

香港中文大學敬文書院
CW Chu COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG

學術會議資助申請表
APPLICATION FOR CONFERENCE GRANT

申請表請交敬文書院人力編制及財政預算委員會 (院務室袁慧雯女士轉)
Please send application to the Staffing & Budget Committee (Attn: Ms Eva Yuen, College Office, CW Chu College)

1. 個人資料 Personal Particulars

稱謂: Title:	<input type="checkbox"/> 教授 Prof. <input type="checkbox"/> 博士 Dr. <input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms.	姓名: Name (in Block Letters):	
職位: Post:		學系 / 單位: Department:	
電話: Telephone:		電郵: Email:	

2. 會議資料 Details of the Conference

會議名稱:
Title/Event: _____

主辦單位:
Organization: _____

會議地點: _____ (城市 City) _____ (國家 Country)
Venue: _____

會議日期: 從 _____ (日/月/年) _____ 至 _____ (日/月/年)
Conference Dates: From _____ (DD/MM/YY) _____ to _____ (DD/MM/YY)

3. 發表論文/海報資料 (請提交相關證明文件及論文摘要)

Details of the Paper(s)/Poster(s) to be Presented (Please submit copy of documentary evidence and abstract of the paper)

論文/海報題目:
Title(s) of the Paper(s)/Poster(s): _____

發表者:
Presented by: _____

4. 預算費用、其他資助及是次申請金額 (請提交相關證明文件)

Estimate of Expenses, Subsidies/Grants from Other Units and Amount requested in this application (Please submit copy of documentary evidence)

兌換率 Exchange Rate used: _____

會議費用 <i>Conference Expenses</i>	預算 <i>Estimated Costs</i>	其他單位資助 <i>Subsidies/Grants from Other Units</i>		是次申請金額 <i>Amount Requested in This Application</i>
		金額 Amount	來源 Sources [▲]	
註冊費 <i>Registration Fee</i>	港幣 HK\$	港幣 HK\$	<input type="checkbox"/> 大學 CUHK <input type="checkbox"/> 學系 Department	港幣 HK\$
旅費 <i>Travel</i>	港幣 HK\$	港幣 HK\$	<input type="checkbox"/> 大學 CUHK <input type="checkbox"/> 學系 Department	港幣 HK\$
住宿 <i>Lodging</i>	港幣 HK\$ (\$ /日 day x 日 days)	港幣 HK\$	<input type="checkbox"/> 大學 CUHK <input type="checkbox"/> 學系 Department	港幣 HK\$
合共 <i>Total</i>	港幣 HK\$			港幣 HK\$

[▲] 如未有或不會向大學或學系申請資助，請列明理由：

[▲] Please state the reason if you have not applied or do not intend to apply for grant from the University or your department:

請在適當位置加上「✓」號 Please tick as appropriate.

5. 會議缺勤申請 Status of Conference Leave Application

本人所屬學院 已經 / 並未 批准本人的會議缺勤申請。

My conference leave has / has not been approved by the Faculty concerned.

6. 過去十二個月獲得的會議資助 Conference Grants obtained in the past 12 months

	會議名稱 Event	日期 Period	資助來源 (如大學 / 書院) Supporting Unit(s) (e.g. CUHK, College)	資助金額 Amount Approved (港幣 HK\$)
1.				
2.				
3.				

7. 過去十二個月於敬文書院的工作 (如委員會工作、書院通識課程、書院學生輔導老師等)

Contributions to CW Chu College in the past 12 months (e.g. Committee work, College GE course, College Student Advisor etc.)

8. 簽署 Signature

申請人簽署：

Applicant's Signature: _____

日期：

Date: _____

9. 系主任 / 部門主管批註 Endorsement by Department Chairperson / Unit Head

簽署：

Signature: _____

日期：

Date: _____

姓名 Name in Block Letters :

Information received by the College will be solely for processing the above Conference Grant application.

(FOR COLLEGE INTERNAL USE)

Reference Number _____ Application Received on _____

Documents Checked

Abstract Letter of Acceptance Travel Lodging Others: _____

Previous Applications Submitted

Date	Result	Grant Approved (HK\$)	Amount Claimed (HK\$)
	Approved / Disapproved		
	Approved / Disapproved		
	Approved / Disapproved		

Application for this Round

Result: Approved / Disapproved Grant Amount: HK\$ _____ Date: _____

Remarks: _____
