

United College  
The Chinese University of Hong Kong  
**Guidelines of the International Conference Grant Scheme 2021-2022**

**1. Purpose**

The purpose of the grant is to encourage College staff to participate in scholarly conference of international stature overseas.

The grant, supported by United College Endowment Fund is to be administered by the United College Committee on Academic Exchange and Research (the Committee) consisting of the College Head (Chairman) and members elected by the College Assembly of Fellows.

**2. Conditions**

The grant is to be awarded in accordance with the following conditions:

- a. The Applicant must be a full-time (permanent/contract/visiting) staff member of United College.
- b. The conference must be of international stature and has been formally announced as such.
- c. The Applicant must present the paper personally at the conference.
- d. The Applicant must first apply to the University and respective department for conference grants, results of which should be stated on the Application Form.
- e. The Applicant must apply for the grant prior to the conference under the following two deadlines:
  - 31 May 2021
  - 30 November 2021
- f. The Applicant's contribution to the College will be considered.
- g. New staff in their first year of service will be given special consideration if they are not eligible for the University's international conference grant.
- h. The successful Applicant must submit a brief report to the Committee after the conference.

**3. Amount of Grant**

- a. The grant for each conference will not exceed HK\$8,000.
- b. The total grant received by the same applicant in one academic year shall not exceed HK\$10,000.
- c. The total amount to be received by the applicant from all sources for the Conference shall not exceed the total expenditure.

**4. Consideration**

The Committee on Academic Exchange and Research will consider the grant for each application on the basis of the nature of the conference, the amount applied for, other financial resources available, and the contribution of the applicant to the College. Grants to members of the Committee shall require the endorsement of the Chairman of the Board of Trustees or the Chairman of the Endowment Fund Committee.

**5. How to apply**

The completed application form together with supporting documents, such as the conference brochure, invitation/correspondence issued by the conference organiser, abstract of the paper and receipts/invoices for the conference expenses, etc., should be sent to the Secretary of the Committee, c/o the College Office before the conference.