

## 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. Students in their extension study period are not eligible to apply for or receive the award of conference grants. 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. Itinerary with stopover 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. **Conditions and Value of the Grant**

- (i) 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 that the conference is held and vice versa) are allowed in the round-trip passage.
- (ii) 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).
- (iii) The cost of a round-trip passage and the subsistence allowance mentioned above do not apply to local conferences.
- (iv) 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.
- (v) Itinerary with stopover requires prior approval of SGS. Students are required to provide the quotations for the proposed itinerary and a direct round-trip flight for comparison; and the approval of vacation leave from their supervisor.

**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) Stopover: \*No / Yes (quotations and approval of vacation leave attached)

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; and
- (d) 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)**

1. I **recommend/do not recommend**\* that the student attend the aforesaid Conference.
2. 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 (50/50 model),  the 1<sup>st</sup> grant is to be funded by SGS and  the 2<sup>nd</sup> by Col/Sch/Dept/Supervisor. Supervisor's UGC-related funds may be used only when the studentship is supported by UGC-related funds. **For 2<sup>nd</sup> 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 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);
  - (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.