Guidelines for College of Business PhD Student Conference Grant in 2022-23

Purpose

1. The Conference Grant is intended to subsidize PhD students in the College of Business (CB) subject to funding availability to participate in academic conferences in order to help widen their academic exposure and strengthen their research presentation skills, and improve academic placements.

Eligibility

2. PhD students applying for a grant should normally satisfy all of the following criteria:

    (a) being a UGC-allocated or UGC-related full-time PhD student in the College of Business;

    (b) have completed at least eighteen calendar months of study counting from the commencement date of study up to the starting date of the conference (excluding period of study interruption, if any);

    (c) have not received a CB Conference Grant before (see also paragraph 3 below);

    (d) will present a paper at a major society conference in the list approved by CB (Appendix 1);

    (e) have applied SGS research student conference grant before.

3. It is the intention that a student should be given one Conference Grant during the course of his or her candidature. Nevertheless, a student who has previously been given a grant may still apply, and the application will be considered if the conference is highly relevant to the student's study and funds are available.

Value

4. The maximum value of a grant is HK$10,000.

5. The grant is intended to cover the following items:

    (a) 90% of the cost of one return passage by the most direct and economical means available;

    (b) Hotel (up to HK$500 in China or HK$1,000 outside China per night on reimbursement basis subject to a maximum of 4 nights);

    (c) 90% of the conference registration fee.

6. The grant does not support students attending conferences through participation in tour packages. For those who wish to attend conferences through an air ticket-hotel package instead of buying a return ticket and arranging hotel accommodation separately, please note that such cases will be considered on a case-by-case basis, and if approved, hotel allowance will not be provided.

7. Items 5(a) and 5(b) do not apply to local conferences in Hong Kong.

Conditions

8. Students are required to present a seminar in their home departments, preferably before attending the conference, or, if that is not possible, soon after returning from the conference. The topic for the seminar could be the same as the topic of the paper to be presented at the conference for which the grant is made.

9. The provision of the grant is conditional upon the student continuing to be a registered student in the College of Business at the University at the time the conference is held.

10. Conferences that are not on the list approved by CB (Appendix 1) will not be supported by the grant.

11. The grant approved only applies to the specific conference and cannot be used for other purposes.

Conference Report and Claims for Reimbursement

12. After the conference, students should submit a conference report, together with the following documents, to the College of Business within two months from the end date of the conference:

    (a) original copy of relevant receipts;

    (b) a copy of the conference paper.

13. Financial support is granted on a reimbursement basis upon receipt of the documents specified above.

Application Procedures

14. Students who plan to attend for conferences should apply for the grant **at least two months** before the conference date, **including students who are waiting for confirmation of paper acceptance** *(Approval of such applications will be made subject to the final acceptance of the conference paper for oral/poster presentation).*

15. To apply for the grant, please submit an application with the endorsement of supervisor and Department Head, to Ms Rachel Wong of CB. The form is obtainable from CB PhD Website: https://www.cb.cityu.edu.hk/phd/awards/.

16. Students will normally be notified of the result in writing <u>three weeks</u> after submission of application.

The College of Business PhD Student Conference Grants

Approved List of Major Conferences

Accountancy
1. The Miami Accounting PhD Rookie Recruiting & Research Camp
2. Canadian Academic Accounting Association Annual Conference
3. The Annual Congress of the European Accounting Association
4. American Accounting Association Annual Meeting
5. AFAANZ Conference

Economics
1. American Economic Association Annual Meeting
2. NBER Summer Institute
3. Society of Economics Dynamics Annual Meeting
4. Tsinghua Workshop in Macroeconomics

Finance
1. American Finance Association Annual Meeting
2. Western Finance Association Annual Meeting
3. Financial Management Association Annual Meeting
4. China International Conference in Finance

Information Systems
1. International Conference on Information Systems
2. Pacific Asia Conference on Information Systems
3. INFORMS Conference on Information Systems & Technology
4. American Conference on Information System
5. Hawaii International Conference on Systems Sciences

Management
1. Academy of Management Conference
2. Strategic Management Society Conference
3. Society for Industrial and Organizational Psychology Conference
4. Academy of International Business Conference
5. Association for Psychological Science Conference

Marketing
1. American Marketing Association Educator Conference (winter and summer)
2. Association for Consumer Research Annual Conference
3. Marketing Science Conference
4. Annual Conference of Journal of Marketing Science China Marketing Science

Management Sciences
1. INFORMS Annual Meeting
2. POMS Annual Conference (includes POMS-HK if held outside Hong Kong)
3. MSOM Annual Conference
4. Annual Joint Statistical Meetings of the American Statistical Association
5. Winter Simulation Conference

Application for the College of Business PhD Student Conference Grants

1. Please read the attached Guidelines carefully before completing the form.
2. This form is applicable to full-time UGC-allocated/-related and Institutional-funded PhD students in College of Business (CB) only.
3. Students are allowed to arrive the conference location 1 day before and to leave the location 1 day after according to the conference period. For longer stay, students are required to obtain approval of vacation leave from their supervisor.
4. Retroactive approval of grants for conferences that have already taken place will not be considered.
5. Change of itinerary without prior approval of CB is not allowed and reimbursement of such case will not be supported.

Section A   Application Details *(*please delete as appropriate)*

1.   Applicant's Particulars

Name: _____   Student No.: _____   Department: _____

Commencement Date: _____   Stipulated Study end Date: _____

Source of Funding: UGC-funded / Institutional-funded *

Email: _____   Contact No.: _____

Have you applied any conference grants from the Chow Yei Ching School of Graduate Studies in the past?
☐ No   ☐ Yes   (Date of Conference in last application: from _____ to _____)

Have you received any Conference Grants from CB in the past?
☐ No   ☐ Yes   (Date of Last Conference supported: from _____ to _____)

2.   Conference Details

Title of Conference[@]: _____

Date of Conference: From _____ to _____   Conference Place: Overseas/Local*

Venue/Country of the Conference (full address): _____

_____

Presenting a paper: Yes/No*   Mode of Presentation: Oral/Poster* (For others, please specify: _____)

Title of the Paper: _____

_____

Please state the relevance of this Conference to your research:

[ ]

[@] *Please refer to Appendix 1 for the list of major conferences approved by CB for the Conference Grant*

3. **Budget Estimate**
   (i) The conference grant covers hotel allowance, 90% of the return passage by the most direct and economical means available and 90% of the conference registration fee, subject to a maximum of $10,000. Inter-city transportation (i.e. from the airport to another city that the conference is held and vice versa) are allowed in the return passage.
   (ii) If an air ticket-hotel package will be purchased for attending the conference, please complete both "Budget Estimate I" and "Budget Estimate II".
   (iii) Please note that the conference grant does not support students attending conference through participation in tour packages (which normally cover transportation, accommodation, meals and sight-seeing activities).
   (iv) The cost of a return passage and the hotel allowance mentioned above do not apply to local conferences.

Budget Estimate I (Compulsory): A return ticket and accommodation are to be arranged separately

Item	Estimated Amount		For Office Use Approved Amount
(a) Cost of one return passage by the most economical means available	Name of Airline/Company	Estimated Cost	*(90%)* *Exchange Rate:* _____ HK$
	i.	HK$	
	ii.	HK$	
(b) Hotel allowance ^ (_____ night(s) x $_____ per night for the period from _____ to _____)	HK$		*Exchange Rate:* _____ HK$
(c) Conference registration fee (Currency: _____ Amount: _____ HKD exchange rate: _____)	HK$		*(90%)* *Exchange Rate:* _____ HK$
Total:	HK$		HK$

^ *Up to HK$500 in China or HK$1,000 outside China per night on reimbursement basis subject to a maximum of 4 nights.*

Budget Estimate II (Optional): An air ticket-hotel package
For students who would like to purchase an air ticket-hotel package for attending the conference, please note that:
   (i) It must be proved that the cost of an air ticket-hotel package is cheaper than the total sum of item (a) – a return passage and (b) – hotel allowance mentioned above. Students are required to complete both Budget Estimates I and II, and attach the quotations and other supporting documents.
   (ii) Such cases will be considered on a case-by-case basis, and if approved, no hotel allowance will be provided.

Item	Estimated Amount		For Office Use Approved Amount
(d) Cost of an air ticket-hotel package by the most economical means available	Name of Travel Agency/Company	Estimated Cost	*Exchange Rate:* _____ HK$
	i.	HK$	
	ii.	HK$	
(e) Conference registration fee (Currency: _____ Amount: _____ HKD exchange rate: _____)	HK$		*Exchange Rate:* _____ HK$
Total:	HK$		HK$

4. List of Supporting Document(s) Required

> Please attach a copy of the following document(s) to this application. Applications with incomplete supporting documents(s) will not be processed. Document(s) submitted are not returnable:
> (a) conference programme;
> (b) letter of acceptance/invitation for paper presentation at the conference;
> (c) abstract of the paper to be presented;
> (d) quotations on the cost of one return passage and itinerary from at least two different airlines/companies stated;
> (e) proof of conference registration fee; and
> (f) proof of approved vacation leave if arriving the conference location 2 days (or more) before or leaving the location 2 days (or more) after with reference to the conference period.

Signature of Applicant: _____   Date: _____

Section B Recommendation of Supervisor *(*please delete as appropriate)*

1. I **recommend/do not recommend*** that the student attend the aforesaid Conference.
2. I confirm that the student will be asked to present a seminar in the Department **before/after*** the Conference.

Reasons for supporting/not supporting the application: _____

_____

Name: _____   Signature: _____   Date: _____

Section C Recommendation of Department Head *(*please delete as appropriate)*

I **endorse/do not endorse*** this application.

Comments: _____

Signature: _____   Date: _____
                    Department Head (   )

***** *Please pass the form to College of Business for processing.* *****

Section D Recommendation of CB PhD Programme Director *(*please delete as appropriate)*

I **endorse/do not endorse*** this application.

Comments: _____

Signature: _____   Date: _____
                    CB PhD Programme Director

Section E Approval by Dean *(*please delete as appropriate)*

I **approve/do not approve*** this application.

Comments: _____

Signature: _____   Date: _____
                    Dean (CB)

Please return the completed conference report with
supporting documents to Miss Polly Lau, College of Business
Address: Room 12-200, 12/F, Lau Ming Wai Academic Bldg.
Email : pollylau@cityu.edu.hk

College of Business
香港城市大學
City University of Hong Kong

The College of Business PhD Student Conference Grants

<u>Conference Report</u>

Notes:
1. *This conference report should be completed and submitted to the College of Business (CB) <u>within two months</u> from the end date of the conference.*
2. *Reimbursement of the conference expenses will be processed upon the presentation of documents required in Section A.6 and will be made directly to the student's bank account as listed in AIMS.*

Section A (To be completed by the Awardee) *(*please delete as appropriate)*

1. <u>Personal Particulars</u>

Name: _____ Student No.: _____ Department: _____

Source of Funding: UGC-funded / Institutional-funded *

Email: _____ Contact No.: _____

2. <u>Reimbursement of Expenses Incurred</u>

Item		Expenses Incurred	For Office Use
		Amount	Conf. Grant
a.	Cost of one return passage *(for overseas conference only)*	HK$	*(90%)* *Exchange Rate:* _____ HK$
	Air ticket-hotel package *(for overseas conference only)*	HK$	*Exchange Rate:* _____ HK$
b.	Hotel allowance^ *(for conference held outside HK only, and not applicable if an air ticket-hotel package was purchased)* (_____ night(s), for the period from _____ to _____)	HK$	*Exchange Rate:* _____ HK$
c.	Conference registration fee	HK$	*(90%)* *Exchange Rate:* _____ HK$
	Total amount:	HK$	HK$

^ *Up to HK$500 in China or HK$1,000 outside China per night on reimbursement basis subject to a maximum of 4 nights.*

3. <u>Conference Details</u>

Date of Conference: From _____ to _____

Title of Conference: _____

Title of the Paper: _____

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4. <u>Seminar Presentation</u>

According to the condition for the provision of the grant, I have delivered a seminar in the Department, with details as follows:

Date of Presentation:

Topic:

5. <u>Conference Report</u>

Please give a brief assessment on the value and the usefulness of the conference to your research (not less than 200 words) (use separate sheets if necessary):

6. <u>List of Supporting Document(s) Required</u>

Please attach the following document(s) to facilitate our processing. Applications with incomplete supporting document(s) will not be processed. Document(s) submitted are not returnable:

(a) A copy of the approval on conference grant
(b) Copies of conference information:
   - paper(s) presentation at the conference; and
   - conference programme.
(c) <u>Original receipts</u> for:
   - the cost of one return passage and the itinerary by the most economical means available or air ticket-hotel package;
   - boarding passes;
   - conference registration fee; and
   - hotel accommodation expenses for the period of the conference.

Signature: _____   Date: _____

Section B   (To be completed by the Supervisor)

I confirm that the student has delivered a seminar in the Department as stated in Section A.4.

Other comments, if any: _____
_____

Name: _____   Signature: _____   Date: _____

***** Please pass the form to College of Business for processing.*****