



LEE WOO SING COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG

**Application Form for Academic Conference/ CUHK Workshop Grant**

**Notes to Applicants:**

A. Application Procedures

- i) The applicant should complete and return the application form together with supporting documents to the Secretary of the Academic Conference Grant Committee at least two weeks before the meeting dates which will be announced to all teaching / research staff in advance.
- ii) All applications must be accompanied by documentary evidence such as letter of acceptance from the organizer, information on the conference, abstract of paper to be presented and a copy of approved Academic Leave Form.

B. Conditions of Grant

- i) The applicant should acknowledge the support from the College in publications related to the conference when feasible.
- ii) The grant recipient is required to submit on his /her return a short report of about 2 pages to the Academic Conference Grant Committee on his/ her participation in the conference activities sponsored by the College Academic Conference/ CUHK Workshop Grant, preferably together with the publication(s) in which the acknowledgment to the College is shown.
- iii) Subsequent claims for expenses should be accompanied by relevant original receipts and any other supporting documents within two months upon return from the conference.
- iv) Should an applicant cease to become a member of Lee Woo Sing College or leaves the University before his/ her application for the conference grant is approved, the Committee will consider the application withdrawn.

**1. Particulars of Applicant**

Name (Staff ID): \_\_\_\_\_ ( ) Post / Rank: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Department/Unit: \_\_\_\_\_ Faculty: \_\_\_\_\_

**2. Details of the Conference** *(Please See Note A (ii) above)* **(Please provide additional information in support of your application for the Committee's consideration, if and when necessary.)**

Name of Conference : \_\_\_\_\_  
Venue : \_\_\_\_\_ (City) \_\_\_\_\_ (Country)  
Period: From \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy)

**3. Details of Paper(s) to be presented** *(Please See Note A (ii) above)*

Title(s) of paper(s) : \_\_\_\_\_  
\_\_\_\_\_

**4. Costs for Participation**

Registration fee : HK\$ \_\_\_\_\_ Return air passage: HK\$ \_\_\_\_\_  
Accommodation : HK\$ \_\_\_\_\_ /night x \_\_\_\_\_ nights = HK\$ \_\_\_\_\_  
Others (Please specify) : \_\_\_\_\_  
Exchange Rate : \_\_\_\_\_ Total cost for participation (HK\$) : \_\_\_\_\_

*Note: The University Ordering and Tender Procedures have to be observed in making travel arrangements for the conference ([http://www.cuhk.edu.hk/bursary/stf/eng/bus\\_purchase\\_info.html](http://www.cuhk.edu.hk/bursary/stf/eng/bus_purchase_info.html)). An expenditure application and quotations on the prescribed forms are required for airfares/travel expenses of HK\$10,000 or above. Reimbursement will be made only for actual payments made.*

**5. Details of other Financial Grant(s) applied for / obtained for the Conference**

| <u>Grant Source(s)</u>   | <u>Registration fee</u> | <u>Air passage</u> | <u>Other(s)</u> | <u>Total (HK\$):</u> |
|--|-------------------------|--------------------|-----------------|----------------------|
| 1. CUHK <input type="checkbox"/> Yes / <input type="checkbox"/> No | _____                   | _____              | _____           | _____                |
| 2. Other funding source  | _____                   | _____              | _____           | _____                |
| Grand Total:   |                         |                    |                 | _____                |

Has your conference leave been approved by the Faculty concerned?

Yes /  No *(Please submit a copy of Conference Leave Approval Form, if possible. The leave approval should be provided before reimbursement.)*

**6. Amount of Grant applied for the Conference** *(Please See Note B(iii)above)*

Registration fee: HK\$ \_\_\_\_\_ Return air passage : HK\$ \_\_\_\_\_  
Accommodation : HK\$ \_\_\_\_\_ /night x \_\_\_\_\_ nights = HK\$ \_\_\_\_\_  
Others (Please specify) : \_\_\_\_\_  
Exchange Rate : \_\_\_\_\_ Total amount of grant applied for\* (HK\$) : \_\_\_\_\_

*\* Note: A provision of grant is capped at HK\$7,500 for each applicant per academic year.*

**7. Details of Grants received from College in the Current Academic Year**

| <u>Name of Conference</u>    | <u>Conference Period (dd/mm/yyyy)</u> | <u>Total (HK\$):</u> |
|------------------------------|---------------------------------------|----------------------|
| 1.                           | _____                                 | _____                |
| 2.                           | _____                                 | _____                |
| Total Grant Amount received: |                                       | _____                |

**8. Contributions to Lee Woo Sing College**

| <u>Description</u> (E.g. Committee work, general education course, advisor to scheme or activity, etc.) | <u>Period</u> (mm/yyyy) |
|---|-------------------------|
| 1.  | _____                   |
| 2.  | _____                   |
| 3. How do you enhance the profile of the College?   |                         |
| _____   |                         |

**9. Declaration**

I declare that:-

- (1) all the information provided for my application for this conference grant is true;
- (2) the documents provided by me in connection with this application are true copies;
- (3) the application amounts listed in section 6 above are not supported by other funding sources.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

*(For Office Use Only)*

- a. Date of affiliation to Lee Woo Sing College : \_\_\_\_\_
- b. No. of successful application(s) for conference grant since affiliation: \_\_\_\_\_
- c. Date of a complete set of application received : \_\_\_\_\_
- d. Decision by the Academic Conference Grant Committee (Date: \_\_\_\_\_ )
  - Approved      Total Grant Amount: HK\$ \_\_\_\_\_ (with breakdown shown as below)
  - Reg. fee: \_\_\_\_\_ Air passage: \_\_\_\_\_ Accom.: \_\_\_\_\_ Others: \_\_\_\_\_
  - Disapproved      Reason(s): \_\_\_\_\_
- e. Recommendations endorsed by the Assembly of Fellows  Yes /  No (Date: \_\_\_\_\_ )
- f. Total Grant claimed : HK\$ \_\_\_\_\_ Last claim made on: \_\_\_\_\_