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| [Company name] |
| 2021 HKIPM Awards Submission for [Research Project Name] |
| Category G: Research Award |
|  |
| **[Author]** |
| **[Pick the date]** |

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[All content must be presented in Arial font, minimum size 12 points. Maximum length is 35 pages, A4 size including appendices.]

[Photos should be included at appropriate points throughout the submission. The electronic submission must include a minimum of five and a maximum of 10 high resolution project related photographs in JPG format.]

# Section 1. General Information

Title of Research:

Name of Institution:

Names of key stakeholders:

* [name of stakeholder 1] including email address, telephone number and postal address
* [name of stakeholder 2] including email address, telephone number and postal address
* [etc]

## Submission Contacts

|  |
| --- |
| Research team contact Name:  Email address:  Telephone number:  Postal Address: |
| Research sponsor 1 Name:  Email address:  Telephone number:  Postal Address: |
| Research sponsor 2 (if multiple) Name:  Email address:  Telephone number:  Postal Address: |

## Submission Confirmations

### Research Sponsor Confirmation

[Confirmation that consent to use the research has been received from the client/owner. For example a letter or email from the client /owner granting consent.]

### Consent to Use Photographs, Logos and other properties.

[Confirmation that consent to use photographs, company logos and the like has been received. For example a letter or email from an appropriate person granting permission.]

### Confirmation of Plan and Budget Approval

[Confirmation that the research has an approved plan and budget. For example a letter or email from an appropriate person stating the plan and budget approval, or a copy of an approved plan and budget (including the approval).]

### Confirmation of Acceptance

[Confirmation that the research has been accepted by the sponsor. For example a letter or email from the sponsor confirming acceptance or an approved research completion document (including the approval).]

# Section 2. Summary of the Research

## Research Summary for Category G: Research Award

[All submissions must provide a summary of not more than 100 words on the research, its outcomes, level of complexity and the reasons or purpose of the research. This summary may be used in any audio-visual presentation compiled by the AIPM.]

# Section 3. Outline of the Research

[In this section provide an outline of the research, to state the purpose and objectives of the research, the methodology applied, its level of complexity, and any other relevant information. Specific mention should be made of any innovative methods or practices that were adopted to deliver the research.]

# Section 4. Research Outcomes

[In this section provide a detailed summary of the success of the research by comparing the planned outcomes against achieved outcomes, including the outcomes of the previously mentioned innovative methods or practices.]

# Section 5. Outstanding Achievement and/or Innovation in Research

[In this section provide a detailed summary of the demonstrated relevance to project management, and how the outcomes benefit project management.]