Funding Programme of Research Projects on Equal Opportunities 2017/18

Guide to Application

Introduction

The Equal Opportunities Commission (EOC) is a statutory body responsible for implementing the anti-discrimination legislation of Hong Kong to promote diversity and equal opportunities for all. The EOC administers the Sex Discrimination Ordinance (SDO), Disability Discrimination Ordinance (DDO), Family Status Discrimination Ordinance (FSDO) and Race Discrimination Ordinance (RDO) to eliminate discrimination based on sex, marital status, pregnancy, disability, family status and race. We are committed to promoting equality of opportunities between men and women, between persons with and without a disability and irrespective of family status and race.

Please refer to the EOC website for a brief introduction on the four ordinances: www.eoc.org.hk.

Objectives

Following the success of the first round of "The Funding Programme of Research Projects on Equal Opportunities" (the Funding Programme) carried out in 2013/14, EOC is launching the second one in 2017/18 which continues to encourage eligible academics and organizations (please refer to application details for eligibility) with inspiring ideas to undertake innovative research projects. It is hoped that the funded research projects would aim at working towards the elimination of discrimination falling within the scope of the four anti-discrimination ordinances and promoting the principles of these ordinances.   The EOC also welcomes research proposals focusing one/ or some of the subject areas covered in the Discrimination Law Review.

As for the Funding Programme 2017/18, preference will be given to those projects on one or some of the following priority areas listed in the EOC's strategic work plan:

- Pursue with the Government on the EOC's Discrimination Law Review (DLR) and educate the public on the four anti-discrimination ordinances, including what the gaps are and gaining their support for the recommendations in the DLR and their views made known to the Government
- Advocate education and employment opportunities and access to public services for ethnic minorities

- Advocate education and employment opportunities and access to public services for persons with disabilities

- Foster a friendly environment free from discrimination and harassment

To avoid overlapping, potential applicants interested in research projects that aim to promote equal opportunities for people of different sexual orientation or transgendered persons, or seek to provide support services for sexual minorities may consider applying for the Equal Opportunities (Sexual Orientation) Funding Scheme operated by the Constitutional and Mainland Affairs Bureau (CMAB). The research projects funded under the EOC's Funding Programme would not duplicate those under the CMAB's Funding Scheme.

List of research projects funded by the Funding Programme 2013/14 and their deliverables and all publications of Discrimination Law Review can be found at the EOC website.

Application Details

I. Eligibility

1. To ensure quality of the research projects, applicants should be restricted to those with proper credentials and adequate support, including applicants from established not-for-profit educational bodies, registered not-for-profit organizations with track record on equal opportunities related work and academics attached to universities and other degree-awarding institutions in Hong Kong.

2. The applicant must be the organizer of the project.

3. Joint application is allowed, but a principal organization must be identified and be responsible for matters relating to the application. For each project, the applicant must appoint a Person-in-charge who will be responsible for overseeing the organization of the research project, monitoring the proper use of funds, liaising with the EOC, submitting research and financial reports and giving a presentation of the research findings in a press conference.

II. Other Requirements

1. Proposed research project should meet the objectives of the Funding Programme and not be of a fund-raising, profit-making, commercial, religious or political nature.

2. The EOC will not fund any project which accepts sponsorship or any kind of financial support from a third party.

3. Research projects which have been completed or in progress at the time of making the

application will not be considered.

4. All activities of the proposed research projects should be carried out in Hong Kong.

5. Proposed research projects must have no recurrent cost implication for the EOC.

6. All funded research projects must be carried out and completed within one year after commencement.

7. Upon completion of the research project, funded organization should deliver the following:

    ● A final report in either English **or** Chinese with an executive summary in bilingual (English **and** Chinese) format
    ● A presentation of the research findings in a press conference to be held at the EOC Office
    ● A financial report
    ● All receipts of reimbursed expenses
    ● A mid-term progress report for research projects lasting more than 6 months

III. Application Procedures and Deadline for Application

1. Only one application can be submitted by each applicant.

2. Deadline of the application is: 18 April 2017 (Tuesday) 5:00pm.

3. Applicants should deliver the following documents to the EOC Office at 19/F, CityPlaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong (Attention: Policy, Research and Training Division) by post or in person on or before the application deadline:

    ● An original copy of the completed application form plus two duplicated copies
    ● Documentary proof of eligibility to apply
    ● Other relevant support documents, if any

4. Completed application form and details of the proposed research projects in either English or Chinese are accepted.

5. Date on the postmark should not be later than the deadline. Late application or application with incomplete details will not be considered.

6. For the purpose of considering the applications, the EOC may request applicants to submit additional or supplementary information.

7. All submitted applications, whether accepted or not, will not be returned.

IV. Notification of Results

1. Under normal circumstances, applicants will be notified of the result of the application in writing no more than three months after the application deadline.

2. The EOC's decision on the result of the application shall be final.

3. The EOC reserves the right to announce the application results and to disclose the list of the successful applicants, the research project funded and the amount of funding and other information of the funded research projects.

Briefing Sessions for Applicants*

Briefing sessions will be held to introduce the application guidelines and funding procedures of the Funding Programme for interested organizations.   Details are as follows:

Date:	Cantonese Session: 20 March 2017 (Monday) 2.30pm – 3.45pm
	English Session: 23 March 2017 (Thursday) 2.30pm – 3.45pm
Venue:	EOC Office, 19/F, Cityplaza Three, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
Objectives:	To introduce the application guidelines and funding procedures of the Funding Programme for interested organizations

* Special request (e.g. sign language interpretation) could be arranged with advanced notice.

Anyone interested to attend the briefing sessions shall complete the enrolment form, which can be downloaded from EOC's website and return it by email or fax to EOC, by 16 March 2017.

Assessment of Application

Applications will be evaluated by Members of Policy, Research and Training Committee of the EOC and EOC staff, whose conflict of interests (if any) is required to be declared prior to the assessment.   Approval of applications is based on the following criteria:

● Applicant's knowledge of the proposed research topic

● Innovation and social impact of the proposed research project

● Applicant's track record and experience in delivering research projects

- Qualifications of the applicant and the research team

- Applicant's capacity to engage and mobilize manpower or other types of resource to complete the proposed research project

- Cost-effectiveness of the proposed research project

In addition, the proposed research projects should meet the objectives of the Funding Programme and address the needs of the society. Applicants are expected to clearly explain how the proposed research projects will help eliminate discrimination and promote equal opportunities. The deliverables in the forms of research report, press release, forum/ seminar/ conference, and/ or publication in newsletters, newspapers, journals and even blogs should also be stated clearly.

Funding Limit

In principle, the maximum amount of funding to be granted to each project is HK$50,000. The funding limit could be raised to HK$100,000 in special cases with exceptional justifications.

Funding Procedures

1. Funding will be administered by providing an advance of 50% of the approved fund for launching the research projects and residual 50% or balance of fund for completion. If there is unused funding after the research project is completed, it should be returned to the EOC with the final report.

2. Funded organizations will normally be required to settle the approved budget expenditure on a reimbursement basis.

3. Funded organizations should submit all receipts within two months after the completion of the research projects. Late submission will not be entertained. The EOC will release the balance of funds after reviewing all the deliverables and receiving all receipts. The EOC may request a refund if the funded organization fails to complete the proposed research project and/ or submit any of the deliverables.

4. Funds should be expended according to the approved itemized budget. If any of the itemized expenses exceed 10% of the original estimate, the organization concerned should submit an explanation to the EOC in writing, and request for advance approval from the EOC.

5. Before the application is approved, should the applicant want to change the Person-in-charge of the proposed research project, it should notify the EOC immediately.

6. After the application is approved, the applicant should notify the EOC immediately should it want to change the Person-in-charge of the funded research projects. The EOC reserves the right to withdraw the approval. After the commencement of the funded research projects, a refund may be requested if the EOC does not approve the application for change of Person-in-charge.

7. If the Person-in-charge leaves the affiliated organization, the EOC would continue to fund the approved research project as long as the organization originally affiliated by the Person-in-charge agrees to continue appointing the latter person as the Person-in-charge.

Guidelines for the Use of Funding

1. <u>Fixed Assets</u>: Funds allocated to the project should not be used for purchasing fixed assets, for example, computers or furniture.

2. <u>Publicity</u>: The subsidy provided by the EOC for publicity generally would not exceed 15% of the total approved budget. A press conference will be jointly held by the funded organization and the EOC. To save costs for renting a venue and related venue-setting arrangements, the EOC will provide its conference room for the release of the research findings to the general public via the media. The publicity of research deliverables by means of printed materials (e.g. leaflets, pamphlets and reports) is not preferred. As electronic media are widely adopted nowadays, the research deliverables should be posted on websites of the funded organization and the EOC, YouTube or other effective networking channels.

3. <u>Purchase of materials, equipment and services</u>: Organizers should adhere to the following procedures when purchasing materials and services:

   ● Obtain more than one quotation for an individual item which costs more than $1,000 or service which costs more than $6,000
   ● Contact at least 3 vendors/contractors if an individual item costs more than $10,000
   ● Generally the organization should choose the lowest quotation

4. <u>Overhead charges or administrative top up</u>: The EOC will not fund overhead charges or

administrative top up.

5. <u>Insurance</u>: The EOC encourages the organization to purchase third party insurance for the project.

6. <u>Souvenirs</u>: For better use of resources, souvenirs should not be included as expenses in the proposed budget.   When it is deemed a justifiable necessity, the EOC will provide standardized souvenirs for funded organizations to give away at public events.

7. <u>Allowance for staff responsible for the research project</u>: The EOC generally will not subsidize the salary expenditure of the funded organization.   However, special consideration may be given to short-term or temporary workers employed on a one-off basis.   If a worker is already employed by the organization and not a special recruit for the funded project, the EOC will not provide funding for any extra allowances.

8. <u>Allowance for research items</u>: The following guidelines should be observed in preparing the research budget.

Item	Allowance (HK$)
Quantitative study – questionnaire survey	$30* per completed questionnaire
Qualitative study – in-depth interview/ focus group discussion	➢ $500* per in-depth interview ➢ $1,000* per focus group discussion ➢ Transcription fee: $800* per 1-hour of in-depth interview/ focus group discussion
Part-time assistant	$60* per hour x 40* hours per month
Voluntary worker	➢ Half day -- $50* (travel allowance) per volunteer ➢ Full day -- $100* (including travel and meal allowances) per volunteer
Production of a research report including design and printing	$1,000* [refer to Point 2]
Press conference	No funding [refer to Point 2]
Miscellaneous (e.g. small amount of photocopying, stationery, postage, photo-taking, etc.)	$3,000*

Note: *maximum limit allowed

Points to Note

1. Successful applicants should be responsible for complying with the provisions of the intellectual property laws of Hong Kong. On collecting personal data for the research projects, the funding organizations are also liable for complying with the provisions of the Personal Data (Privacy) Ordinance. Special care should be taken to collect information from those aged under 18 and from vulnerable groups, e.g. persons with intellectual disabilities. The funded research project shall be performed in compliance with all applicable laws, enactments, orders, regulations, codes of practice and other similar instruments.

2. Successful applicants should indemnify the EOC in full against all claims, demands, actions, costs, expenses, losses and damages arising from or incurred or paid by the EOC as a result of or in connection with breach of any warranty in relation to the activities of the research projects.

3. The copyright for the funded research projects should be shared between the funded organization and the EOC. When publication is made, the EOC as the funding organization should be acknowledged.

4. The funded organization shall grant, allow and undertake to assign to the EOC the unrestricted right to inspect, use, reproduce or adapt any material, matter or product made in the course of or consequent upon the sponsorship herein in any form or manner for any lawful purpose or business of the EOC. The funded organization shall warrant that the EOC has full and proper right, and authority to do so.

5. If there are significant changes to the details of the funded research projects (including the change of Person-in-charge, the change of research design, the adjustment of sample size, the extension of the project duration, etc.), the Person-in-charge of the research project should advise the EOC of the changes in writing. If the EOC is not satisfied with the explanations, it has the authority to rescind the approval and request the organization concerned to provide a refund to the EOC.

Enquiries

For enquiries about the application, please call 2106 2255.