

PART C Endorsement by the Organisation/Body/Community Organisation
(To be completed by the appropriate authority of the organisation/body/community organisation. Please tick “√” as appropriate in the boxes.)

1. Staff Eligibility Requirement

(a) I confirm that:

(i) the PI is teaching and/or researching at our organisation/body/community organisation;
(Where the PI is newly appointed, the organisation/body/community organisation has formally entered into a contract of service with him/her and the contract requires him/her to report duty by the time of vetting of applications.)

(ii) the organisation/body/community organisation is a
 registered organisation/ **statutory body/**
 recognised community organisation;

(Please provide a copy of the registration document.)

(iii) the organisation/body/community organisation is non-profit making;

(Please provide a copy of the registration issued by the Inland Revenue Department for charitable institution or trust of a public character, which is exempted from tax under Section 88 of the Inland Revenue Ordinance.)

(iv) the organisation/body/community organisation has track record of language education research and development;

(v) the teaching load declared by the PI at Part B Section 2(b) Relief Teacher (ii) has been verified; and

(This applies only to the case where the PI is seeking funding support for a relief teacher.)

(vi) the salary for the relief teacher proposed by the PI
 exceeds/ **does not exceed the salary** of Staff Grade ‘G’ [i.e. Lecturer (U)] or equivalent.

(This applies only to the case where the PI is seeking funding support for a relief teacher.)

(b) I confirm that:

(i) the application has been evaluated and endorsed by the organisation/body/community organisation for submission to the LE & SCOLAR Section;

(ii) the organisation/body/community organisation will inform the LE & SCOLAR

- Section as soon as the PI ceases to be eligible to apply, receive or hold a grant, and will withdraw the application, or once supported and commenced, recommend to the LE & SCOLAR Section for approval a suitable new PI, if any, to take over the funded project;
- (iii) the organisation/body/community organisation will inform the LE & SCOLAR Section as soon as the PI ceases to be employed by or associated with the organisation/body/community organisation and the subsequent replacement/arrangement for completing the project;
 - (iv) the organisation/body/community organisation understands that the grant, if given, will be withdrawn if the project does not start within three months of the funding award. The organisation/body/community organisation should report to the LE & SCOLAR Section as soon as possible when the PI proceeds on no-pay leave/professional leave for a continuous or cumulative period exceeding 183 days within the project period;
 - (v) the organisation/body/community organisation understands that under the policy on the prevention of double benefits, the grant, if given, must **not** be used to remunerate the PIs and Co-Is, or to subsidise their salaries, including honorarium, in any way, if they are receiving any forms of salary/remuneration/honorarium/allowance by public funds. Same policy also applies to the remuneration of research support staff. Failure to comply with the rules on the prevention of double benefit will be required to refund the Language Fund (LF hereafter) the benefits overpaid to them with interest; and
 - (vi) this application is scanned by anti-plagiarism software.

2. **Research Ethics/Safety Approval**

(Please tick “√” as appropriate in the boxes.)

I have examined the proposal and confirm that:

- (a) the proposal involves human subjects and human research ethics, and
 - approval has been obtained.
 - approval is being sought.
 - exemption has been obtained.
 - exemption is being sought.

OR

the proposal does not involve human subjects.

- (b) The approval of the appropriate authority(ies) is not required or has been/will be obtained

in respect of the following:

	Approval not required	Approval obtained	Approval being sought
(i) Animal research ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Biological safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Non-ionizing radiation safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Chemical safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where such approval is required but has not yet been obtained, the organisation/body/community organisation will ensure that it will be obtained without delay. The organisation/body/community organisation understands that if no confirmation of such approval is provided to the LE & SCOLAR Section at the time of funding award being made, the LE & SCOLAR Section will regard the application as being withdrawn and will stop processing it.

3. Obligations of the Organisation/Body/Community Organisation

I understand that:

- Upon successful application, the LF grants, though awarded to specific projects in the names of individual PIs, are normally grants allocated to local tertiary institutions, registered organisations, statutory bodies or recognised community organisations. By accepting the approved grant and signing the LF Agreement, the organisation/body/community organisation which endorses and supports the application agrees to abide by all the relevant guidelines on disbursement, accounting and monitoring arrangements of the project.

Signature of the Person-in-charge

Organisation/Body/
Community Organisation Chop

Name: _____

Title: _____

Email: _____

Tel.: _____