



AIMS
PROJECT RECORD CREATION
PROJECT MANAGEMENT
(RGC GRANT)

Create Project Record

Areas where we might need to seek assistance from the IT Team (Vincent Leung/Cara) for data entry include:

- 1.Addition of PI (usually new staff)
- 2.Addition of External Organisation
- 3.Deletion of project record

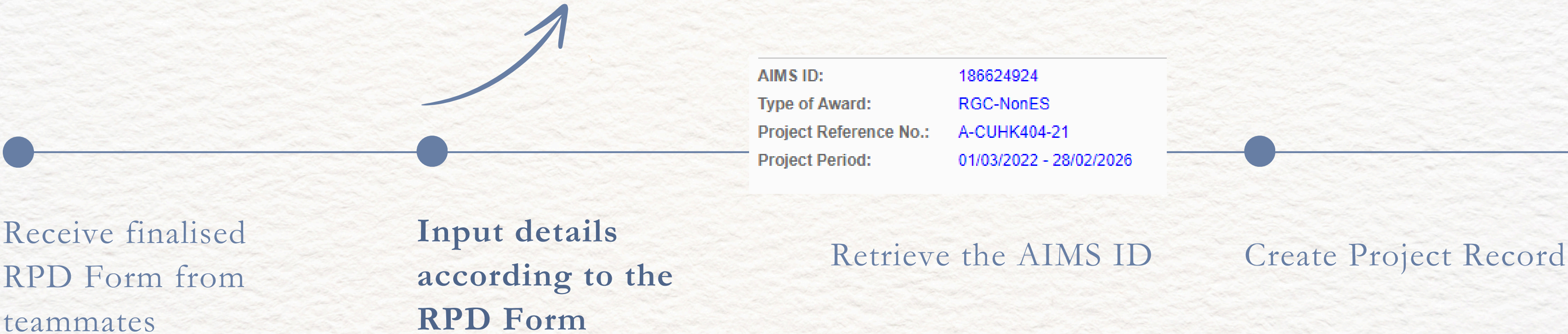
Dear Agnes,

Kindly note that AIMS record has been created: [476325487](#)

Attached please find the following documents:

- 1) Extract from proposal on budget section
- 2) Record of change requests (project transfer and extension)
- 3) Cover letter, cheque and statement of accounts
- 4) RPD form

Thank you.



CUSAP

Please visit: [CU SAP Financial System \(CUSAP\)](#) for more financial information.

CUSAP Project (WBS) ID	Budget Holder	Department/Faculty	Finance Office Contact Person	
2900808	WANG, Jianfang	Department of Physics (Faculty of Science)	CHEUNG, Hoi Ping (agnescheung@cuhk.edu.hk) TO, Man Chun (garyto@cuhk.edu.hk)	



Add new Project

Select the appropriate project type

Project	Information about the selected project
RGC-ES	Note: Only project not handled by ORKTS should be created here.
RGC-NonES	
Non RGC	
DMS	
Internal Grant	
Contracts	
Others	

RGC-ES

- Transfer in GRF/ECS projects

RGC-Non ES

- RGC Grants except PDFS



Types of Project

01

CUHK Funded Projects

02

Transfer in Projects

03

Non-CUHK Projects
(Co-PI/ Co-I)
without project fund transferred
to CUHK

04

Non-CUHK Projects
(Co-PI/ Co-I)
with project fund transferred to
CUHK

CUHK Funded Project

1. ORKTS Research Area code usually be “0xxx”
Sometimes the PI may provide the RGC Research Area code

Classification of Research Area by Relevance

For details about the Research Area, please refer to the following explanatory vid

- The Coding System for the Research Area List (Video)

- How to Fill Out Research Area in AIMS (Video)

- Research Area List

(For searching Research Area we suggest using keyword or tree form to search. not input fields with 2 digit code. For details refer to the 2nd video.)

Most Relevant Area *

(Only 1 entry is allowed; make sure your entry has a 4 digit code and not a 2 digit code)

0352 - Nanomaterials (Materials science)

Related Area

(only 2 entries allowed; if none skip)

0786 - Plasmonics (Photonics)

0313 - Inorganic chemistry (Chemistry)

RGC Research Area

Name

3209 Nanomaterials (Physical Sciences)

3205 Physics (Physical Sciences)

2. The budget categories provided in AIMS != those of RGC Grants
e.g. General Expenses have many sub-categories (Research Trips/ Travel/ Others...)
We may need to check the proposal and do our own calculation

All Budget Items

Budget Items [RGC-NonES]

+ Supporting Staff Costs [RGC-NonES]

+ Equipment Expenses [RGC-NonES]

+ Outsourcing Expenses of Research Work Outside Hong Kong [RGC-NonES]

General Expenses [RGC-NonES]

+ Research Trips [RGC-NonES]

+ Travel* [RGC-NonES]

+ Subsistence* [RGC-NonES]

+ Others [RGC-NonES]

+ Conference Expenses [RGC-NonES]

+ Others* [RGC-NonES]

Earmarked Items [RGC-NonES]

+ Employment of Relief Teacher [RGC-NonES]

+ High-performance Computing Services Expenses [RGC-NonES]

+ Research-related Software Licence/Dataset [RGC-NonES]

Non-CUHK Projects
(Co-PI/ Co-I/ Member)
with project fund
transferred to CUHK

Is this a CUHK Research Project? *

Is this project led by CUHK (i.e. the principal investigator is a CUHK member)? If yes, please indicate whether the project has any sub-project.

☐ Yes (Without Sub-project) ☐ Yes (With Sub-project) ☒ No (Led by other non-CUHK institution)

CUHK SAP Account Required *

Select "Yes" if it is required to setup a CUSAP Project Account.

☒ Yes ☐ No

Completion Report Required *

☐ Yes ☒ No

Notes:

- Add “Non-CUHK” at the beginning of the project title for internal use
- For large grants, a project may involve multiple CUHK members, with each member allocated a portion of the project funds.
- In these cases, we need to create a separate project account for each of the CUHK members involved.

<input type="checkbox"/>	▶	<p>(Non-CUHK) Single-Cell Multi-Omics Study of Atherosclerotic Vascular Disease: Narrowing the Gap Between Bench and Bedside (Approved budget: HK\$0.635M including Direct Project Cost (\$0.5M), On-costs (\$0.135M); RGC Grant to CUHK:HK\$0.45M, CUHK Matching Fund: \$0.05M)</p> <p>CHAN Ting Fung Philos (School of Life Sciences)</p> <p>[Non CUHK Led - T12-101/23-N] RGC-NonES</p> <p>(01/01/2024-31/12/2028)</p> <p>Edit</p>		Project in Progress
<input type="checkbox"/>	▶	<p>(Non-CUHK) Single-Cell Multi-Omics Study of Atherosclerotic Vascular Disease: Narrowing the Gap Between Bench and Bedside (Approved budget: HK\$2.794M including Direct Project Cost (\$2.20M), On-costs (\$0.594M); RGC Grant to CUHK:HK\$1.98M, CUHK Matching Fund: \$0.22M)</p> <p>LUI Oi Lan (Department of Chemical Pathology)</p> <p>[Non CUHK Led - T12-101/23-N] RGC-NonES</p> <p>(01/01/2024-31/12/2028)</p> <p>Edit</p>		Project in Progress
<input type="checkbox"/>	▶	<p>(Non-CUHK) Single-cell multi-omics study of atherosclerotic vascular disease: narrowing the gap between bench and bedside (Approved budget: HK\$2M including Direct Project Cost (\$1.8M), excluding on-cost; RGC Grant to CUHK:HK\$1.8M, CUHK Matching Fund: \$0.2M)</p> <p>MA Ching Wan Ronald (Department of Medicine and Therapeutics)</p> <p>[Non CUHK Led - T12-101/23-N] RGC-NonES</p> <p>(01/01/2024-31/12/2028)</p> <p>Edit</p>		Project in Progress
<input type="checkbox"/>	▶	<p>(Non-CUHK) Single-cell multi-omics study of atherosclerotic vascular disease: narrowing the gap between bench and bedside (Approved budget: HK\$1.27M including Direct Project Cost (\$1M), On-costs (\$0.270M); RGC Grant to CUHK:HK\$1.143M, CUHK Matching Fund: \$0.127M)</p> <p>XIA Yin (School of Biomedical Sciences)</p> <p>[Non CUHK Led - T12-101/23-N] RGC-NonES</p> <p>(01/01/2024-31/12/2028)</p> <p>Edit</p>		Project in Progress
<input type="checkbox"/>	▶	<p>(Non-CUHK) Single-Cell Multi-Omics Study of Atherosclerotic Vascular Disease: Narrowing the Gap Between Bench and Bedside (Approved budget: HK\$1.016M including Direct Project Cost (\$0.8M), On-costs (\$0.216M); RGC Grant to CUHK:HK\$0.72M, CUHK Matching Fund: \$0.08M)</p> <p>TIAN Xiaoyu (School of Biomedical Sciences)</p> <p>[Non CUHK Led - T12-101/23-N] RGC-NonES</p> <p>(01/01/2024-31/12/2028)</p> <p>Edit</p>		Project in Progress

Non-CUHK Projects
(Co-PI/ Co-I/ Member)
without project fund
transferred to CUHK

Is this a CUHK Research Project? *

Is this project led by CUHK (i.e. the principal investigator is a CUHK member)? If yes, please indicate whether the project has any sub-project.

☐ Yes (Without Sub-project) ☐ Yes (With Sub-project) ☒ No (Led by other non-CUHK institution)

CUHK SAP Account Required *

Select "Yes" it is required to setup a CUSAP Project Account.

☐ Yes ☒ No

Completion Report Required *

☐ Yes ☒ No

- Sometimes, a CUHK staff member may serve as a Co-I (Co-Investigator) or Collaborator on an external grant without project funds being transferred to CUHK.
- Since this arrangement might affect their performance review, we could add such grant records upon request.
- Project record created by PI/PC without ORKTS's verification would not be shown in our grant record

Aug 31 – Sept 8, 2023

Verification of research grants in [SPUS](#)

- (a) **From August 31, 2023:** List of research grants from SPUS will be available for download under “Prepare ADR – Appendix D” in SPUS for checking of completeness and accuracy.
- (b) **By September 8, 2023:** If any amendment to the list is necessary, please mark the changes in **red** on the soft copy of Appendix D and forward it to Office of Research and Knowledge Transfer Services (ORKTS) via email (orkts@cuhk.edu.hk).
(Requests for updating grant records should be submitted on or before September 8, 2023. Submissions beyond the said date may not be completed before the submission deadline of Activities Report.)
- (c) **By September 25, 2023:** ORKTS will complete the revision.

Transfer In Projects

Project Title *

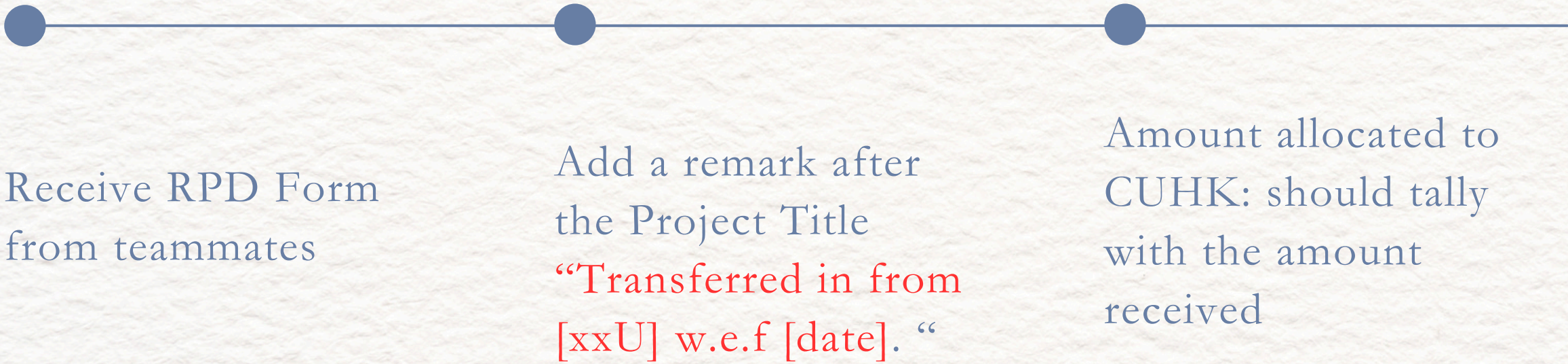
If there is no English Project Title, please leave English Project Title blank and input Chinese Project Title only.

English *

Chinese

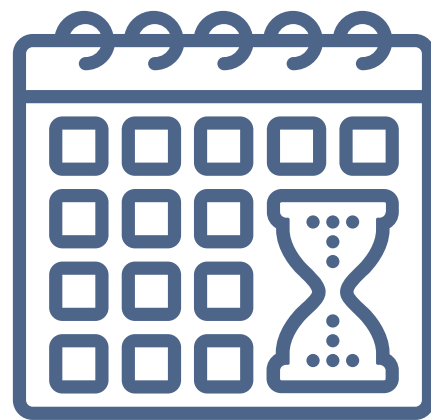
Engineered osteochondral tissue (eOCT) as advanced therapeutic treatment for osteoarthritis (OA) (Transferred from HKU w.e.f. 31 Aug 2023)

to the	Amount allocated to CUHK	A
		a
	389,000.00	3

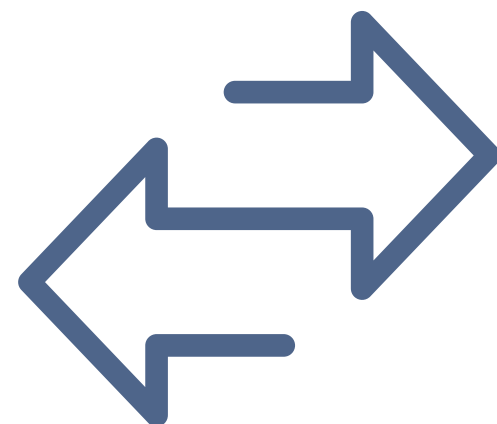


Project Management

Project
Extension



Transfer-in
Transfer-out



Change of
Project Teams



Add Students
(RGC Grant only
only)



Project Extension

[GRF 2021/22 – Change Request] RC Approval on Request for Project Extension ...

Jasmine Cheung (ORKTS)

To Winnie CW Chu (DRI)

Cc Lily Lee (ORKTS); Joanne Cheung (ORKTS); Florrie Au Yeung (ORKTS); Ceci Chan (ORKTS); ORKTS (Backup); Carrie Luk (MED); Mugi Lau (MED); Silvia Choi (FNO)

Follow up. Start by Monday, 29 July 2024. Due by Monday, 29 July 2024. You replied to this message on 29/7/2024 2:36 pm.

14200721_CHU Winnie Chiu-wing_Project Extension_RC Approval.pdf 492 KB

Mon 10:06 am

Dear Professor Chu,

Ref. No:	14200721
Project Title:	Automatic Segmentation and Radiomics in Multiparametric Orbital Magnetic Resonance Images for Progression Prediction of Thyroid-Associated Orbitopathy
Original Completion Date:	31-12-2024
Revised Completion Date:	30-06-2025

Key Information *Collaboration InformationOther Project Information *Activity Plan * ▾

Recalculate all Progress Report Reminder when Project Updated *

☐ Yes

☒ No

Recalculate all Final Report Reminder when Project Updated *

☐ Yes

☒ No

Final Report

Due Date	Reminder Date	Internal submission date	Creation type
30/06/2026	31/03/2026	09/06/2026	Automatically by script
31/12/2025	30/09/2025	10/12/2025	Automatically by script

+

Fund End Date	Statements of Accounts Submission Date	Status of Submission of Statement of Account	Submitted Date
31-Dec-23	29-Jun-2024	Submitted	18-Jun-24
30-Apr-23	28-Oct-2023	Submitted	12-May-23
30-Nov-23	29-May-2024	Submitted	16-May-24
19-Apr-24	17-Oct-2024	Pending	

Receive email from teammates

Update the Project End Date

Update the Activity Plan

Update the Statement of Accounts Log Sheet

- affect the report reminder schedule
- Takes one day for AIMS’s data synchronisation
 - need to check if the due date has been revised on the following day

- affect the deadline for refund/ submission of statement of accounts

Funding Information *

Please click "+" icon below to add funding information of this project.

Start date, End date, Currency, Amount awarded to the project and Amount allocated to the project

Funding Scheme/Source(Funding Agency/Sponsor)	Start date	End date	Currency
General Research Fund (GRF) (Research Grants Council (RGC)) (GRFUE)	01/01/2022	30/06/2025	HKD

Transfer out

[GRF 2021/22 - Change Request] RGC Approval on Transferring Project to PolyU ...

HY

Harry Yau (ORKTS)

To

Angie Wang (ACY); 'angie-x.wang@polyu.edu.hk'

Cc

Silvia Choi (FNO); Lily Lee (ORKTS); Joanne Cheung (ORKTS); Florrie Au Yeung (ORKTS); Ceci Chan (ORKTS); ORKTS (Backup)

You replied to this message on 30/7/2024 4:41 pm.

PDF

14504321_WANG Angie Xi_transfer-out.pdf

121 KB

Dear Professor Wang,

RGC Ref. No.:	14504321
Project Title:	Textual emotion analysis of corporate disclosures

Project in Progress

Project Close Out

Completed

Cancel

Done



Receive email from
Teammates

Revise Project Title

Close out the Project
Submit --> Project Close Out

Update the statement
of accounts log sheet

Project Title *

If there is no English Project Title, please leave English Project Title blank and input Chinese Project Title

English *

Chinese

Textual emotion analysis of corporate disclosures (Transferred out to PolyU w.e.f. 17 Jul 2024)

Racial Discrimination in the Labor Market: The Case of Black Soccer Players in Europe	605,993.	1-Jan-22	31-Dec-24	30-Jun-2025	Pending	
Textual emotion analysis of corporate disclosures (Transferred out to PolyU w.e.f. 17 July 2024)	580,389.	1-Jan-22	31-Dec-24	Transferred-out		
Globalization 2.0: Supply-Chain Restructuring after Sino-US Trade War and Covid-19	688,293	1-Jan-22	31-Dec-24	30-Jun-2025	Pending	

Example
(Transferred to PolyU w.e.f. 17 July 2024)



Change of PI




Key Information *

Collaboration Information

Other Project Information *

More * ▾

Principal Investigator (CUHK) *

Name	Department/Faculty	Email	Role	
THOMAS, Jacob Richard	Department of Sociology (Faculty of Social Sc...)	j.thomas@cuhk.edu.hk	PI ▾	  

☒ I agree that the grant and all intellectual properties arising from this project will be administered according to the [Policy on Research and Policy on Intellectual Property](#)

Type of Award *


Key Information *

Collaboration Information

Other Project Information *

More * ▾

Principal Investigator (CUHK) *

Name	Department/Faculty	Email	Role	
ZHONG, Hua	Department of Sociology (Faculty of Social Sc...)	sarazhong@cuhk.edu.hk	PI ▾	  

zhong hua  

Delete original PI

Update the new PI

Revise the Project Title
PI changed from XXX w.e.f. date

Update the statement
of accounts log sheet

▶ Weeds and Flowers: State and Social Organizations under Xi Jinping (Transferred from Prof Zhan Jing w.e.f. 3 Jun 2024; Transferred from Prof Chen Xi to Prof Zhan Jing w.e.f. 13 Sep 2023)
CHEN Xi (Department of Government and Public Administration)
[CUHK Led - CUHK14618820] RGC-ES
(01/01/2021-30/06/2024)
[Edit](#)

Project Title *

There is no English Project Title, please leave English Project Title blank and input Chinese Project Title only.

English *

Chinese

Who Realizes Their Online Intentions To Emigrate? What Distinguishes Emigrants from Potential Emigrants in the Context of Rapid and Sudden Social Change (PI Changed from THOMAS Jacob Richard w.e.f. 31 July 2024)





Add Student

Requirements:

RPG (MPhil/ PhD) Students only

1. NO PGDE
2. NO Taught Master (MA/ MSc) / Undergraduate
3. No student helper

- has to be studnet during the trip

Requestor:

1. For CUHK Projects:
PI/PC/Co-PI^
(^acknowledge PC)
2. For Non-CUHK Projects:
CUHK Co-PI

Required Document/ Action

1. MEMO
2. PI/PC send email
3. Email from Dept admin/ RA (PI/PC cc-ed)

with the following information:

- Student Name
- Programme of Study

Follow-up actions by ORKTS

1. Update AIMS Record
2. Print Screen and save at Project Folder
3. Notify PI and cc FNO colleagues

Suggestions

Budget Section

- Sync with FNO record
- Show the latest approved budget breakdown for the ease of budget virement

Report Submission

- Calculate the Report Submission date automatically according to DAMA's reporting schedule

Auto reminder

- Instead of issuing the report reminder e-mail manually, would it be possible to enable the system to issue reminder automatically according to the activity plan's schedule?

Colaborative Platform between central units to enhance transparency

- **HRO**: grant record, latest appointment record
- **USO**: safety approval status/ updates
- AEEC Approval Status



Thank you!