**Pearl Jubilee College**

**Project Funding Guidelines**

All Pearl Jubilee College members are eligible for college internal project grant. But student who has received any other financial support for the items of project is not eligible to apply for this grant. In general, all PJC internal project grants can flexibly support the items listed below:

1. **Supplies & Materials**
* Equipment, Supplies and Materials
* Reference materials
* Survey/ Questionnaire Studies
1. **Research & Conference Trip**
* Conference Trips
* Research/ Field Trips
1. **Publication**
* Editing, proofreading and publication costs
1. **Others**
* miscellaneous
	1. **Equipment, Supplies and Materials**

The property of all purchased durable assets belongs to Pearl Jubilee College. Grant recipients should provide a list of all purchased durable assets, software, databases and programs to College Office for the purpose of the research. Applicants should return these purchases to PJC after completion of the project. Thereafter, these returned items would become assets of PJC.

Purchase of notebooks, USB flash Drives and other mobile electronic devices are not allowed. Exceptional cases will have to be justified, together with faulty recommendation, and approved by the Master on a case-by-case basis.

* 1. **Reference materials**

Subscribing materials such as books, journals or other references could be supported. All purchased books, journals, and references[[1]](#footnote-1) must be transferred to the College Library at the end of project.

* 1. **Survey/ Questionnaire Studies**

Research methods, schedule plan and detailed description for the cost relating to survey /questionnaire studies should be included in the application proposal for consideration. Printing fee and purchasing gifts for the interviewees could be supported.

**2.1 Conference Trips**

Conference trips can be supported for PI student of the project, providing that he/she is presenting the corresponding project/research results in the conference. Only one student can be supported for each paper presentation. Student should submit the completed Application Form together with the following documents to the College Office at least 10 working days prior to the expenditure.

* Registration material which showing the amount of registration fee
* Formal acceptance letter
* Full text of accepted paper/PPT
* Statement of not receiving any other financial support for the conference

A conference trip report must be submitted the College Office within two weeks after returning from the trip and prior to the reimbursement.

For each conference trip, all registration fee, and a maximum of 50% of transportation and accommodation fee could be supported. Note that all boarding passes and receipts for expenses must correspond to the conference site and must be within the conference period and the granted travelling time. Payment/reimbursement for the conference expenses will be based on the actual amount of submitted receipts and subject to the ceiling of the expenditure. Meals, travelling insurance, passport expenses, visa expenses, excess luggage fee, etc. will not be supported.

**2.2 Research/ Field Trips**

PJC students that are involved in the projects can be supported for research/field trips. Grant recipient(s) must provide full justification (e.g. purpose of the trip, schedule plan of activities, detailed budget and statement of not receiving any other financial support for the trip) in the project application.

A maximum of 50% of transportation and accommodation fee could be supported. Note that all boarding passes and receipts for expenses must correspond to the destination and must be within the research trip period. Payment/reimbursement for the research/field trip expenses will be based on the actual amount of submitted receipts and subject to the ceiling of the expenditure. Meals, travelling insurance, passport expenses, visa expenses, excess luggage fee, etc. will not be supported.

**3.1 Editing, proofreading and publication costs**

Editing, proofreading and publication costs for book publication or journal submission will be considered on a case-by-case basis. In all cases, proper justification must be provided in the application proposal. Payment/reimbursement for the publication expenses will be based on the actual amount of submitted receipts or invoices and subject to the ceiling of the expenditure.

**4.1 Miscellaneous**

Miscellaneous items for the project may include fax, photocopy, local public transportation, communication expenses, entrance ticket, etc. For all projects, miscellaneous expense should not exceed 10% of the total funding amount. Payment/reimbursement for the miscellaneous expenses will be based on the actual amount of submitted receipts.

Prepared by: PJC Academic Support Committee

Endorsed by:

Approved by:

Approved on:

Effective from:

1. E-books and electronic media are excluded. [↑](#footnote-ref-1)