



愛滋病信託基金委員會 Council for the AIDS Trust Fund

申請表 乙 APPLICATION FORM B

填寫指引 Submission guideline

- 可用中文或英文填寫 This form can be completed in Chinese or English
- 如中英文內容意思有出入，以英文版本為準。In case of any inconsistencies or contradictions between the English and Chinese versions of application form, the English version shall prevail.
- 請夾附下列文件提交 Please submit with the following documents
 - 2份申請表副本(以A4紙雙面打印) 2 photocopies of application form, in 2-sided A4 papers
 - 一隻以MS WORD格式儲存申請計劃書的光碟 A CD of the completed application in MS WORD (PC) format.
 - 公司註冊證書、商業登記證及/或 社團登記證 Business Registration, Certificate of Incorporation and /or Society Registration
 - 所有研究員之履歷 Curriculum Vitae of all investigators
 - 年報 Annual Report
 - 過去兩年經審計的周年帳目 Audited accounts of latest two years
 - 有關申請計劃書的其他附加資料 (如適用) supplementary information of application (if any)

A. 計劃/項目資料 Programme/Project information

I. 計劃/項目名稱 Programme/project title		
建議推行日期： Proposed date of implementation:	由 / (月 month) (年 year)	至 / (月 month) (年 year)
關鍵詞 Keywords		
申請日期： Date of submission:		

B. 申請機構資料 Applicant's information

I. 首席研究員 Principal investigator			
首席研究員姓名 Name of principal investigator			
所屬機構 Affiliation		職銜 Post	
地址 Address		電話號碼 Tel No.	
		傳真號碼 Fax No.	
電郵地址 Email Address			

II. 其他研究員 Other investigators			
研究員姓名 Name of investigator			
所屬機構 Affiliation		職銜 Post	
地址 Address		電話號碼 Tel No.	
		傳真號碼 Fax No.	
電郵地址 Email Address			
研究員姓名 Name of investigator			
所屬機構 Affiliation		職銜 Post	
地址 Address		電話號碼 Tel No.	
		傳真號碼 Fax No.	
電郵地址 Email Address			
研究員姓名 Name of investigator			
所屬機構 Affiliation		職銜 Post	
地址 Address		電話號碼 Tel No.	
		傳真號碼 Fax No.	
電郵地址 Email Address			

III. 其他合作機構 Other collaborators			

VI. 財政管理 Financial Management

請說明現有的 (a) 財政責任制；(b) 撰寫財政報表的過程；以及 (c) 審計制度。

Describe (a) the accountability mechanism, (b) the process of the generation of financial statements, and (c) the auditing mechanism in place.

VII. 參考文件，如適用 Supplementary document, if applicable

- 推薦信 (以證明申請人的能力及／或信譽) Letter of Reference (on the capacity and/or credibility of the applicants)
- 道德委員會之審批文件 Letter of ethics approval
- 相關機構批准進行此計劃／項目的信件 Approval letter from respective authority for the implementation of the proposed intervention programme/project
- 其他 (請註明) Others, please specify

C. 研究計劃的詳細內容 Detail of research project

申請人可另頁填寫，但需留意字數限制 *Applicant can use separate sheets but has to observe word limits.*

I. 目標社群 Target population of this project

請選取最合適的一項 Please choose the most appropriate

- 男男性接觸者 Men who have sex with men
- 愛滋病病毒感染者 People living with HIV
- 注射毒品人士 People who inject drugs
- 少數族裔人士 Ethnic minorities
- 男跨女跨性別人士 Male-to-female transgender
- 女性性工作者及其男性顧客 Female sex worker and their male clients
- 其他, 請註明: Others, please specify: _____

II. 目的 Aim

請說明建議項目的目的，在推行項目的整段期間不得予以修改。

Explain the aim of the proposed project. This must not be altered throughout implementation.

III. 理念 Rationale

請以科學依據、獨特性和有效性來證明為何需要推行該項目 (不超過六百字)

Justify why this project is needed, its scientific evidence, its uniqueness and usefulness (not more than 600 words)

IV. 研究設計 Plan of investigation

請詳述由採樣、收集數據、數據分析各個階段所採取的方法和步驟。申請者須證明項目的可行性。(這部份最多可填寫四頁紙，應以Times New Roman/新細明體填寫，字型大小十二。本頁的邊界和行距不可更改。)

Explain in detail the methodology involved and the steps from sampling, data collection, data analysis. Applicant has to demonstrate the feasibility of the project.

(This part should be kept in 4 pages and written in Times New Roman of font size 12. The margin of this page and line spacing must not be alerted.)

V. 時間表和發展的重要階段 Timetable and milestones

請列出個別活動的建議舉行日期和執行時間表。

List the proposed dates for individual activity and implementation plan.

VI. 結果對公共衛生/臨床的應用 (不超過三百字) Public health/clinical implication of the result (not more than 300 words)

VII. 可預期的道德問題和道德審批 Potential ethical issues and ethics approval

VIII. 參考資料 Reference

請以「溫哥華格式」* 列出一些文獻以支持本項目的推行。

Cite some references in Vancouver style* to support the proposed project.

* <http://www.library.uq.edu.au/training/citation/vancouv.pdf>

IX. 計劃摘要 Abstract of project

以英國醫學期刊格式概述此研究計劃書 (不多於250字)

Summarise the research proposal in British Medical Journal format. (not more than 250 words)

D. 財政預算 Budget

I. 計劃的財政預算 Programme Budget				
	第一年(元) Year 1 (\$)	第二年(元) Year 2 (\$)	第三年(元) Year 3 (\$)	三年合計(元) 3-year total (\$)
人力資源 Human resources				
設備 Equipment				
服務 Services				
職員培訓 Staff training				
其他 Others				
合計 Total				

II. 財政預算分項說明及其理據 Budget breakdown and its justification

請分項列出所需經費的詳情 Attach detailed itemized breakdown of Funding Requirements (如有需要，請另頁書寫) (use separate sheets, if necessary)

人力資源：每項職位的工作職責、職員人數、資歷要求、月薪/時薪和職員需時多久推行項目(以月數計) 及其理據。

Human resources: job description, number of staff, qualification requirement, monthly/hourly rate, duration of employment on project for each post and justifications.

設備及服務：所需設備、物品、用具和服務的報價及其理據。

Equipment and Services: quotations for equipment, products and commodities and services to be acquired and their justifications.

職員培訓：詳細計劃、課程內容、受益人數、和計劃/項目相關之處及其理據
 Staff training: training plan, content, number of staff benefit, relevance to the programme/project, and justifications

其他及其理據
 Others and their justifications

III. 申請資助金額 Applied amount

預算總開支 Total expense	
減 其他撥款資助來源的收入： LESS Income from other funding sources:	
合計 TOTAL	

首席研究員簽署
 Signature of principal investigator

首席研究員姓名
 Name of principal investigator

首席研究員職位
 Post of principal investigator

日期 Date

申請機構蓋章 Chop of applicant organization



多謝你的申請

Thank you for applying for the AIDS Trust Fund

