

Application for a Conference Grant (SGS13)

Important Notes:

- Please ensure that all regulations are strictly followed and that all supporting documents are provided in accordance with the approved content. **Reimbursement will be unavailable for any modifications made after submission or without essential documentation.**
- This form is applicable to UGC-funded and Institutional-funded students who are **after confirmation of candidature** and are **within their normal study period**. Please read the attached Guidelines for the Award of Conference Grants before completing the form.
- For students admitted through the Hong Kong PhD Fellowship Scheme, please fill in the “Application for Use of Conference and Research Related Travel Allowance (HKPFS08)”, which is obtainable from the SGS website: <http://www.cityu.edu.hk/sgs/rpg/student>.

Section A Conditions and Value of the Grant

- The Conference Grant covers a subsistence allowance (\$300 per night to a maximum of \$1,000), and 90% of the round-trip passage by the most direct and economical means available (economy class only) and 90% of the conference registration fee, subject to a maximum of \$10,000. Inter-city transportation (i.e., from the airport to another city where the conference is held and vice versa) is allowed in the round-trip passage.
- Please note that the Conference Grant **DOES NOT** support students attending conferences through participation in tour packages (which normally cover transportation, accommodation, meals, and sightseeing activities).
- The cost of a round-trip passage and the subsistence allowance mentioned above **DO NOT APPLY** to local conferences.
- Students are allowed to arrive at 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 for **vacation leave** from their supervisors.
- Itinerary with vacation leave requires **PRIOR APPROVAL** of SGS. Students are required to provide quotations for the proposed lowest passage and itinerary of a direct round-trip flight for comparison, and the approval of vacation leave from their supervisors.

Section B Application Details (* please delete as appropriate)

1. Applicant's Particulars

Name: _____ Student No.: _____ School/Department: _____

Starting Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*

Stipulated Study End Date: _____ Source of Funding: UGC-funded/Institutional-funded*

QR Approval Date: _____ QE Approval Date: _____

Contact Phone No.: _____

Have you received any Conference Grants from the Chow Yei Ching School of Graduate Studies (SGS) in the past?

☐ No ☐ Yes (Date of Last Conference Supported: from _____ to _____)

Are you a CityUHK Presidential Research Award (CPRA) Scheme recipient? ☐ No ☐ Yes

2. **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:

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. **Other Financial Support Received/Currently Applied For (if applicable)**

- ☐ I have not applied for or received any other financial support to attend the Conference concerned.
- ☐ I have applied/am applying for/have received* other financial support to attend the Conference concerned.

Details are as below:

Organization: _____ Amount: _____

Other Details/Conditions: _____

4. **List of Supporting Document(s) Required**

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

5. **Declaration**

I acknowledge that:

- ☐ The Conference Report (SGS13R) should be completed and submitted to the Chow Yei Ching School of Graduate Studies **within two months** after completing the research activities. Reimbursement will be unavailable for late or incomplete reports.
- ☐ Reimbursement will be unavailable for any modifications made after submission or without the essential documentation.
- ☐ I am only permitted to arrive at the conference location **one day before the event and depart one day after the conference concludes**. If I intend to extend my stay beyond this period, I understand that I must seek approval for vacation leave from my supervisor.
- ☐ I am not permitted to change my itinerary after approval from SGS.
- ☐ Any expenses related to an unauthorized itinerary will NOT be eligible for reimbursement.

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 C Recommendation of Supervisor (* Please delete as appropriate)

I **recommend/do not recommend*** the student to attend the aforesaid Conference.

Reasons for supporting/not supporting the application: _____

☐ I confirm that the student will present a seminar in the School/Department **before/after*** the Conference.

Name: _____ Signature: _____ Date: _____

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

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

I **endorse/do not endorse*** this application.

Comments: _____

☐ I confirm that the student will present a seminar in the School/Department **before/after*** the Conference.

Signature: _____

School Dean/Department Head

Date: _____

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

For SGS Use:

No. of grants previously received (funded by SGS): _____ Date of last conference: _____-

Eligible for conference grant: Yes/No* Type: UGC/Inst'l-funded/CPRA (*HKPFS recipients should fill in HKPFS08.)

Provider	SFAID(s)
<input type="checkbox"/> SGS	<input type="checkbox"/> 397 (UGC) <input type="checkbox"/> 767 (non-UGC)
<input type="checkbox"/> Col/Sch/Dept	<input type="checkbox"/> 861 (non-UGC)
<input type="checkbox"/> Supervisor	<input type="checkbox"/> 859 (UGC-related) <input type="checkbox"/> 860 (External)
<input type="checkbox"/> PPS	<input type="checkbox"/> 1435 (PPS Conference Grant)
<input type="checkbox"/> CPRA	<input type="checkbox"/> 767 (non-UGC) (HK\$14,000 per year)

Checked by: _____

Guidelines for the Award of Conference Grants

Purpose

1. The Conference Grant is intended to subsidise research students to participate in academic conferences 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) after confirmation of candidature and within the normative period of study¹;
 - (c) have not received a Conference Grant before (see also paragraph 3 below); and
 - (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 round-trip passage by the most economical means available;
 - (b) subsistence allowance (HK\$300 per night, subject to a maximum amount of HK\$1,000); and
 - (c) 90% of the conference registration fee.
6. Items 5(a) and 5(b) do not apply to local conferences and virtual 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 of the seminar could be the same as the topic of the paper to be presented at the conference for which the Grant is given.
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 required documents, to the Chow Yei Ching School of Graduate Studies within two months from the end date of the conference.
11. Financial support is granted on a reimbursement basis upon receipt of the documents.

Application Procedures

12. Applications should be made with the Form SGS13. Completed forms should be submitted to SGS via the Supervisor and School Dean/Department Head.

¹ Students in their extension study period are not eligible to apply for or receive the award of conference grants.