

The Chinese University of Hong Kong  
Hong Kong Institute of Asia-Pacific Studies

**South China Programme**

**Funding Criteria and Guidelines**

**Eligibility**

1. Full-time teaching and research professors at the rank of Assistant Professor or above are eligible to apply as principal investigators.
2. Staff members on fixed-term contract appointments should set the project completion date on or before their contract end date.

**Funding Criteria**

1. As a general principle, teaching-related proposals will NOT be supported.
2. Favourable consideration will be given to applications for initiating new projects compared with those for support of extended research.
3. Re-submission of proposal on the same or similar topic must have substantial revision and only those invited re-submissions will be considered by the Programme.
4. No double funding from other sources is allowed. If alternative funding is obtained for the same project at a later date, the balance of the grant from the Programme should be returned.
5. Requests for subsidizing trips away from Hong Kong for research purposes will be considered only if the trips are deemed absolutely necessary for the research undertaken. Close monitoring of the expenses will be required.
6. Applications for allowances for transportation, accommodation and/ or meals to principal investigator, university co-investigator(s), and research personnel will only be considered if they are justified in the budget of the application. All expenses will be reimbursed on the basis of actual spending. Allowances for transportation (at the lowest economy fare) and/ or accommodation to external co-investigator(s) may be granted with sound justifications.

7. The budget must be as realistic and detailed as possible.
- Provide justification and elaborate on how the cost of each item is computed. The budget may be substantially cut without detailed justifications.
  - Do not include the following items that are NOT supported:
    - (i) Conference-related expenses;
    - (ii) Entertainment;
    - (iii) Standard equipment (e.g., desktop PCs, laptop computers, servers, printers, scanners, standard software license and dataset);
    - (iv) Personal electronic devices (e.g., cell phones, iPod, MP3 players, digital cameras, and PDAs);
    - (v) Books and journals;
    - (vi) Journal paper submission fee; and
    - (vii) Typing/ clerical assistance.

8. Engagement of Research Assistants

- (i) The work involved, justifications for the proposed rank and duration should be described;
- (ii) Co-investigators are not regarded as staff and must not be remunerated with salaries;
- (iii) In addition to the monthly salary, there is also the cost of contribution for MPF (5%) and medical care for full-time appointment. The University pay scale for research assistant supported by external fund may be referred to for an indicative rate. Research assistant may be employed on an honorarium basis with no full employment benefit.

9. Engagement of Student Helpers

CUHK Undergraduate/ Postgraduate Students	Postgraduate Studentship (PGS) Holders
<u>Remuneration:</u> - HK\$55 per hour <u>Working hours:</u> - Less than 18 hours per week (during academic term time) <u>Duration</u> - Up to 59 days per each engagement - For consecutive engagements, there should be a break of service for at least one month Note: <u>A Contract for Service</u> should be arranged for any deviation from the above-mentioned conditions of engagement.	<u>Remuneration:</u> - No specification <u>Working hours/ Duration:</u> - Up to 100 hours per academic year (engagements with holders' own department) - Up to 50 hours per academic year (engagements with other departments) Note: Please refer to regulations governing PGS for any deviation from the above-mentioned conditions of engagement.

10. The grant should be spent according to the approved budget. Any subsequent changes in the budget items require prior approval from the Programme. When a project is completed, the PI has to inform the Bursary to close the project account—any unspent balance should be returned to the Programme after the completion date.

11. For research proposals involving surveys and observation of human behaviour, ethics approval from the Survey and Behavioural Research Ethics Sub-committees of the respective faculties should be sought before or when the proposals are submitted to the Programme. Grants will not be awarded unless the appropriate approval has been obtained.

For guidelines and application form for ethics approval, please visit the Research Administration Office at: [http://www.cuhk.edu.hk/rao/rga/forms\\_ethics\\_approvals.html](http://www.cuhk.edu.hk/rao/rga/forms_ethics_approvals.html)

### **Project Duration/ Commencement Date**

1. Project duration should normally not exceed two years.
2. For the first round of application, results will be announced on around **30 April**. Please set the project commencement date **in or after May**.
3. For the second round of application, results will be announced on around 30 September. Please set the project commencement date in or after October.
4. For PIs who are on fixed-term contracts, the project completion date should be set on or before their contract end date.
5. Please determine the project duration carefully. Future request for extension of completion date will only be approved subject to sound justifications being provided.

### **Application and Announcement of Result**

1. Applications should be made on the Research Grant Application Form.
2. Applications should be submitted to the Programme by email: [yoyo@cuhk.edu.hk](mailto:yoyo@cuhk.edu.hk) (Attn: Miss Yoyo TSE) or [gordonkee@cuhk.edu.hk](mailto:gordonkee@cuhk.edu.hk) (Mr. Gordon KEE)
3. There are two deadlines for the submission of applications in 2016:  
1st deadline: **31 March 2016** (Announcement: circa 30 April 2016)  
2nd deadline: **31 August 2016** (Announcement: circa 30 September 2016)

Applicants are informed in writing of their results. The Programme will NOT provide comments on unsuccessful applications.

### **Enquiry**

For enquiries, please contact Miss Yoyo TSE at [yoyo@cuhk.edu.hk](mailto:yoyo@cuhk.edu.hk) or Mr. Gordon KEE at [gordonkee@cuhk.edu.hk](mailto:gordonkee@cuhk.edu.hk). To learn more about the grant, please visit the Programme's webpage at: <http://www.cuhk.edu.hk/hkiaps/research/south.html>.