

WU YEE SUN COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG  
Rance Lee Award 2022/23

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## 1. Introduction

Creativity and Sunny Living are two of the College's core values. The House of Sunny Living integrates the three dimensions: "health and spiritual well-being", "sports for life" and "go green and lead the society" to target the well-being of the body, mind and spirit of our students and encourage them to contribute to the environment and society.

To enhance the development of Wu Yee Sun (WYS) students, Rance Lee Award (RLA) is established to encourage the integration of creativity and Sunny Living in the following 3 areas

- Rance Lee Award for creativity in promoting health and well-being
- Rance Lee Award for creativity in promoting lifetime sports
- Rance Lee Award for creativity in promoting green life

## 2. Objectives

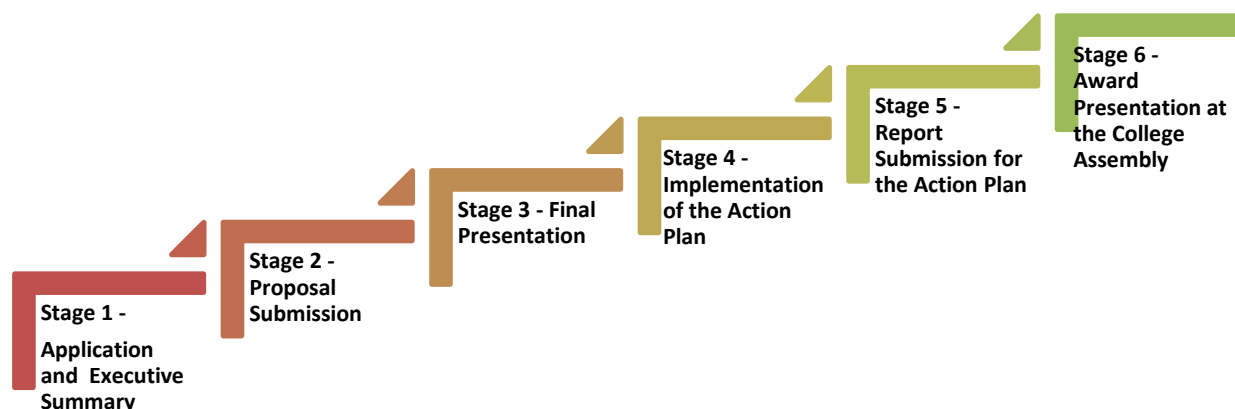
- To enhance the overall well-being of WYS students through development of their body, mind and spirit
- To encourage WYS students to think and act creatively in the above mentioned 3 areas
  - health, sports and green life
- To generate innovative ideas to benefit oneself, the environment and the society

## 3. Eligibility

**All WYS students** can apply individually or in group\* (collectively referred to as a team). **Final-year WYS students** can submit their Senior Seminar course proposals, if the proposals meet the purpose of the RLA. If the Senior Seminar course proposal is a group project, please be reminded to get consent from all members who have contributed to the project prior to the submission of the proposal.

*\*A team MUST comprise of at least 50% WYS students. Other teammates may be students from other colleges of CUHK.*

## 4. Overview



### STAGE 1 – APPLICATION AND EXECUTIVE SUMMARY

Each team will submit an application form together with a one-page Executive Summary in hard copy or via CUHK webform to state the creative ideas and indicate the area of the Sunny Living they are applying for. Applicants have to post their project ideas on clab Website. College will invite students in CUHK community to render comment and feedback for consideration of the teams.

**Due Date: 5:00pm, 18 Oct, 2022**

### STAGE 2 – PROPOSAL SUBMISSION

The selection panel will provide feedback on the executive summary. Each team will revise their ideas and submit a full (maximum of 10 pages) proposal with a budget plan. Each team should also include an action plan in the proposal for at least one feasible way to implement, promote or demonstrate their project idea to others if they are awarded.

The following are some of the examples of the action plan:

- Have a presentation / exhibition / sharing at CUHK Campus or other occasions in the community;
- Promote your idea through online platforms, e.g. Website, social media or YouTube etc.;
- Hold some activities / events to promote your idea to a target audience.

The inclusion of the action plan in the proposal is to encourage the teams to implement their plans, show their ideas in the wider community and receive feedback for enhancing practicability of the project.

**Due Date: 5:00pm, 15 Nov, 2022**

### STAGE 3 – FINAL PRESENTATION

Short-listed teams will present their ideas to panel judges through a presentation session comprising 12-min oral introduction and 15-min Q & A.

**Date: Dec, 2022; or early-Jan, 2023**

#### STAGE 4 – IMPLEMENTATION OF THE ACTION PLAN

Finalists will be announced on or before mid-January and receive 50% of the award amount. The awardees are required to take at least one practical step towards implementation. This may involve *disseminating their ideas to various communities and/or undertaking actions to realize the project within THREE months from the date of award announcement*. Full implementation of the project is NOT mandatory.

Date: **Jan, 2023 – Apr, 2023**

#### STAGE 5 – EVALUATION REPORT SUBMISSION FOR THE ACTION PLAN

Each awardee must submit an evaluation report based on the implementation of their action plan. The template will be available at the website for easy reference. The balance of the 50% award amount will be presented to the awardee(s) upon receiving the evaluation report, which is in alignment with the offer letter.

Date: **Mid-Apr, 2023**

#### STAGE 6 – AWARD PRESENTATION AT THE COLLEGE ASSEMBLY

The awardee(s) will be invited to join the award presentation ceremony during the college assembly.

Date: **End-Apr, 2023**

### 5. Submission Guidelines

#### GENERAL

All document submissions should be typed in Chinese/English (12 point font, double-space, not including the cover page and table of contents)

#### EXECUTIVE SUMMARY

The summary should be written in no more than **one** A4 page to describe your ideas, and how it will generate positive value to the society. The team should submit a hard copy of executive summary to the DOS Office (UG/F, Wu Yee Sun College) or via by **5:00pm, 18 Oct, 2022**.

#### PROPOSAL

The proposal should be written in a **maximum of 10 pages** of text and six pages of appendixes. The full name, student ID, year of graduation and major of team member(s) and the finalized project title should be indicated in the cover page. The first page of your proposal should be an executive summary.

Each team is required to send the **soft copy** of the proposal in PDF format by email to Miss Elsus Yeung ([elsusyeung@cuhk.edu.hk](mailto:elsusyeung@cuhk.edu.hk)) and/or Miss Julia Liu ([julialiu@cuhk.edu.hk](mailto:julialiu@cuhk.edu.hk)), and **one copy** of the proposal to the DOS Office (UG/F, Wu Yee Sun College) during the office hours (0900 – 1730) on or before **15 Nov, 2022**.

**PRESENTATION**

The presentation consists of 12 minutes oral introduction without interruption from the panel judges, followed by a 15-min question-and-answer session. Each team can present their ideas in either English or Chinese (Cantonese or Putonghua).

Judges may ask questions in either English or Chinese (Cantonese or Putonghua).

Notebook(s) and projector can be provided upon request. Other equipment/software needed for demonstrating the plan should be prepared by the teams.

**6. Selection Criteria**

The selection panel will adopt the following criteria in assessing the proposals:

- The potential benefit in related to the 3 areas resulting from implementation of the proposal;
- Creativity and innovation; and
- Feasibility and practicability

**7. Selection Panel**

The selection panel will compose of RLA working group members and professionals from relevant disciplines.

**8. Confidentiality and Intellectual Property**

The project ideas submitted to RLA shall be original and initiated solely by the enrolled team members. If other people or parties have contributed to the idea(s), their contribution should be well-acknowledged. The submission of application and proposal should be authorized by ALL members of the team, and all members of the team are required to sign the declaration form along with the application.

The authors of the proposals will retain all intellectual property rights.

Since the organizer, judges, reviewers, staff or the audience are not required to sign any non-disclosure statements, all teams are responsible for taking proper steps to protect their own intellectual properties.

Certain sessions of RLA, including but not limited to oral presentations and question/answer sessions, are open to the public at large. Any and all of these public sessions may be broadcast to interested persons through media which may include radio, television and the Internet. Any data or information discussed or divulged in public sessions by entrants should be considered information that will likely enter the public realm, and entrants should not assume any right of confidentiality in any data or information discussed, divulged or presented in these sessions.

The college may make photocopies, photographs, video recordings and/or audio recordings of the presentations including the written plans and other documents, charts or material prepared for use of Wu Yee Sun College. The organizer has worldwide non-exclusive rights in all languages, and in all media, to use or to publish any related materials.

**9. Important Dates**

Date	Description
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18 Oct, 2022	➤ Application Deadline (Submission of Executive Summary)
15 Nov, 2022	➤ Proposal Submission Deadline
Dec, 2022; or Early-Jan, 2023	➤ Final Presentation of Short-listed Teams
Jan, 2023 – Apr, 2023	➤ Implementation of the action plan for the awardee
Mid-Apr, 2023	➤ Report submission for the action plan
End-Apr, 2023	➤ Award presentation at the college assembly

### Frequent Asked Questions (FAQ)

- (1) Can I submit a proposal that has won the other competition?
  - No. If your proposal was an award-winning proposal, we'll recommend you to modify your idea for Rance Lee Award submission. Yet, we accept senior seminar course proposals and even course assignments, as long as the proposed concept and proposal contents match with our programme criteria. However, your team MUST get the consent from all members contributed to the project prior to the submission of the proposal if it is a group project conducted before.
- (2) Can I submit the same proposal every year?
  - No, unless the ideas, and execution plan have been improved.
- (3) Can I submit different proposals in one year?
  - Yes, each submitted proposal will be judged independently.
- (4) Can I submit individually or with a group of others?
  - Either way works.
- (5) Can I change the project idea after submitting the executive summary but before the proposal submission?
  - Yes. You're welcome to change the project idea for the proposal write-up. Please be reminded to change the areas you are applying for accordingly.
- (6) Can I extend the implementation plan if I can't make it within 3-month?
  - You are encouraged to share the working progress and the difficulties encountered from time to time with the college. The grace period can be granted if the reason is strong enough.

For any further enquiries, please contact Miss Elsus Yeung at 3943-3934 (e-mail: [elsusyeung@cuhk.edu.hk](mailto:elsusyeung@cuhk.edu.hk)) or Miss Julia Liu at 3943-9767 (email: [julialiu@cuhk.edu.hk](mailto:julialiu@cuhk.edu.hk))