

THE HANG SENG UNIVERSITY OF HONG KONG
Centre for Greater China Studies

Guidance Notes for Completing Application Form of Research Development Scheme (RDS01)

Please read this set of Guidance Notes carefully before completing and submitting your application.

1. Overview

1.1 The Research Development Scheme (RDS) under Centre for Greater China Studies (CGCS) aims to support academic staff to attend short-term courses and workshops related to utilizing digitization as a research methodology. Identified programmes include:

- (a) Digital Method Summer/Winter School Program organized by the Digital Method Initiative in Amsterdam, the Netherlands
- (b) Digital Humanities at Oxford Summer School, University of Oxford, UK
- (c) Digital Humanities Summer Institute, University of Victoria, Canada
- (d) Short-term courses or workshops related to utilizing digitization as a research methodology: CFP Summer School of Computational Humanities – “Mixed Methods in the Making”, Ruprecht-Karls-Universität Heidelberg, Germany
- (e) Summer Programs: The Art Historical Image In The Digital Age, The American Academy, Rome
- (f) Digital Humanities Conference 2019, Utrecht University, the Netherlands
- (g) 4th Workshop on Visualization for the Digital Humanities, IEEE VIS, Canada

1.2 Other research-related workshops will also be accepted with full justifications given. Academic activities related but not limited to China Studies with research projects applicable to Greater China Studies, and applicants providing academic paper would be considered in priority.

1.3 As the Research Grants Council (RGC) and HSUHK may update their guidelines on a regular basis, CGCS reserves the right to modify, change, add or remove the terms and conditions accordingly at any time without prior notice. Should any dispute arise, CGCS reserves all rights and final decision.

2. Eligibility of Applicant

2.1 Full-time academic staff at professorial or teaching track are eligible to apply for RDS, of which lecturer and assistant professor would be considered in priority. Priority will be given to the new applicant of the academic year.

3. Application Procedures

3.1 Applicants shall submit the completed “Application Form for Research Development Scheme (RDS01)” and provide the following documents to CGCS:

- Programme details and registration fees
- Proposed itinerary of your trip

Deadline for submitting applications is last working day of each month. Applications will be reviewed in a monthly basis. Late request(s) will be processed in the following month.

4. Funding of Scheme

4.1 The maximum sponsorship per application shall be the total course fees up to

HK\$15,000, with reimbursement of airfare and lodging which directly related to the approved activities shall be capped at HK\$20,000. Under normal circumstances, accommodation of standard room (Twin-sharing or single room) or at conference hotel should be reserved; and at the cost NOT exceeding HK\$1,500 per room per night. Business travel (passage and accommodation) shall be arranged through the University's Designated Travel Agent for Individual Business Travel to ensure compliance with the established travel policy and guidelines, and support received through the Designated Travel Agent in the event of travel disruption.

4.2 Endorsement should be sought and prior to commencement of the academic activities. Financial sponsorship will be given on a reimbursement basis. Within 2 months after completion of the academic activities, the successful applicants shall submit a copy of certificate or any other documentary evidence of completion of the academic activities, along with the ORIGINAL official receipts and other relevant documents for all reimbursable items to the Finance Office via CGCS for verification and payment processing.

4.3 Additional expenses (e.g. registration fee, extra accommodation expenses) incurred for participation in social events, and personal trips before/ in-between/ during/ after the academic activities period, and fee for visa application/ passport renewal, insurance or other personal expenses are non-reimbursable.

5. Outcomes

5.1 Successful applicants are expected to share their newly acquired knowledge in a research seminar within 4 months after returning from the academic activities. Acknowledgement to CGCS must be given on any publications published in related to the courses or workshops supported by Research Development Scheme.

Note:

In normal circumstances, incomplete application would not be further processed.