Research Activities Fund Report (SGS14R)

Notes:
1. This Research Activities Fund Report should be completed and submitted to the Chow Yei Ching School of Graduate Studies 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 AIMS. For students who have not provided their bank account information before or would like to change their bank account for receiving Scholarship/Financial Aid payments, please fill in a “Scholarship and Financial Aid - Bank Account Information Form” (obtainable at SGS) and attach the completed form to this Research Activities Fund Report.

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: FT/PT
   - Contact Phone No.: __________________ Source of Funding: UGC-funded/Institutional-funded
   - 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: ____________)

2. **Claim for Reimbursement of Research Activities Fund**
   - Actual leave period: From: ____________ to: ____________ ( _____ months and _____ days)
   - Location(s) (names of cities and countries) where the research activities were undertaken:

   ____________________________

   Funds claimed: HK$__________
   (i.e. 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. **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) A copy of approval letter on research activities fund
(b) **Original receipts/documentary proof** (e.g. boarding pass, air ticket, hotel receipt, etc.) for attending the approved research related activity indicating your actual leave period.
(c) (For HKPF recipient only) **Original receipts** for:
   - the cost of one return passage by the most economical means available.

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**Signature:** ____________________________ **Date:** ____________________________

**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

**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

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**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:

<table>
<thead>
<tr>
<th>Provider</th>
<th>SFAID(s)</th>
<th>Appr. Amt (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGS</td>
<td>669 (UGC)</td>
<td></td>
</tr>
<tr>
<td>Col/Sch/Dept</td>
<td>856 (UGC-related)</td>
<td>857 (External)</td>
</tr>
<tr>
<td>Supervisor</td>
<td>858 (non-UGC)</td>
<td></td>
</tr>
<tr>
<td>HKPF#</td>
<td>610 (Travel Allowance)</td>
<td></td>
</tr>
</tbody>
</table>

*For institutional-funded students, SGS and Col/Sch/Dept/Supervisor each will share 50% of the budget required up to a maximum cumulative value of HK$30,000.*

**Checked by**

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<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>Date</th>
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**# For reimbursement of the cost of one return passage**