



## The Chinese University of Hong Kong

### Dr. Barbara Kwok Young Postdoctoral Researcher Travel Grants 2019-20 Guidelines for Applicants

The Dr. Barbara Kwok Young Postdoctoral Researcher Travel Grants are set up with the generous donation from alumna Dr. Barbara Pik-lin Kwok. The Grants aim to recognise research achievements of CUHK early-career researchers through the provision of financial support to attend conferences, seminars, and short-term visits/training outside Hong Kong which would further their professional development and career advancement.

The Grants will support up to 20 eligible CUHK researchers each year with an award of up to HK\$25,000 for each successful application.

#### **Eligibility**

- a) Full-time staff with doctoral degrees who are in the positions of Research Associates, Postdoctoral Fellows, Research Fellows, or Senior Research Fellows.
- b) Applicants must remain as full-time staff in the aforementioned positions at the time of application, award, and travel.
- c) Applicants should have completed at least three months of service at the University at the time of participation in the awarded activity.
- d) No eligible applicants can receive more than one grant per year or more than three times during his/her service at the University.
- e) Appointees on no-pay leave (including no-pay study leave) are not eligible for the award.
- f) Successful applicants are required to remain in university service for at least four months after completion of the proposed activity. Awardees will be requested to repay the relevant award amount on a pro-rata basis in the event that the post-award service period is not fulfilled.

#### **Activities and Scope of Support**

- a) Applicants should submit applications with concrete plans for activities including:
  - i. Present an academic paper authored or co-authored by the applicant at an international conference or seminar organised by a regional/international professional body<sup>1</sup>; or
  - ii. Visit laboratories or universities outside Hong Kong under a well-planned schedule to foster potential collaboration or conduct research work; or
  - iii. Attend a short-term training course to advance the applicant's research skills and expertise required to build his/her academic career; or
  - iv. Conduct other academic activities.
- b) The Grants can be used to cover the following items:
  - i. Economy class return air ticket between Hong Kong and the designated city to be visited;
  - ii. Onsite accommodation during the activity period<sup>2</sup>;
  - iii. Registration fee for the conference/seminar; and
  - iv. Short course training fee.
- c) The cost of local transportation will not be covered.
- d) If more than one applicant will be presenting the same paper at the conference concerned, the provisions will be pro-rated among the applicants applying for the award.
- e) Research activities that are funded or partially funded by other research projects or funding programmes will not be considered.

#### **Application Schedule**

Applications for the current call are now invited and will close on **Thursday, 31 October 2019**. The results will be announced within two months after closing.

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<sup>1</sup> Depending on the discipline concerned, presentation of original works (e.g. work of art, music composition) at a seminar/workshop/exhibition/concert may also be considered.

<sup>2</sup> The cost of accommodation are capped at 80% of per diem allowance designated for the city to be visited. The rate of per diem allowance can be found on [CUHK Finance Office website](#).

## **Application Procedures**

- a) Applicants should complete an [online application form](#) with supporting documents, including:
  - i. Curriculum Vitae highlighting research accomplishments, such as publication records and research awards, among others. The applicant should demonstrate his/her research excellence by indicating the impact factor of the academic journals publishing his/her past papers, and importance and uniqueness of his/her research awards (e.g. how many awards conferred a year internationally / nationally / locally).
  - ii. Details of the activity, such as:
    - A copy of the official document indicating details of the conference/seminar and the amount of registration fee, if applicable;
    - A copy of the abstract/paper to be presented and acceptance/invitation for presentation;
    - Outline of the training course with fee and/or registration confirmation; and/or
    - Invitation letter from the host institution (The host should clearly specify his/her involvement in the applicant's visit, in addition to the logistical support to be provided to the applicant).
- b) The application should be supported by the designated supervisor and head of department/unit. The endorsement form (download [here](#)) should be completed and returned by email (c/o Ms. Olivia Kwok - Dr. Barbara Kwok Young Postdoctoral Researcher Travel Grants; [oaal\\_schemes@cuhk.edu.hk](mailto:oaal_schemes@cuhk.edu.hk)) in pdf format.
- c) Incomplete applications will not be considered.

## **Selection Guidelines**

Priority will be given to applicants who achieve research excellence, as evidenced by, for example, outstanding PhD thesis awards, recognition of presentations at international conferences, or publications of PhD research work in top-tier journals.

## **Selection Procedures**

All applications will be considered and evaluated on a merit basis by a Selection Committee under the Deans Committee, which reserves final authority over the selection of candidates. The decision of the Committee will be final and will not be open for appeal. Documents submitted will not be returned. Applicants not selected are welcome to respond to future calls for applications.

## **Post-visit Report**

Successful applicants are required to submit a report within 30 days upon completion of the visit/training. The report should be endorsed by the appropriate authorities at CUHK.

## **Other Arrangements**

- a) Request for funding disbursement should be made with the aforementioned post-visit report along with the original invoices and receipts within one month upon completion of the approved activity.
- b) Successful applicants will be responsible for arranging the practicalities of the activity, including but not limited to, traveling plans, visa application (if any), accommodation, and personal health and hospitalisation insurance coverage as required.
- c) Successful applicants will normally be covered under the 'CUHK's Group Travel Insurance (Staff)'. Details of the plan can be found at: <https://www.bur.cuhk.edu.hk/insurance/group-travel-2/>. Successful applicants are advised to purchase additional travel insurance as deemed necessary<sup>3</sup>.

## **Enquiries**

For enquiries, please contact Ms. Olivia Kwok, Office of Academic Links, on 3943-1315 or at [oliviakwok@cuhk.edu.hk](mailto:oliviakwok@cuhk.edu.hk).

*Last updated on 19 Sep 2019*

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<sup>3</sup> Successful applicants are responsible for purchasing adequate insurance to cover their visits. The University is not liable for any loss, damage, cost, or expense whatsoever incurred by or attributable to any action or omission by any of the successful applicants in accordance with the Grant.