

Application for Use of Conference and Research Related Travel Allowance (Applicable to Hong Kong PhD Fellowship Recipients only) (HKPFS08)

Important Notes:

1. Please read the Guidelines carefully before completing this form.
2. Research students who are Hong Kong PhD Fellowship (HKPF) recipients are eligible to apply for “Conference and Research Related Travel Allowance of Hong Kong PhD Fellowship Scheme”, “SGS’s Conference Grant” and “SGS’s Research Activities Funds” to undertake conference and research-related activities. The Travel Allowance is only applicable to students within their RGC Fellowship period (3 years from the starting date). Recipients who wish to apply for financial support to undertake this kind of activities should complete the following form(s):
 - a. For attendance in conferences: this form only.
 - b. For undertaking research-related activities outside Hong Kong: (1) this form and (2) “Application for Research Activities Funds and Study Leave (SGS14)”.
3. Please note that the financial support **DOES NOT** support students attending conferences or research-related activities through participation in tour packages (which normally cover transportation, accommodation, meals, and sightseeing activities).
4. Inter-city transportation (i.e. from the airport to another city that the conference is held and vice versa) is allowed in the round-trip passage. However, the grant only supports the cost of one round-trip passage by the most direct and economical means available (economy class only). Change of itinerary without prior approval of SGS is not allowed.
5. The cost of a round-trip passage and the subsistence allowance supported by the travel allowance **DO NOT APPLY** to local conferences.
6. If the available balance of the travel allowance is not enough to cover the total expense of the conference, students will be considered for SGS’s Conference Grant, and the total approved amount up to the maximum value of HK\$10,000 will be calculated according to prevailing funding provision of SGS’s Conference Grant as stipulated in the attached “Guidelines for the Award of Conference Grants”. The funding support will come from two sources: (i) firstly from the available balance of travel allowance of the student concerned, and (ii) secondly from SGS’s Conference Grant.
7. Students are allowed to arrive the conference location **1 DAY BEFORE** and to leave the location **1 DAY AFTER** according to the conference period. For a longer stay, students are required to obtain approval of vacation leave from their supervisors.

Section A Application Details (* Please delete as appropriate)

1. Applicant’s Particulars

Name: _____ Student No.: _____

Start Date: _____ School/Department: _____

Stipulated Study End Date: _____ Phone No.: _____

QR Approval Date: _____ QE Approval Date: _____

2. Balance of Conference and Research Related Travel Allowance (SFA ID 610)

Travel Allowance Entitled (at the time of conference/activities held) (HK\$)#		Cumulative Pay Amount (HK\$)^		Available Balance (HK\$)
	-		=	

“Travel Allowance Entitled” is determined by student’s year of study x (HK\$10,000 to HK\$13,500) up to a maximum of HK\$40,500.

^ Please obtain this information from AIMS (Personal Information → Scholarship and Financial Aid Records).

Financial Support for Proposed Activity [Please tick the appropriate box]

☐ 3.1 **For Academic Conference**

3.1.1 **Conference Details**

Title of Conference: _____

Date of Conference: From _____ to _____ Conference Place: Local/Non-local*

Venue/Country of the Conference (Full address): _____

Presentation of a Paper: Yes/No*

Mode of Presentation: Oral/Poster* (For others, please specify: _____)

Title of the Paper: _____

Please state the relevance of this Conference to your research:

3.1.2 **Conditions and Value of the Travel Allowance (and Conference Grant, if applicable)**

- (i) The Travel Allowance covers a subsistence allowance (\$1,000 per night), and 100% of the round-trip passage by the most direct and economical means available (economy class only) and 100% of the conference registration fee, subject to available balance at time of reimbursement. Inter-city transportation (i.e. from the airport to another city that the conference is held and vice versa) are allowed in the round-trip passage.
- (ii) The poster / oral presentation award using the HKPFS additional funding will be automatically granted upon successful application subject to funding availability.
- (iii) Please note that the Travel Allowance **DOES NOT** support students attending conferences through participation in tour packages (which normally cover transportation, accommodation, meals and sight-seeing activities).
- (iv) The cost of a round-trip passage and the subsistence allowance mentioned above **DO NOT APPLY** to local conferences.
- (v) Students are allowed to arrive the conference location **1 DAY BEFORE** and to leave the location **1 DAY AFTER** according to the conference period. For a longer stay, students are required to obtain approval of vacation leave from their supervisors.
- (vi) Itinerary with vacation leave requires **PRIOR APPROVAL** of SGS. Students are required to provide the quotations for the proposed itinerary and a round trip flight for comparison; and the approval of vacation leave from their supervisors.
- (vii) If the available balance of the Travel Allowance is less than HK\$10,000 and is not enough to cover the total expense of the conference, students will also be considered for SGS's Conference Grant; the total approved amount is up to the maximum value of HK\$10,000. The funding support will come from two sources: (1) firstly from the available balance of travel allowance of the student concerned, and (2) secondly from SGS's Conference Grant.

Itinerary information on Round-trip passage

- (i) Departure and Return City: **Hong Kong**
- (ii) Conference City:
- (iii) Nearest Airport City (if different to Conference City):
- (iv) Proposed date of the departure flight: _____
- Proposed date of the return flight: _____

3.1.3 Other Financial Support Received/Currently Applied For

- ☐ I have not applied for or received any other financial support to attend the Conference concerned.
- ☐ I have applied/am applying for* other financial support to attend the Conference concerned. Details are as below:
Organization: _____ Amount: _____
- ☐ I have received other financial support to attend the conference concerned. Details are as below:
Organization: _____ Amount: _____
- Other Details/Conditions: _____

☐ **3.2 For Undertaking Research Related Activities Outside Hong Kong**

Please attach the completed form of “Application for Research Activities Funds and Study Leave (SGS14)” together with required supporting documents and this application. These forms are obtainable from the SGS website: <http://www.cityu.edu.hk/sgs/rpg/student>.

3.2.1 Conditions and Value of the Travel Allowance

- (i) The Travel Allowance covers 100% of the round-trip passage by the most direct and economical means available (economy class only) up to the available balance at time of reimbursement.
- (ii) The departure city must be Hong Kong, and the destination city must be the visiting city (or the nearest airport).

4. List of Document(s) Required

Please attach a copy of the following document(s) to this application. Applications with incomplete supporting document(s) will not be processed. Document(s) submitted are not returnable.

For attendance in conference

Please attach a copy of the following document(s) to this application. Applications with incomplete supporting documents will not be processed. Document(s) submitted are not returnable:

- ☐ conference programme;
- ☐ letter of acceptance/invitation for paper presentation should contain and **highlight** the title of the paper, conference place, venue/country of the Conference with full address, and mode of presentation;
- ☐ abstract of the paper to be presented, with the authors’ names included;
- ☐ two direct round-trip quotations for flights or trains, along with the proposed options;

For applicants who require vacation leave before/after the conference period (if applicable)

- ☐ two flight/train quotations for the original Conference period, and additional two flight/train quotations covering the entire period with the vacation leave included, with a detailed itinerary for comparison;
- ☐ approved vacation leave records.

For undertaking research-related activities outside Hong Kong

- ☐ a completed “Application for Research Activities Funds and Study Leave (SGS14)” together with the required supporting documents as stipulated in the SGS14 form;

Signature of Applicant: _____

Date: _____

Please forward this form and the documents to the Supervisor for recommendation and submission to SGS via your School/Department.

Section B Recommendation of Supervisor (* Please delete as appropriate)

1. I **recommend/do not recommend*** the student to attend the aforesaid research research-related activity.
2. I **recommend/do not recommend*** the student for the Prestigious Conference Award.
3. (For attendance in conference only) I confirm that the student will be asked to present a seminar in the School/Department **before/after*** the Conference.

Please state reasons for **supporting/not supporting*** the student's application: _____

Name: _____ Signature: _____ Date: _____

Please forward this form and the documents to the School/Department.

Section C Recommendation of School Dean/Department Head (* Please delete as appropriate)

1. I **endorse/do not endorse*** this application.
2. (For attendance in conference only) I **endorse/do not endorse*** the student for the Prestigious Conference Award.

Comments: _____

Signature: _____

School Dean/Department Head

Date: _____

Please submit this form and the documents to SGS for processing via the School/Department.

For SGS Use:

Year of study: _____ Eligible for travel allowance: Yes/No* (Available balance: HK\$_____)

Funding allocation: ☐ Travel allowance [SFAID: 610] (HK\$_____);
☐ SGS's conference grant [SFAID: 397] (HK\$_____).
☐ HKPFS Additional Conference and Research Related Allowance [SFAID: 1411] (HK\$_____).

For attendance in conference only

No. of grants previously received: _____ (Full: _____; Partial: _____)

Date of Last Conference: _____ - _____ Eligible for conference grant: Yes/No*

Guidelines for the Conference and Research Related Travel Allowance of Hong Kong PhD Fellowship Scheme

Background

1. According to the “Terms and Conditions” of Hong Kong PhD Fellowship (HKPF) Scheme, each awardee will be given a conference and research-related travel allowance (hereafter referred as “travel allowance”) of HK\$13,300 per year for a period up to three years. The eligibility and disbursement of the research-related travel allowance are subject to the prevailing practice and policy of the institution concerned.
2. Each HKPF recipient is eligible to use conference and research-related travel allowance of HK\$10,000 to HK\$13,300 every year. The unused amount may be carried forward to the later years of study.
3. HKPF recipients are encouraged to maximize the use of the travel allowance in attending overseas conference and to undertake research related activities outside Hong Kong during their study at the University and observe the following guidelines for use of the travel allowance in attending conference/undertaking research-related activities.

For Attendance in Academic Conference

Eligibility

4. HKPF recipients applying for financial support for attending conference should normally satisfy all of the following criteria:
 - (a) be within their stipulated study period at the time of conference held; and
 - (b) will present a paper or poster at the conference.

Funding Provision

5. The travel allowance for attending conference shall cover:
 - (a) 100% of the cost of one return passage by the most direct and economical means available;
 - (b) subsistence allowance of HK\$1,000 per night on reimbursement basis during the conference period; and
 - (c) 100% of conference registration fee.
6. Items 5(a) and 5(b) do not apply to local conferences.
7. The maximum value is up to the available balance of travel allowance.
8. If the travel allowance is not enough to cover the total expense of the conference, students may apply for SGS’s Conference Grant, and the total approved amount up to the maximum value of HK\$13,300 will be calculated according to prevailing funding provision and conditions of SGS’s Conference Grant as stipulated in “Guidelines for the Award of Conference Grants”. The funding in support of the conference will come from two sources: (i) firstly from the available balance of travel allowance of the student concerned, and (ii) secondly from SGS’s Conference Grant.

Conditions

9. Students are required to present a seminar in the Department, preferably before attending the conference, or, if that is not possible, soon after returning from the conference. The topic for the seminar could be the same as the topic of the paper to be presented at the conference for which the grant is made.
10. The approval on the use of the travel allowance is conditional upon the student continuing to be a registered student at the University at the time the conference is held.

11. The travel allowance approved only applies to the specific conference and cannot be used for other purposes.

For Undertaking Research-related Activities Outside Hong Kong

Eligibility and Funding Provision

12. HKPF recipients who have been approved to take study leave and to undertake research-related activities outside Hong Kong using SGS's Research Activities Fund are allowed to apply for the travel allowance to support 100% of the cost of one return passage by the most direct and economical means available for the same activity, up to the maximum available balance of travel allowance, whichever is lower.

Reimbursement Arrangement

13. Payment of the travel allowance will be made on reimbursement basis. Unspent balance will be carried forward to the next year of study until the end of candidature. Students are required to submit the following documents to the Chow Yei Ching School of Graduate Studies (SGS) within two months after the conference/activity:

- (a) Original receipts of disbursed items; and
- (b) A written report as specified below:
 - (i) Conference Report (SGS13R) (for conference attendance); or
 - (ii) Research Activities Fund Report (SGS14R) (for research-related activities).

Application Procedures

14. Applications should be made on the following form(s), which is obtainable from the Chow Yei Ching School of Graduate Studies or can be downloaded from the School's website (<http://www.cityu.edu.hk/sgs/>):

- (a) Application for Use of Conference and Research Related Travel Allowance (HKPFS08); and
- (b) Additional forms (for research-related activities only):-
 - (i) Application for Research Activities Funds and Study Leave (SGS14); and
 - (ii) Application for Study Leave (SGS06).

Guidelines for the Award of Conference Grants

Purpose

1. The Conference Grant is intended to subsidise research students to participate in academic conferences in order to help widen their academic exposure and strengthen their research writing and presentation skills.

Eligibility

2. Research students applying for a grant should normally satisfy all of the following criteria:
 - (a) being a UGC-allocated or UGC-related research students;
 - (b) have completed at least twelve calendar months of study counting from the commencement date of study up to the starting date of the award period (excluding period of study interruption, if any) one full year of MPhil/PhD candidature;
 - (c) have not received a Conference Grant before (see also para. 3 below);
 - (d) will present a paper or poster at the conference.
3. It is the intention that a student should be given one Conference Grant during the course of his or her candidature. Nevertheless, a student who has previously been awarded a grant may still apply, and the application will be considered if the conference is highly relevant to the student's study and funds are available.

Value

4. The maximum value of a grant is HK\$10,000.
5. The grant is intended to cover the following items:
 - (a) 90% of the cost of one return passage by the most economical means available;
 - (b) subsistence allowance (HK\$300 per night subject to a maximum amount of HK\$1,000);
 - (c) 90% of the conference registration fee.
6. Items 5(a) and 5(b) do not apply to local conferences.

Conditions

7. Students are required to present a seminar in the School/Department, preferably before attending the conference, or, if that is not possible, soon after returning from the conference. The topic for the seminar could be the same as the topic of the paper to be presented at the conference for which the grant is made.
8. The award of the grant is conditional upon the student continuing to be a registered student at the University at the time the conference is held.
9. The grant approved only applies to the specific conference and cannot be used for other purposes.

Conference Report and Claims for Reimbursement

10. After the conference, students should submit a conference report (Form SGS13R), together with the following documents, to the Chow Yei Ching School of Graduate Studies within two months from the end date of the conference:
 - (a) original copy of relevant receipts;
 - (b) a copy of the conference paper.
11. Financial support is granted on a reimbursement basis upon receipt of the documents specified above.

Application Procedures

12. Applications should be made on Form SGS13, which is obtainable from the Chow Yei Ching School of Graduate Studies or can be downloaded from SGS's Website (<http://www.cityu.edu.hk/sgs/>). Completed forms should be returned to SGS via the supervisor and School Dean/Department Head.