

DEPARTEMENT OF ECONOMICS STUDENT
CONFERENCE PRESENTATION TRAVEL GRANT APPLICATION FORM

Proposal No (*To be completed by Department Administration*): _____

PART A - To be completed by applicants

1. Applicant

Mr Miss Dr

Name (Surname) : _____ (Other name) : _____

Position:(check one) Student - Full-time PhD Full-time MPhil Full-time Final-year UG

Student ID: _____

Tel: _____ UST E-mail address: _____

Date of start of graduate studies (for PG)/ start of undergraduate studies (for UG) _____
Month Year

Have you received any RTG awards in the past 3 years? Yes No
(do not count RTG awards that have been officially withdrawn)

If yes, please list date(s) of previous conference(s): _____

2. Non-local conference attendance in the past 12 months (from the date of the conference in current application)

A. Total number of non-local conferences attended in the past 12 months: _____

B. Total number of non-local conferences for which approval has already been granted but travel has not yet commenced in the past 12 months: _____

C. Total number of non-local conferences in A and B supported by RTG: _____

D. Total number of non-local conferences in A and B supported by Department: _____

3. Are you a Hong Kong PhD Fellowship Scheme (HKPFS) awardee? Yes No

If yes, have you claimed HKPFS Conference Travel Allowance for this conference? Yes No
(HKPFS awardee should apply HKPFS Conference Travel Allowance first)

4. Details of paper to be presented (attach all required documentation - see [Explanatory Notes](#))

Name of professional meeting : _____

Sponsoring agency/society : _____

Date of meeting: _____ - _____ (DD/MM/YY)

Destination: _____

Title of paper:

Authors of paper (all authors must be listed in correct order and their position must be indicated) :

	<u>Surname</u> (eg. <i>Chan</i>)	<u>Other name</u> (eg. <i>T. M.</i>)	<u>Position</u>
1.			
2.			

Presentation mode of paper:

Poster Oral

For poster presentations, was the paper originally submitted as a poster?

Yes No

Will the applicant present the paper at the conference?

Yes No

Was the paper accepted based on a refereeing process?

Yes No

Will the paper be published in the conference proceedings?

Yes No

5. Deadline for early registration : _____
6. Proposed start date of travel : _____
7. Estimated total cost of travel (in HK\$ - see [Explanatory Notes](#) for maximum allowed amounts)

A. Transportation (please itemise) :

_____ HK\$ _____
_____ HK\$ _____

B. Registration fees : _____ HK\$ _____

C. Other Expenses (Hotel) : _____ HK\$ _____

Total (A through C) HK\$ _____

8. Reason/Justification (Student should provide justification for quality of conference, such as the acceptance rate, names of presenter, etc)

9. Is this presentation awarded by RTG/HKPFS Conference Travel Allowance? Yes No

10. Amount requested from Department HK\$ _____

Note: Applicants should make sure they have valid visa when they apply for travel grant. Applicants are responsible for any expenses incurred should there be any delay or rejection of visa application.

Name of Supervisor(s)

<u>Title (Prof./Dr./Mr/Ms)</u>	<u>Surname</u>	<u>Other name</u>	<u>Dept</u>	<u>Email of Supervisor</u>
1. _____	_____	_____	_____	_____@ust.hk
2. _____	_____	_____	_____	_____@ust.hk

10. Signature of Main Supervisor: _____

11. Signature of Committee/PG coordinator: _____

12. Signature of Department Head: _____

**Explanatory Note for Department of Economics Student Conference Presentation
Travel Grant Application**

1. For the successful RTG awarded conference, the Department will provide a USD \$300 subsidy to help the student to cover the hotel expenses. The student has to submit hotel receipt to claim for this subsidy.

If the total number of conferences (3 for Ph.D students and 1 for MPhil students) sponsored by RTG (or in the case of HKPFS, the annual conference travel allowance of HK\$10,000 for a period of up to 3 years) is exceeded, each student is qualified for the following conference presentation grant from the Department:

- a. For each Ph.D. student, a total amount (including air fare, hotel and conference registration, or summer schools/training programs during the first year of the PhD studies) not exceeding USD \$1500 (no limits on number of times). This subsidy cannot be used in conjunction with RTG award.

- b. For each MPhil student in the first two years of his/her study, a total amount not exceeding USD \$1000 could be used to support attendance of training programs/summer schools (air fare, registration fee and hotel).

- c. Once for each Ph.D student who is on the job market, a USD\$1,000 subsidy to attend AEA/EEA job market meeting for job market interviews.

- d. The conference presentation should be part of the thesis.

- e. The conference presentation travel grant will give priority to independent work of graduate students. Students should seek support from supervisors or faculties for joint work with supervisors or other faculty members.
2. The Department will provide an application form for the Department Conference Presentation Grant for Graduate Student. The applicants should seek prior approval from the main supervisor and PG committee, and fill the form and get signature from the main supervisor, PG committee and Department head. In the application, the applicants should provide rigorous justification on why presentation in the conference will benefit his/her research and the quality of the conference, such as the list of presenters and their affiliations, or other evidence about the quality of the conference brochure. The applicant should also provide other supporting documents such as the acceptance letter.