**香港中文大學伍宜孫書院**

**WU YEE SUN COLLEGE**

**THE CHINESE UNIVERSITY OF HONG KONG**

**學術會議資助申請表**

**APPLICATION FOR CONFERENCE GRANT**

*填妥之申請表請送交伍宜孫書院東座G03室鄭佩純女士收*

*Completed application forms should be sent to Ms Carol Cheng, College Office, G03 East Block, Wu Yee Sun College*

1. **個人資料 Personal Particulars**

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| 稱謂：  Title: | ❑教授Prof. ❑博士Dr. ❑先生Mr. ❑女士Ms. | 姓名：  Name (in Block Letters): |  |
| 職位：  Post: |  | 學系／單位：  Department: |  |
| 電話：Telephone: |  | 電郵：  Email: |  |

1. **會議資料 Details of the Conference**

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| --- | --- | --- | --- | --- | --- | --- |
| 會議名稱：Title/Event: |  | | | | | |
| 主辦單位：Organization: |  | | | | | |
| 會議地點：  Venue: |  | | (城市City) |  | | (國家Country) |
| 會議日期：Conference Dates: | 從  From | (日/月/年)  (DD/MM/YY) | | 至  to | (日/月/年)  (DD/MM/YY) | |

1. **發表論文/海報資料** (請提交相關證明文件及論文摘要)

**Details of the Paper(s)/Poster(s) to be Presented** (Please submit copy of documentary evidence and abstract of the paper)

|  |  |
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| 論文/海報題目：Title(s) of the Paper(s)/Poster(s): |  |
|  |
| 發表者：  Presented by: |  |

1. **預算費用、其他資助及是次申請金額** (請提交相關證明文件)

**Estimate of Expenses, Subsidies/Grants from Other Units and Amount requested in this application** (Please submit copy of documentary evidence)

兌換率Exchange Rate used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
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| **會議費用**  ***Conference Expenses*** | **預算**  ***Estimated Costs*** | **其他單位資助*Subsidies/Grants from Other Units*** | | **是次申請金額**  ***Amount Requested in***  ***This Application*** |
| **金額Amount** | **來源Sources**▲ |
| **註冊費**  ***Registration Fee*** | 港幣  HK$ | 港幣  HK$ | ❑大學CUHK ❑學系Department | 港幣  HK$ |
| **旅費**  ***Travel*** | 港幣  HK$ | 港幣  HK$ | ❑大學CUHK ❑學系Department | 港幣  HK$ |
| **住宿**  ***Lodging*** | 港幣  HK$  ($ /日day x 日days) | 港幣  HK$ | ❑大學CUHK ❑學系Department | 港幣  HK$ |
| **合共**  ***Total*** | 港幣  HK$ |  |  | 港幣  HK$ |

*▲ 如未有或不會向大學或學系申請資助，請列明理由：*

*▲ Please state the reason if you have not applied or do not intend to apply for grant from the University or your department:*

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❑ *請在適當位置加上「*✓*」號 Please tick as appropriate.*

1. **會議缺勤申請 Status of Conference Leave Application**

本人所屬學院 ❑已經／❑並未 批准本人的會議缺勤申請。

My conference leave ❑ has / ❑ has not been approved by the Faculty concerned.

1. **過去十二個月獲得的會議資助 Conference Grants obtained in the past 12 months**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **會議名稱**  Event | **日期**  Period | **資助來源** (如大學／書院)  Supporting Unit(s)  (e.g. CUHK, College) | **資助金額**  Amount Approved  (港幣HK$) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. **過去十二個月於伍宜孫書院的工作** *(如委員會工作、書院通識課程等)*

**Contributions to Wu Yee Sun College in the past 12 months** *(e.g. Committee work, College GE course etc.)*

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1. **簽署 Signature**

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| 申請人簽署：  Applicant’s Signature: |  | 日期：  Date: |  |

1. **系主任／部門主管批註 Endorsement by Department Chairperson / Unit Head**

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| 簽署：  Signature: |  | 日期：  Date: |  |
|  | 姓名Name in Block Letters： |  |  |

***(FOR COLLEGE INTERNAL USE)***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reference Number | | CG20\_ \_ / \_ \_ | | | Application Received on | |  | |
| **Documents Checked**  ❑ Abstract ❑ Letter of Acceptance ❑ Travel ❑ Lodging ❑ Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Previous Applications Submitted** | | | | | | | | |
| Date | | | Result | | | Grant Approved (HK$) | | Amount Claimed (HK$) |
|  | | | Approved / Disapproved | | |  | |  |
|  | | | Approved / Disapproved | | |  | |  |
|  | | | Approved / Disapproved | | |  | |  |
| **Application for this Round** | | |  | | |  | |  |
| Result: Approved / Disapproved | | | | Grant Amount: HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Remarks: |  | | | | | | | |
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