



The Chinese University of Hong Kong

CUHK Research Summit Series 2019-20 Application Guidelines

Deadline: 15 March 2019, Friday

With a view to strengthening the development of CUHK's faculty members and the visibility and reputation of the University, the CUHK Research Summit Series supports the organisation of workshops catered to early career faculty members with the following **objectives**:

- a) To **strengthen the international connections** of the faculty members, especially early career faculty members, in building international networks and developing sustainable research partnerships with researchers from around the world.
- b) To **showcase CUHK's research strengths** and its leadership role in specific research fields internationally.
- c) To **attract talented early career researchers to join the University**.

Workshop Format

- a) The workshop should have a cutting-edge theme and provide engaging activities centering on networking and training to make it conducive to the development of international connections.
- b) The workshop should cater to a small and elite group of early career faculty members and advanced PhD students from CUHK and abroad, preferably not more than 50 participants. Senior researchers from within the University and from abroad should be engaged in leading the workshop.
- c) The workshop should be exemplary, setting an example for similar workshops in the field in other regions.

Financial Support

- a) An amount of up to HK\$250,000 or half of the cost of the workshop, whichever is less, will be awarded. Any unspent funding has to be returned to the University.
- b) The scheme covers travel, accommodation and subsistence costs of participants from overseas to Hong Kong, and the organising costs, e.g. venue rental, meals, local transportation, production of workshop materials, etc. Salaries, equipment or scholarships for students are not covered by the scheme.
- c) The financial support may be reduced if a registration fee is charged for the workshop.
- d) The host unit should provide or secure matching funding support of not less than half of the total budget.

Eligibility

- a) All Faculties/Departments/Units are welcome to apply.
- b) The workshop should take place between 1 August 2019 and 31 July 2020.
- c) The application must be endorsed by the heads of departments/units and faculty deans/supervising officers.

Application Procedures

Applicants should complete an [online application form](#) and submit supporting documents by 15 March 2019, Friday.

The following documents should be submitted online:

- a) A detailed proposal with a budget and a list of target participants indicating their name, position, and institution.
- b) Copy of notification of financial support from committed and/or potential funding sources for the workshop.

The application should be supported by the heads of departments/units and faculty deans/supervising officers at CUHK. **The endorsement form** (download [here](#)) **should be completed and returned by email** (c/o Ms. Olivia Kwok – CUHK Research Summit Series; oa1_schemes@cuhk.edu.hk) in pdf format.

Incomplete applications will not be considered.

Selection Guidelines

- a) Applications will be selected with reference to the following criteria:
 - i. Objectives of the CUHK Research Summit Series and workshop format are met.
 - ii. Academic standing of the international partners.
 - iii. Impacts of the workshop and benefits brought to CUHK.
- b) The workshop should have a minimum of 50% of non-local representation of the total participation. Priority will be given to workshops with a considerable representation from abroad.
- c) Engagement of senior faculty members in the workshop is encouraged so as to showcase the University's research strengths and demonstrate leadership in specific research fields.
- d) Priority will be given to workshops which are new initiatives.
- e) Priority will be given to workshops with participation from key partners of the University.
- f) Priority will be given to workshops with themes on which CUHK has a strong research profile.

Selection Procedures

- a) Applicants will be notified of the results by May 2019.
- b) Selection will be made by the Faculty Subgroup of the Steering Committee for Internationalisation of Higher Education and Engagement of Mainland China, which reserves final authority over the selection of applications taking into account the availability of funds. The decision of the Faculty Subgroup will be final and will not be open for appeal.

Post-workshop Report

A report should be submitted within 30 days upon completion of the workshop. It should show the activities conducted, list of participants, expenditure statement, and potential collaborations. To access the "Post-workshop Report Form", please click [here](#).

Acknowledgement

Due acknowledgement should be given to the CUHK Research Summit Series in all publicity materials.

Enquiries

For enquiries, please contact Ms. Olivia Kwok, Office of Academic Links, on 3943-1315 or at oliviakwok@cuhk.edu.hk.

Last updated on 3 January 2019