



Summary of Highlights for Researchers (Oct 2025)

Plan & Design

**Proposal submission
& Pre-award
management**

**Set-up,
Active Research &
Post-award
Management**

Report & Publication

**Dissemination &
Technology Transfer**

Please click on the [tab](#) for enhancement updates in each office.

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[HRO](#)

[RS](#)

[MRPO](#)

[TTO](#)

[TTO](#)
(Versitech)

[Libraries](#)

[ITS](#)

[EO](#)

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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[Set up, Active Research & Post-award Management](#)

“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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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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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](#)

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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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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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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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“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

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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