

Funding Programme of Research Projects on Equal Opportunities 2025/26

Application Guide

1. Introduction

- 1.1 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 irrespective of sex, disability, family status and race.
- 1.2 Please refer to the EOC website for a brief introduction on the four ordinances: www.eoc.org.hk

2. Objectives

- 2.1 Riding on the success of the three rounds of “Funding Programme of Research Projects on Equal Opportunities” (the Funding Programme) carried out in 2013/14, 2017/18 and 2020/21, the EOC is launching the Funding Programme again in 2025/26, which provides support to eligible academics and organizations (refer to paragraph 3.2) with inspiring ideas to undertake innovative research projects on equal opportunities.
- 2.2 The funded research projects should aim at working towards the elimination of discrimination falling within the scope of the four anti-discrimination ordinances, viz. the SDO, DDO, FSDO and RDO, and promoting the principles of these ordinances.
- 2.3 Merits will be given to projects with the following themes when assessing the research proposals:-
 - Lack of accessibility for persons with disabilities, or lack of universal design for people with diverse needs (e.g. family with prams or young children, or elderly; mature caregivers, or ethnic minorities) in the provision of goods, services and/or environments in certain industries or on online platforms;
 - Employment opportunities for ethnic minorities in certain industries;
 - Policies / policy-making processes, or gaps in addressing the difficulties and needs of caregivers in taking care of specific type(s) of care recipients;

- Breastfeeding-friendly workplaces;
- Gender stereotypes in occupations and industries currently dominated by a gender;
- Sexual harassment in industries which have not been covered in research previously conducted by the EOC; and
- Intersectionality of discrimination issues based on different attributes covered by the four anti-discrimination ordinances.

2.4 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.

2.5 List of research projects funded by the three rounds of Funding Programme and their deliverables are available at the below EOC website:

<https://www.eoc.org.hk/en/policy-advocacy-and-research/funding-programme-of-research-projects-on-equal-opportunities>

3. Details of Funding Programme

3.1 Components of Funding Programme 2025/26

3.1.1 Similar to the Funding Programme 2020/21, the Funding Programme 2025/26 consists of two components, namely "Research Component" and an optional component "Follow-up Non-research Activity".

Research Component

3.1.2 The research component of the Funding Programme includes, but not limited to, conducting literature review, collecting and analyzing quantitative and/or qualitative data from proposed research methodologies, and preparing mid-term progress report and/or research report. The maximum amount of funding to be granted for the research component of each project is HK\$50,000.

Follow-up Non-research Activity (Optional)

3.1.3 To make a wider social impact of the research findings, applicants may apply for an optional component of follow-up non-research activities. Based on the research findings, successful applicants can carry out follow-up activities for relevant stakeholders, such as workshops, seminars, training sessions, etc. Any of these activities must be carried out and completed within 18 months after commencement of the research projects. An additional maximum amount HK\$10,000 will be funded for follow-up non-research activities of each project.

3.2 Eligibility

- 3.2.1 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.
- 3.2.2 The applicant must be the organizer of the research project.
- 3.2.3 Joint application (i.e. application jointly made by two or more applicants) is allowed, provided that all the applicants fall within paragraph 3.2.1. A principal applicant must be designated to undertake all matters relating to the application and be responsible for the planning, implementation and accounting management of the project upon the EOC's approval of funding. The respective responsibilities of the applicants must be stated clearly in the Application Form (refer to **Annex A**). The EOC shall NOT be liable for any dispute arising from or in respect of any arrangements between the principal applicant and other applicant(s) in relation to the project.
- 3.2.4 The following projects are not eligible for funding by the EOC:
- (a) projects of a fund-raising, profit-making, commercial, religious or political nature;
 - (b) have been completed or in progress at the time of making the application; and
 - (c) receive or will receive sponsorship from any other organization.
- 3.2.5 All activities of the research projects should be carried out in Hong Kong.
- 3.2.6 All funded research projects must have no recurrent cost implication for the EOC.
- 3.2.7 If the applicant intends to implement the proposed project as part of a larger project or together with other activities, the details of the separate activities must be stated clearly in the Application Form.
- 3.2.8 Each applicant is NOT encouraged to submit more than one applications for the Funding Programme 2025/26.

3.3 Members of Research Team

- 3.3.1 Each funded research team has to perform the duties which can be categorized into the below roles:
- (a) **person-in-charge** who shall take the overall responsibility of the research project and will be responsible for overseeing the planning, implementation and accounting management of the research project and follow-up non-research activities (if applicable) and giving a presentation of the research findings at a press conference.

Person-in-charge of the research project should be affiliated with the principal applicant; and

- (b) **leader of the research team** who will be responsible for conducting the research project, the preparation of all reports (i.e. progress report, research report, financial report and follow-up non-research activity report (if applicable)), and giving a presentation of the research findings at a press conference. Leader of the research team might or might not be affiliated with the principal applicant or joint applicant; and
- (c) **project coordinator** who will be responsible for daily liaison with the EOC, operation of the research project, reporting progress of the research project, following up queries on the financial report, arrangement of the press conference and follow-up non-research activities (if applicable). Project coordinator must be affiliated with the person-in-charge or the leader of research team.

3.3.2 The research team can appoint 1-3 person(s) to take up the roles as mentioned in (a), (b) and (c) in the paragraph above. Details of the appointed person(s) shall be provided in the Application Form.

3.3.3 Before the application is approved, the applicant should notify and seek approval from the EOC immediately if the applicant wants to change the person-in-charge and/or the leader of the research team of the proposed research project.

3.3.4 After the application is approved, the applicant should notify and seek approval from the EOC immediately should it want to change the person-in-charge and/or the leader of the research team of the funded research project. The EOC reserves the right to withdraw the approval for the application or the proposed change to the person-in-charge or the leader of the research team. 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 / leader of the research team.

3.3.5 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.

3.4 Schedule

3.4.1 All funded research projects have to be carried out in accordance with the Schedule as stipulated in **Annex B**. Merits will be given to research projects which proposed a schedule completing the tasks in a shorter period.

3.4.2 The funded research team shall ensure that the research project is implemented in strict accordance with the Schedule. In the event of any delay in the implementation of the research project, the EOC may terminate its funding support and demand a return of all or any funds advanced to the research team unless prior written approval for

postponement is obtained from the EOC. Under normal circumstances, request for extending the time limit for implementation of individual activities will not be entertained, unless with very strong justifications.

- 3.4.3 The funded research teams are required to start the approved projects before end of June 2025, or any other date mutually agreed by the EOC and the research team.

3.5 Deliverables

- 3.5.1 The funded research team should deliver the following, except for the mid-term progress report, all final deliverables should state the project is funded by EOC and affix EOC logo:

- A mid-term progress report for research projects lasting for more than 6 months (Refer to paragraph 3.5.3 for details)
- A research report in either English or Chinese with an executive summary in bilingual (English and Chinese) format (Refer to paragraph 3.5.4 for details);
- A presentation of the research findings at a press conference (Refer to paragraph 3.5.5 for details);
- A powerpoint presentation (preferably in Chinese) of the research findings at the press conference;
- A press release in bilingual (English and Chinese) format. The press release shall be issued by both the funded organization and the EOC;
- A press invitation in bilingual (English and Chinese) format for informing the media about the press conference. The press invitation shall be issued by both the funded organization and the EOC;
- A financial report, including all copy / original of supporting documents or receipts of reimbursed expenses (Refer to paragraph 6 for details of funding support); and
- Follow-up non-research activities (if approved) (Refer to paragraph 3.5.6 for details).
- A follow-up non-research activity report (if approved) (Refer to paragraph 3.5.7 for details).

- 3.5.2 The schedule of submitting the deliverables mentioned above is shown in the Schedule at **Annex B**. If the funded research team fails to submit the deliverables in accordance with the Schedule without any prior approval from EOC, the EOC will reserve the right to withdraw the funding support to the research team and demand the immediate return of any funds already advanced to the funded organization.

- 3.5.3 The mid-term progress report should be submitted for research projects lasting more than 6 months which provides an account of tasks completed and any pending deliverables for consideration and record.

- 3.5.4 The research report should include, but not limited to, objectives of the research project, methodology, findings, conclusion and recommendations. When preparing research reports and executive summaries, persons-in-charge and leader of the research team are

strongly advised to keep the related materials short and concise, and deliver socially relevant messages.

- 3.5.5 The press conference should be held at a location arranged and provided by the research team at their own cost. The exact date and time of the press conference has to be mutually agreed by the EOC and the funded organization. Representatives from EOC will attend and share the observations on the research findings at the press conference. Except with prior approval from EOC, holding press conference online only will NOT be accepted.
- 3.5.6 The research team should inform the EOC the date, time and venue of all the follow-up non-research activities to be organized under the approved research project at least 14 working days before the activities are held. The EOC and its authorized representatives may participate in any activities under the project as observers. As and when required by the EOC, the research team shall make all necessary arrangements to ensure the EOC can conduct the observations and visits.
- 3.5.7 The follow-up non-research activity report should include the details of the activities completed, e.g. programme rundown of the activity, type and number of participants, format and contents of the activity, sample of materials distributed to the participants, feedback of the participants, etc. Social impacts (in terms of promoting equal opportunities and non-discrimination) of this follow-up non-research activity component should also be discussed.
- 3.5.8 Research teams shall submit all deliverables as mentioned in paragraph 3.5.1 above to the EOC for vetting. The research teams shall revise the deliverables upon satisfaction to the EOC. The research report, executive summary, press release and powerpoint presentation will be uploaded to the EOC website for access by the public.
- 3.5.9 In relation to the materials of follow-up non-research activities, the research teams shall include, where appropriate:
- the statement, “This project is funded by the Equal Opportunities Commission”;
 - the disclaimer, “The content herein does not necessarily reflect the views of the Equal Opportunities Commission.”; and
 - the EOC’s logo.
- 3.5.10 The logo is the sole property of the EOC, and shall not be used without prior written authorization given by the EOC. The EOC reserves the right to take legal action in case of non-compliance, and the right to terminate any prior approval of the use of the logo by a research team without any liability or compensation.
- 3.5.11 Unless with prior approval from EOC, all deliverables, materials and execution in relation to the follow-up non-research activities shall not contain any content or information unrelated to the research project as originally approved by the EOC.

4. Application

4.1 Application Procedures and Deadline for Application

- 4.1.1 Each person should be the person-in-charge / leader of the research team of ONE research proposal and submit one application only.
- 4.1.2 Applications shall be made via the Application Form at **Annex A** and comply with all the conditions set out herein.
- 4.1.3 To ensure prudent use of public resources, applicants shall include in their application a budget covering all the expenditure items of the research component and the follow-up non-research activities (if opt for) of the proposed research project. Details (e.g. quantity and estimated unit price) and justification shall be given for the proposed items where appropriate. The actual amount of funding provided by the EOC for successful applicants may vary from the proposed budget, depending on the nature of the project, the amount of applications received, the Guidelines for the Use of Funding as stipulated in para. 6.3, and other circumstances.
- 4.1.4 The application deadline is **25 February 2025 (Tuesday), 5:00pm**. If a black rainstorm warning, tropical cyclone warning signal No. 8 or above or “extreme conditions” after super typhoons is hoisted or in force between 9:00 am to 5:00 pm on the date of the application deadline, the application deadline will be extended to 5:00pm on the next Working Day. “Working Day” means any day other than a Saturday, a day which is a general holiday by virtue of the General Holidays Ordinance (Cap. 149), gale-warning day or black rainstorm warning day.
- 4.1.5 Applications should be submitted **by post or in person** to the EOC by the application deadline. Applicants should deliver the following documents to the EOC Office at 16/F., 41 Heung Yip Road, Wong Chuk Hang, Hong Kong (Attn: 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
 - Three copies of the research proposal¹ (i.e. Part B of the Application Form)
 - Documentary proof of eligibility to apply
 - Other relevant support documents, if any

¹ For applicants wishing to implement a research component of the proposed project only, the research proposal might include but not limited to: (1) the background, scope and specific objectives of the proposed research project, (2) the research design and methods of data collection and analysis, (3) the work schedule of the research component, (4) the expected social impacts of the research project, (5) the budget plan with breakdown of costs for each item and (6) CVs of the person-in-charge and leader of the research team (1-2 page for each person). As for applicants opting for implementing any follow-up non-research activity, as well as items (1) – (6) stated above, information about (7) the title and specific objectives of the proposed activity, (8) its contents (such as scale, nature, target participants, etc.), (9) the expected added value of the activity to achieve goals of promoting equal opportunities and eliminating discrimination, (10) the work schedule of the activity and (11) the budget plan with breakdown of costs for each item should be provided. Excluding the CVs, please limit the writing to 12 A4 pages.

- 4.1.6 Completed Application Form and details of the proposed research projects can be in either English or Chinese.
- 4.1.7 Submission via email will NOT be accepted.
- 4.1.8 Submission by post with a postmark later than the application deadline will not be accepted. **Late application or application with incomplete details will not be considered.**
- 4.1.9 For the purpose of considering the applications, the EOC may request applicants to submit additional or supplementary information.
- 4.1.10 The applicants should prepare and submit their applications at their own cost. All submitted applications, whether accepted or not, will not be returned.
- 4.1.11 Requests from applicants made later than the application deadline for amending a previously submitted application will not be accepted.
- 4.1.12 The personal data provided in the applications may be used and disclosed in accordance with the “Personal Information Collection Statement” in the Application Form.
- 4.1.13 If an application includes any information, documents or materials that contain intellectual property rights held by the applicant or a third party, the applicant shall grant, or procure from the relevant third party where applicable, a licence for the EOC and its authorised users to copy, access and circulate the information, documents or materials for the purpose of assessing the application.
- 4.1.14 Applicants who has submitted a proposal by the deadline will be contacted for the electronic version of the completed Application Form and research proposal (i.e. Part B of the Application Form).

4.2 Notification of Results

- 4.2.1 Under normal circumstances, applicants will be notified of the result of the application in writing no more than five months after the application deadline. Under no circumstances shall an application be deemed to be successful unless and until the applicant has been notified as such in writing by the EOC.
- 4.2.2 The EOC’s decision on the result of the application shall be final.
- 4.2.3 The EOC reserves the right to announce the application results and to disclose the list of the successful applicants, the research projects funded, the amount of funding and other information of the funded research projects.

4.3 Letter of Acceptance

- 4.3.1 Each successful applicant will receive the Letter of Acceptance which sets out the amount of funds to be offered by the EOC and the funding terms and conditions. The successful applicant will be required to sign and return the reply slip to the EOC within the period specified therein (Offer Period) if it accepts the proposed funding. Before the receipt of the reply slip signed by the successful applicant, the EOC may at any time withdraw the offer to make the proposed grant of the funds. If the EOC has not received the reply slip signed by the successful applicant upon the expiry of the Offer Period, the applicant shall be deemed to have declined the offer, and the EOC may automatically withdraw the proposed grant of funds without the need to give notice.

4.4 Withdrawal of Application

- 4.4.1 Applicants may withdraw their applications prior to the date of the notification of results by writing to the EOC and providing reason(s) for the withdrawal. Such withdrawal shall be irrevocable.
- 4.4.2 Upon receipt of the written notice of the withdrawal, any approval or conditional approval of funding by the EOC shall cease to be valid.

4.5 Briefing Session and Enquiries

- 4.5.1 The EOC will hold a briefing session at 3:30 p.m. on 17 December 2024 to enable applicants to have a better understanding of the Funding Programme. Interested parties shall complete the enrolment form, which is at **Annex C** and can be downloaded from EOC's website and return it by email to EOC on or before 13 December 2024.
- 4.5.2 Enquiries about the Funding Programme should be addressed to the EOC at 2106 2255 or by email at prtdevent@eoc.org.hk.
- 4.5.3 Information provided by the EOC in response to enquiries about the Funding Programme may be shared by the EOC with other organisations.

5. Assessment of Application

5.1 Policy, Research and Training Committee

- 5.1.1 Applications will be evaluated by Members of Policy, Research and Training Committee (PRTC) of the EOC and EOC staff, whose conflict of interests (if any) is required to be declared prior to the assessment.

5.2 Assessment Criteria

5.2.1 In considering each application, the PRTC will take into account of the followings in relation to the proposed research project and follow-up non-research activities (if any):

- Applicant's and research team's knowledge of the proposed research topic and principles of equal opportunities;
- Innovation, e.g. whether research projects with similar topics have been conducted in Hong Kong and social impact, including whether addressing the need of the society;
- Comprehensiveness of the proposal and appropriateness of research approach and methodology;
- Feasibility of implementation and implementation timeline;
- Budget and cost-effectiveness;
- Track record and experiences of the applicant and the research team in delivering research projects and follow-up non-research activities for the EOC;
- Qualifications of the person-in-charge and the leader of the research team;
- Applicant's capacity to engage and mobilize manpower or other types of resource to complete the proposed research project and follow-up non-research activities (if any); and
- Other factors as appropriate in the circumstances including, without limitation, the matters set out in paragraph 8.3 below.

5.2.2 In addition, applicants are expected to clearly explain how the proposed projects will help eliminate discrimination and promote equal opportunities.

6. Funding Support

6.1 Funding Limit

6.1.1 The maximum amount of funding to be granted for the research component of each project is HK\$50,000.

6.1.2 An additional maximum amount HK\$10,000 will be funded for follow-up non-research activity component of each research project (if opt for).

6.1.3 In no circumstances will the EOC increase the total amount of funding for an approved project as set out in the Letter of Acceptance.

6.2 Funding Requirements and Procedures

6.2.1 The EOC will only provide direct and one-off financial support to meet the cost of specified expenditure items that are essential to implement the approved research project.

- 6.2.2 The EOC will not fund any project which accepts sponsorship or any kind of financial support from a third party.
- 6.2.3 Applicants may provide funding from their own sources to meet part of the total actual cost of the project. If any, applicants shall set out clearly in the Application Form the amount of funds to be provided by them.
- 6.2.4 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 of the research project upon the acceptance of all deliverables by EOC. Any unused advance payment shall be returned by the funded organization within one month after satisfactory submission of the financial report by way of issue of a crossed cheque payable to “Equal Opportunities Commission”. The EOC reserves the right to take legal action in case of unreasonable delay in the return of such funds.
- 6.2.5 **Funded organizations will normally be required to settle the approved budget expenditure on a reimbursement basis.**
- 6.2.6 All expenditure items must be supported by the original receipts as proof of payment. Invoices, delivery notes and quotations shall not be regarded as proof of payment. The person-in-charge shall certify all receipts and the supporting documents by his/her signature and the funded organization’s chop at the covering of the financial report. The name and signature of the certifying person shall tally with those shown in the original application (or a subsequently completed Change in Person-in-charge Form, if applicable). The original receipts submitted to the EOC will not be returned to the funded organization.
- 6.2.7 For research projects with follow-up non-research activity approved, the funded organizations should submit all copies of supporting documents of expenditure of research component (e.g. salary of part-time research staff, incentives / allowance to research participants, etc.) within 2 months after the press conference for announcing the research findings, and submit the financial report within 1.5 months after completing the approved follow-up non-research activities.
- 6.2.8 For research projects without follow-up non-research activity approved, the funded organizations should submit the financial report with all supporting documents of expenditure within 1.5 months after the press conference for announcing the research findings.
- 6.2.9 The EOC will issue reminders two weeks before, on the date of and two weeks after the deadline of submitting the financial report / copies of supporting documents of expenditure of research components. The EOC will release the balance of funds after reviewing all the deliverables, financial report (including all its supporting documents of expenditure for research component and follow-up non-research activities). Late submission will not be entertained. If the funded research teams failed to submit the

financial report and the supporting documents of expenditure two weeks after the deadline of submission, EOC reserves the right to withdraw the funding or non-reimbursement.

- 6.2.10 Expenditure incurred by the funded organization before the date on the duly signed and submitted Letter of Acceptance will not be reimbursed by the EOC.
- 6.2.11 The EOC may request a refund of the advanced payment if the funded organization fails to complete the proposed research project and/or submit any of the deliverables.
- 6.2.12 Funds should be expended according to the approved itemized budget. Miscellaneous expenses with a total capped at \$3,000 can be grouped to an item for small purchases (e.g. postage, stationery, printing, etc.). If any of the itemized expenses exceed 10% of its original estimate, the funded organization should seek prior and written approval from the EOC. However, the total approved budget should remain unchanged or be lower than the original funded amount.
- 6.2.13 Funded organizations shall accept liabilities for all deficits arising from the project. If it is reasonably foreseeable that the total expenditure of the project will exceed the original budgeted expenditure, the funded organizations shall inform the EOC in writing immediately, regardless of the amount of the deficit. They shall be responsible for the shortfall in order to complete the project.
- 6.2.14 Funded organizations shall use the funds provided by the EOC in strict accordance with the budget approved by the EOC, and for the sole and exclusive purpose of implementing the research project and follow-up non-research activities (if any).
- 6.2.15 The EOC reserves the right to terminate its funding support or reduce the amount of funding for the research project if the EOC opines that the funded organization fails to meet its obligation under paragraph 6.2.14.

6.3 Guidelines for the Use of Funding

- 6.3.1 The following conditions and requirements shall be observed by all applicants in preparing the budget, and by all funded organizations in implementing the research project and follow-up non-research activities (if any):

General Expenses

- Fixed assets: Expenses from purchasing fixed assets, such as computers and furniture, will not be reimbursed by the EOC
- Purchase of materials, equipment and services: Funded organizations should not select suppliers who are their associates or associated persons and 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 funded organization should choose the lowest quotation
- In the event of failure to comply with the requirements set out under the three bullets above, the funded organization shall provide justifications in the financial report. The EOC reserves the right not to reimburse the costs of the relevant purchase
- Funded organization shall maintain all quotations and relevant documents on procurement, and electronic records in respect of the research project and shall produce them for inspection by the EOC or its authorized representatives upon request
- Overhead charges or administrative top up: The EOC will not fund overhead charges or administrative top up
- Insurance: The EOC encourages the organization to purchase third party insurance for the project. Under no circumstances shall the EOC be held liable for any third-party claims for loss or damages arising from or relating to the research project
- Souvenirs: For better use of resources, souvenirs should not be included as expenses in the proposed budget

Expenses of Research Component

- Allowance for staff responsible for data collection and data analysis: 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 research project, the EOC will not provide funding for any extra allowances. Applicants shall indicate clearly in their budget the pay rate of such short-term or temporary worker(s) and the duration of the employment. Please note that fringe benefits (including sickness allowance, rest days and statutory holidays, annual leave, MPF contribution, etc.) should be granted to short-term or temporary workers working for the approved research projects in line with the provisions in the Employment Ordinance and any local laws
- Press Conference: Every funded organization is required to organize and host a press conference for the release of the research findings to the general public via the media. The venue should be provided by the funded organization. Under normal circumstances, the EOC will not subsidize the rental cost of the venue for the press conference

- Incentives, allowance of research participants: Any incentives or allowance given out to research participants in connection with the research project shall not be in the form of money or things convertible into money (e.g. gift cheques issued by banks)

Expenses of Follow-up Non-research Activity Component

- Publicity: The subsidy provided by the EOC for publicity generally should not exceed 15% of the approved budget of the follow-up non-research activity component
- Allowance for instructor(s) / speaker(s): Funded organizations may recruit instructors or invite speakers from external organizations for conducting workshops / seminars / training sessions for participants of the follow-up non-research activities. The maximum allowance / honorarium for each instructor / speaker is HK\$400 per hour
- Allowance for staff responsible for organizing the activities: 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 research project, the EOC will not provide funding for any extra allowances. Applicants shall indicate clearly in their budget the pay rate of such short-term or temporary worker(s) and the duration of the employment. Fringe benefits (including sickness allowance, rest days and statutory holidays, annual leave, MPF contribution, etc.) should be granted to short-term or temporary workers working for the approved projects in line with the provisions in the Employment Ordinance and any local laws
- Allowance for renting venue(s): Funded organizations may rent venue(s) for conducting workshops / seminars / training sessions for participants of the follow-up non-research activities. To save costs for renting a venue for workshops / seminars / training sessions, funded organizations are advised to look for and book free / low-cost venue well in advance. Venue hiring costs will not be reimbursed if the venue is owned, occupied or operated by the applicant or its affiliated organizations.

7. Termination of Funding

7.1 The EOC may terminate its funding support as stipulated in the Letter of Acceptance upon an event of default by the funded organization, which includes but is not limited to:

- (a) Failure to comply with any part of the Application Guide;
- (b) Breach of any term or condition of the Letter of Acceptance;
- (c) Failure to complete the approved research project in accordance with the Schedule; and
- (d) Insolvency of the funded organization.

The funded organization shall return to the EOC the full amount of any funds already disbursed to the funded organization.

8. Others Points to Note

8.1 **The funded organizations should keep close contacts with the EOC, to enable the EOC to keep abreast of the progress of the research projects.**

8.2 It is the responsibility of all funded organizations to obtain all approvals and licenses that are necessary for carrying out the approved project.

8.3 Application from an applicant (whether as sole applicant or one of the joint applicants) who has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security, or the proposed project which is suspected to involve activities that may violate national security law or other applicable law in Hong Kong or contrary to the interest of national security, will NOT be approved by the EOC.

Notwithstanding any funding approved by the EOC and without prejudice to other rights, claims or remedies of EOC under the Application Guide, the EOC may at its absolute discretion immediately terminate its funding support as stipulated in the Letter of Acceptance or any reduced funding support as decided by the EOC at any stage of the research project, upon the occurrence of any of the following events:-

- (a) the funded organization (whether as sole applicant or one of the joint applicants) has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or would otherwise be contrary to the interest of national security;

- (b) the continued granting of funding support to the funded organization or the continued performance of the approved research project is contrary to the interest of national security;
- (c) the termination is in the interest of national security;
- (d) the EOC reasonably believes that any of the events mentioned above is about to occur.

Upon EOC's termination of its funding support, the funded organization shall immediately return to the EOC the full amount of any funds already advanced or disbursed to the funded organization.

- 8.4 The funded organizations should be responsible for complying with the provisions of the intellectual property laws of Hong Kong. Under no circumstances shall the EOC be held liable for any breaches of Intellectual Property Rights caused by a funded organization. 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 relevant instruments.
- 8.5 Under no circumstances shall the EOC or any of its employees or agents be liable for any injury (including death) or any loss, deficit, damage or liability incurred out of or arising from the funded research project.
- 8.6 All funded organizations shall indemnify the EOC, its authorized users, assignees and successors-in-title against all loss, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the EOC, its authorized users, assignees and successors-in-title or which may be brought or established against the EOC arising out of or relating to: (i) breach of a term of the Letter of Acceptance or of the laws of Hong Kong by the funded organizations; (ii) the wilful misconduct, default, unauthorized act or wilful omission of the funded organizations or their employees or agents; or (iii) any allegation or claim that the use, operation or possession of the materials in relation to the research project or the exercise of any rights granted under the Letter of Acceptance infringes any Intellectual Property Rights or any other rights of any persons.
- 8.7 All applicants, whether successful in their applications or otherwise, as well as their employees, agents, servants and associates shall not seek or claim any compensation, reimbursement, damages, indemnity or waiver from the EOC in relation to the preparation or submission of the applications.
- 8.8 Provision of funds by the EOC to a funded organization for the engagement of volunteers, speakers, instructors and temporary workers in fulfilment of the approved

research project (“Persons”) does not create any employment nor agency relationship between the EOC and the Persons.

- 8.9 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.
- 8.10 Funded organizations 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. Funded organizations shall warrant that the EOC has full and proper right, and authority to do so.
- 8.11 If there are significant changes to the details of the funded research projects (including the change of the person-in-charge, the change of the leader of the research team, the change of research design, the adjustment of sample size, 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 refund the EOC.
- 8.12 All the personal data collected in the Application Form, the mid-term progress report, final research report, financial report and related documents will only be used for the purpose of processing and assessing funding application in accordance with the law, the daily operation of the Funding Programme, public announcement and publicity, taking remedial or follow-up action, research, recording and preparing statistics, meeting the requirements to make disclosure under the requirements of any law and any purpose relating to any of the above. The personal data provided may be transferred or disclosed to other parties, including the agent, the contractor, the third party service provider, and any other individuals bound by a duty of confidentiality to EOC, for purposes related to the Funding Programme and other legitimate and lawful purposes. The individuals whose personal data is provided have rights to request access to and correction of their personal data. Such requests should be submitted in writing to the officer-in-charge of the Funding Programme.
- 8.13 Funded organizations shall, and ensure that all members of the research team, volunteers, speakers, instructors, temporary workers, agents and other personnel members they engage for the research project shall, comply with all applicable laws, rules and regulations of the Hong Kong Special Administrative Region (“HKSAR”), including but not limited to the Sex Discrimination Ordinance (Cap. 480), the Disability

Discrimination Ordinance (Cap. 487), the Family Status Discrimination Ordinance (Cap. 527), the Race Discrimination Ordinance (Cap. 602), the Personal Data (Privacy) Ordinance (Cap. 486), the Employment Ordinance (Cap. 57), the Minimum Wage Ordinance (Cap. 608), the Employees' Compensation Ordinance (Cap. 282) and the Prevention of Bribery Ordinance (Cap. 201).

- 8.14 In the event that a member of the research team, or any of its directors, employees, agents, contractors, sub-contractors or other personnel members who are in any way involved in the project commit an offence under the Prevention of Bribery Ordinance (Cap. 201), the EOC may terminate its funding support and demand the immediate return of any funds already advanced to the funded organization.
- 8.15 Nothing in the Letter of Acceptance confers or purports to confer on any third party any benefit or any right to enforce any term of the Letter of Acceptance pursuant to the Contracts (Rights of Third Parties) Ordinance (Cap. 623).
- 8.16 The Chinese version of the Application Guide is for reference only. In the event of any conflict or inconsistency between the English and Chinese versions of the Guide, the English version shall prevail.

- End -

Application No. _____
(to be filled by the EOC)

Annex A

Funding Programme of Research Projects on Equal Opportunities 2025/26

Application Form²

Part A: Please type on this form which can be downloaded from the Equal Opportunities Commission (EOC) website at <https://www.eoc.org.hk/en/policy-advocacy-and-research/funding-programme-of-research-projects-on-equal-opportunities/2025-26>

1. Name of the principal applicant

(Organization name in Chinese): _____

(Organization name in English): _____

2. Title of the research project

(in Chinese): _____

(in English): _____

3. Ordinance(s) related to the research project@

- ☐ Sex Discrimination Ordinance
- ☐ Disability Discrimination Ordinance
- ☐ Family Status Discrimination Ordinance
- ☐ Race Discrimination Ordinance
- ☐ None of the above

@Tick as many as appropriate

² Please carefully read and comply with the provisions in the Application Guide for Funding Programme of Research Projects on Equal Opportunities 2025/26 before completing this application form.

4. Relevancy to priority themes (refer to para. 2.3 of the Application Guide) @

- ☐ Lack of accessibility for persons with disabilities, or lack of universal design for people with diverse needs (e.g. family with prams or young children, or elderly; mature caregivers, or ethnic minorities) in the provision of goods, services and/or environments in certain industries or on online platforms
- ☐ Employment opportunities for ethnic minorities in certain industries
- ☐ Policies / policy-making processes, or gaps in addressing the difficulties and needs of caregivers in taking care of specific type(s) of care recipients
- ☐ Breastfeeding-friendly workplaces
- ☐ Gender stereotypes in occupations and industries currently dominated by a gender
- ☐ Sexual harassment in industries which have not been covered in research previously conducted by the EOC
- ☐ Intersectionality of discrimination issues based on different attributes covered by the four anti-discrimination ordinances
- ☐ Others (Please provide details: _____)
- ☐ None of the above

@Tick as many as appropriate

5. Whether apply for implementing the Follow-up Non-Research Activity Component^

- ☐ Yes
- ☐ No

^ Tick one box only

6. Objectives of the research project (List main points only and provide details in Part B)

7. Expected social impacts of the research project (List main points only and provide details in Part B)

| | |
|--|-------------------|
| 8. Amount requested for the Research Component | HK\$ _____ |
| 9. Amount requested for the Follow-up Non-Research Activity Component (if opt for) | HK\$ _____ |
| 10. Total amount requested from the Funding Programme of Research Projects on Equal Opportunities (Should be the total of the two items above) | HK\$ _____ |

| | |
|---|---------------------|
| 11. Estimated duration of the Research Component (i.e. duration from commencement of project to first submission of draft research report, please refer to paragraph 3.4 of the Application Guide) | _____ months |
|---|---------------------|

| | |
|---|---------------------------|
| 12. Person-in-charge of the research project (Refer to para 3.3.1(a) of the Application Guide) | |
| Name (in Chinese): | _____ *先生／女士／博士／教授 |
| Name (in English): | * Mr./Ms./Dr./Prof. _____ |
| Post title: | _____ |
| Telephone No.: | _____ Fax No.: _____ |
| Email address: | _____ |
| Signature: | Organization Chop: _____ |
| | _____ |
| | Date: _____ |

Note: Person-in-charge of the research project should be affiliated with the principal applicant.

*Delete where appropriate

13. Leader of the research team (Refer to para. 3.3.1(b) of the Application Guide)

- ☐ If leader of the research team is the same as the Person-in-charge of the research project, please tick this box and skip this section[^].

Name (in Chinese): _____ *先生/女士/博士/教授

Name (in English): * Mr./Ms./Dr./Prof. _____

Post title: _____

Telephone No.: _____ Email address: _____

Name of the affiliated organization: _____ (in Chinese)

_____ (in English)

Signature: _____ Date: _____

Note: Leader of the research team might or might not be affiliated with the principal applicant or joint applicant.

[^] Tick if appropriate

*Delete where appropriate

14. Project coordinator (Refer to paragraph 3.3.1(c) of the Application Guide)

- ☐ If the project coordinator is the same as the person-in-charge, please tick this box and skip this section.[^]
- ☐ If the project coordinator is the same as the leader of the research team, please tick this box and skip this section.[^]
- ☐ Person other the persons-in-charge and the leader of the research team, his/her details are given below:[^]

Name (in Chinese): _____ *先生/女士/博士/教授

Name (in English): * Mr./Ms./Dr./Prof. _____

Post title: _____

Telephone No.: _____ Email address: _____

Name of the affiliated organization: _____ (in Chinese)

_____ (in English)

Signature: _____ Date: _____

Note: Project coordinator must be affiliated with the person-in-charge or the leader of research team.

[^] Tick if appropriate

*Delete where appropriate

15. Information of the joint applicant# (In case of a joint application, please fill in this section.)

Name of organization (in Chinese): _____

Name of organization (in English): _____

Contact person

Name (in Chinese): _____ *先生/女士/博士/教授

Name (in English): * Mr./Ms./Dr./Prof. _____

Post title: _____

Telephone No.: _____ Email address: _____

Nature and details of collaboration with the principal applicant

Responsibilities of the joint applicant under the proposed research project

If there is more than one joint applicant, please copy this page and complete the information

* Delete where appropriate

16. An overview of research projects in topics of equal opportunities and anti-discrimination completed by leader of the research team, principal applicant and/or joint applicant in the past three years. (Please limit the writing to 1 page.)

Part B: Please use A4 paper to provide the research proposal with details for the following items and send it together with Part A and a copy of the organization's registration document to the Equal Opportunities Commission.

1. Details of the research project: title, background, scope, specific objectives, research design and method(s) of data collection and analysis, work schedule and expected social impacts, etc. The research component and the follow-up non-research activity component (if opted for) will not be funded if details of the research are not provided.
2. Details of the follow-up non-research activity (if opted for): title, specific objectives, contents (such as scale, nature, target participants, etc.), work schedule and expected added value. The follow-up non-research activity component will not be funded if details of the activity are not provided.
3. Budget plan(s): (a) estimated expenditure of individual items (Please list the unit price and quantity of each expenditure item) and (b) amount requested from the EOC for each individual item. Applicants are advised to provide brief explanations for items listed in the budget(s). Miscellaneous expenses (e.g. postage, stationery, printing, etc.) with a total capped at \$3,000 can be grouped to an item for small purchases (Please list the items in the miscellaneous expenses in the budget plan(s)). EOC reserves the right to not fund or fully fund the expenditure of individual item(s) as proposed by the applicant.
4. CVs of the person-in-charge and leader of the research team (1-2 pages each), including the person-in-charge / leader of the research team's knowledge of and experience in the proposed research topic, as well as knowledge of principles of equal opportunities
5. Other information relevant to the application
6. Please limit the length of Part B to 12 A4 pages, excluding CVs.

Note: Applications with incomplete information may not be considered.

Submission of Application Documents

Applicants should deliver the following documents to the EOC Office at 16/F., 41 Heung Yip Road, Wong Chuk Hang, Hong Kong (Attn: Policy, Research and Training Division) by post or in person **on or before 25 February 2025 (Tuesday), 5:00pm.**

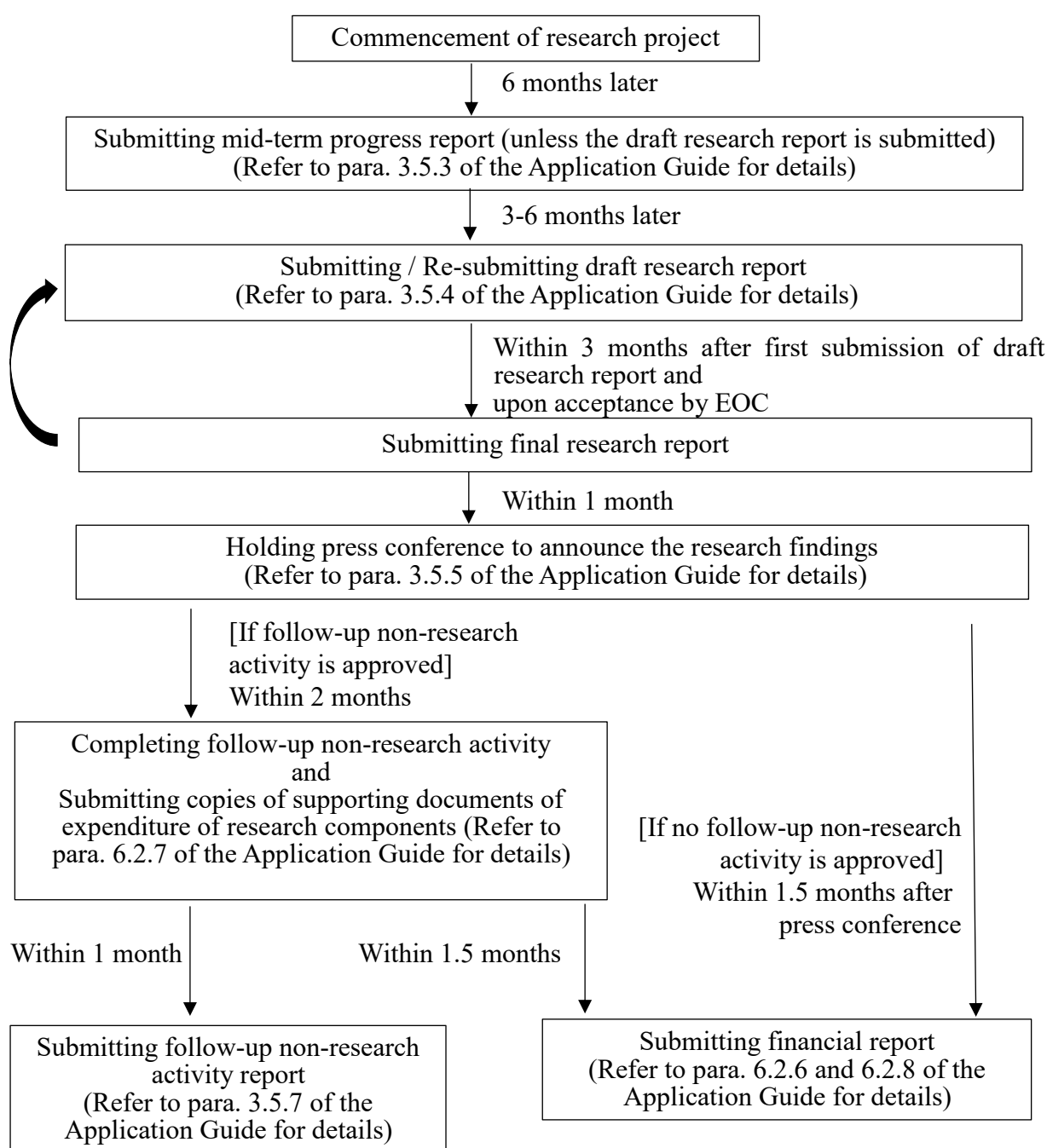
- An original copy of the completed Application Form plus two duplicated copies
- Three copies of the research proposal (i.e. Part B of the Application Form)
- A copy of documentary proof of eligibility to apply
- Other relevant support documents, if any

Personal Information Collection

All the personal data collected in this application form will only be used for the purpose of assessing funding application and matters related to this purpose. The concerned parties have rights to request access to and correction of their personal data. Such requests should be submitted in writing to the Commission's Policy, Research and Training Division at the EOC address.

Schedule of the Funding Programme of Research Projects on Equal Opportunities 2025/26

Unless with prior written content from EOC, all funded research teams must carry out the funded research projects, including the follow-up non-research activity (if approved), and submit the reports and all other deliverables (refer to para. 3.5 of the Application Guide for details of deliverables) in accordance with the schedule below:



Enrolment Form

Please complete and return on or before 13 December 2024 by email.

To : Policy, Research and Training Division, Equal Opportunities Commission (EOC)
Email : prtdevent@eoc.org.hk

**Briefing Session on Funding Programme of
Research Projects on Equal Opportunities 2025/26**

| | |
|----------------|--|
| Date and Time: | 17 December 2024 (Tuesday), 3:30pm |
| Venue: | EOC Office, 16/F., 41 Heung Yip Road, Wong Chuk Hang, Hong Kong and Zoom (Details of Zoom will be provided after accepting the registration) |
| Objective: | To introduce the Funding Programme and its Application Guide |

Name of Organization: _____

Details of Participants

| | Name | Post title | Email address | Mode of Participation |
|---|------|------------|---------------|-----------------------|
| 1 | | | | In person / Zoom* |
| 2 | | | | In person / Zoom* |
| 3 | | | | In person / Zoom* |
| 4 | | | | In person / Zoom* |
| 5 | | | | In person / Zoom* |

*Delete where appropriate

Details of Contact Person

| Name | Phone number | Email address |
|------|--------------|---------------|
| | | |

Please indicate should you have any special request (e.g. sign language interpretation):

Remarks:

1. Personal data provided in this form will only be used for activities related to this Briefing Session.
2. Participants will be notified with a confirmation notice once the application is accepted.