THE SMART CUHK CHALLENGE

Smart Campus Solutions Competition

Application Guidelines (2020/21)

Introduction

1.   The Smart Campus Solutions Competition, the first university-wide and college-based competition on student-led smart projects at CUHK, encourages and assists all full-time undergraduate students to create and undertake innovative solutions that contribute to a smart, green and sustainable campus.

2.   The competition will be organized and administered by the Task Force on Smart CUHK Campus Secretariat (the Task Force Secretariat) provided by the Social Responsibility and Sustainable Development Office (SRSDO).

3.   An Assessment Panel, consisting of members from academic and research units and professional and administrative service units, has been established by the Task Force on Smart CUHK Campus to review and assess the project proposals for the competition.

Theme

4.   The themes for the 2020/21 competition are:

(a)   Smart and Green Environment
(b)   Smart Mobility
(c)   Smart Learning
(d)   Smart Living

5.   Details of the themes and topic examples, learning targets and intended outcomes, together with information of the related Sustainable Development Goals (SDGs) adopted by the United Nations, are available here.

Competition and Awards

6.   The competition will consist of two rounds:

Round 1

- Applicants must form a team within or across their colleges and submit before the application deadline a proposal for a smart project initiated and led by the students for assessment by the Assessment Panel.

- Each shortlisted project team will receive seed funding capped at HK$50,000 for prototype development in Round 2. The amount of the funding will be determined by the Assessment Panel.

Round 2

- Shortlisted teams must develop a prototype, with guidance from college advisors, within the period specified in the funding agreement (at most, five months from the date of this agreement) and present their project at a project pitch in the summer of 2021.

- Each winning team will be awarded project funding at full cost for fully-fledged project development for up to 12 months. The amount of the funding will be determined by the Assessment Panel.

Application Period

7. Applications will be accepted from 16 November 2020 to 29 January 2021.

Application Details

8. Eligibility and Teams

    (a) The competition is open solely to CUHK full-time undergraduate students. Each student may only join one project team to ensure full commitment to the project.

    (b) Interdisciplinary project teams are encouraged but not mandatory.

    (c) Each project team must consist of a minimum of two student members. Project teams may include student members from different colleges, but no less than half of the student members in each team must come from the same college, and will represent this college (the 'participating college') in the competition. There is no restriction in the number of teams from a college.

    (d) Each project team must appoint a student member from the participating college as its project team leader. The project team leader will be the contact point with the Task Force Secretariat for all matters relating to the competition.

    (e) Each project team must include at least one CUHK staff member from the participating college as an advisor.

    (f) Project teams may not add or replace team members after the submission of an application except with the agreement of the Assessment Panel, whose prior approval must be sought in writing.

9. Intellectual Property and Originality

    (a) The proposed project must be conducted in Hong Kong and must be self-initiated. It must constitute original work by the applicants and must not infringe the rights of others (including copyright). The Task Force Secretariat will not be held responsible for the consequences of any such infringement.

    (b) Any form of plagiarism will result in disqualification.

    (c) Applicants must not have applied for funding for their proposed project under any other funding scheme, nor have publicly displayed or circulated on the Internet or other platforms details of the proposed project.

    (d) Intellectual property rights will be dealt with in the funding agreement (see paragraph 12 below), which will be mutually agreed between the University and the project team.

10. Application Process

    (a) Applicants must submit a completed application form (available here) and any supporting documents to the Task Force Secretariat by email (srsdo@cuhk.edu.hk) by the application deadline. Late submissions will not be considered.

    (b) Eligible applications will be reviewed by the Assessment Panel. Applicants may be invited for an interview to present their proposed projects in detail, and may be required to refine the proposal and provide supplementary information.

(c)   Applicants will be informed by the Task Force Secretariat whether their application has been successful within three months after the application deadline. The decision of the Assessment Panel will be final.

Assessment Criteria

11.   The Assessment Panel will consider the following criteria during the assessment:

Round 1

- Project objective: 30%
- Budget plan: 30%
- Project scope: 40%

Round 2

- Innovation: 30%
- Feasibility and sustainability: 30%
- Project impact: 40%

Implementation (applicable to the shortlisted/winning project teams)

12.   Implementation

(a)   A funding agreement will be made between the project team and the Task Force Secretariat after the announcement of the results of each round of the competition.

(b)   The prototype/project development must be completed by the dates stipulated in the funding agreement, or the project team will forfeit the approved funding.

(c)   As the project is funded by the University to promote the smart campus initiative at CUHK and SDGs, the logos of 'The Smart CUHK Challenge' and the Hong Kong Chapter of the United Nations' Sustainable Development Solutions Network (SDSN Hong Kong) must be displayed on all project deliverables (e.g., promotional materials and project websites).

(d)   Projects funded under this competition must be conducted in accordance with the University's regulations on safety and research ethics. Project teams are particularly reminded that they must preserve confidentiality and respect the privacy of participants and beneficiaries.

(e)   Project teams will be responsible for the overall control and management of project assets, including any movements or transfers of these items among users.

(f)   Project teams will be required to submit interim and final reports to the Task Force Secretariat. The deadlines for these reports and the format to be followed will be stipulated in the funding agreement.

13.   Financial Arrangements

(a)   Staffing costs will NOT be funded.

(b)   The project teams must use the funds exclusively for the approved project scope and must strictly adhere to the approved budget. No variation in the approved budget, or virement between budget items, will be permitted except with the agreement of the Assessment Panel, whose prior approval must be sought in writing.

(c)   The project teams may apply for reimbursement for project expenses, in accordance with the University's reimbursement procedures. All claims for reimbursement must be supported by original official receipts (not invoices).

(d)   The Task Force Secretariat will determine whether claims by project teams qualify for reimbursement. Its decision will be final.

Withdrawal

14.   Applicants may withdraw an application by informing the Task Force Secretariat (c/o SRSDO) by email (srsdo@cuhk.edu.hk) at any time before a funding agreement is signed.

Publicity

15.   Project teams may be required to make public presentations on their projects, and may be asked to give interviews and take part in press conferences or smart-campus related activities.

16.   The information presented, including photographs and videos captured in the publicity events as mentioned in paragraph 15, may be used by the University for its own publicity purposes, and no royalty shall be payable to the project teams.

Enquiries

17.   Enquiries may be made to the Task Force Secretariat (c/o SRSDO) either by email (srsdo@cuhk.edu.hk) or by telephone (3943 3972).

(January 2021)