# Sports Science and Research Funding Scheme (“SRFS”) Application - Submission Checklist

* Please read the **Disbursement, Accounting and Monitoring Arrangement (DAMA)** prior to completing the **Application Form**.
* Please ensure all fields in the application form is accurately filled and completed in English.
* When submitting the application, supporting documents should also be submitted to the SRFS Secretariat by email or via online application portal, please be noted that the file size of each file should not exceed 5MB and each attachment should be uploaded in a separate file.
* Only PDF and IMAGE file type (for example, JPG, PNG) will be accepted.
* Please download the CV template from the HKSI website to prepare CV for each of the Project Lead and co-PIs.
* Please use the following naming method for the file name of each attachment:
	+ CVs: CV\_ <Role>\_<FULL NAME> (for example, **CV\_Project Lead\_CHAN TAI MAN.pdf**)
	+ Gantt chart: **Project Gantt Chart.pdf**
	+ Other supporting Document: <Section no.>\_<Question no.>\_<Attachment no.> (for example, **Section 3\_Q4\_attachment 1.jpg**)
* The Project Leads should sign and the Lead Institution chop should be affixed in Section 4 “Declaration”. For Project Leads under Universities, the university chop should be used, instead of departmental chop.
* For Institutions registered under Companies Registry, please also attach a copy of the Business Registration (BR).
* For institutions not registered under Companies Registry, please provide a copy of the relevant supporting document issued by Hong Kong Government bodies (for example, University Ordinance, IRO section 88 list).