**Form RC/SocLead**

(15 Dec 2023)



**Application for Financial Support for**

**Leader of Professional Society/Association at International Level**

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| Notes:1. Financial support of at most $0.2m will be provided to colleagues serving as leader of professional society/association at international level.
2. Applications for financial support should be submitted to FRC/School Board for consideration. FRC/School Board will make recommendation to the Research Committee (RC) which is the final approving authority to decide the financial support to be granted.
3. The Faculty/School/Department should contribute 10% - 20% of the financial support provided to a successful applicant.
4. FO will put the approved financial support into a separate account and inform the successful applicants of their account code separately. Such account will be valid for two years from the date of RC’s approval. Any remuneration or honorarium received by a successful applicant from the society/association should be put into this account.
5. At the 287th meeting in February 2023, the RC agreed that supported applicants will be allowed to submit a new application for financial support if the account contains less than $1,000.
6. It was also agreed by the RC Chairman in December 2023 that supported applicants are only required to submit a completion report after the initial approved duration of 24 months. The Research and Innovation Office will call for reports periodically.
7. According to the advice of the RC at its 286th meeting in November 2022, successful applicants under the captioned scheme who fail to (a) submit report(s) as requested and/or (b) transfer remuneration/honorarium received for their society leadership to the account of financial support without providing justification would be barred from future applications until receipt of the reports and/or transfer of remuneration/honorarium.
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| 1. **Application Summary**
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1. **Applicant**

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| --- | --- | --- | --- | --- |
| Applicant: |  | (Surname) |  | (Name) |
| Post: |  | Department: |  |
| Ext.: |  | Email: |  |

1. **Service in the Professional Society/Association at International Level**

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| --- | --- | --- | --- | --- |
| Role: |  | Chairman / President |  | Vice Chair / Vice President |
|  |  | Secretary |  | Treasurer |
|  |  | Others. Please specify: |  |
|  |  |
| Appointment Period: | From |  | To |  |
|  |  | (mmm-yyyy) |  | (mmm-yyyy) |
|  |  |
| Do you receive any remuneration or honorarium from the professional society/association for your service? |  | No |
|  | Yes\*  | (Amount: | ) |
| *\* If the response is “Yes”, please check the box below to indicate your understanding of the relevant arrangement and will follow up accordingly.* |
|  | I will transfer the honorarium received from the society/association to the account set up by FO for two years; and will inform RIO as soon as the honorarium has been transferred to the said account. |
|  |
|  |
| Name of the Professional Society/Association: |  |
|  |  |
| Duties involved: |  |
|  |
|  |  |
| Additional information (if any): |  |
|  |
|  |
| Amount of Financial Support Requested (at most $200,000): |  |
|  |  |
| The requested amount will be used in the following way: |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  Signature: |  | Date: |  |
|  | Applicant |  |  |

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| 1. **Endorsement of School / Departmental Research Committee**
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S/DRC **endorse / do not endorse** \* the application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |
|  | S/DRC Chair |  |  |  |  |

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| 1. **Decision of the Faculty Research Committee / School Board**
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1. **Comment**

|  | Comment of FRC / School Board |
| --- | --- |
| 1. Prestige of the Professional Society/Association
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| 1. Importance of the applicant’s service to the Professional Society/ Association
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| 1. Workload involved (such as number of hours spent per month) (What do you think about the efforts that the applicant spent in the relevant work?)
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| 1. Special consideration (for role other than Chairman/President, Vice Chairman/Vice President, Secretary and Treasurer)
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| 1. Whether the work is substantially paid by the Professional Society/Association
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| 1. Others:
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1. **Decision**

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| FRC / School Board **agree / do not agree** \* to provide financial support to the applicant. |
|  |
| Financial support amount to be provided to the applicant: |  |
|  | (including the contribution ofFaculty/School/Dept) |
| Faculty/School/Department will contribute \_\_\_\_\_\_\_ % (10% - 20%) of the stated financial support amount using the following account: |
|  |
| A/C No.: |  | Signature of the A/C holder: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |
|  | FRC / School Board Chair |  |  |  |  |

*(\* Please delete as appropriate.)*

 ~ Please send the completed form to the Research Committee (c/o RIO) ~