

Research Grants Council

Postgraduate Students Conference / Seminar Grants

Guidance Notes for Applications

Aims of the Scheme

The scheme aims to facilitate the organization of locally held inter-institutional conferences/seminars targeted at postgraduate students by providing funding support for the travel and accommodation costs of inviting visiting scholars to attend and speak at such conferences/seminars. This helps support and promote inter-institutional and inter-disciplinary contacts among postgraduate students of the UGC-funded institutions, and to provide opportunities for postgraduate students of these institutions to meet and interact with eminent scholars from outside Hong Kong. Postgraduate students should be involved either as the organizer or as a primary partner in the planning and organization of the proposed conference/seminar. The conference/seminar should be non-profit making and open to all postgraduate students in the UGC-funded sector.

Scope of the Scheme

2. Funding may be sought to provide financial support to meet the costs of air passages, hotel accommodation and subsistence allowance to be incurred by non-local guest speakers invited for local inter-institutional conferences/seminars.

Funding of the Scheme

3. Applications from the institutions are accepted and considered all year round, and funding of the applications is subject to the availability of funds under the Earmarked Research Grant (ERG).

4. The scheme will provide funding up to a maximum of \$50,000 per application to cover the actual cost of business class return air passage by the most direct route, hotel accommodation and subsistence allowance. For reference, hotel accommodation (tax and service charge inclusive) and subsistence allowance will normally be provided at the rate of \$1,800 per night of stay in Hong Kong subject to a ceiling of not more than seven nights for each guest speaker invited. The period of provision of hotel accommodation and subsistence allowance will depend on the number of nights of stay actually required by the guest speaker to attend the supported event. If the institution is able to provide free or less expensive accommodation, visits of more than seven days may be arranged provided that the ceiling of \$12,600 provided from Research Grants Council (RGC) funds for hotel accommodation and subsistence allowance for each speaker is not exceeded.

Application Procedures

5. Applications should be made in the prescribed form (psc_g_app_7_12.doc) which is downloadable from the "RGC Form" page, and must be submitted through a UGC-funded institution. The roles and responsibilities of the postgraduate students involved or participating in the conferences/seminars should be clearly explained in the relevant applications, and the applications should be properly signed by all (Co-) organizers including the student representative(s). Approval will only be granted when there is solid evidence to show that postgraduate students will be actively involved as a primary partner.

6. Applications should only be submitted to the RGC Secretariat nine months prior to the commencement of the events. Institutions will be notified of the result normally within four weeks of receipt of a proposal by the RGC Secretariat. However, payment of the grant will be made two months prior to the commencement of the event, subject to acceptance by the guest speaker(s) has been confirmed.

7. The organizers of successful applications should undertake to organize the events according to the approved time frame, failing which the funding support may be withdrawn and institutions asked to refund the RGC grant. *If there are subsequent changes to the original plan, the organizer is required to report to the RGC via the research office of the institution as soon as possible.*

Acknowledgement

8. All conference/seminar materials arising from the supported event of the captioned grant should carry, where appropriate, an acknowledgement as follows:

"The conference/seminar has been supported by the Postgraduate Students Conference/ Seminar Grant of the Research Grants Council, Hong Kong."

Evaluation Report

9. A report covering the activities, benefits gained/expected, the number of attendees (postgraduate students) together with a statement of expenditure, refund of any unspent balance and some photographs taken, should be submitted to the RGC within three months after the event.

Enquiries

10. Any enquiries regarding the scheme should be addressed to Ms Rose Tang, Executive Officer (Research), Research Grants Council Secretariat at 2844 9921 or e-mail rtang@ugc.edu.hk.

UGC Secretariat
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