THE CHINESE UNIVERSITY OF HONG KONG

Knowledge Transfer Project Fund (KPF)

Conditions for the Allocation and Use of Funds

(August 2024)

1. For each funded project, a Project Profile with details including the funding allocation and conditions will be provided to the Project Leader for confirmation and signature, with copies provided to the Department Chairperson (or School/Institute Director) and the Faculty Dean (or the Pro-Vice-Chancellor (Research) for non-Faculty based Research Institutes and Centres). If the Project Leader cannot agree to the funding allocation and conditions, the funding will be returned to KPF or SIE Fund.

2. KPF is not a research fund and does not require the completion of a Research Project Database (RPD) Form.

3. For on-going projects, the Committee on Knowledge Transfer (KT Committee) has the right to suspend or terminate the fund allocated and retrieve any unspent balance, if the deliverables and progress as in the approved proposal are not met, or the approved budget is not complied with, or the required reports are not provided according to schedule.

4. Extension of Project End Date

    4.1. Should there be difficulties in completing the project by the end date as stated in the Project Profile, the Project Leader should submit an Application for Extension with a required template (available upon request from the Office of Research and Knowledge Transfer Services (ORKTS)) to the KT Committee Chairperson via ORKTS, preferably at least one month before the project end date. Such extension, if approved, will be given only ONCE and no more than 6 months.

    4.2. An extension of the Project End Date is for the Project Team to complete the deliverables within the Project term. If the extension is for continuation of the program/project after the end date, or for a different program/project, a new proposal to the KT Committee is required.

5. Budget Revision & Project Revision

    5.1. The fund allocated should be spent according to the approved budget. Deviation within 30% of any single budget item, with total budget capped at original approved amount, is permitted without seeking approval. Approval by the KT Committee Chairperson via ORKTS will be required for any deviation beyond 30% or any new spending items which are not included in the approved budget.

    5.2. Applications for budget revision should be submitted to the KT Committee Chairperson via ORKTS. Applications submitted after half-term of the project require stronger justifications in detail.

    5.3. No expenditure out of the project account will be allowed after the project end date, and any unspent balance will be returned to the KPF. However, a two-month period after the end date is allowed for processing of expenditures incurred <u>before</u> the end date. Expenditures incurred after the end date will not be processed.

    5.4. In the event of the departure of the project leader, a new project leader (preferably the co-leader of the project) should be appointed and received approval from the KT Committee should be sought before the departure. The KT Committee has the right to suspend or terminate the fund allocated and retrieve any unspent balance, if there is any concern on the team's ability to achieve the project's deliverables.

6. Reports

    6.1. Bi-annually progress report(s) should reach ORKTS on or before the due dates specified in the project profile, for the University's reporting to the University Grants Committee and/or SIE Fund. The first progress report (cut-off date will be 30 Sep) will need to be forwarded to ORKTS by 31 Oct. A final report is required two months after the project end date.

    6.2. All reports must be signed by the Project Leader and endorsed by the respective Department Chairperson (or School/Institute Director) and Faculty Dean (or the Pro-Vice-Chancellor (Research) for non-Faculty based Research Institutes and Centres).

    6.3. Project team is required to demonstrate the impact of its project by submitting evidence such as a copy of recognition letter (or verbatim quotation of the verbal acknowledgements) from the community partner and/or beneficiaries. Submission of relevant photos or videos of activities are highly encouraged.

7. Acknowledgement

    7.1 - 7.2 for UGC funded projects

    7.1. To acknowledge the funding support from KPF, the following logo and acknowledgement should be used for the KPF project in publicity materials, such as project posters, booklets and website under the supervision of the Project Leader. The website must be linked to the University domain.

    Supported by Knowledge Transfer Fund at CUHK
    香港中文大學知識轉移基金支持項目

    7.2. For any use of the Acknowledgement Line apart from the conditions in 7.1 above, prior written consent must be obtained from ORKTS.

    7.3 - 7.5 for SIE funded projects

    7.3. To acknowledge the funding support from SIE Fund or the Trustee (The Secretary for Home and Youth Affairs Incorporated), any publications and activities such as project posters, booklets and website (which must be linked to the University domain) regarding the project should display the logos and names of CUHK/ORKTS, the SIE Fund and 'Government-funded programme' conspicuously where appropriate.

    7.4. Members shall not advertise, or hold themselves out as an agent, representative or partner, of the SIE Fund or the Trustee; nor imply that the SIE Fund or the Trustee is in any way responsible for their acts and/or omissions.

    7.5. For any use of the acknowledgement apart from the conditions in 7.3 above, prior written consent must be obtained.

Enquiries

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