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: ________)

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

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$________

   (Regular Student and HKPFS Recipients: 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.)

   (Research Activity Fund for PPS Recipients: 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)
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.

   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
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>
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<tbody>
<tr>
<td>☐ SGS</td>
<td>☐ 669 (UGC) ☐ 766 (non-UGC)</td>
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<td>☐ Col/Sch/Dept</td>
<td>☐ 858 (non-UGC)</td>
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<td>☐ Supervisor</td>
<td>☐ 856 (UGC-related) ☐ 857 (External)</td>
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<td>☐ HKPFS</td>
<td>☐ #610 (Travel Allowance)</td>
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<td>☐ 1411 (Research Activity Fund: HK$5,000 per month, maximum 6 months)</td>
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<td>☐ PPS</td>
<td>☐ 1436 (Research Activity Fund: HK$8,000 per month, maximum 12 months)</td>
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# For reimbursement of the cost of one return passage

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Jan 2022