Policy for UROP Sponsorships
Revised Oct 2023

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**
  - ➢ **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 Research 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.*
4. *Eligible UROP students who are within their first year of graduation at the time of the application are allowed to apply for Research Travel and Publication Sponsorships. Additional supplementary information should be provided by the applicant's supervisor to support the application.*

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.

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 with endorsements from the project supervisor, Department Head and Dean (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. 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
     d. Visa Application Fee (if any)
   - Publication Sponsorship:
     - Total publication fees

Amount of Sponsorships

- UROP Research Travel / Summer School Sponsorship: capped at **HK$20,000 each**, covering 100% of the conference/school registration fee, the round-trip airfare between Hong Kong and the destination, accommodation during the research activity, and the visa application fee (if any).
- UROP Publication Sponsorship: capped at **HK$20,000**, covering 100% 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

Students awarded with the Research Travel and Publication Sponsorships should include a proper acknowledgement of the support from UROP in the presentation/publication.

UROP Sponsorship Application Form

Please submit the completed form to the UROP Office at urop@ust.hk.

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.			

4. Proposed Budget (in HK$)

Item	Budget (HK$)
Registration fee/Publication fee* *(*Please delete where appropriate)*	
Airfare	
Accommodation	
Visa Application Fee (if any)	
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 provide a **one-page summary** of the following items to support the applicant's application:

1. The stature of the conference/journal outlet/summer school
2. The recommendation of the supervisor
3. Whether the applicant has received any other financial support (e.g., has the paper been accepted for a UGC Research Travel Grant?)

(The following 3 questions (Q4-Q6) are for the applications of UROP Research Travel and Publication Sponsorships only)

4. Whether the paper has been refereed
5. Whether the paper/poster will be presented orally
   a. For a poster presentation, was the paper originally submitted as a poster?
   b. Will the paper be published in the conference proceedings?
6. The significance of the applicant's contribution to the paper

*(The following 2 questions (Q7-8) are for the application of UROP Research Travel and Publication Sponsorships by **UROP students within their first year of graduation** only)*

7. Whether the applicant' work has been done during the UROP period
8. Whether the selected conference/journal outlet is an appropriate channel for presentation/publication)

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: _____