

THE UNIVERSITY OF HONG KONG

Hong Kong Institute for the Humanities and Social Sciences (inc. CAS)

Hang Seng Bank Golden Jubilee Education Fund for Research

1. The Fund shall be known as the Hang Seng Bank Golden Jubilee Education Fund for Research.
2. The capital sum shall be invested by the University at its discretion, and the income derived each year shall be used for the following purposes:
 - a. awards to staff members and Fellows in the Hong Kong Institute for the Humanities and Social Sciences (inc. CAS) for research in the areas of Hong Kong Studies, Traditional Chinese Studies, Contemporary Chinese Studies, Southeast Asian Studies and Japanese and Korean Studies, in accordance with Annex I: Regulations for Research Grants;
 - b. the holding of seminars and conferences organized by the Centre in connection with research projects supported by the Fund, in accordance with Annex II: Regulations for Grants to support Seminars and Conferences;
 - c. Centre publications arising from research supported by the Fund, in accordance with Annex III: Regulations for Grants for Publications; and
 - d. meeting expenditure required in the maintenance or development of research materials and library holdings in the Centre, in accordance with Annex IV: Regulations for Grants to Support the Research and Library Expenditure of the Centre.
3. Allocation of sums from the income for the purpose set out paragraph 2 above shall be made by the selection committee.
4. Any part of the income not spent or allocated by the end of each University financial year (June 30) shall, at the discretion of the research committee, either be added to the capital and invested, or carried forward for allocation in the following financial year provided that any balance remaining at the end of the second year is then added to the capital sum for investment.
5. The selection committee shall forward a report to the Hang Seng Bank Ltd. at the end of each University financial year (June 30).

THE UNIVERSITY OF HONG KONG
Hong Kong Institute for the Humanities and Social Sciences (inc. CAS)

Hang Seng Bank Golden Jubilee Education Fund for Research
Regulations for Research Grants

1. All staff members and Fellows of the Hong Kong Institute for the Humanities and Social Sciences (inc. CAS) shall be eligible for the award of research grants from this Fund, for the purpose of undertaking research in areas of Hong Kong Studies, Traditional Chinese Studies, Contemporary Chinese Studies, Southeast Asian Studies, and Japanese and Korean Studies. In exceptional circumstances, Distinguished Fellows, Honorary Research Fellows and Honorary Research Associates in the HKIHSS may also be considered for the award of research grants.
2. Research grants shall be awarded to meet the whole or partial costs of any of the following:
 - a. Books and research materials (including items of equipment);
 - b. Salaries of research assistants, in accordance with the current University salary scales for appropriate grades;
 - c. Surveys and tests required in connection with an approved research project.
3. Application shall be made by the prescribed date to the Director of the Institute for consideration by the selection committee. The applicant may be required to attend an interview.
4. All items purchased from a research grant (other than consumables) shall be available for approved use by other Fellows or staff members of the Institute provided that such use does not interfere with the applicant's research project. On completion (or abandonment) of a project, all such items shall be at the disposal of the research committee. Publications, documents and photocopies bought from a research grant shall be requisitioned by the Institute and accessioned upon receipt, unless the research committee authorizes alternative arrangements.
5. Orders for equipment, consumables and other expenditure shall be placed through the Director of Finance and Enterprises in accordance with normal University ordering and tendering procedures. Appointment of research support staff shall be made in accordance with the prevailing University procedures.
6. Each person on receipt of a grant shall forward to the research committee a progress report 12 months after notification of the award; and a final report with a copy of relevant publications if any, shall be submitted to the research committee on completion or termination of a project.
7. Publications on the results of research undertaken with the assistance of a grant shall carry a statement to the effect that the work is supported in whole or in part by a research grant from the Hang Seng Bank Golden Jubilee Education Fund for Research.

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**Hang Seng Bank Golden Jubilee Education Fund for Research
Regulations for Grants to Support Seminars and Conferences**

1. Allocation of funds to support the holding of academic seminars and conferences organized by the Hong Kong Institute for the Humanities and Social Sciences (inc. CAS) in connection with research projects supported by the Fund may be made by the selection committee.
2. An allocation shall be in the form of a whole or partial contribution towards any of the following items of expenditure directly related to an approved seminar or conference:
 - a. Salaries of temporary staff required in the organization of the seminar or conference;
 - b. Overtime payments or honoraria for University clerical/technical staff whose services are required for the seminar or conference and are undertaken outside their normal working hours;
 - c. Publicity;
 - d. Communication with participants including the cost of telegrams, telephone calls, etc.;
 - e. Mailing costs;
 - f. Rental of seminar or conference venue (if required);
 - g. Photocopying costs;
 - h. Other items of expenditure specifically approved by the research committee.
3. It shall be acknowledged in all publicity as far as possible that the research project concerned and the seminar or conference are supported by a grant from the Hang Seng Bank Golden Jubilee Education Fund for Research.

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Hang Seng Bank Golden Jubilee Education Fund for Research

Regulations for Grants for Publications

1. Allocations of funds to support publications by the Hong Kong Institute for the Humanities and Social Sciences (inc. CAS) of articles, monographs, and other materials arising from research projects supported by the Fund may be made by the selection committee.
2. Funds allocated to support an approved publication shall cover the whole or partial costs of any of the following:
 - a. Manuscript typing;
 - b. Artwork;
 - c. Editorial work;
 - d. Translation;
 - e. Printing and reproduction;
 - f. Distribution of the publication.
3. Each publication the production of which is supported in whole or in part by an allocation from the Fund shall bear a statement to the effect that the research project concerned and the publication are supported by a grant from the Hang Seng Bank Golden Jubilee Education Fund for Research.

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Hang Seng Bank Golden Jubilee Education Fund for Research

Regulations for Grants to Support the Research and Library Expenditure in HKIHSS

1. Allocations of funds to meet expenditure required in the maintenance or development of research materials and library holdings in the Hong Kong Institute for the Humanities and Social Sciences (inc. CAS) may be made by the selection committee provided that the committee is satisfied that the Institute is not able to obtain support from the University's normal funding to meet the expenditure.
2. Application shall be made by the Director to the selection committee and shall include detailed information on the amount required and the purpose of the grant and a proposed budget.