

Application for Research Matching Grant

To: Secretary-General, UGC

Name of University / Institution: _____

Date of Submission: _____

Period of Receipt: _____ to _____

— Please read the descriptions below and the Notes of Application on page 3 before completing this application form.

Nature of Donations / Research Grants / Research Contracts to be Matched:

- C** - Cash donation
- R** - Research grants / contracts
- S** - Shares / bonds
- O** - Others (please specify, e.g. In-kind donation)

Categories of Research-related Purpose:

- P** - Research project (covering staff costs, non-transferable equipment, etc.)
(please note that any indirect costs, e.g. overheads, arising from R&D projects / activities are not eligible for matching)
- E** - Procurement of transferable research equipment (not designated for single specific research project)
- L** - Procurement of transferable research-related software licence / technology licence (not designated for single specific research project)
- F** - Setting up of research facilities
(please note that donation for erection of new building(s) is not eligible for matching, and government matching grant is not applicable to any capital works for UGC-funded universities)
- S** - Research activities for students (including research scholarship)
- O** - Others (please specify, e.g. attending academic conference, establishing research fellowship / research award)

Donations / Research grants / Research contracts eligible for Research Matching Grant application are listed in chronological order of receipt for the period:

<u>Item No.</u>	<u>Date Received</u> DD/MM/YYYY	Objection from donor for disclosure of his / her name by the UGC Secretariat Y or N	<u>Name of Donor(s) / Funding Provider(s)</u> (see Note 1)	<u>Nature of Donation / Research Grant / Research Contract</u> (see Note 2)	<u>Amount (HK\$)</u> (see Note 3)	Applied for matching grant under the Eighth Matching Grant Scheme Y (please specify month of application) or N	<u>Category of Research-related Purpose</u> (see Note 4)	<u>Information / Description of Research Project / Initiative / Activity</u> (see Note 5)	<u>Operation</u> U – UGC-funded SF – Self-financing
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
				Total					

Notes of Application:

1. Please provide the name of donor / funding provider on this application form for record purpose, even if he / she declines for disclosure of his / her name by the UGC Secretariat.
2. For a **research grant / research contract of \$100,000 or above**, supporting documents showing the agreement / sponsorship concerned should be enclosed.
For a **donation of shares and bonds of \$100,000 or above**, the supporting record showing the date ownership is completely transferred should be enclosed.
For an **in-kind donation in the form of equipment**, supporting documents showing the official delivery / receipt as well as documentary proof of the value (e.g. quotations for new research equipment or details of valuation for used equipment / industry infrastructure concerned) should also be enclosed.
3. Please set out clearly if any indirect costs / overheads are deducted from a donation item / research grant / research contract to give the actual transaction amount. If a donation item / research grant / research contract is proceeded with a payment / instalment schedule, please provide clear cross reference between the bank statement / transaction advice and the schedule.
For a **cash donation, research grant, research contract, etc. of \$100,000 or above**, the supporting bank statement / transaction advice showing the bank-in date should be enclosed. For donation below \$100,000, universities / institutions should keep proper records for UGC's checking on a request basis. If the same donor contributes multiple small-amount donations for the same research project / initiative / activity with total monetary value of \$100,000 or above, the supporting bank statement(s) / transaction advice(s) showing the bank-in dates of all donations should be enclosed.

For donation / research grant / research contract in currency other than HK dollar, please provide proof of exchange rate at the bank-in date.
Please provide clear bank statements / transaction advices so that each donation item is traceable individually. Please indicate the enclosure reference of each supporting bank record.
4. Donation applying for matching should have specific research purpose (e.g. specific research project). Donation only used to increase research fund generally is not eligible for matching.
It is generally assumed that the donation / research grant / research contract received and the corresponding matching grant provided are designated for the same research-related purpose (and same research project / initiative / activity) if not specified otherwise. For cases where the donation and the matching grant are intended for different research-related purposes (and / or different research projects / initiatives / activities), the university / institution should set out in the application form accordingly.

For an item with more than one category of research-related purpose, please indicate in the application form clearly in the format "P & E (&...)", and set out the breakdown of research expenditure for each category clearly on separate sheet(s).
5. For category **P**, please provide specific research title and abstract of research. If specific research information is not yet available, please provide breakdown of research expenditure and description of usage.
For category **E**, please provide information / description of the equipment, which should be transferable and its usage should not be restricted to a single specific research project.
For category **F**, a UGC-funded university should indicate if and which type of capital works is involved, since erection of new building(s) is not eligible for matching, and government matching grant is not applicable to any capital works for UGC-funded universities. Please provide detailed description of the facilities.
For category **S**, please provide description of the student research activities, details of the scholarship, etc.
For supporting academic conference (research) (category **O**), please provide information of the conference, including but not limited to the date(s), duration, title of research project presented, etc.
Please elaborate the social impact arisen, if applicable, on separate sheet(s).