

THE UNIVERSITY OF HONG KONG
Hong Kong Institute for the Humanities and Social Sciences

Hang Seng Bank Golden Jubilee Education Fund for Research

1. The Fund shall be known as the Hang Seng Bank Golden Jubilee Education Fund for Research.
2. The capital sum shall be invested by the University at its discretion, and the income derived each year shall be used for the following purposes:
 - a. awards to academic staff members and Institute Fellows in the Hong Kong Institute for the Humanities and Social Sciences (inc. CAS) for research in the areas of the history of science, technology and medicine in East Asia, inter-Asia connections (hubs and mobilities), and Asia urbanity (historical and contemporary) and religion in Asia, preferably with a focus on China, in accordance with Annex I: Regulations for Research Grants;
 - b. the holding of seminars and conferences in connection with the research areas of the Institute in Hong Kong, in accordance with Annex II: Regulations for Grants to Support Seminars , Workshops and Conferences; and
 - c. Institute's publications arising from research supported by the Fund, in accordance with Annex III: Regulations for Grants for Publications.
3. Allocation of sums from the income for the purpose set out paragraph 2 above shall be made by the Research Committee.
4. Any part of the income not spent or allocated by the end of each University financial year (June 30) shall, at the discretion of the Research Committee, either be added to the capital and invested, or carried forward for allocation in the following financial year provided that any balance remaining at the end of the second year is then added to the capital sum for investment.
5. The Research Committee shall forward a report to the donor by the end of each University financial year (June 30).

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Regulations for Research Grants

1. All academic staff members and Institute Fellows of the Hong Kong Institute for the Humanities and Social Sciences (inc. CAS) shall be eligible for the award of research grants from this Fund, for the purpose of undertaking research in areas of the history of science, technology and medicine in East Asia, inter-Asia connections (hubs and mobilities), Asia urbanity (historical and contemporary), and religion in Asia preferably with a focus on China.
2. Research grants shall be awarded to meet the whole or partial costs of any of the following:
 - a. Books and research materials (including items of equipment);
 - b. Salaries of research assistants, in accordance with the current University salary scales for appropriate grades; and
 - c. Research/fieldwork related expenses (for researcher only).

All expenses will be paid on a reimbursement basis and upon presentation of original receipt.

3. Application shall be made by the prescribed date to the Director of the Institute for consideration by the Research Committee. The applicant may be required to attend an interview.
4. All items purchased from a research grant (other than consumables) shall be available for approved use by other staff members and Fellows of the Institute, given that such use does not interfere with the applicant's research project. On completion (or abandonment) of a project, all such items shall be at the disposal of the Research Committee. Publications, documents and photocopies bought from a research grant shall be requisitioned by the Institute and accessioned upon receipt, unless the Research Committee authorizes alternative arrangements.
5. Orders for equipment, consumables and other expenditure shall be placed through the Director of Finance and Enterprises in accordance with normal University ordering and tendering procedures. Appointment of research support staff shall be made in accordance with the prevailing University procedures.

6. Each person on receipt of a grant shall forward to the Research Committee a progress report 12 months after notification of the award; and a final report with a copy of relevant publications if any, shall be submitted to the Research Committee on completion or termination of a project.
7. Publications on the results of research undertaken with the assistance of a grant shall carry a statement to the effect that the work is supported in whole or in part by a research grant from the Hang Seng Bank Golden Jubilee Education Fund for Research.

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Regulations for Grants to Support Seminars, Workshops and Conferences

1. Allocation of funds to support the holding of academic seminars and conferences in connection with the research areas of the history of science, technology and medicine in East Asia, inter-Asia connections (hubs and mobilities), Asia urbanity (historical and contemporary), and religion in Asia, preferably with a focus on China in Hong Kong.
2. An allocation shall be in the form of a whole or partial contribution towards any of the following items of expenditure directly related to an approved seminar or conference:
 - a. Salaries of temporary staff required in the organization of the event;
 - b. Overtime payments or honoraria for University clerical/technical staff whose services are required for the event and are undertaken outside their normal working hours;
 - c. Printing, publicity and promotion materials;
 - d. Rental of venue (if required);
 - g. Other items of expenditure specifically approved by the Research Committee.

All non-staff expenses will be paid on a reimbursement basis and upon presentation of original receipt.

3. It shall be acknowledged in all publicity as far as possible that the research project concerned and the seminar or conference are supported by a grant from the Hang Seng Bank Golden Jubilee Education Fund for Research.

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Regulations for Grants for Publications

1. Allocations of funds to support publications of articles, monographs, and other materials arising from research projects supported by the Fund may be made by the selection committee.
2. Funds allocated to support an approved publication shall cover the whole or partial costs of any of the following:
 - a. Manuscript typing;
 - b. Artwork;
 - c. Editorial work;
 - d. Translation;
 - e. Printing and reproduction; and
 - f. Distribution of the publication.

All expenses will be paid and claimed on a reimbursement basis and upon presentation of original receipt.

3. Each publication should bear the following statement to acknowledge the Institute's support:

The production of this volume is supported in whole (or in part) by the Hang Seng Bank Golden Jubilee Education Fund for Research of the Hong Kong Institute for the Humanities and Social Sciences, HKU