

**Application for Undertaking Consultancy & Investigational Work**

**Notes:**

1. Part I of this form is to be completed by the applicant and Part II by the Head of Department/Office/Dean/Vice-President before forwarding to the President & Vice-Chancellor for approval. Application from the President & Vice-Chancellor should be forwarded to the Council Chairman for approval. If more than one staff member will participate in the work/project, the principal investigator should sign this form.
2. Written document/letter of appointment from the client indicating the nature of work/project to be involved etc. should be submitted together with this form.
3. Copies of approved application should be sent to the Office of the Vice-President (Research and Institutional Advancement), Dean of relevant Faculty/School, Head of relevant Department/Office, Finance Office and Personnel Office for record and appropriate follow-up actions.
4. The information collected will be used for processing your application & will be presented to the relevant Offices as stated in Note 3 above for consideration/deliberation or follow-up actions. Should you have any question relating to this application, please contact the relevant Faculty/School/Office in the first instance.

**Part I**

**A. Personal Data**

Name of Principal Investigator:

(English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

Dept./Office \_\_\_\_\_ Tel./Ext.: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Name(s)/Dept(s)/Office(s)/Position(s) of Other Staff Member(s) Involved, if applicable.

\_\_\_\_\_  
\_\_\_\_\_

**B. Information on Consultancy/Investigational Work/Project**

Title/Nature of Work/Project: \_\_\_\_\_

Client: \_\_\_\_\_

Project Commencement Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

No. of Working Hours/Days Involved: \_\_\_\_\_

**Total Project Value:**

(A)	(B)	Total
Total Cost of Project (Detailed breakdown, if any, of items including professional fee, equipment cost, reimbursement to the University of all direct cost incurred etc. should be presented in separate sheet)	Reimbursement to the University for all indirect cost involved  (10% of A)	Reimbursement to the Faculty of Arts for all indirect cost involved  (10% of A)  (A/C: 40-51-108)
\$	\$	\$

**C. Please state reason(s) for undertaking this consultancy/investigational work/project and how it will contribute to teaching/work effectiveness, research work etc.**

**D. Declaration: \*I/We understand that \*I am/We are undertaking this consultancy work/project on an individual basis and not on behalf of the University and the University shall have no liability to all work to be undertaken in this connection<sup>+</sup>. \*I/We also undertake to ensure that the University shall be properly reimbursed for all direct and indirect costs incurred in accordance with the regulations stipulated by the University.**

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

\* Delete whichever not applicable.

+ applicant(s) are advised to consider carrying insurance to cover possible claims arising from the work/project.

**Part II**

**A. For Head of Department/Office**

- 1. I have reviewed all the above information according to the University's approval guidelines and would recommend \*approval/disapproval for the application.
- 2. Other Remarks: -

Signature of  
 Head of Department/Office: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name in Block Letters: ( \_\_\_\_\_ )

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**B. For Dean/Vice-President**

- 1. On the basis of information provided, I would recommend \*approval/disapproval for the application.
- 2. Other Remarks: -

Signature of Dean/  
 Vice-President: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name in Block Letters: ( \_\_\_\_\_ )

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**C. For President & Vice-Chancellor / Council Chairman (for application from the President & Vice-Chancellor)**

- 1. I \*approve/disapprove the application.
- 2. Other Remarks: -

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

\*Delete Whichever not applicable

c.c. : VPRD  
 Dean of relevant Faculty/School  
 Head of relevant Department/Office  
 Finance Office  
 Personnel Office