



Application for a Conference Grant (SGS13)

1. Please read the attached Guidelines carefully before completing the form.
2. This form is applicable to UGC-allocated/-related and Institutional-funded students only who are within their normal study period. For students admitted through 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>.
3. 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 longer stay, students are required to obtain approval of vacation leave from their supervisor.
4. Change of itinerary without prior approval of SGS is not allowed and reimbursement of such case will not be supported.

Section A Application Details (* please delete as appropriate)

1. Applicant’s Particulars

Name: _____ Student No.: _____ School/Department: _____
 Commencement Date: _____ Programme: MPhil/PhD* Mode of Study: FT/PT*
 Stipulated Study End Date: _____ Source of Funding: UGC-funded/Institutional-funded*
 Contact Phone No.: _____

Have you received any Conference Grants from the Chow Yei Ching School of Graduate Studies in the past?
 No Yes (Date of Last Conference Supported: from _____ to _____)

2. Conference Details

Title of Conference: _____
 Date of Conference: From _____ to _____ Conference Place: Overseas/Local*
 Venue/Country of the Conference (Full address): _____

 Presenting 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. **Budget Estimate**

- (i) The conference grant covers a subsistence allowance, and 90% of the return passage by the most direct and economical means available 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 that the conference is held and vice versa) are allowed in the return passage.
- (ii) If an air ticket-hotel package will be purchased for attending the conference, please complete both “Budget Estimate I” and “Budget Estimate II”.
- (iii) Please note that the conference grant 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 return passage and the subsistence allowance mentioned above do not apply to local conferences.

Budget Estimate I (Compulsory): A return ticket and accommodation are to be arranged separately

<u>Item</u>	<u>Estimated Amount (in HK\$)</u>		<u>For Office Use Approved Amount</u>
	Name of Airline/Company	Estimated Cost	
(a) Cost of one return passage by the most economical means available	i.		
	ii.		
(b) Subsistence allowance (_____ night(s) x \$300 or \$1,000, whichever is lower, for the period from _____ to _____)			
(c) Conference registration fee (Currency: _____ Amount: _____ HK Dollar exchange rate: _____)	HK\$		
Total:			

Budget Estimate II (Optional): An air ticket-hotel package

For students who would like to purchase an air ticket-hotel package for attending the conference, please note that:

- (i) It must be proved that the cost of an air ticket-hotel package is cheaper than the total sum of item (a) – a return passage and (b) – subsistence allowance mentioned above. Students are required to complete both Budget Estimates I and II, and attach the quotations and other supporting documents.
- (ii) Such cases will be considered on a case-by-case basis, and if approved, no subsistence allowance will be provided.

<u>Item</u>	<u>Estimated Amount (in HK\$)</u>		<u>For Office Use Approved Amount</u>
	Name of Travel Agency/Company	Estimated Cost	
(d) Cost of an air ticket-hotel package by the most economical means available	i.		
	ii.		
(e) Conference registration fee (Currency: _____ Amount: _____ HK Dollar exchange rate: _____)	HK\$		
Total:			

4. **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: _____

5. **List of Supporting 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:

- (a) conference programme;
- (b) letter of acceptance/invitation for paper presentation at the conference;
- (c) abstract of the paper to be presented;
- (d) quotations on the cost of one return passage and itinerary from at least two different airlines/companies stated;
- (e) proof of conference registration fee; and
- (f) proof of approved vacation leave if arriving the conference location 2 days (or more) before or leaving the location 2 days (or more) after with reference to the conference period.

Signature of Applicant: _____ Date: _____

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

- I **recommend/do not recommend*** that the student attend the aforesaid Conference.
- I confirm that the student will be asked to present a seminar in the School/Department **before/after*** the Conference.

Reasons for supporting/not supporting the application: _____

Name: _____ Signature: _____ Date: _____

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

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

Comments: _____

Signature : _____ Date: _____
 School Dean/Department Head

For SGS Use:
 No. of grants previously rec'd (funded by SGS): _____ Date of last conf: _____ - _____
 Eligible for conf. grant: Yes/No* Type: UGC/Inst'l-funded (*HKPF recipients should fill in HKPFS08.)
 @ For institutional-funded students, the 1st grant is to be funded by SGS and the 2nd by Col/Sch/Dept/Supervisor. Supervisor's UGC-related funds may be used only when the studentship is supported by UGC-related funds. **For 2nd application**, attach memo SGS13S for forwarding to Col/Sch/Dept/Supervisor for approval.

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)

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 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 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 the School's Website (<http://www.cityu.edu.hk/sgs/>). Completed forms should be returned to the School via the supervisor and Head of Department.