his/her declaration form is endorsed
- ❑ Status of Declaration form changes to “Endorsed”

4. Except for pre-approved case, has overhead charge

5. The research project will be conducted: On-campus
If "Off-campus", please specify location:
Note: Rate of overhead charges: 20% for on-campus, 15%

6. Is publication restricted by the Grantor/Sponsor? No

7. Is there any funding from the project for the Department?

8. If the following resources will be required from the Department, please specify the required resources:

Employment Information

Employment Type: Continuous Appointment

Contract End Date (if applicable):

Other remarks (if neither in Continuous Appointment nor in Pre-Approved Case):

Part III: Concurrence with Agreement

Not applicable

Project Status

Status	On
Validated	2022-03-13 16:10
Submitted	2022-03-08 12:53
Draft	2022-03-08 11:49

In endorsing the proposal/agreement, the Department/Unit/Faculty confirms that:

(a) the Project is consonant with the University's educational and research objectives;

(b) the request as stated above by the PI will be granted, all direct and indirect costs to be incurred by the Department/Unit/Faculty have been reflected in the budget;

(c) the University shall deduct the costs from the budget of the Department/Unit/Faculty in case of liability/costs incurred by the University as a result of the indemnity or liability or penalty clauses in the Agreement/tender documents;

(d) the PI's period of employment/affiliation with the Department/Unit/Faculty would be long enough for the project to be completed, and/or that a replacement PI would be appointed by the Department/Unit/Faculty to complete the project if and when the PI ceases to be so employed/affiliated.

Please leave your comments if necessary.

Endorsed

OK Cancel

Endorse Not Endorse

b4-07. Endorser – Not Endorse

- ❑ Click “Not Endorse” button
- ❑ Enter the reason for not endorsement
- ❑ Click “OK” to confirm and system will notify PI his/her declaration form is not endorsed
- ❑ Status of Declaration form changes to “Not Endorsed”

Contract End Date (if applicable):

Other remarks (if neither in Continuous Appointment)

Part III: Concurrence with Agreement

Not applicable

Project Status

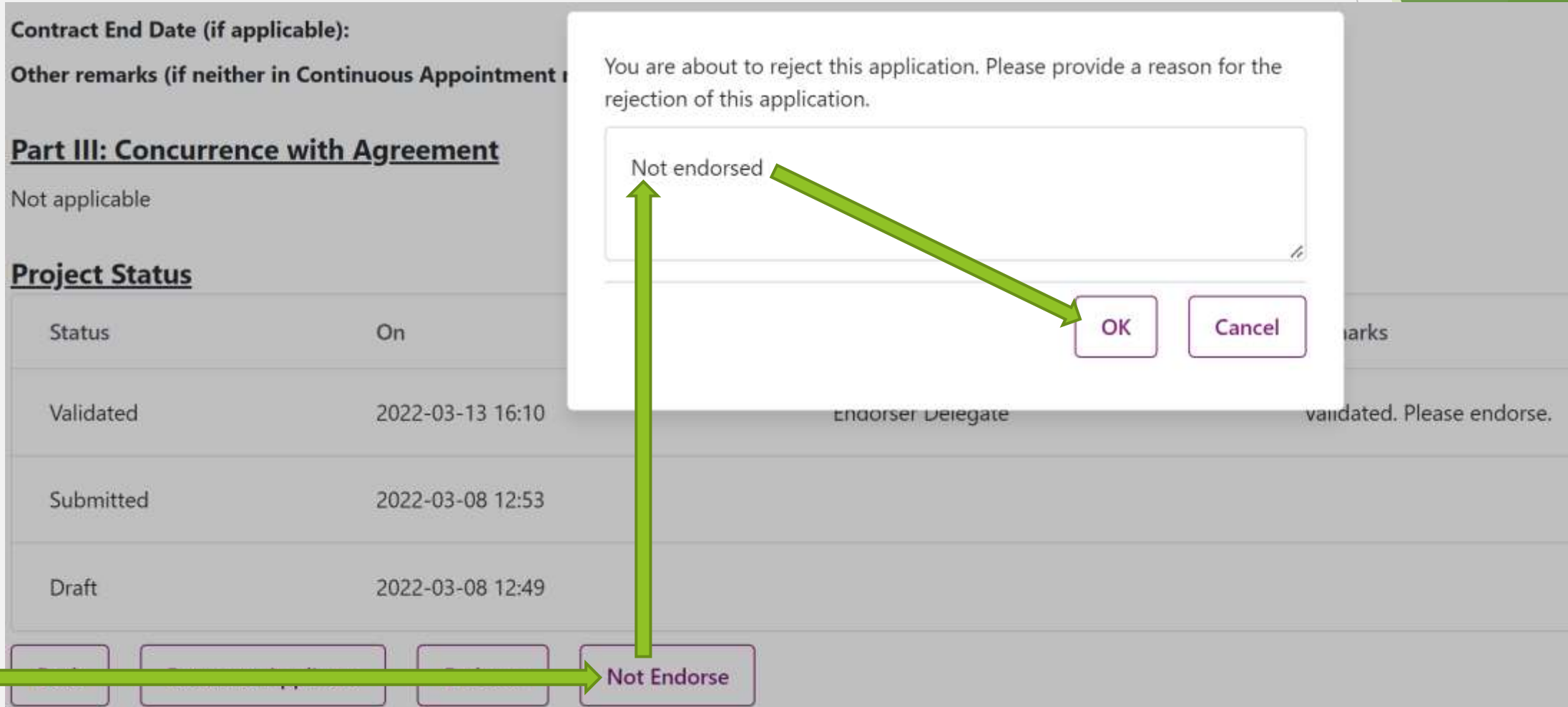
Status	On
Validated	2022-03-13 16:10
Submitted	2022-03-08 12:53
Draft	2022-03-08 12:49

Not Endorse

You are about to reject this application. Please provide a reason for the rejection of this application.

Not endorsed

OK **Cancel**



Part 3

Upcoming Events

❖ Production Rollout of e-Declaration System

- Official Rollout Date: 25 Apr 2022 (Mon)
- Update in ORKTS website
 - Access links to e-Declaration System
 - Application links for Delegation in the System
 - PowerPoint of this System Walkthrough Session
 - Video of this System Walkthrough Session
 - Support and Enquiry Contacts

Part 4

Q&A

- ❖ Postdoctoral fellows with special approval given by PVC Research do not have access right to the System by default. If they want to submit e-Declaration form, they need to make request to ORKTS Grants team with the special approval proof.
- ❖ To apply PI Delegation, click the following link
<https://cloud.itsc.cuhk.edu.hk/mycuform/view.php?id=1514436>
- ❖ To apply Endorser Delegation, click the following link
<https://cloud.itsc.cuhk.edu.hk/mycuform/view.php?id=1514333>

End of this System Walkthrough Session

Thank you very much for participations and supports