THE CHINESE UNIVERSITY OF HONG KONG

Shaw College

CONFERENCE GRANT APPLICATION GUIDELINES

1. **Purpose**

   Conference Grants of Shaw College are awarded under established criteria and conditions to assist teaching / research staff of the College to present papers in relevant academic conferences.

2. **Administration and Approval**

   (a) The grant is administered by the Working Group on Conference Grant under the College Assembly of Fellows.

   (b) Applications will be considered by the Working Group at its meetings twice a year, normally in November and April of the year (as scheduled below):

Meeting	Date of conferences to be handled	Deadline of application
November of the year	1 August - 31 January	15 October of the year
April of the year	1 February – 31 July	31 March of the year

3. **Eligibility**

   (a) The applicant must be a full-time staff member of Shaw College at the rank of instructor or above; or research associate or above.

   (b) Considerations will only be given to those who have been affiliated to Shaw College for not less than 1 year.

   (c) Application will be considered only if the applicant will be presenting a paper at a conference which is of recognized academic standing.

   (d) Application will only be considered if the applicant has already been granted Academic Leave by the Faculty / Office concerned. (Academic Leave is assumed to have been granted for staff attending conference during long leave.)

   (e) Conference Grant will not be considered for a conference taking place during the last 4 months of an appointee's appointment before cessation of service (except for retirement).

   (f) Should an applicant cease to become a member of Shaw College or leaves the University before his / her application for the conference grant is approved, the Working Group will consider the application withdrawn.

4. **Criteria**

   (a) Contribution to College is the basic criterion for consideration, with reference to the founding aspiration of the College (Learning, innovation and benefitting humankind).

(b) Preference in awarding grants will be given to applicants who have contributed to the College through services and / or participation in College activities, or who can demonstrate that his / her participation in the conference will enhance the College's reputation.

(c) Low priority will be given to those who have received the grant in the same academic year (i.e. August 1 to the following July 31).

5. **Amount of Grant**

The total amount of grant awarded to an applicant is currently capped at HK$4,000 per academic year. This amount will be reviewed by the Working Group annually.

6. **Application Procedures**

(a) The applicant should complete and return the application form together with supporting documents to the Secretary of the Working Group before the deadline of the application period. **Low priority will be given to late applications**.

(b) All applications must be accompanied by documentary evidence such as (1) Letter of acceptance from the organizer, (2) Information on the conference, (3) Abstract of paper to be presented, (4) A copy of Application Form for Academic Leave, etc.

7. **Conditions of Grant**

(a) The applicant should acknowledge the support from the College in publications related to the conference where feasible.

(b) Subsequent reimbursement claims for expenses should be accompanied by original receipts from suppliers where applicable. If original receipts are not available due to shared funding arrangements, a copy of the funding approval memo issued by the other funding source should accompany the request for reimbursement from the College.

(c) The guiding principle is that the applicant should neither gain nor lose personal funds as a result of conference participation.

8. **Enquiries**

Questions can be directed to Ms. Winnie HO (Tel: 3943 7367 / Email: wyho@cuhk.edu.hk).

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