

## Information for Successful Applicants

### Reporting Requirements

Principal Investigators (PIs) must submit all reports and products electronically to the Foundation (researchfund@oceanpark.com.hk). For files larger than 10MB in size, please make use of cloud storage (e.g. Google Drive/Dropbox) and send us the link to access those files. Each project shall submit between two and four reports to realise payments, depending on the funding amount and project duration. An introduction summary shall be submitted upon agreement is duly-signed to introduce the project work.

To realise the final instalment, a project end summary, a final scientific report, a financial report, a completed equipment donation form and project deliverables and products shall be submitted **before** the specified project end date. The project end summary along with citations to scientific publications produced will be uploaded onto the Foundation's website for public viewing. **The final scientific report will also be uploaded onto the Foundation's website 3 years following project completion. Photos and videos resulting from the project may also be used by the Foundation for promotional, fundraising, and educational purposes.**

#### Project Summaries

An introduction summary shall summarise project details (including project name, principal investigator and project period), objectives, planned activities and expected outcomes. A project end summary shall summarise key findings and implications with the citations of publications. Each summary is limited to a maximum of 200 words and both will be uploaded onto the Foundation's website.

#### Scientific Report

The standard format for the scientific report shall include, but is not limited to:

1. **Introduction:** State the overall objectives of the study, its significance, major tasks and the expected project deliverables as stated in the application;
2. **Current project status:** For each objective stated in the proposal, describe the activities undertaken to achieve that objective; for each project deliverable, describe whether it is achieved in the report period;
3. **To-date results and analyses:** Describe in details with the results achieved (including data and graph to illustrate), scientific publications produced and other related products generated;

#### 4. Evaluation and conclusion:

##### Wildlife Conservation projects

Provide a brief assessment of the project's impact on the conservation and management of the target species, its habitat or the ecosystem, whether any scientific publications have been produced, any conservation plans have been generated from the project and how to further disseminate the project outcomes.

##### Social Science-based Conservation projects

A section evaluating the effectiveness of the training/education programmes shall be included in the report. Indicators may comprise of, but shall not be limited to, enhanced knowledge on the target species and the habitat, key takeaways from the programmes, and behavioural changes of the participants. Claims of knowledge transfer and effects on behavioural changes must be supported by evidence, such as before-and-after survey results.

#### **Financial Report**

A scanned version of the official financial report from the Finance Office or equivalent department of the agreement signatory shall be submitted along with the final scientific report, which contains the following information:

1. Project details, including project name, principal investigator and project period;
2. Itemisation of expenditures made using the grant funds, and comparing this itemisation with the approved budget as stated in the agreement;
3. Identification of the reasons for significant changes in funding allocation;
4. Exchange rate of foreign currency to Hong Kong dollar;
5. **Signature of Head of Finance Office (or equivalent) and institution stamp/chop as certification.**

The institute shall retain all pertinent substantiation documents, including and without limitation to invoices and receipts, and have them available for review by the Foundation if needed. Refunding any unspent funds shall be completed within the period agreed upon in the duly signed agreement.

#### **Project Deliverables and Products**

The final report shall be accompanied by soft copies of all deliverables and products generated from the project, including posters, brochures, videos, selected photos (with

short captions and photo credits in the format of photographer name\_organisation name e.g. Name\_Institute), other printed materials and scientific publications. Hard copies of these deliverables and products should be provided upon request.

### Extension/Revision of the Project Plan

Principal Investigators are required to seek approval in writing from the Deputy Director, Ms Josephine Wong, **no less than six weeks before** the scheduled report submission time regarding any changes to the objective, time frame, scope of work, plan, key personnel and deliverables of the project, and must include justification and a revised project timeline. Subsequent requests on postponing project deadline will require the Foundation's Scientific Committee's endorsement. Principal Investigators who failed to submit extension request letter six weeks prior to the report submission deadline or whose project report was overdue for two months, would be rated as 'Unsatisfactory' on record and will be banned from applying for a new grant in the next two funding cycles. Please refer to the extension policy for further details.

### Publications and Printed Materials

Written acknowledgement of the financial support by the Foundation shall be included in any formally published article, scientific publication, meeting and conference proceedings, and any other printed materials (including but not limited to posters, leaflets, booklets, exhibition panels, banners, and event backdrops) to disseminate project findings or raise public awareness. Please state **"Funding support was provided by Ocean Park Conservation Foundation, Hong Kong (OPCFHK)"** in publications or any printed materials.

Upon acceptance and publication of scientific journal papers, researchers must inform the Foundation and provide the citation information and soft copy of the publication. The citation information will be uploaded onto the Foundation's website.

The Foundation's logo shall be placed in a conspicuous location on printed materials. The logo and logo guideline are available upon request. Principal Investigators should ensure the Foundation's name is correctly acknowledged and protect the logo integrity. Please send the design layout to the Foundation's Scientific Officer for approval before production or release, and confirmation from the Foundation shall be obtained within 3 working days.