**Form RC/60**

(Sep 2021)

**APPLICATION FOR MATCHING FUND AND/OR OTHER RESOURCES**

**FOR EXTERNALLY FUNDED PROJECT (for non-research projects)**

**Notes:**

1. Subject to the availability of fund in the University, matching fund and/or other resources, such as space and equipment, may be provided for significant and large external funding projects, granted either inside or outside Hong Kong, that have strategic importance to the University.
2. Application for matching fund and/or other resources should be made before the proposal is submitted to the external funding body or when the proposal is submitted to Head of Department/ Dean of School/ Director of Centre for consideration and endorsement. **Applications submitted after the submission of proposal will not be considered**.
3. Departments/Schools and Faculties/School Boards are encouraged to provide similar matching to projects that fit to their development. The recommended **matching ratio** for Department/School : Faculty/School Board : University will be **1:1:2**. The total amount will be subject to the availability of funding which will vary from year to year.
4. For the same funding scheme, the matching fund for projects in which colleagues participated as PI/PC will be higher than those as Co-PI/Co-I.
5. Only the portion of the funding coming into the University is eligible for matching.
6. **For non-local project fund, only those items that were not supported by the external funding body will be supported.**
7. Matching fund will not be allowed to be utilised outside Hong Kong.

**PART I**

[to be completed by the PI/ PC/ PolyU Coordinator; the project team should ensure that only one completed Form RC/60 is submitted.]

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Proposal title | : |  | | | | | | | | | |
| Funding scheme | : |  | | | | | | | | | |
| Funding body | : |  | | | | | | | | | |
| Total amount requested from the funding body | : |  | | | | | | | | | |
|  |  |  |  | |  | | | | | | |
| Lead applicant  *(Please tick 1, 2 or 3)* | : |  | | 1. PolyU | | |  | 2. PolyU SZRI | | | |
|  | |  | | |  | | | | |
|  |  |  | | 3. Other institution\*: | | |  | | | | |
|  |  |  | | 3(a) | | Amount to be received by PolyU/PolyU SZRI to carry out its part of the project (out of the total amount requested from the funding body specified above): | | | |  | |
|  |  |  | | 3(b) | | Name of PolyU Coordinator: |  | | 3(c) | Dept./School/ Centre: |  |
|  |  |  | | 3(d) | | Email: |  | | 3(e) | Ext.: |  |

*(\* Please also complete 3(a) to 3(e).*

Request for Matching Fund

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| --- | --- | --- |
| I **would like to apply** for a matching fund of | HK$ | from my Department/School/Centre, |
| University with breakdowns as follows: | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Proposed Amount** | **Justifications** | **Proposed Utilisation** |
| Department/School/  Centre |  |  |  |
| Faculty/School Board |  |  |  |
| University |  |  |  |
| Total |  |  |  |

Request for Other Resources

I **would like to apply** for the following resources from my Department/School/Centre, the Faculty/School Board, and/or the University:

|  |  |  |
| --- | --- | --- |
|  | **Details of resources requested** | **Justifications** |
| Department/School/  Centre |  |  |
| Faculty/School Board |  |  |
| University |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | PI/ PC/ PolyU Coordinator |  |  |

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**PART II**

[to be completed by Head of Department/Dean of School/Director of Centre (including proposals involving the Head of Department/Dean of School/Director of Centre as one of the project team members)]

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| --- | --- | --- | --- | --- | --- | --- | --- |
| a. |  |  | I **support** the request for matching fund on the grounds provided below **and am ready to support** | | | | |
|  |  | HK$ |  | from the |  | (source of funding) |
|  |  |  | of the Department/School/Centre: | | | | |
|  |  |  |  | | | | |
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|  |  |  | I **do not support** the request for matching fund on the following grounds: | | | | |
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| b. |  |  | I **support** the request for other resources on the grounds provided below **and am ready to provide the kind of support** from the Department/School/Centre as stated below: |
|  |  | 1. Grounds for Support: |
|  |  |  |  |
|  |  |  |  |
|  |  |  | 1. Confirmed Support from Department/School/Centre: |
|  |  |  |  |
|  |  |  |  |
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|  |  |  | I **do not support** the request for other resources on the following grounds: |
|  |  |  |  |
|  |  |  |  |
| Other comments (if any): | | | |
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| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | Head/Dean of School/Director |  |  |

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**PART III**

[to be completed by Faculty Dean/School Board Chair (only if matching fund/other resources from Faculty/School Board is/are requested)]

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| a. |  |  | I **support** the request for matching fund on the grounds provided below **and am ready to support** | | | | |
|  |  | HK$ |  | from the |  | (source of funding) |
|  |  |  | of the Faculty/School Board: | | | | |
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|  |  |  | I **do not support** the request for matching fund on the following grounds: | | | | |
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| b. |  |  | I **support** the request for other resources on the grounds provided below **and am ready to provide the kind of support** from the Faculty/School Board as stated below: |
|  |  | 1. Grounds for Support: |
|  |  |  |  |
|  |  |  |  |
|  |  |  | 1. Confirmed Support from Faculty/School Board: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | I **do not support** the request for other resources on the following grounds: |
|  |  |  |  |
|  |  |  |  |
| Other comments (if any): | | | |
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| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | Dean of Faculty( )/Chair, SB( ) |  |  |

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**PART IV**

[to be completed by the VP(RI) (only if matching fund/other resources from the University is/are requested)]

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| a. |  |  | I **support** the request for matching fund on the grounds provided below **and am ready to support** | | | | |
|  |  | HK$ |  | from the |  | (source of funding) |
|  |  |  | of the University: | | | | |
|  |  |  |  | | | | |
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|  |  |  |  | | | | |
|  |  |  | I **do not support** the request for matching fund on the following grounds: | | | | |
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| --- | --- | --- | --- |
| b. |  |  | I **support** the request for other resources on the grounds provided below **and am ready to provide the kind of support** from the University as stated below: |
|  |  | 1. Grounds for Support: |
|  |  |  |  |
|  |  |  |  |
|  |  |  | 1. Confirmed Support from University: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | I **do not support** the request for other resources on the following grounds: |
|  |  |  |  |
|  |  |  |  |
| Other comments (if any): | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | VP(RI) |  |  |