

Guidelines for Professional Enhancement Fund (PEF)

1. Objective

With the goal of strengthening the knowledge transfer (KT) capacity of CUHK, the Professional Enhancement Fund (PEF) has been set up to encourage academic and research staff members to engage in KT activities and to foster an innovative culture within the university. Specifically, PEF provides financial support to staff members to learn about the best practices of KT through different activities.

2. Activities Eligible for PEF

Activities covered by PEF include, but not limited to:

- a) seminars and conferences with a focus on KT development;
- b) workshops and training courses organized by professional associations with proper accreditation and recognition; and
- c) study trips or site visits to explore business collaboration with companies or to enhance KT practice with KT practitioners.

Applicants are encouraged to make an enquiry to ORKTS before submitting an application. PEF should not be used as a replacement fund for activities which are funded by an alternative source. Activities for research purposes are not eligible for PEF.

3. Assessment Criteria

Applicants should demonstrate the following elements in their applications, including:

- a) learning: clear learning objective(s), relevance of the activity in the existing KT work of the applicant, and potential contributions of the activity to future KT endeavors;
- b) partnering: opportunities to create partnerships that may lead to KT;
- c) experience sharing: a plan to share experience within six months after the completion of the activity (for example, a self-organized seminar at CUHK);
- d) track record: the applicant's prior activities and experience in KT; and
- e) support from an affiliated CUHK unit (optional): funding from Faculty/Department/Research Institute to cover part of the activity expenses.

4. Vetting Procedure

Applications will be reviewed by ORKTS and submitted for approval by the Chairperson of the Committee on Knowledge Transfer. A “Funding in Principle” will be offered to successful applicants.

5. Reimbursement Conditions

Applicants accepting a “Funding in Principle” will automatically become members of the CUHK KT Fellowship, a network established by ORKTS, to encourage to KT experience sharing. Funding should be used on approved items stated in the PEF application, unless prior approval from ORKTS is obtained. Examples of reimbursable items include:

- a) direct cost in the participation of the approved activity (e.g. registration fee);
- b) transport and accommodation expenses* directly incurred from the approved activity; and
- c) cost incurred from result dissemination as described in paragraph 3(c) above.

Expenditures in dining, entertainment and purchase of goods are not covered by PEF. All spending under PEF should also comply with University rules and regulations on purchasing and travel expenses. ORKTS reserves the right to retrieve the “Funding in Principle” and declines reimbursement of expenses if the applicant does not comply with the funding conditions.

Reimbursement is made upon receipt of the following items by ORKTS:

- I) evidence of attendance to the activity;
- II) original receipts of expenses according to the approved budget;
- III) evidence of a dissemination activity organized by the applicant according to 3(c) above, or participation in a dissemination activity organized by ORKTS; and
- IV) a Report covering both the activity and the dissemination activity, signed by the applicant and endorsed by the Department Chairperson (or School/Institute Director). If the applicant is the Department Chairperson (or School/Institute Director), the application should be endorsed by the Faculty Dean, or by the Pro-Vice-Chancellor (Research) for a non-Faculty based Research Institute.

Items 5(I) and (II) should be received by ORKTS within one month after completion of the activity. Item 5(IV) should reach ORKTS within one month after the dissemination activity. Otherwise the applicant will be considered as giving up the PEF funding.

A 30% deviation from the approved budget is permitted without prior approval from ORKTS. Approval by ORKTS is required for deviation beyond 30%, or items not listed in the approved budget. No further expenditure can be incurred after the completion date of the approved activity.

*Subsistence allowance for duty outside Hong Kong shall observe the existing University rules and regulation.

6. Eligibility and How to Apply

- a) Full-time CUHK academic and research staff are eligible to apply.
- b) For applicants on employment Terms of Service (B) (e.g. Postdoc Fellow and Research Associate), PEF will support up to 60% of the total budget. Such applicants should be recommended by their supervisors and participate in a joint dissemination activity with their supervisors.
- c) Applications should be submitted **at least two weeks before** the commencement of the proposed activity.
- d) Application form can be downloaded from ORKTS's website at <http://www.orkts.cuhk.edu.hk/knowledge-transfer-initiatives/funding-schemes>.
- e) The Application should be accompanied by the following supporting documents:
 - (i) for seminars and conferences, detailed information and a pamphlet on the proposed activity, including the program, dates, fees and expenses required, and any requirements for the participants (e.g. pre-requisite qualifications);
 - (ii) for workshops and courses, details and requirements for accreditation (if any).
 - (iii) for study trips and industry visits, information about and invitation from (if any) the host institutions/organizations
- f) Application form should be completed and signed by the applicant, and endorsed by the Department Chairperson (or School/Institute Director). If the applicant is the Department Chairperson (or School/Institute Director), it should be endorsed by the Faculty Dean, or by the Pro-Vice-Chancellor (Research) for a non-Faculty-based Research Institute.
- g) Application should be submitted by email to sianchan@cuhk.edu.hk.

7. Enquiry

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