

Research Lifecycle

Please click on the modular section under each stage below for enhancement updates.

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Libraries

Literature Review

“HKUL Search Assistant” browser plugin

(upon downloading the tool)
Redirect users from publishers’
website to HKU sign-in page for
access to subscribed e-
resources

[LibGuide](#)

Interlibrary Loan (ILL) and Article Delivery Services

Access to resources from other
UGC-funded libraries in Hong
Kong and more institutions
[worldwide](#)

[ILL](#)

Digital Scholarship Services

Support PIs to digitalize non-
traditional research outputs
such as Digital Humanities
Initiatives under engagement
with Arts Technology Lab

[DSS](#)

HKUL Resources/Services:

[Database of the Month](#), [Spotlight resources](#), [Library Tips Series](#), [MicroLearning@HKUL](#), [HKU Libraries Blog](#), [Researcher Connect Blog](#), [training workshops](#) and [online courses](#)



Enhanced Communication with Users:

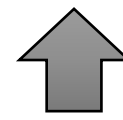
- [Contact us](#) webpage
(Email-a-Librarian, Research Consultations)
- Subject Librarians’ [link](#) outreach to new scholars via
email and Faculty Board meetings to promote
HKUL services
- Bi-annual user surveys to collect feedback from users

Library Collection Update:

- Subscription of researcher-recommended
resources upon evaluation;
- Regular review of existing resources for
accuracy and completeness;
- System integration with subscribed publication
providers for up-to-date electronic resources availability



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MRPO

Mainland Funding Schemes Applications

Chinese Language Support

Consolidate a list of service providers offering translation and editing services in simplified Chinese to support grant proposal preparation

[Chinese Editing](#)

Funding Success Sharing

Organize occasional sharing sessions by successful PIs

RS

Grant Applications

Research Information Management System
(RIMS)

- Consolidate research grants, agreements and enhanced Research Outputs system into one single platform for PIs' convenience and easy access
- Integrated with FEO system, enabling PIs of grants and agreements to commence funding usage more efficiently, i.e. 1-2 days after account code is available in RIMS

[RIMS](#) / [User Guide](#) / [User Guide \(Agreement\)](#)

Training/Mentorship on Grant Applications

Sponsor Faculties' discipline-specific training workshops and external review of proposals for RGC GRF/ECS applications



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Accounting Management

Inventory
Management

Procurement

Project Account
Management

Reimbursements
Payment

Digitalization /
System

Financial
Reporting

Disposal of Obsolete
Equipment

Procurement/Tendering
Process

Account Opening

Full budget usage in a few days after the code is available in RIMS, with automation of expenditure code creation

**Invoice Payment/
Payment to non-business vendor (e.g. guest speaker, external examiner)**

Average processing time is ~2 weeks

eForms System

Paperless procedures for system access right application, and authorization for payment requests to staff (e.g. inventory/asset items) and students

eForms

Financial/Audit Reports

Draft reports are sent to PIs via email for review before formal submission

DIS e-Disposal

Speed up the process with the measures below:

(i) fixed asset threshold uplifted from HK\$15K to HK\$30K ;

(ii) approval streamlined; and

(iii) Robotic Process Automation (RPA).

Suppliers' Online Registration

Streamlined the information needed to speed up the registration of new suppliers

e-Procurement System Guide

Step-by-step guide and Oracle Guided Learning (OGL) for self-help

Annual Workshop

Reinforce key policy and procedural updates, and share practical tips on using the e-Procurement system

Central Procurement Team

Dedicated managers for tendering of specialized categories

Expense Claim App (ECA) & eForms

Expedite payment process to allow timely update of account balance on-line

ECA

iExpenses (for staff claims)

PIs can appoint proxies to input reimbursement claims in iExpenses System (web version only)

iExpenses

HKU Portal Approval Widget

Include pending approval tasks from some FEO systems, e.g. e-Procurement system, CAG, FCF, DIS-Disposal, OPMS for easy processing

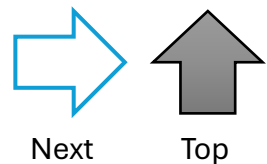
Close Monitoring on Outstanding Cases

Weekly review of pending cases in FEO systems by FEO's management

Financial Analytics Dashboard (FAD)

Financial Information Dashboard (FID) replace FIES to provide dynamic project account balance

FAD



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RS

Internal Grants Usage Relaxation

Staff Appointments Up to RAP Level

Relaxed to support staff cost up to PDF and RAP
(rather than Research Assistant I in the past)

Budget Virement Approval Uplifted

Budget virement among the approved sub-heads is
not required, with the exceptions of (a) a substantial
increase of overseas traveling; or (b) a new budget
sub-head not covered in the original proposal.

HRO

Staff Recruitment

**Streamlined Advertising
Process**

Advertisements for research
staff vacancies can be posted
directly by departmental
recruiters to local and
overseas venues

Streamlined Process

Salary Reform

Use of salary ranges (instead
of fixed salary points) offers
greater flexibility in hiring
research staff

Salary Ranges

**Streamlined Appointment
Procedures with Reduced
Approval Levels**

(Re-)appointments of research
staff do not need to go through
the Faculty HR Committee or
Dean (save for unitary faculties)

**Streamlined Appointment
Procedures**



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MRPO

Mainland Staff Recruitment

Mainland Projects Post-award Management

Support from SIRI

Contact Ms. Rebecca Sun (rebeccasun@hku.hk)
to post job advertisements on SIRI website and [51job \(前程无忧\)](#),
the largest recruitment platform in the Mainland

SIRI Research Project Management Handbook

Compiled with [Reimbursement Claim Summary](#)
to introduce administrative procedures and relevant forms
for managing mainland research projects under SIRI

[Handbook](#)

ITS

Research Computing & Data Storage

Research Data Storage

Provide secure storage for
research data under HPC2021
platform, Research Data
Repository and Cloud Data
Research Archive (CDRA)
service

[HPC2021/ Datahub / CDRA](#)

Research Computing

Provide centralized High-
Performance Computing (HPC)
resources to support
computationally intensive
researches in Artificial
Intelligence (AI) and HPC areas

[Research Computing](#)

Specialized Research
Software

Provide advanced software for
modelling, simulation and data
analysis including HPC tools,
SPSS, SAS, and MATLAB

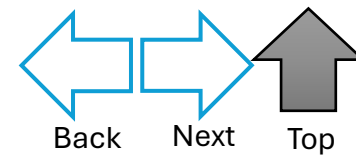
[Research Software](#)

Consultation Services

Dedicated support to
researchers in optimizing
computing resources for
specific needs

Hardware and Software
Upgrades

Regular implementation of
hardware and software
updates to align with evolving
technological advancements



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EO

Research Facilities Management

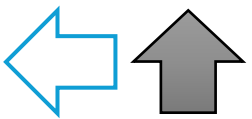
**Implementation of electronic
Building Alteration Works
(eBAW) system**

Respond to users' online BAW and
maintenance works order
within 10 days

eBAW

**Increased Flexibility on
Minor Work Tasks**

Allow departments or users to
handle minor works or issues on
their own upon EO's assessment



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Libraries
RS

Research Output Management

Import of Journal Articles into RIMS

Synchronize newly published articles from Scopus for confirmation by HKU researchers upon receipt of email notifications, reducing manual inputs

Imported Article Project

MRPO

Mainland Grants Record

Funding Records in RIMS

Awarded projects with funding received by HKU are imported into RIMS for complete grant record and reporting in Academic Portfolio of Achievements (APA)

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TTO

Intellectual Property Rights Management

Agreement Templates

Invention Disclosure Form (IDF)

- Revise the Form to accelerate patent filing process
- Organize occasional workshops to introduce the Form, process and tips for patent applications

IDF

Patent Application

Pocket Guide ([link](#))

Summarize key points and practical tips of invention disclosure and patent evaluation processes for IDF preparation

Workshops([link](#))/Seminars

- Introduce TTO's patent protection service via regular emails and IP talks
- Collaborate with Faculties to arrange discipline-specific workshops to introduce TTO's IP support services
- US patent attorneys to share insights on patent filing strategies and commercialization ([link](#))

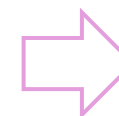
Research Agreements for Mainland Collaborations

Tailored templates for PIs' use in different situations, e.g.

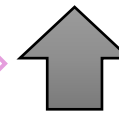
[mainland research funding schemes](#); or [research collaborations with industries*](#) or [academic institutions](#)

Agreement Templates

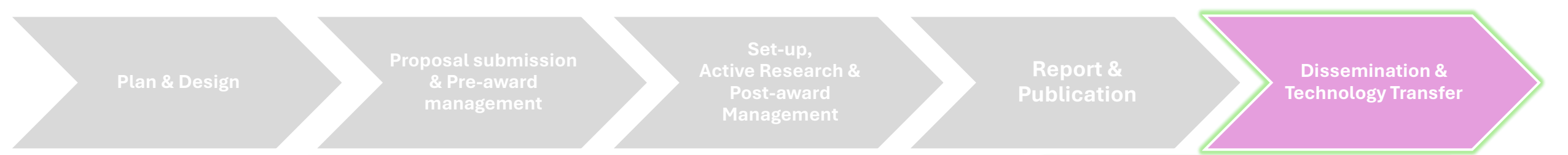
* Please contact [Versitech](#) for advice on [business terms](#) related to contract/sponsored research.



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TTO (Versitech)

Commercialization

Technology Transfer

Strategic Research Coordination with Joint-Lab and Joint-Research Centre Initiatives:

Strengthen cross-disciplinary partnerships for translating strategic researches into industry solutions

[GeTech](#)
[China Mobile Joint Centre](#)

Strategic Partnership with Industries

Annual Industry Forum [\(link\)](#):

Connect PIs with industry leaders to explore collaboration and spin-off development

Annual Demo Day [\(link\)](#):

Coordinate PIs to present research projects to potential investors and attract funding and partnerships

Marketing Events [\(link\)](#):

Support research teams to attend annual events like ASGH, Medical Fair, TechInnovation etc. to showcase innovations and engage potential commercial partners

Site Visits:

Accompany PIs to explore collaboration opportunities through site visits to government and industry partners' facilities

Specialized Support and Training

Open House Events:

- Provide personalized advice and support to PIs and students by Versitech and TTO ;
- Plan to offer cross-functional support in collaboration with other units under VP(R) Office

Collaboration with Faculties and Departments:

Provide tailored guidance on commercialization pathways and opportunities

Outreach to PIs:

Share with PIs relevant industry contacts that match with their research projects

Support and Training Resources

[“MIT Insights” Webinar Series \[\\(link\\)\]\(#\):](#)

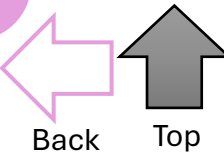
Introduce good practice of technology transfer with topics covered on entrepreneurship training, filing strong patents, etc.

[Technology Transfer Training Program:](#)

Engage external consultants to provide instructions on business planning and commercialization strategies, and coaching to launch spin-offs and startups

[Commercialization Training and Information Sessions:](#)

Collaborate with Faculties and departments to broaden awareness, knowledge and commercialization capacity





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KEY

EO – Estates Office
FEO – Finance and Enterprises Office
HRO – Human Resources Office
ITS – Information Technology Services
Lib – University Libraries
MRPO – Mainland Research Projects Office
RS – Research Services
TTO – Technology Transfer Office



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“Efficiency”

Account Opening: [Full budget usage in a few days](#) after the code is available in RIMS, with automation of expenditure code creation

Invoice Payment/Payment to non-business vendor (e.g. guest speaker, external examiner): Average processing time is [~2 weeks](#)

“E-initiatives”

Expense Claim App (ECA) & eForms: Expedite payment process to allow timely update of account balance on-line [ECA](#)

iExpenses (for staff claims): Pls can [appoint proxies](#) to input reimbursement claims in iExpenses System (web version only) [iExpenses](#)

eForms System: Paperless procedures for [system access right](#) application, and [authorization for payment requests](#) to staff (e.g. inventory / asset items) and student [eForms](#)

Financial/Audit Reports: Draft reports are sent to Pls [via email](#) for review before formal submission

HKU Portal Approval Widget: Include pending approval tasks from some FEO systems, e.g. e-Procurement system, CAG, FCF, DIS-Disposal, OPMS for easy processing

Financial Analytics Dashboard (FAD): Financial Information Dashboard (FID) replace FIES to provide dynamic project account balance [FAD](#)

“Process Review & Streamlining”

DIS e-Disposal: Speed up the process with the following measures: (i) fixed asset [threshold uplifted](#) from HK\$15K to HK\$30K; (ii) approval streamlined; and (iii) Robotic Process Automation (RPA)

Close Monitoring on Outstanding Cases: Weekly review of pending cases in FEO systems by FEO’s management

Suppliers’ Online Registration: Streamlined the information needed to speed up the registration of new suppliers



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Set up, Active Research & Post-award Management

Streamlined Advertising Process: Advertisements for research staff vacancies can be posted directly by departmental recruiters to local and overseas venues [Streamlined Process](#)

Salary Reform: Use of salary ranges (instead of fixed salary points) offers greater flexibility in hiring research staff [Salary Ranges](#)

Streamlined Appointment Procedures with Reduced Approval Levels: (Re-)appointments of research staff do not need to go through the Faculty HR Committee or Dean (save for unitary faculties) [Streamlined Appointment Procedures](#)



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Proposal submission & Pre-award management

Research Information Management System (RIMS): (i) Consolidate research grants, agreements and enhanced Research Outputs system into one single platform for Pls' convenience and easy access; (ii) Integrated with FEO system, enabling Pls of grants and agreements to commence funding usage more efficiently, i.e. 1-2 days after account code is available in RIMS [RIMS](#) / [User Guide](#) / [User Guide \(Agreement\)](#)

Training/Mentorship on Grant Applications: Sponsor Faculties' discipline-specific training workshops and external review of proposals for RGC GRF/ECS applications

Set up, Active Research & Post-award Management

Internal Grants Usage Relaxation: (i) [Staff Appointments Up to RAP Level](#) - Relaxed to support staff cost up to PDF and RAP (rather than Research Assistant I in the past); (ii) [Budget Virement Approval Uplifted](#) - Budget virement among the approved sub-heads is not required, with the exceptions of (a) a substantial increase of overseas traveling; or (b) a new budget sub-head not covered in the original proposal

Report & Publication

Import of Journal Articles into RIMS: Synchronize newly published articles from Scopus for confirmation by HKU researchers upon receipt of email notifications, reducing manual inputs [Imported Article Project](#)



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Plan & Design

Cross-border Funding Opportunities: Calls enlisted on MRPO website are clearly marked as **“for direct applications in Hong Kong”** for PIs’ easy reference [Funding Opportunities](#)

List of Potential Mainland Collaborators’ Information: Share a list of previous mainland collaborators based on data in RIMS or HKU Scholars Hub (with ITS’ support) upon request

Proposal submission & Pre-award management

Chinese Language Support: Consolidate a list of service providers offering translation and editing services in simplified Chinese to support grant proposal preparation [Chinese Editing](#)

Funding Success Sharing : Organize occasional sharing sessions by successful PIs

Set-up, Active Research & Post-award Management

Mainland Staff Recruitment Support from SIRI: Contact Ms. Rebecca Sun (rebeccasun@hku.hk) to post job advertisements on SIRI website and [51job \(前程无忧\)](#), the largest recruitment platform in the Mainland

SIRI Research Project Management Handbook: Compiled with [Reimbursement Claim Summary](#) to introduce administrative procedures and relevant forms for managing mainland research projects under SIRI [Handbook](#)

Report & Publication

MRPO-administered Mainland Grants Record in RIMS: Awarded projects with funding received by HKU are imported into RIMS for complete grant record and reporting in Academic Portfolio of Achievements (APA)



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Dissemination & Technology Transfer

Invention Disclosure Form (IDF): (i) Revise the Form to accelerate patent filing process; (ii) Organize occasional workshops to introduce the Form, process and tips for patent applications [IDF](#)

Patent Application: (i) [Pocket Guide \(link\)](#) - Summarize key points and practical tips of invention disclosure and patent evaluation processes for IDF preparation; (ii) [Workshops \(link\)](#) / [Seminars](#) - Introduce TTO's patent protection service via regular emails and IP talks; Collaborate with Faculties to arrange discipline-specific workshops to introduce TTO's IP support services; US patent attorneys to share insights on patent filing strategies and commercialization ([link](#))

Research Agreements for Mainland Collaborations: Tailored templates for Pls' use in different situations, e.g. [mainland research funding schemes](#); or [research collaborations with industries*](#) or [academic institutions](#) [Agreement Templates](#) * Please contact [Versitech](#) for advice on [business terms](#) related to contract/sponsored research.



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Plan & Design

Matching with Industrial Collaborators: Line up partnership opportunities for PIs to secure industry or venture capital funding support for ITF proposals/projects

Dissemination & Technology Transfer

Strategic Research Coordination with Joint-Lab and Joint-Research Centre Initiatives: Strengthen cross-disciplinary partnerships for translating strategic researches into industry solutions
[GeTech China Mobile Joint Centre](#)

Strategic Partnership with Industries: (i) [Annual Industry Forum \(link\)](#) - Connect PIs with industry leaders to explore collaboration and spin-off development; (ii) [Annual Demo Day \(link\)](#) - Coordinate PIs to present research projects to potential investors and attract funding and partnerships; (iii) [Marketing Events \(link\)](#) - Support research teams to attend annual events like ASGH, Medical Fair, TechInnovation etc. to showcase innovations and engage potential commercial partners; (iv) [Site Visits](#) - Accompany PIs to explore collaboration opportunities through site visits to government and industry partners' facilities

Specialized Support and Training for Commercialization: (i) [Open House Events](#) - Provide personalized advice and support to PIs and students by Versitech and TTO; Plan to offer cross-functional support in collaboration with other units under VP(R) Office; (ii) [Collaboration with Faculties and Departments](#) - Provide tailored guidance on commercialization pathways and opportunities

Outreach to PIs: Share with PIs relevant industry contacts that match with their research projects for technology transfer

Support and Training Resources for Technology Transfer: (i) [“MIT Insights” Webinar Series \(link\)](#) - Introduce good practice of technology transfer with topics covered on entrepreneurship training, filing strong patents, etc.; (ii) [Technology Transfer Training Program](#) - Engage external consultants to provide instructions on business planning and commercialization strategies, and coaching to launch spin-offs and startups; (iii) [Commercialization Training and Information Sessions](#) - Collaborate with Faculties and departments to broaden awareness, knowledge and commercialization capacity



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Plan & Design

“HKUL Search Assistant” browser plugin: (upon downloading the tool) Redirect users from publishers’ website to HKU sign-in page for access to subscribed e-resources [LibGuide](#)

Interlibrary Loan (ILL) and Article Delivery Services: Access to resources from other UGC-funded libraries in Hong Kong and more [institutions worldwide ILL](#)

Digital Scholarship Services: Support PIs to digitalize non-traditional research outputs such as Digital Humanities Initiatives under engagement with Arts Technology Lab [DSS](#)

HKUL Resources/Services: (i) [Database of the Month](#), [Spotlight resources](#), [Library Tips Series](#), [MicroLearning@HKUL](#), [HKU Libraries Blog](#), [Researcher Connect Blog](#), [training workshops](#) and [online courses](#); (ii) Enhanced Communication with Users - [Contact us](#) webpage (Email-a-Librarian, Research Consultations); Subject Librarians ([link](#))’s outreach to new scholars via email and Faculty Board meetings to promote HKUL services; Bi-annual user surveys to collect feedback from users; (iii) Library Collection Update - Subscription of researcher-recommended resources upon evaluation; Regular review of existing resources for accuracy and completeness; System integration with subscribed publication providers for up-to-date electronic resources availability

Report & Publication

Import of Journal Articles into RIMS: Synchronize newly published articles from Scopus for confirmation by HKU researchers upon receipt of email notifications, reducing manual inputs [Imported Article Project](#)



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Set-up, Active Research & Post-award Management

Research Data Storage: Provide secure storage for research data under HPC2021 platform, Research Data Repository and Cloud Data Research Archive (CDRA) service [HPC2021](#) / [Datahub](#) / [CDRA](#)

Research Computing: Provide centralized High-Performance Computing (HPC) resources to support computationally intensive researches in Artificial Intelligence (AI) and HPC areas [Research Computing](#)

Specialized Research Software: Provide advanced software for modelling, simulation and data analysis including HPC tools, SPSS, SAS, and MATLAB [Research Software](#)

Consultation Services: Dedicated support to researchers in optimizing computing resources for specific needs

Hardware and Software Upgrades: Regular implementation of hardware and software updates to align with evolving technological advancements



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Implementation of electronic Building Alteration Works (eBAW) system: Respond to users' online BAW and maintenance works order within 10 days [eBAW](#)

Increased Flexibility on Minor Work Tasks: Allow departments or users to handle minor works or issues on their own upon EO's assessment