

HONG KONG BAPTIST UNIVERSITY
Staff Development Programme

SCI- _____ (L)

Application for Grant (Local Short-term)

- Notes:**
1. Part I of this form is to be completed by the applicant, Part II by the Department/Office Head, and Part III by the Dean's Office. Please print clearly when filling in the form.
 2. The information provided hereunder will be used for processing your application and will be presented to the Dean for consideration and deliberation. On completion of this process, the form will be filed with the office of Dean. Any questions related to this application could be directed to the Dean's Office.
 3. The completed form together with supporting/relevant documents should be forwarded to the Dean's Office via the Department/Office Head before commencement of the programme.
 4. Reimbursement of grant will be made after all original receipts are submitted to the relevant budget-controlling officer for checking and then sent to the Finance Office for processing.

PART I: APPLICATION (Please write "NA" if not applicable)

A. Personal data

Name: (English) _____ (Chinese) _____
Post Title: _____ Staff No.: _____
Dept./Office: _____ Tel./Ext.: _____
Date of Entry: _____ Year(s) of Service: _____

B. Description of the conference/seminar/study programme

(Please enclose relevant documents of the proposed programme)

Name of the conference/seminar/study programme: _____

Name of the organizing institution: _____

Date of programme: From _____ to _____

Period of leave requested (if applicable): From _____ to _____

For conference/seminar attendance:

Are you going to present paper? Yes No

If yes, please give title of paper: _____

For study programmes:

Mode of attendance: Full-time Part-time Part-time day-release on: _____

Describe your proposed programme and the benefits expected from it: (You may give this in Chinese if you prefer)

C. Proposed arrangements for classes during absence (If applicable)

Class	Section	Date(s)/Period involved	Make-up class/other arrangements

D. Estimated cost of the proposed programme HK\$ _____
(Please enclose supporting documents)

E. Amount of grant requested from Staff Development Programme HK\$ _____
(Note: For local programmes, the grant is normally not more than 2/3 of the estimated cost.)

F. Declaration

1. I hereby declare that the above information is a fair presentation of my intentions and financial situation.
2. I understand and agree that, if I am awarded a staff development grant, I will submit a report on the conference/seminar/study programme to the Dean when required, together with all original receipts, within one month after completion of the programme.
3. I will make a full refund of the grant if I fail to attend the conference/seminar/study programme or if I resign before completion of the conference/seminar/study programme.

Date: _____ Signature of applicant: _____

PART II: RECOMMENDATION OF HEAD OF DEPARTMENT/OFFICE

- Strongly recommended
- Worthy of support
- With reservation
- Not supported

Remarks:

Date: _____ Signature of Head of Department/Office: _____

Name in Block Letters: (_____)

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PART III: APPROVAL PROFORMA

SCI- _____ (L)

1. Approval/disapproval of applications should be completed by the Dean, to whom the approving authority for staff development grant has been delegated, in Part III of this form.
2. This part of the form should be copied and sent to the applicant, who should sign to indicate acceptance or refusal of the grant and return it **to the Dean's Office** together with **ALL** original receipts pertinent to those expenses as claimed on the application form (in the case of acceptance) and a report (if required) **after** completion of the programme.
3. The Dean's Office should check all the receipts and send this Part III together with all of the original receipts to the Finance Office for reimbursement to the applicant.

A. For Science Faculty Dean's Office

Date & Location of Programme: _____

Name of Applicant: _____

Dept./Office: _____ Post Title: _____

Name of conference/seminar/study programme: _____

Resolution: Approved - Rate of support: _____ % of the total actual cost or support up to HK\$ _____

Not approved

Report/Certificate Required: YES / NO

*Remarks: Both the receipts and report/certificate (if required) should be submitted simultaneously to the Dean's Office as soon as they are available or **latest within one month** after completion of the programme. Unless under very special circumstances, late submission beyond the one-month limit or omission of either document **WILL NOT BE ENTERTAINED**. Please also ensure that leave application should be completed before commencement of the programme.*

Date: _____

Signature of Dean: _____

(Prof. Tang Tao)

c.c. Head of Department

B. For Applicant: Acceptance/Refusal of Grant

I hereby accept (please fill out the information below) /

decline (please skip to the signature block at the bottom of this section)

the grant up to HK\$ _____ for the above-mentioned conference/seminar/study programme.

Based on the total actual cost incurred, I would like to apply for a reimbursement of *HK\$ _____.

I have attached herewith

- (i) **ALL** the original receipts pertinent to those expenses as claimed on the application form, and
- (ii) a report, including a summary of all expenses incurred, on the conference/a certificate on the study programme (if required).

** The maximum grantable amount shall be equal to the approved amount or the percentage of total actual cost stated in Part III Section A, whichever is lower.*

Date: _____ Signature of applicant: _____ (Staff No.: _____)

C. For Finance Office

Amount of reimbursement requested: HK\$ _____ Budget available: _____

Account code: _____ Approved by: _____

Payment on: _____ by autopay cheque (No.: _____)

Signature of handling officer: _____ Date: _____