

香港中文大學敬文書院
CW Chu COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG

學術會議資助申請表
APPLICATION FOR CONFERENCE GRANT

申請表請交敬文書院人力編制及財政預算委員會 (院務室袁慧雯女士轉)
Please send application to the Staffing & Budget Committee (Attn: Ms Eva Yuan, College Office, CW Chu College)

1. 個人資料 Personal Particulars

| | | | |
|-------------------|---|---------------------------------|--|
| 稱謂: Title: | <input type="checkbox"/> 教授 Prof. <input type="checkbox"/> 博士 Dr. <input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms. | 姓名: Name (in Block Letters): | |
| 職位: Post: | | 學系 / 單位: Department: | |
| 電話: Telephone: | | 電郵: Email: | |

2. 會議資料 Details of the Conference

會議名稱:
Title/Event: _____

主辦單位:
Organization: _____

會議地點: _____ (城市 City) _____ (國家 Country)

會議日期: 從 _____ (日/月/年) 至 _____ (日/月/年)
Conference Dates: From _____ (DD/MM/YY) to _____ (DD/MM/YY)

3. 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)

論文/海報題目:
Title(s) of the Paper(s)/Poster(s): _____

發表者:
Presented by: _____

4. 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: _____

| 會議費用 <i>Conference Expenses</i> | 預算 <i>Estimated Costs</i> | 其他單位資助 <i>Subsidies/Grants from Other Units</i> | | 是次申請金額 <i>Amount Requested in This Application</i> |
|------------------------------------|------------------------------------|---|---|---|
| | | 金額 Amount | 來源 Sources [▲] | |
| 註冊費 <i>Registration Fee</i> | 港幣 HK\$ | 港幣 HK\$ | <input type="checkbox"/> 大學 CUHK <input type="checkbox"/> 學系 Department | 港幣 HK\$ |
| 旅費 <i>Travel</i> | 港幣 HK\$ | 港幣 HK\$ | <input type="checkbox"/> 大學 CUHK <input type="checkbox"/> 學系 Department | 港幣 HK\$ |
| 住宿 <i>Lodging</i> | 港幣 HK\$ (\$ /日 day x 日 days) | 港幣 HK\$ | <input type="checkbox"/> 大學 CUHK <input type="checkbox"/> 學系 Department | 港幣 HK\$ |
| 合共 <i>Total</i> | 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:

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

5. 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.

6. 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. | | | | |

7. 過去十二個月於敬文書院的工作 (如委員會工作、書院通識課程、書院學生輔導老師等)

Contributions to CW Chu College in the past 12 months (e.g. Committee work, College GE course, College Student Advisor etc.)

8. 簽署 Signature

申請人簽署：

Applicant's Signature: _____

日期：

Date: _____

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

簽署：

Signature: _____

日期：

Date: _____

姓名 Name in Block Letters : _____

Information received by the College will be solely for processing the above Conference Grant application.

(FOR COLLEGE INTERNAL USE)

Reference Number _____

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: _____
