

Research Activities Fund Report (SGS14R)

Important Notes:

1. This Research Activities Fund Report should be completed and submitted to the Chow Yei Ching School of Graduate Studies (SGS) **within two months** after completing your research activities.
2. Reimbursement of the Research Activities Fund will be made directly to the student's bank account as listed in the Scholarship and Financial Aid function under AIMS¹.

Section A To be completed by the awardee (* please delete as appropriate)

1. Personal Particulars

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

Programme: MPhil/PhD* Mode of Study: _____ Source of Funding: UGC-funded/Institutional-funded*

Email: _____ Phone No.: _____

Are you a Hong Kong PhD Fellowship (HKPF) recipient? No Yes

(If yes, please state the expenses incurred from the cost of one return passage below to claim for reimbursement through the "Conference and Research Related Travel Allowance of Hong Kong PhD Fellowship Scheme":

Currency: _____; Amount: _____)

Are you a Presidential PhD Scholarship (PPS) recipient? No Yes

2. Claim for Reimbursement of Research Activities Fund

Actual leave period: From: _____ to: _____

Location(s) (names of cities and countries) where the research activities were undertaken:

Funds claimed: HK\$_____

Basic Scheme²

Research Activity Fund for PPS Recipients³

Enhanced Scheme⁴ (Only opt for once and the choice made is irreversible)

¹ Changes for bank account can be done directly in AIMS.

² Duration in months x HK\$5,000 per month, up to a maximum amount of HK\$30,000. If the leave period is not on a full month basis, funding will be provided on a pro-rata basis.

³ HK\$8,000 per month, maximum 12 months. If the leave period is not on a full month basis, funding will be calculated on a pro-rata basis.

⁴ HK\$5,000 per month, maximum 12 months. If the leave period is not on a full month basis, funding will be calculated on a pro-rata basis.

Transportation allowance of HK\$15,000 at maximum with direct round trip economy flight/ground transportation (e.g. train, coach) on a reimbursement basis.

To be Completed by Student

Air Fare (Please sort by Period From)

Accommodation (Please sort by Period From)

To be Completed by Student

Student Name:	
Student ID:	

Air Fare Total

Accommodation Total

3. **Report on Research Activities**

Please provide (a) a brief summary of your research activities and outcomes; and (b) a brief assessment of the value and usefulness of the activities to your research (not less than 200 words) (use separate sheets if necessary):

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

Please attach the following document(s) to facilitate our processing. Applications with incomplete supporting document(s) will not be processed. Document(s) submitted are not returnable:

- A copy of approval letter on research activities fund.
- Original** boarding passes.
- Original receipts** for attending the approved research-related activities, indicating your actual leave period.
 - One return passage; and
 - Hotel/accommodation for the entire study leave period.
- Payment evidence** for the following items, along with the bank statement or online transaction record.
 - One return passage; and
 - Hotel/accommodation for the entire study leave period.
- Travel records (出入境紀錄證明) issued by the National Immigration Administration (國家移民管理局), if applicable.

Signature

Date

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

Section B Recommendation of the Supervisor (*please delete as appropriate)

I recommend/do not recommend* acceptance of the student's report on the research-related activities.

Other comments, if any: _____

Name of Supervisor

Signature

Date

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

Section C Endorsement by the School Dean/Department Head (*please delete as appropriate)

I endorse/do not endorse* the supervisor's recommendation stated above.

Other comments, if any: _____

Signature of School Dean/Department Head

Date

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

For internal use only

To: FO

The student has fulfilled the requirements for claiming the Research Activities Fund. Please check the receipts attached and arrange for reimbursement through:

Provider	SFAID(s)	Appr. Amt (HK\$)
<input type="checkbox"/> SGS	<input type="checkbox"/> 669 (UGC) <input type="checkbox"/> 766 (non-UGC)	
<input type="checkbox"/> Col/Sch/Dept	<input type="checkbox"/> 858 (non-UGC)	
<input type="checkbox"/> Supervisor	<input type="checkbox"/> 856 (UGC-related) <input type="checkbox"/> 857 (External)	
<input type="checkbox"/> HKPFS	<input type="checkbox"/> #610 (Travel Allowance)	
<input type="checkbox"/> PPS	<input type="checkbox"/> 1436 (Research Activity Fund: HK\$8,000 per month, maximum 12 months)	
<input type="checkbox"/> CPRA	<input type="checkbox"/> 766 (non-UGC)	
<input type="checkbox"/> Financial Support to PhD Students Working in VHRUs or Top 3 Universities in a Country or National Laboratories	<input type="checkbox"/> 1543 (Research Activity Fund: HK\$5,000 per month, maximum 12 months) (UGC). <input type="checkbox"/> 1544 (Research Activity Fund: HK\$5,000 per month, maximum 12 months) (non-UGC) <input type="checkbox"/> 1545 (Transportation allowance of HK\$15,000 at maximum with direct round trip economy flight/ground transportation (e.g. train, coach) on a reimbursement basis) (UGC) <input type="checkbox"/> 1546 (Transportation allowance of HK\$15,000 at maximum with direct round trip economy flight/ground transportation (e.g. train, coach) on a reimbursement basis) (non-UGC)	

Checked by		
	AA	AO
Name		
Ext.		
Date		

For reimbursement of the cost of one return passage