Research Grants Council

Postgraduate Students Conference / Seminar Grants

Explanatory Notes for Completing the Application Form

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 universities, and to provide opportunities for postgraduate students of these universities 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 targeted at postgraduate students. Conferences/Seminars which primarily target at non-postgraduate students (such as academic staff, undergraduate students and practitioners) do not fall within the scope of this scheme.

Funding of the Scheme

3. Applications from the universities 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 return air passage by the most direct route (up to business class), hotel accommodation and subsistence allowance for guest speakers. 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 university 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 (PSCSG1 form) which is downloadable from the "Application Form" page of the RGC website, and must be submitted through a UGC-funded university. 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 be submitted via the university to the RGC at least six months prior to the commencement of the events. For applications submitted within six months from the commencement of the event, the applicant(s) should provide justification for the late application. University will be notified of the result normally within four weeks of receipt of an application that contains all the required information by the RGC. 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 a successful application should undertake to organize the event according to the approved time frame, failing which the funding support may be withdrawn and the university concerned will be asked to refund the RGC grant.

8. Any subsequent changes to the approved grant (such as change of event date, change of speaker, etc.) require prior approval of the RGC. The concerned organizers should file the application via the university for RGC's approval in good time and well in advance of the effective date of the proposed changes. If a request for change is not approved or the event cannot be organized, the entire grant/unspent balance should be returned together with a Statement of Accounts to the RGC within three months of the date of termination.

Acknowledgement

9. All conference/seminar materials of the supported event should carry an acknowledgement as follows:

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

Evaluation Report

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

Enquiries

11. All enquiries should be directed to Research Offices of respective universities in the first instance. Their contact details are as follows:

Ms Cecilia Sun City University of Hong Kong 83 Tat Chee Avenue Kowloon Tong Kowloon	Tel.: Fax:	3442 6832 3442 0136
Mr Ivan Lau Hong Kong Baptist University Kowloon Tong Kowloon	Tel.: Fax:	3411 7751 3411 5525
Ms Joanne Tsui Lingnan University 8 Castle Peak Road Tuen Mun New Territories	Tel.: Fax:	2616 8764 3716 6988
Mr Hugo Kum The Chinese University of Hong Kong Shatin New Territories	Tel.: Fax:	3943 5424 3942 0993
Dr Kelly Chan The Hong Kong Polytechnic University Hung Hom Kowloon	Tel.: Fax:	2766 5446 2355 7651
Ms Maggie Hui The Hong Kong University of Science and Technology Clear Water Bay Kowloon	Tel.: Fax:	2358 6923 2358 1541
Ms Vienna Yu The University of Hong Kong Pokfulam Road Hong Kong	Tel.: Fax:	2859 8990 2803 0558
Ms Vienna Lee The Education University of Hong Kong 10 Lo Ping Road Tai Po New Territories	Tel.: Fax:	2948 7283 2948 6619

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UGC Secretariat
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