

PRIVATE AND CONFIDENTIAL

SHAW COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG

No. \_\_\_\_\_

Application Form for Conference Grant

1. Personal particulars

Name: (Prof / Dr. / Mr. / Ms. / Mrs.)	Staff ID:
Department:	Post:
Telephone:	Email:

2. Details of Conference

Name of Conference:
Date: From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)
Location (City) (Country)

My academic leave has been approved by the Faculty / Office concerned  Yes  No

3. Details of paper(s)/poster(s) to be presented

(please provide documentary evidence and abstract of paper)

To present: <input type="checkbox"/> paper <input type="checkbox"/> poster
Title of paper(s)/poster(s):

4. Estimate of expenses (please provide documentary evidence)

Items	Estimated Cost	Support from other source(s)		Amount requested in this application
		Amount	Sources	
Registration fee			<input type="checkbox"/> CUHK <input type="checkbox"/> Department	
Travel			<input type="checkbox"/> CUHK <input type="checkbox"/> Department	
Accommodation			<input type="checkbox"/> CUHK <input type="checkbox"/> Department	
Others (please give details)			<input type="checkbox"/> CUHK <input type="checkbox"/> Department	
Total amount:				

In case of no other grants, please state reason for not applying:

\_\_\_\_\_

**5. Contributions to Shaw College** (with reference to the founding aspiration of the College: Learning, innovation and benefitting humankind)

(e.g. Committee work, GE course, advisor / judge in activity, etc.)

(mm/yyyy)

_____	_____
_____	_____
_____	_____
_____	_____

**6. Declaration**

- (a) I declare that the conference will not be held during the last 4 months of my appointment in the University (except for retirement).
- (b) I have completed ALL parts in the form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**(For Office Use Only)**

- a. Full-time teaching staff of eligible rank (assistant lecture/research associate) or above  Yes  No
- b. Date of affiliation to Shaw College: \_\_\_\_\_ (dd/mm/yyyy)
- c. This is the \_\_\_\_\_ (1<sup>st</sup>, 2<sup>nd</sup> ....) application from the applicant
- d. Last conference grant received from Shaw College: 1<sup>st</sup> / 2<sup>nd</sup> round of \_\_\_\_\_ (academic year)
- e. Decision of Conference Grant Committee meeting / postal vote dated: \_\_\_\_\_
  - Approved HK\$ \_\_\_\_\_
  - Disapproved

Remarks: \_\_\_\_\_

May 2024