Purpose
The UROP sponsorship scheme is intended to give UROP students financial support to publish their papers in international journals, to present their posters/papers at academic conferences, or to participate in research-related summer schools / institutes / workshops during their undergraduate studies.

Categories
- UROP Research Travel Sponsorship
- UROP Publication Sponsorship
- UROP Summer School Sponsorship

Eligibility
- UROP Research Travel Sponsorship:
  - UROP project poster and/or paper accepted for presentation at an academic conference
  - Lead and presenting author of the poster and/or paper
- UROP Publication Sponsorship:
  - UROP project paper accepted by an international journal
  - Lead author of the paper
- UROP Summer School Sponsorship:
  - Students who have attained at least two credits in UROP courses(UROP1100/2100/3100/4100) before the application is submitted

Notes:
1. For Travel or Publication Sponsorship, only one author of a co-authored paper can apply for the sponsorship.
2. If the research paper has been accepted for the UGC Research Travel Grant, the paper cannot be used for the UROP Sponsorships.

Application Deadline
- UROP Research Travel Sponsorship: the application should be submitted before the departure date.
- UROP Publication Sponsorship: the application should be submitted after the applicant receives the letter confirming publication.
- UROP Summer School Sponsorship: the application should be submitted before the applicant departs for the summer school.
- For Final-Year Students, all applications and supporting documents should be submitted by July 31 for each academic year.
Selection Criteria
Selection will be based on:
1. The stature of the conference/journal outlet/summer school
2. The recommendation of the supervisor
3. Whether the paper has been refereed
4. Whether the paper/poster will be presented orally
5. Whether the applicant has received any other financial support.
6. The significance of the applicant’s contribution to the paper.

Supporting Documents
The following documents should be submitted to the UROP Office:
1. A completed application form (available at the end of this document).
2. Proof of the paper/poster’s acceptance or offer letter of the summer school.
3. The abstract of the paper/poster to be presented
4. Endorsements from the project supervisor, Department Head and Dean.
5. Estimates of the expenses (official receipts or proofs of payment should be submitted when available), including the following:
   - Research Travel / Summer School Sponsorship:
     a. Registration Fee
     b. Airfare
     c. Accommodation
   - Publication Sponsorship:
     - Total publication fees

Amount of Sponsorships
- UROP Research Travel / Summer School Sponsorship: capped at HK$20,000 each, covering 80% of the conference/school registration fee, 50% of the round-trip airfare and accommodation.
- UROP Publication Sponsorship: capped at HK$20,000, covering 80% of the total fees.
- The total amount of all sponsorships awarded to each student is capped at HK$60,000 during the student’s entire undergraduate studies.

Payment of Sponsorships
Sponsorships can be used only for the purpose granted and are not transferable for other purposes. Payment of the sponsorship will be made on a reimbursement basis upon successful completion of the conference, summer school or publication of the paper. All sponsorships must be spent within the applicant’s undergraduate studies.
UROP Sponsorship Application Form

Please submit the completed form to UROP Office (Rm 6331, Lifts 13-15)

PART A - To be completed by the applicant

1. Personal Information

Name: ___________________________ Student ID: ___________________________
Major: ___________________________ Year of Study: ___________________________
E-mail: ___________________________ Contact No.: ___________________________

2. UROP Course Information

(Please enter information on the course to which the accepted poster/paper is related)

Project title: ___________________________
Supervisor’s name: __________________ Supervisor’s Dept.: __________________
Course code: _______________ Semester and year of enrollment: _______________

3. Conference/Summer School/Publication Information

Name: ___________________________
Website: ___________________________
Period of conference/summer school: ___________________________
Venue of conference/summer school: ___________________________
Title of paper accepted: ___________________________

Authors of the paper (all authors must be listed in the same order as it is on the publication):

<table>
<thead>
<tr>
<th>No.</th>
<th>Surname</th>
<th>First name</th>
<th>Department</th>
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Please tick the following options as appropriate.

Paper presentation mode

<table>
<thead>
<tr>
<th>Poster</th>
<th>Oral</th>
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For a poster presentation, was the paper originally submitted as a poster?

Yes_____ No_____

Was the paper refereed?

Yes_____ No_____ 

Will the paper be published in the conference proceedings?

Yes_____ No_____ 

Has the paper been accepted for a UGC Research Travel Grant?

Yes_____ No_____
4. Proposed Budget (in HK$)

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<tr>
<th>Item</th>
<th>Budget (HK$)</th>
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<tr>
<td>Registration fee/Publication fee*</td>
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<tr>
<td>(*Please delete where appropriate)</td>
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<tr>
<td>Airfare</td>
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<td>Accommodation</td>
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<tr>
<td><strong>Total amount:</strong></td>
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5. Undertaking by the applicant

I certify that the information provided in this application is accurate and complete at the time this application is lodged. I understand any misrepresentation will lead to disqualification of my application for the UROP Sponsorships.

Signature: ____________________________  Date: ____________________________

PART B - To be completed by the applicant’s project supervisor

Please rank the stature of the conference/summer school/publication outlet from 1 to 5 (1=highest):

________________________________________

Full name (IN BLOCK LETTERS): ____________________________

Signature: ____________________________  Date: ____________________________

PART C - Approval from the applicant’s Department Head

Full name (IN BLOCK LETTERS): ____________________________

Signature: ____________________________  Date: ____________________________

PART D - Approval from the applicant’s Dean

Full name (IN BLOCK LETTERS): ____________________________

Signature: ____________________________  Date: ____________________________