

Policy for UROP Sponsorships

Revised March 2018

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 posters and/or papers accepted for presentation at an **academic conference** held outside Hong Kong
 - **Lead and presenting author** of the poster and/or paper
- UROP Publication Sponsorship:
 - UROP project papers 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 Sponsorships, only one author of a co-authored paper can apply for the sponsorship.*
2. *Students can only be awarded one Research Travel Sponsorship for the same project with the same course code within an academic year.*
3. *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.

- Final-Year Students must remain registered HKUST student status at the time of the application.

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, the summer school or publication of the paper.

Reporting Requirements

Students awarded with the following sponsorships are required to submit the relevant documents to the UROP Office **within one month** after returning from the conference/summer school.

- UROP Research Travel Sponsorship:
 - The conference proceedings endorsed by the project supervisor
 - A research poster of the project, which will be exhibited during the UROP Week
- UROP Summer School Sponsorship:
 - A report endorsed by the project supervisor summarizing the activities during the summer school
 - A research poster of the project, which will be exhibited during the UROP Week

UROP Sponsorship Application Form

Please submit the completed form to the UROP Office (Rm 6549, Lift 29-30)

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 the paper accepted: _____

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

No.	Surname	First name	Department
1.			
2.			
3.			
4.			

Please tick the following options as appropriate.

Paper presentation mode	Poster_____	Oral_____
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\$)

Item	Budget (HK\$)
Registration fee/Publication fee* <i>(*Please delete where appropriate)</i>	
Airfare	
Accommodation	
Total amount:	

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: _____