**Application for Use of External Research Project Grant on Research Postgraduate Stipend**

**Form RC/Stipend**

(June 2022)

**(Except 3+1 Top-up Funding Scheme (Competitive)**

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| Completed form should be submitted to the RIO colleague handling the funding scheme / work programme indicated in I below. Please check [RIO website](https://www.polyu.edu.hk/rio/about-rio/contact-us-1/research-grants-and-contracts/) for contacts of RIO colleagues. |

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| I. Source of funding (Work Programme., e.g. Q18A) |  |
| II. Supporting period of stipend  (dd/mmm/yyyy – dd/mmm/yyyy)  *\*If the project duration is not long enough to cover the supporting period, PI is required to obtain approval for project extension first.* |  |
| III. Required amount of stipend to be transferred from “Salaries/Wages” to “Student Stipend”  *\*Free balance in “Salaries/Wages” must be equal to or more than the amount of required stipend for further processing. If there is not enough free balance under “Salaries/Wages”, PI should arrange virement of funding in PGMS first.* | HK$ |
| IV. Name of Chief Supervisor and Department |  |
| V. Name of research postgraduate student |  |

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| Signature |  | Date |  |
|  | PI / PC / PolyU Internal Project Coordinator |  |  |

Note:

The PI can either complete RC/Stipend or send an email to RIO containing all information required from Sections I to V of RC/Stipend for processing.