

MEMORANDUM

To : SCE Colleagues
From : Research Management Office (RMO)
Date : 24 Sept, 2024
Subject : **SCE New Research Incentive Measures to Incentivize External Research Grant Applications and Support Journal Publications**

In line with the School's strategic direction of “Building up Research Capability”, we are pleased to announce the introduction of two new initiatives to encourage and support your research endeavors, effective from AY2024/25.

1. Monetary Reward for Competitive External Research Grant Applications

- A monetary reward of HK\$7,500 will be provided to the Principal Investigator (PI) for each successful external research grant application (e.g., RGC) with a total amount of HK\$200,000 or above. Additionally, a reward of HK\$7,500 will be provided upon obtaining a satisfactory rating for the completion report of the funded project.
- The reward is designated solely to support research-related activities, such as paying for research materials and publication-related expenses and supplementing conference expenses.
- This support is available on a first-come, first-served basis, with a set quota of 5 rewards each academic year.

2. Support for Article Processing Charge (APC) for Journal Publications

- The School will offer 100% support for staff to cover the APC for publishing in top-tier (top 10%) journals.
- This support is available on a first-come, first-served basis, with a set quota of 1 journal publication each academic year.

Interested colleagues are required to submit the relevant Application Form (Annex 1) along with the supporting documents to the Research Management Office (RMO) at sce_rmo@hkbu.edu.hk. Should you have any queries, please feel free to contact Dr. Sam Lau (ext. 3027), Ms Sybie Lau (ext. 3180), or Ms Vanessa Fan (ext. 3368). Thank you for your attention and continued dedication to research excellence.

**Application Form
Monetary Reward for Competitive External Research Grant Applications**

Points to note –

The monetary reward for successful competitive external research grant application is one of the incentive measures approved by the School to encourage SCE colleagues to engage in research and incentivize external research grant applications.

Please note the eligibility as follows:

- The principal investigator (PI) of external research grant/ award with the amount of HK\$200,000 or above, will be granted with a monetary reward of HK\$7,500. Additionally, a reward of HK\$7,500 will be provided upon obtaining a satisfactory rating for the completion report of the funded project. **subject to the approval of the Research Management Committee (RMC).*
- Eligibility: All full-time SCE academic/teaching staff are eligible to apply.
- Examples of competitive external research grants include Research Grants Council (RGC), Health and Medical Research Fund (HMRF), Innovation and Technology Fund (ITF), Public Policy Research (PPR) Funding Scheme and Strategic Public Policy Research (SPPR) Funding Scheme, and Green Tech Fund (GTF).
- The reward is designated solely to support research-related activities, such as expenses for research materials and publication-related expenses, and supplementing conference expenses.
- This support is available on a first-come, first-served basis, with a set quota of 5 rewards each academic year.
- The reward must be used by the end of the reward-granting academic year. The unspent balance would not be carried forward to the following years.
- Applicant is required to submit this Application Form, together with the relevant grant approval supporting document to the Research Management Office (RMO) at sce_rmo@hkbu.edu.hk. Applications with missing information will be considered incomplete and will not be processed.

1. Details of the external grant/award:

Name of the Funding Organisation	
Project Title	
Funded amount (HK\$)	
Grant Approval Date	
Approved Project period	Start date: _____ End date: _____
Name of Principal Investigator (PI) or equivalent capacity	

2. Details of the eligible applicant:

Name of Staff		Division	
Current Post title			
Current Contract Period	From:	To:	
Role in the above-mentioned funded project (please <input checked="" type="checkbox"/> as appropriate)	<input type="checkbox"/> Principal Investigator (PI) <input type="checkbox"/> Role with equivalent capacity (please specify in detail with supporting document): _____		

Justification (if applicable):

3. Declaration of the eligible applicant:

I hereby confirm that all the information contained in this form is accurate and truthful.

Signature of the applicant

Title and full name:

Position:

Date:

Application Form Support for Article Processing Charge (APC) for Journal Publications

Points to note -

The support for Article Processing Charge (APC) for journal publications is one of the incentive measures approved by the School to encourage colleagues to engage in research and support journal publications.

Please note the eligibility as follows:

- Applicant can apply for 100% support from the School to cover the APC for publishing in top-tier (top 10%) journals *subject to the approval of the Research Management Committee (RMC).
- Eligibility: All full-time SCE academic/teaching staff are eligible to apply. The applicant must be the corresponding author for the article.
- Applicant is required to check the University's OA Publishing Agreements (also known as transformative agreements) before requesting support from the School. Support from the School would only be given for journal publications not covered under the transformative agreements.
- This support is available on a first-come, first-served basis, with a set quota of 1 each academic year.
- The reward must be used by the end of the reward-granting academic year. The unspent balance would not be carried forward to the following years.
- Applicant is required to submit this Application Form, together with the following documents: (i) accepted version of journal publication, (ii) proof of acceptance for the publication, (iii) supporting documentation justifying the journal is a top-tier (top 10%) journal, to the Research Management Office (RMO) at sce_rmo@hkbu.edu.hk. Applications with missing information will be considered incomplete and will not be processed.

4. Details of the Journal Publication:

Name of the Journal	
Publisher of the Journal	
Title of the Article	
Article Processing Charge (HK\$)	
Journal Acceptance Date	
List of Author(s)	

5. Details of the eligible applicant:

Name of Staff		Division	
Current Post title			
Current Contract Period	From:	To:	

Justification (if applicable):

6. Declaration of the eligible applicant:

I hereby confirm that I am the corresponding author of the accepted article, and all the information contained in this form is accurate and truthful.

Signature of the applicant

Title and full name:

Position:

Date: