

UROP Collaboration Fund – Scheme Notes

Objectives

The purpose of the UROP Collaboration Fund is to provide financial support for platform-building initiatives aiming to enhance undergraduate research through collaboration with the Undergraduate Research Opportunities Program (UROP).

The collaboration should be a joint effort to encourage undergraduate students from all disciplines to engage in academic research, including but not limited to the formats listed below. The project should demonstrate collaborative efforts made by different parties in providing students with a holistic research experience, which would not be possible by working on a single UROP project.

- Collaboration with overseas institutions or organizations;
- Collaboration with external institutions or organizations (e.g., local NGOs);
- Team-led projects (e.g., projects led by multiple faculty members within the same department or across multiple departments/schools);

Eligibility

- Full-time faculty members
- The research opportunity should be open to all HKUST undergraduate students who meet the UROP requirements for first-time joining the UROP (i.e., have completed at least two semesters at the HKUST, and obtained the minimum CGA: 3.0 for UROP1000 and 3.3 for UROP1100).

Funding Scope and Limit

- The funding can be used for all research-related expenses (excluding salaries and food) that comply with the University's [guidelines](#) on the UGC/RGC grants. Travel expenses can only be used by the participating undergraduate students in the project.
- The funding for each approved application will be capped at HK\$100,000 in total.
- The project should last for multiple semesters over up to two years, after which the faculty member in charge should submit a report to the UROP Office for review and evaluation for project renewal.

Method of Application

Applicants should complete the provided Project Plan form and send it to the UROP Office by the specified deadline addressing the following aspects:

- The short- to long-term goals of the collaboration;
- The collaboration format and each party's role in the project. (A support letter from the

collaborating party must be provided with the application.);

- Is the proposed project a brand new project/program OR a continuation/extension of an existing project/program? For the latter, please explain how the collaboration can enrich the existing project/program;
- How UROP would be involved in the project (students must take at least one UROP course during the project);
- The expected learning outcomes for participating undergraduate students. Preference will be given to projects with multiple students' involvement;
- The anticipated timeline of the research activities in the project;
- The estimated budget. If the project involves UG students' participation in overseas research activities, relevant expenses should be included in the budget.
- Students benefiting from this funding scheme are not allowed to apply for the UROP student sponsorships to avoid double benefits.

Funding Timeline

- Applications are accepted once per year by email announcement from the UROP Office.
- Awarded project/programs must begin within one year after the application result is announced.

Funding Governance and Management

- The awarded faculty member is responsible for following the University's grant management [guidelines](#) to ensure proper use of the funding.
- Unused funds by completion of the awarded period should be returned to the UROP Office.

Deliverables

- The faculty member should submit the following reports to the UROP Office:
 - 1) A mid-term report by the middle the program period stating the progress of the research project, the participating undergraduate students' involvement in the project and the upcoming research activities.
 - 2) A final report within one month by completion of the program period detailing the overall program activities and the learning outcomes achieved by the participating undergraduate students.
- Students benefited from the funding should fulfill the following deliverables:
 - 1) A written report for each of the UROP course they take during the program period, and a final report summarizing their research and learning experience in the program
 - 2) A research poster to be exhibited during the "UROP Week"
 - 3) An oral presentation at a mini-conference organized by the UROP Office

Selection Criteria

- The academic and/or research components of the project;
- The viability of the proposal, e.g., any concrete plans of the research activities and/or course structure for the project;
- The contribution by each collaborating party and how it will form a synergy that will benefit the participating students;
- The long-term goal of the collaboration and its potential to develop into a sustainable learning platform.