

Funding Policy and Guides of the Research Program Grant under HKIBS

1 Objectives

- 1.1 The appropriation of the research grant under HKIBS aims at providing seed money to colleagues in the Faculty of Business to initiate research and knowledge transfer (KT) projects.
- 1.2 Support will be provided to projects under the Research Programs at HKIBS.

2 Budget Approval

- 2.1 Applicants are required to fill in a research grant application form obtainable from the HKIBS website (http://www.ln.edu.hk/hkibs/research_support).
- 2.2 Approval is made by the Director / Associate Directors subject to the initial assessment and recommendation of the relevant Program Director* and the availability of funding.
- 2.3 Funding among programs is set proportionately based on their group size. Interdisciplinary programs should receive more money because they have more members.
- 2.4 Notification will be made in two weeks.

* *Information of the Research Programs and Program Director(s) can be found in the website (https://www.ln.edu.hk/hkibs/research_programs).*

3 Funding Priorities

- 3.1 Priority is given to the applications contributing to the Key Performance Indicators (KPIs) for Research Centers, including but not limited to:
 - GRF/ ECS
 - Public Policy Research Fund
 - Contract research funded by other external sources
 - KT projects funded by the internal Innovation and Impact Fund (IIF)
 - Refereed journal articles
 - Books/book chapters by renown publishers or university press
 - Refereed conference papers
 - KT project reports
 - Articles in the media and/or news coverage
- 3.2 Funding for hiring research assistant/ student helper to conduct literature search on a short term basis, purchase of data set and software for such projects, small scale pilot study, preliminary field work, etc. contributing to the above KPIs are encouraged.
- 3.3 In light of the increasing emphasis on knowledge transfer by the University and the UGC, priority is also given to organizing external symposiums, seminars, workshops, or other outreach activities to promote knowledge transfer from our research to the communities, businesses and industries.
- 3.4 Reimbursement or purchase of office supplies, postage and printing, professional membership, etc. is NOT allowed.

4 Budget Control

- 4.1 All purchases and reimbursements are subject to the University's requisition policy and procedures.
- 4.2 All purchases and reimbursement must be made through HKIBS.
- 4.3 The investigators should not transfer the unused funds of a completed project to fund another research project.
- 4.4 Funds will not be provided for the purchase of equipment.
- 4.5 For fax, IDD, postage and other communication expenses, the investigators are encouraged to use the facilities provided in HKIBS (SEK207). Alternatively, such expenses should always be charged against your own account at HKIBS.

5 Annual Research Progress Report

All HKIBS-funded projects are required to report to the University through the Annual Report on research progress. Hence, a project title must be provided.

Successful grant recipients are required to report project progress/ research outputs/ KPIs listed in 3.1 above of the funded projects in the annual reporting, usually in July-August.

6 Acknowledgement

An acknowledgement should be included in any publication/publicity generated from the project funded in whole or in part by HKIBS. The suggested format is **“This research has benefited from financial support of the Hong Kong Institute of Business Studies, Faculty of Business, Lingnan University, Hong Kong Special Administrative Region, China”**.