

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

**Monitoring Arrangement and Schedule of Report Submission**

<b>Report</b>	<b>Date of Submission and Requirements</b>
<b>Final Report</b>	<p>By the project completion date, Principal Investigator (PI) has to submit the final report for assessment. As indicated in the website of the Policy Innovation and Co-ordination Office (PICO), in order to enhance transparency of the Public Policy Research Funding Scheme and the Strategic Public Policy Research Funding Scheme, all research reports will be uploaded onto PICO's website for public reference. In this connection, the final report being submitted to the Assessment Panel for assessment should be <b>identical</b> to the one being uploaded onto PICO's website for public reference.</p> <p><b>Copies</b></p> <p>(a) one soft copy (in both word and pdf formats); and</p> <p>(b) two colour-printed and bound hard copies of the final report.</p> <p><b>Requirements</b></p> <p>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 plan<sup>1</sup> (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:</p> <p>(a) Title of project (in both English and Chinese languages);</p> <p>(b) Executive summary (in both English and Chinese languages) containing the following:</p> <p>(1) Abstract of the research; and</p> <p>(2) Layman summary on policy implications and recommendations;</p> <p>(c) Main Body:</p> <p>(1) Introduction;</p> <p>(2) Objectives of the study;</p> <p>(3) Research methodology;</p> <p>(4) Research results/findings;</p> <p>(5) Policy implications and recommendations;</p> <p>(6) Details of the public dissemination held, if any; and</p> <p>(7) Conclusion.</p>

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<sup>1</sup> All major changes to approved projects require PICO's prior approval.