

STAFF DEVELOPMENT GRANT APPLICATION FORM

Please '✓' Local Short-term Grant Overseas Short-term Grant Long-term/Intermittent-term Grant as appropriate

- Notes:**
1. This form is to be completed by the applicant (either in English/Chinese) with the recommendation of the Department/Office Head, before it could be forwarded to the approving authority for consideration. Please read policy guidelines carefully before filling out this form and please print clearly.
 2. The information provided hereunder will be used for processing your application and will be presented to the VP/Dean for consideration and deliberation. Any questions related to this application could be directed to the relevant office.
 3. The completed form together with **supporting/relevant documents** should reach the Office of VP/Dean via the Department/Office Head **at least 7 working days before** commencement of the programme.
 4. Only approved applications for the long-term/intermittent-term grant should be sent to the Personnel Office for issuance of notification letters and follow-up.

Ref. No.: (For Office use)

APPLICATION

Name: (English) _____ (Chinese) _____
 Post title: _____ Staff No.: _____
 Dept./Office: _____ Tel. ext.: _____
 Year(s) of service: _____

Name of the conference/seminar/study programme: _____

Name of the organizing institution: _____

Date of programme: _____ From _____ to _____

Period of leave requested (If applicable, please enclose a leave application form.)

For conference/seminar attendance:

Are you going to present paper? Yes, the title of paper: _____ No

For study programmes:

Mode of attendance: Full-time Part-time Part-time day-release on: _____

For long-term / intermittent-term study programmes:

(Only approved on exceptional basis. Please enclose an updated curriculum vitae and provide any additional information on career aspiration, research interests, etc.)

Describe your proposed programme and how it benefits you in helping you to improve the quality of your work in your Department/Office:

Proposed arrangements during absence (if applicable):

Total Costs (Please enclose supporting documents and expenditure breakdown on separate sheet – Appendix A): HK\$ _____

Other Sources of income available for your programme: HK\$ _____
(e.g. Scholarship/sponsorship/other financial assistance from the organizing institution)

Signature of applicant: _____ Date: _____

RECOMMENDATION OF HEAD OF DEPARTMENT/OFFICE

Recommendation:

Signature of Head: _____ Name in block: _____

Department/Office: _____ Date: _____

APPROVAL (for Long-term/Intermittent-term grant)

Resolution: Approved – level of support: _____

Not approved

Remarks:

Signature of VP/Dean: _____ Name in block: _____

Office/Faculty/School: _____ Date: _____

APPROVAL (for Overseas/Local Short-term grant)

Ref. No.: _____ (For Office use)

1. Approval/disapproval of applications should be completed by the VP/Dean, to whom the approving authority for staff development grant has been delegated.
2. This part of the form should be copied and sent to the applicant, who should sign to indicate acceptance or refusal of the grant and return it to the VP/Dean together with original receipts in the case of acceptance.
3. The VP/Dean's Office should check all the receipts and send this part of the form together with original receipts to the Finance Office for reimbursement to the applicant.

A. For Office of VP/Dean

Name of applicant: (English) _____ (Chinese) _____

Post title: _____ Dept./Office: _____

Name of conference/seminar/programme: _____

Resolution:

- Approved Local short-term grant – Rate of support: _____ % (i.e. up to HK\$ _____)
- Approved Overseas short-term grant – Rate of support: _____ % (i.e. up to HK\$ _____)
- Not approved

Requirement of submission of paper/report to VP/Dean (if applicable):

- Submit a copy of conference/seminar paper or Powerpoint
- Submit a report on programme

Remarks: _____

Signature of VP/Dean: _____ Name in block: _____

Office/Faculty/School: _____ Date: _____

B. For applicant: acceptance/refusal of grant

I will accept decline the grant up to HK\$ _____ for the above-mentioned conference/seminar/study programme for the academic year _____.

I state that, in case of acceptance, I will fulfil the obligations as stipulated in the policy guidelines on staff development grant. I will submit a report on the conference/seminar/study programme to the VP/Dean when required and make a full refund of the grant if I fail to attend the conference/seminar/study programme or if I resign before completion of the programme.

Signature of applicant: _____

Staff No.: _____ Date: _____

C. For Finance Office

Amount of reimbursement requested: HK\$ _____ Budget available: _____

Account code: _____ Approved by: _____

Payment on: _____ by autopay cheque (No.: _____) received by the applicant.

Signature of handling officer: _____ Date: _____

Estimation of Expenditure:*(Please visit http://pers.hkbu.edu.hk/protected.php?menu_id=110 for Policy & Procedures)***I. Cost of the proposed programme** *(Please enclose supporting documents)*

Estimated travel expenses and quotation of airfare is enclosed: HK\$ _____

Estimated cost of accommodation:

(The number of nights of accommodation granted would be the number of nights needed for the official programmes, plus one additional night if necessary)

HK\$ _____

Estimated cost of meals & local transportation in overseas:

*(A maximum of HK\$400 per day. The number of days will be the same number of nights of accommodation granted. Local (Hong Kong) transport fares will not be covered.)**(Note: Arts Faculty will provide a per diem of HK\$200 per day. Original receipts are not required.)*

HK\$ _____

Tuition/registration fees:

HK\$ _____

Estimated total cost: HK\$ _____**II. Sources of income available for your programme**

Scholarship or other financial assistance from the organizing institution:

HK\$ _____

Sponsorship from other sources:

HK\$ _____

The amount I am prepared to contribute:

HK\$ _____

Estimated total income available: HK\$ _____**III. Amount of grant requested from Staff Development Programme**

HK\$ _____

Calculation (for Dean's Office Use)