**Pearl Jubilee College**

**Application Guidelines:** **Student Project Subsidy Scheme (2013-2014)**

1. **Objective**

The Student Project Subsidy Scheme (SPSS) of Pearl Jubilee College is designed for the purpose of providing necessary financial support to PJC members to conduct their research activities and pursue their interests in innovation.

1. **Management Structure**

SPSS is managed by the Master of PJC or his nominee. The Master may invite college members and other UM staff to participate in the management committee and evaluation panel as appropriate. The Master reserves the right of interpretation and execution of the Guidelines.

1. **Types of Projects**

Grants will be made for the following types of projects:

* **Academic research project**
* **Scientific invention, product design and development**
* **Publication**

In general, SPSS grants can flexibly support the items in the following categories (for more detailed rules, please refer to the Project Funding Guidelines):

1. **Supplies & Materials** – including equipment, software, reference materials, surveys, and other professional services, etc.
2. **Research & Conference Trip** —including registration fee, entrance fee, part of transportation and accommodation fee, etc.
3. **Publication** – including the editing, proofreading and publication costs.
4. **Others** – including specific needs, miscellaneous, etc.
5. **Eligible Applicants**

All PJC members are eligible for this program. But student who has received any other financial support for the items of project is not eligible to apply for this grant. Applicants may apply for SPSS either on an individual or group basis. If the application is made by a group, the Principal Investigator (PI) should be a PJC student plus at least one other PJC co-investigator in the group. Exceptions on member combinations may be considered in certain circumstances under the approval of the Master.

1. **Application**

In normal circumstances, students can apply for a SPSS grand once in an academic year. Call for application will be announced via PJC website, email and poster, usually opens in September and closes at the end of October. All PJC students are encouraged to apply for SPSS and submit their applications in the designate period. The application process is shown in the following chart.

 STAGE 1: Submission STAGE 2: Proposal Review STAGE 3: Result

Application is approved/ rejected

Proposal is reviewed by the evaluation panel

Submit proposal to PJC office

When the General Office of PJC collects applications, the Master will convene an evaluation panel. The Panel may interview the PI or the group when necessary, and may also ask for further information or revision of proposal. The panel will announce results at the earliest possible time but no more than four weeks after the close of the application period. Applicants may check the results from the PJC College Office or the PJC webpage.

1. **Payment & Purchase**

Payment/reimbursement for the expenses will be based on the actual amount of submitted receipts and subject to the ceiling of the expenditure. All the durable assets, (e.g. equipment etc.), and reference materials, (e.g. books, database, etc.), are the assets of PJC. The applicants should return these purchases to PJC after completion of the project.

1. **Project Extension**

Each successful application will have up to 12 months to complete the project. But the last year student must complete it before his/her graduation. Students who will take an exchange program must complete the project before his/her departure. Extension of a completion date may be considered upon written request with suitable interim progress reports. The Master will consider individual cases and rule on the extension or otherwise.

1. **Project Report**

An interim report should be submitted to the College Office six months after its approval. A final report must be submitted within one month after ending of the funded project. However, ownership of the final product and the potential interest generated by it are solely owned by the SPSS recipients. PJC is not liable for the interests or results of the project.

1. **Acknowledgement**

All grantee publications, including research publications, press releases and other publications or documents about research that is funded by SPSS must include a specific acknowledgment of SPSS grant support, such as: “Research reported in this [publication/press release] was supported by Student Project Subsidy Scheme of Pearl Jubilee College, University of Macau under award number [specific SPSS grant number(s)].”

1. **Other Provisions**
	1. Research Ethics such as anti-plagiarism, respect for privacy and confidentiality, and avoidance of physical and psychological harm to participants, should be strictly followed.
	2. PJC reserves the right not to consider funding to any applications and to terminate support to any approved applications. PJC also has the right to seek a return of approved subsidy from applicants.
	3. All grant recipients should refer to the PJC Project Funding Guidelines for procedural and execution compliance.
	4. Any enquiry concerning the interpretation and execution of these guidelines should be addressed to the College Office and the Master.

Prepared by: PJC Academic Support Committee

Endorsed by:

Approved by:

Approved on:

Effective from: