

**Public Policy Research Funding Scheme &
Strategic Public Policy Research Funding Scheme**

Final Report Requirements

By the project completion date, Principal Investigator (PI) has to submit the final report for assessment. In order to enhance transparency of the Public Policy Research Funding Scheme and the Strategic Public Policy Research Funding Scheme, research reports which are rated satisfactory will be uploaded onto the schemes' webpage for public reference. In this connection, the final report being submitted to the Assessment Panel for assessment should be **identical** to the one being uploaded onto the schemes' webpage for public reference.

Copies

- (a) one soft copy (in both word and pdf formats); and
- (b) two colour-printed and bound hard copies of the final report (to be submitted upon notification of the Secretariat).

Requirements

The final report should demonstrate the effectiveness of the project by comparing the project results against its original objectives and targets as set out in the project proposal. All substantial changes to the original research plan¹ (e.g. revision of project objectives, sample size and methodology, etc.) and the justifications for the changes should also be stated in the final report. As a standard practice, a final report should have the following sections:

- (a) Title of project (in both English and Chinese languages);
- (b) Executive summary (in both English and Chinese languages) containing the following:
 - (1) Abstract of the research; and
 - (2) Layman summary on policy implications and recommendations;
- (c) Main Body:
 - (1) Introduction;
 - (2) Objectives of the study;
 - (3) Research methodology;
 - (4) Research results/findings;
 - (5) Policy implications and recommendations;
 - (6) Details of the public dissemination held, if any; and
 - (7) Conclusion.

¹ All major changes to approved projects require the Secretariat's prior written approval.