Sponsorship for Innovation and Entrepreneurship Competitions

Application Guidelines

1. Purpose

1.1 Knowledge Transfer Office (KTO) provides sponsorship to support students joining non-local innovation and entrepreneurship competitions, which are conductive to the enrichment of outside classroom learning experience and advancement of knowledge transfer and entrepreneurship.

2. Eligibility

2.1 All CityU students of UGC-funded programmes, except exchange students, are eligible to apply for the sponsorship.

3. Funding Strategy

3.1 Applications will normally be considered if applicants join credible and prestigious competitions organized/co-organized/supported/sponsored by governments or nonprofit organizations, or formally endorsed by KTO. Other than these, applications will be judged by KTO on a case-by-case basis.

3.2 The sponsorship will cover expenses of the following items incurred by applicants in joining non-local competitions.

a) Round-trip economy class (no premium economy) air/train/cross-border coach/ferry tickets for travelling between Hong Kong and the event destination; and

b) Suitably modest accommodation for official duration, only if the event is held more than one day with no financial support of accommodation.

3.3 The maximum sponsorship for each application/event shall normally not exceed HK$15,000 or 60% of the expenses covered in 3.2, whichever is lower. Applicants are expected to bear part of the expenses. Applicants nominated/selected/invited by KTO to participate in competitions may receive sponsorship of up to 100% of the expenses covered in 3.2 at the discretion of KTO.

3.4 Subject to the availability of funding, KTO reserves the right to give priority to other applicants rather than previous recipients of this sponsorship. If the applicant submits multiple applications for sponsorships in the same academic year, the level of support may be lowered accordingly. It is also not a must for the same applicant to receive the same amount of sponsorship on the same/similar events.

3.5 As the sponsorship will be awarded on a first-come first-serve basis upon receipt of a complete set of application, applicants joining the same/similar events may not receive the same amount of sponsorship subject to funding availability.

4. Application Period and Procedures

4.1 Applications are open throughout the year. Applications will be submitted on a prescribed application form which is obtainable from the KTO website (www.cityu.edu.hk/kto).

4.2 Completed application form with all required documents should be returned to KTO. Funding allocation will be made according to the Guidelines of Sponsorship for Innovation and Entrepreneurship Competitions. The application result will be announced within six weeks after the acknowledgement of receiving a complete set of application.
4.3 The applicant must declare if other source(s) of sponsorship, including the sponsorship amount, has been received.

4.4 A written recommendation letter from faculty/staff member of CityU or related authority shall be an added asset to the application.

4.5 For any changes of the application, the applicant is required to inform KTO immediately and seek prior approval.

4.6 KTO may meet with the applicant for further information if deemed necessary.

4.7 The amount of sponsorship, once approved, by KTO for each successful applicant will be final.

5. Reimbursement Arrangements

5.1 The successful applicant must submit (a) at least five photographs taken in the event, together with (b) a completed reimbursement form, supported with (c) original official receipts, boarding passes, proof of payment (e.g. bank/credit card statement), to KTO within three weeks after the completion of the event. If the applicant fails to do so, the approved sponsorship may be forfeited if KTO deems appropriate.

5.2 The sponsorship is normally paid in form of reimbursement to the applicant on the basis of actual expenses incurred as stipulated in 3.3 upon submission of all required documents mentioned in 5.1.

5.3 Late submissions of the required documents will result in the withholding of the sponsorship.

5.4 The applicant is required to submit original official receipts along with the approved amount to KTO for endorsement. Please note that the submitted original official receipts will not be returned, please make copies for record if necessary.

5.5 If the amount of actual expenses incurred varies from the original proposed budget, KTO may interview the applicant for clarification and reserves the right to withhold the sponsorship.

5.6 Tips on reimbursement
   a) Please stick the original official receipts on A4 paper(s) and arrange a reference number for each receipt.
   b) Company name, item description, quantity and price of each item must appear on every receipt clearly.

6. Important Notes

6.1 KTO reserves the right to amend Application Guidelines and sponsorship percentage/amount at any time as appropriate without prior notice.

6.2 The approving authorities of the Sponsorship for Innovation and Entrepreneurship Competitions are the Director of Knowledge Transfer (amount of sponsorship ≤ 60%) and Vice-President (Research & Technology) (amount of sponsorship > 60%).

7. Enquiries

For further information, please contact Dr Sian Chan of Knowledge Transfer Office (Tel: 34426707; Email: cityuic@cityu.edu.hk).