**The University of Hong Kong**

**Hong Kong Institute for the Humanities and Social Sciences**

**Conference and Research Support for Research Postgraduate Students**

**(For Full-time MPhil & PhD Students)**

**NOTES FOR APPLICANTS**

1. ***Objective***

It aims at providing support for full-time MPhil and PhD students of the Institute to attend conference/seminar/workshop and conduct academic research abroad.

***2. Eligibilities and Regulations***

* The grants are for Full-time MPhil and PhD students who intend to give a presentation at a conference/workshop/seminar or to conduct academic research abroad within their normative period of study.
* Students may apply for the support only **ONCE per academic year** (September 1 to August 31) in the course of his/her registration for the degree.
* The applications will be considered only twice a year, **with September 30, 2019 and February 28, 2020** set as deadlines for applications.
* Applicants should submit their applications according to the deadline set by the Institute and should make sure that the forthcoming deadline at the time of application is at least one month before the proposed departure date.
* Prior to the application for the grants provided by the institute, students **SHOULD** apply for funding support from the Research and Conference Support Schemes managed by the University Research Committee. Eligibility and application details can be referred to Research Services Unit’s website as follows:
* Conference Support for Research Postgraduate Students

<http://www.rss.hku.hk/fund/conference-students>

* Travel Support for Research Postgraduate Students for International Academic Training / Research Activities

<http://www.rss.hku.hk/fund/travel-students>

* Applications, together with the primary supervisor’s recommendation, should be submitted to the Institute’s Departmental Research Postgraduate Committee via the Institute’s office.
* Late application will **NOT** be considered.

***3. Application Procedure***

* Application forms can be downloaded from the Institute’s homepage ([http://www.hkihss.hku.hk)](http://www.history.cuhk.edu.hk)) (🡪 Teaching 🡪 For RPG Students 🡪 Awards Financial Support).
* Applicants should fill out the form and obtain recommendation and endorsement from Primary Supervisor.
* Completed form, together with the following documents, should be submitted to Institute through Ms. Hilson Ng:
	+ A plan for the proposed research/activity, including information on thesis title, itinerary, budget.
	+ At least **TWO** airfare quotes from a travel agency is required. The quote should be in written format and include the agency, agent, date of the quote, dates of travel, airline, destination and return cities, and the total cost (incl. all taxes and fees). Alternatively, you may use a travel website that provides airline comparisons such as Orbitz, Travelocity, or Expedia. Print out one or two pages showing the comparison fares matrix. The matrix at the top of the page displays multiple fare and airline options. Please note that only cheapest and reasonable means of transportation would be considered.
	+ Documents on grants from the University (if any).
	+ Letter of invitation / endorsement from the host institution(s) (if any).

**Incomplete application will NOT be accepted.**

***4. Activities Supported***

Paper presentation at conference/workshop/seminar and academic research activities (especially those related to the thesis project) outside Hong Kong will be considered for support.

***5. Number and Amount of Grants***

* The number of applications to be approved depends on the funds available in the academic year. The maximum amount for each successful application will not exceed HK$12,000.
* The grants cover the balance after deducting the amount granted to the successful applicants by the University Research Committee (if applicable).
* The amount granted to each successful applicant is calculated on the basis of the cost of transport and a living allowance which varies with the destination where the proposed academic activities to be conducted, AND subject to a percentage cut if funds are insufficient.

***6. Reimbursement for Successful Applicants***

Reimbursement will ONLY be made upon receiving the original receipts of expenses. All submissions for reimbursement should be made within 30 days of the completion of the activities. Otherwise, the applicant will forfeit the award.

***7. Enquiries***

Please contact Ms. Hilson Ng at 3917-5772 or hilsonng@hku.hk for enquiries.

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**CHECKLIST FOR SUBMISSION OF APPLICATION**

To: Hong Kong Institute for the Humanities and Social Sciences Student Grants Committee

 (c/o. Ms. Hilson Ng, Room 101, 1/F, May Hall)

Enclosed please find my application for the “Conference and Research Support for Research Postgraduate Students”. The following documents are enclosed (please put a “x” in the box against the document(s) you have provided):

[ ]  Completed application form

[ ]  A plan for the proposed activities, including information on thesis title, itinerary, budget

[ ]  At least **two** airfare quotes from a travel agency is required. The quote should be in written format and include the agency, agent, date of the quote, dates of travel, airline, destination and return cities, and the total cost (incl. all taxes and fees). Alternatively, you may use a travel website that provides airline comparisons such as Orbitz, Travelocity, or Expedia. Print out one or two pages showing the comparison fares matrix. The matrix at the top of the page displays multiple fare and airline options. Please note that only cheapest and reasonable means of transportation would be considered.

[ ]  Documents on grants from the University (if any)

[ ]  Letter of invitation / endorsement from the host institution(s) (if any)

|  |  |
| --- | --- |
| Name of student: |       |
| Date: |       |

**Notes:**

1. **Incomplete or undocumented applications will NOT be processed.**
2. **Please inform the Institute Office immediately if there is any change of the proposed trip or if you subsequently decided to cancel the application.**

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**Application Form**

**Note: Please read the “*Notes for Applicants*” carefully before completing this form**

**Part I (to be completed by applicant)**

*\* Please put a “x” whichever is appropriate.*

1. Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name (in English): |       | (in Chinese, if any): |       |
| Sex: | **[ ]** M/ **[ ]** F\* | Student No.: |       |
| Admission Date: |       | Year of Attendance: |       |
| Contact No.: |       |
| Email address: |       |

1. About the Proposed Activities (*Please provide information accordingly.*)

|  |
| --- |
|       |
|       |
|       |

1. Location and Period of Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Location: (City) |       | (Country) |       |
| Period: From |    /    /     | to |    /    /     | Total no. of days: |       |
|  | (dd) (mm) (yyyy) | (dd) (mm) (yyyy) |  |

1. Requested Amount

Estimate expenditure: (please use the current exchange rate to calculate the expenditure in Hong Kong Dollars.)

|  |  |
| --- | --- |
| Hotel Accommodation (room cost only) | HK$       |
| Conference Registration Fee / Data Collection | HK$       |
| Transportation Note | HK$       |
|  |  |
| **TOTAL** | HK$       |

Note: Please note only inter-city transport (train fare, cheapest economy airfare) and the most economical public means of transport (public bus / rail) would be covered.

Other Source of Financial Support

Have you applied for or will you receive other financial support for the proposed activities?

|  |  |  |
| --- | --- | --- |
| [ ]  Yes | Source of Award: |       |
|  | Amount of Grant Received: |       |
|  | (If application result is still unknown, please state “pending”) |
| [ ]  No |  |

1. Declaration by Applicant

I,                           (name), declare that the statements made in this application are, to the best of my knowledge, true, complete and correct. I have read and fully understand the “Notes for Applicants”. I understand that the personal data provided by means of this form will be used by the Institute Student Grants Committee for consideration of my application and compiling relevant statistics. I have a right to access and correct personal data provided on this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |       |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Part II (to be completed by the Primary Supervisor)**

Please provide your comments:

|  |
| --- |
|  |
|  |

Please indicate your level of support by putting a “🗸” in the appropriate box below:

|  |  |  |
| --- | --- | --- |
| * Support enthusiastically
 | * Support strongly
 | * Support
 |
| * Support with reservation
 | * Do not support
 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature |  | Name |  | Date |  |
|  |  |  | (In block letters) |  |  |

**Part III (to be completed by Director of the Institute)**

Please provide your comments:

|  |
| --- |
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|  |

Please indicate your level of support by putting a “🗸” in the appropriate box below:

|  |  |  |
| --- | --- | --- |
| * Support enthusiastically
 | * Support strongly
 | * Support
 |
| * Support with reservation
 | * Do not support
 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature |  | Name |  | Date |  |
|  |  |  | (In block letters) |  |  |