CUHK-UoM Research Fund 2017–18
Guidelines for Applicants

Deadline: 17:00 GMT, Monday 12 March 2018

The Chinese University of Hong Kong (CUHK) and the University of Manchester (UoM) are leading research universities which have expanded the frontiers of knowledge and contributed to the betterment of societies. To capitalise on the research strengths of both universities and to create greater impact of research, a joint CUHK-UoM Research Fund is established to build and strengthen research collaboration between the two universities.

The purpose of the fund is to enable academic staff at both institutions to undertake short-term exchange visits to deepen and extend collaborative research links and to jointly define new research questions, with a view to enabling collaborators to subsequently make joint proposals to external funding agencies for the next phase of their research.

The priority areas are Cancer, Neuroscience, Energy and Climate Change, Future Cities, Advanced Materials, and Global Inequalities. Other areas where there is mutual interest from researchers may also be considered.

Activities and Scope of Support

a) Applicants should submit joint proposals with concrete plans to develop research collaboration. The activities must include a staff exchange visit(s). Other activities may include, but are not limited to, experiments, data collection, symposiums and targeted workshops.

b) Proposals involving more than one researcher from each side are encouraged.

c) An award of up to GBP10,000 will be offered to each selected proposal. The fund aims to support three projects in this call.

d) This call offers financial support primarily for travel and subsistence related to visits and exchanges. The scheme does not cover salaries, equipment, scholarships, and attendance at conferences or tuition fees.

e) For travel and subsistence costs, airfares should be for economy class travel.

- **UoM**: As a guide for UoM staff, the costs of hotels in Hong Kong should be in the region of GBP130 per night and subsistence GBP30-40 per day.

- **CUHK**: The costs of accommodation and subsistence is capped at the per diem allowance designated for the city to be visited. The rate of per diem allowance can be found on the [CUHK Bursary website](#).
**Eligibility and Conditions**

a) **UoM**: Academic staff members holding full-time or part-time employment from all disciplines are welcome to apply. The lead applicant must be a permanent member of staff. Post-doctoral staff are eligible to apply on the condition that the end of their post-doctoral contract is after the end of the proposed project. Applicants may only be named as Investigator (PI or Co-I) on one proposal.

**CUHK**: Academic staff members holding full-time employment from all disciplines are welcome to apply. Award holders are required to remain in university service for not less than a year upon completion of the activities in the proposal.

b) Priority is given to applications in the following areas or related areas of complementary strengths between CUHK and UoM, namely **Cancer, Neuroscience, Energy and Climate Change, Future Cities, Advanced Materials, and Global Inequalities**. Applications in other academic fields showing good prospect of sustainability are also welcome.

c) Applications must be endorsed by the relevant heads of departments/units and faculty deans/directors of institutes of the home university to confirm that on-going collaboration in the proposed research area will be supported.

**Funding**

Grants will be awarded for collaborative projects up to a maximum of GBP5,000 from UoM and GBP5,000\(^1\) from CUHK per project.

Each institution will pay funds directly to its researchers. Approval of expenditure will be governed by each university for the portion of funding provided. The funding must be spent within 12 months following the award.

**Application Procedures**

At the time of application, applicants should have made connection with a collaborating department and have agreed on a detailed research plan for the proposal. This should include information on the activities to be undertaken and people whom the applicants will meet when exchange visits are to be made.

The application should also include a budget plan comprising the costs for economy flights, accommodation\(^2\), venue, catering etc. It should clearly indicate a breakdown of the proposed budget and the cost to be borne by each university. It is expected that a similar level of activity will take place at both universities and applicants are advised where possible to split the cost more or less equally between the two universities.

Applications should be submitted online by **17:00 GMT, 12\(^{th}\) March 2018** with the following documents:

a) The Curriculum Vitae of the applicants from both universities with publication records.

b) A support letter from the head of the home department and the collaborating school/faculty to show their involvement in the collaboration plan.

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\(^1\) To be provided in HK$ using the exchange rate at the time of the award.

\(^2\) The accommodation cost to be borne by CUHK is capped at 80% of the per diem allowance designated for the city to be visited.
c) **For CUHK staff:** An endorsement form to be completed by the CUHK heads of departments/units and faculty deans/directors of institutes to confirm their intention of renewing the applicants’ contract, if applicable, and their support for the application. To download the form, please click [here](#).

Incomplete applications will not be considered.

**Selection Guidelines**

a) Each application will be assessed on its merits to contribute to the strengthening or development of collaboration between the two universities, including the quality and impact of the proposed activities, and the ability to generate tangible research outcomes. Priority will be given to projects kick starting new collaboration.

b) Past awardees will be accorded lower priority.

**Selection Procedures**

a) Applicants will be notified of the results by April 2018.

b) Award selection will be made by a joint committee formed by senior members of both universities, which reserves final authority over the selection of programmes taking into account recommendations from the applicants’ heads of departments/units and faculty deans/directors of institutes and the availability of funds. The decision of the joint committee will be final and will not be open for appeal. Documents submitted will not be returned. Applicants not selected may respond to future calls for application.

**Submission of Completion Report**

A report outlining the activities undertaken and the actions to be taken forward is required within a month upon completion of the activities in the proposal. The report should be endorsed by the appropriate authority at both universities. To download the form, please click [here](#).

**Use of Funding**

The funding should only be used for the approved project and in accordance with the proposal and the budget plan. It must not be used for any other purposes and any variation in the budget items must have the prior approval of the joint committee. Awardees should adhere to the purchasing guidelines of the respective universities to which reimbursement is to be sought. Reimbursement of each expenditure item will be capped at the approved amount and should be made within one month from the time the purchase is made or the service is consumed.

**Other Information**

a) **CUHK:** CUHK award holders will be responsible for arranging the practicalities of the visit, if applicable. They include but are not limited to, traveling plans, visa application, accommodation, and personal health and hospitalisation insurance coverage as required.

b) **CUHK:** For outgoing visits, CUHK award holders will normally be covered under the “CUHK’s Group Travel Insurance (Staff)” Details of the plan can be found at [www.cuhk.edu.hk/bursary/stf/eng/bus_insurance.html](http://www.cuhk.edu.hk/bursary/stf/eng/bus_insurance.html). Award holders are advised to
purchase additional travel insurance as deemed necessary. 

c) **UoM:** There is no requirement to produce a fEC costing or Research Approval form and the proposal does not need to be entered onto the Research Management System.

**Enquiries**

Any queries should be directed to:

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