

## Policy for UROP Sponsorships

*Revised August 2019*

### 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 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

## 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 <a href="#">UGC Research Travel Grant</a> ?	Yes_____	No_____

#### 4. Proposed Budget (in HK\$)

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

#### 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: \_\_\_\_\_