**UROP Faculty Support Grant Application Form**

**Submission Deadline for Summer 2019: June 10th (Monday)**

Please submit by email to urop@ust.hk or by internal mail to the UROP Office

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| **Important Notes and Instructions*** The form should be **completed by an undergraduate student** and **endorsed by the project supervisor**.
* The student should have completed UROP1000 under **a closely related project** by the same supervisor or UROP1100 or above under **the same project** before submitting the Grant application.
* If there are more than one students applying for the project, the project supervisor should select a student representative to complete the form. **Please submit only one application for each project**.
* Requests can be made for up to two projects in an academic year.
* Each supervisor is eligible to receive a support grant of up to **HK$30,000** per project, and no more than **two awarded grants** per academic year.
* The Grant can be used for **all research-related expenses** (excluding salaries, travel or food) that comply with the University’s [guidelines](http://ocga.ust.hk/ocga_media/procedures/rdo_circular_1_05.pdf) for UGC/RGC grants. Publication fees or journal expenses will NOT be supported in general.
* Upon approval, a project account will be set up with the lead supervisor as the Budget Controlling Officer. The account will be valid for one year, non-extendable unless the same project is awarded again.
* The UROP Faculty Support Grant cannot be used as a matching grant.
* Any unused funds when the project ends should be returned to the UROP Office.
* By the end of the semester, a student representative enrolled in the project should submit a **Reporting Form** on the learning outcomes of the project, with endorsement by the project supervisor.
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| **Applicant’s Information** |
| **Full Name of the Student:**  | **Student ID:** | **Email Address:** |
| **Full Name of the Supervisor:**  | **Department:** | **Email Address:** |
| **Full Name of the Co-supervisor(s) (if any):**  | **Department:** | **Email Address:** |
| **Project Information** |
| **Project Title** *(the project must have been posted on the* [*UROP Project Listing*](https://urop.ust.hk/uropos/index.php)*):* |
| **Project Summary** *(please briefly describe the project and its objectives in layman’s terms):* |
| **Purpose Statement** *(Please elaborate the purpose for the grant requested in the following aspects)* |
| (i) The intended use of the requested funding *(please provide justifications for each item requested):* |
| (ii) How will the Grant help students continue with the UROP project and benefit their research experience? |
| (iii) Whether the requested consumables/equipment/resources are currently available in the laboratory/research group or elsewhere but not for this undergraduate research. If equipment or database are required, will they be shared by other users if granted? |
| **Proposed Budget** *(Please provide an itemized budget breakdown as below, and attach a quotation for an item exceeding HK$5K. Unbudgeted items will not be approved after the Grant is awarded.)* |
| **No.** | **Item** | **Budget (HK$)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **Total Amount of Proposed Budget (HK$):**  |  |
| **Undertaking by the Student and endorsement by the Project Supervisor:** |
| **Signature of the Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Signature of the Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |