THE CHINESE UNIVERSITY OF HONG KONG
and
THE CHINESE UNIVERSITY OF HONG KONG (SHENZHEN)

1+1+1 CUHK-CUHK(SZ)-GDSTC Joint Collaboration Fund

Guidance Notes
Young Scholar Projects

Introduction

The Chinese University of Hong Kong (CUHK) and The Chinese University of Hong Kong (Shenzhen) (CUHK(SZ)) are collaborating deeply in response to the strategic needs of the country and the Guangdong-Hong Kong-Macao Greater Bay Area (GBA). Leveraging the comprehensive advantages of both campuses in research and talent development, the two campuses have jointly launched a funding scheme "1+1+1" (the Scheme) with the additional matching fund provided by the Guangdong Province Science and Technology Department (GDSTC). The Scheme aims to support collaborative projects between the two campuses in three categories:

- General R&D Projects,
- Platform Development Projects (Not for the second round funding),
- Young Scholar Projects;

and the Scheme will initially last for three years.

Funding for Young Scholar Projects aims to support young scholars, such as postdoctoral fellows, PhD students, and undergraduate students, for innovation and research activities co-organized by the two campuses. The Scheme adopts a joint Principal Investigator (PI) system, and each project will be led jointly by Co-PIs from both campuses. The Category of Young Scholar Projects covers:

- Joint Postdoctoral Fellow Supervision,
- Joint PhD Supervision,
- Undergraduate research and innovation projects, etc.

The Co-PIs for these projects should be the co-supervisors from both campuses who supervise the postdoctoral scholars, PhD students, or undergraduate students. If a project belongs to the Category of General R&D which involves joint PhD or postdoctoral supervision, it should be submitted to the General R&D Subcommittee for consideration. The Subcommittee for Young Scholar Projects does not accept such applications.

Application

1. Applicants should submit the completed application forms and strictly observe the page limits for respective items. Further information will be requested if the Review Panel established under Sub-Committee for Young Scholar Projects of Management Committee of the 1+1+1 CUHK-CUHK(SZ)-GDSTC Joint Collaboration Fund considers it necessary.

2. Application (one word file and one pdf file) should be submitted to co-secretaries of the Sub-Committee for Young Scholar Projects by email: Ms. Kit Chan at kitkwchan@cuhk.edu.hk and Ms. Sophie Li at liruochen@cuhk.edu.cn.

Assessment Criteria

3. When assessing the proposal, particular weight will be given to the following considerations.

	Assessment Criteria	**Weighting**
1.	Benefits (i) Benefits to the two campuses and GBA brought about by the project (ii) Benefits to students, staff and other stakeholders brought about by the project (iii) Contribution to the objective of facilitating collaboration between the two campuses (iv) Alignment with the strategic goals or focus areas of developments of CUHK and CUHK(SZ)	20%

2.	Viability, deliverables, research outcomes and impacts (i) Project objectives, outcomes and deliverables (ii) Clear specification of processes and outcomes, success/failure factors, as well as problems and solutions (iii) Applicability, replicability and sustainability of project outcomes (iv) Clear specification of evaluation plan with well-defined KPIs (v) Systematic planning to and feasibility in achieving specified objectives, research outcomes and deliverables (vi) Clear documentation and dissemination of successful cases and good practices, and sharing of project experience and outcomes	50%
3.	Cost-effectiveness (i) Justifiability of proposed budget against expected deliverables/outcomes (ii) Synergies with other funding sources	20%
4.	Track record/Innovativeness • Track record of existing/relevant projects (if any) undertaken by the PIs that are relevant to the project proposal • Innovation of the projects and long-term impact of the project	10%

Financial Arrangements

4. The funding cap for projects of Categories (b) to (e) (please refer to Paragraph 6 of Part I) is RMB¥1.2m; the cap for projects of Categories (f) to (j) is RMB¥0.6m; the cap for projects of Categories (k) and (l) is RMB¥0.3m. There is no funding cap for projects of Category (a). For projects that cannot be classified to Categories provided, please use the most relevant category as a reference. The Review Panel has the discretion to lift the funding cap to any worthwhile project. While the purpose of this Scheme is to facilitate research and innovation projects co-organized by the two campuses for young scholars, project PIs are encouraged to secure funding from other resources, if any, to (partially) support the proposed activities.

5. Budget should be prepared in broad categories of "staff cost", "student helper", "equipment cost", "conference attendance", "contract for services/visitors", "student activity", "others" and "miscellaneous". Detailed breakdown and justifications should be provided for each of the categories.

6. The funding for joint PhD supervision is capped at the postgraduate studentship rate PGS-2 (currently HK$19,275 per student per month, HK$231,300 per student per year) if the student is officially registered at CUHK, and at RMB¥204,000 (tuition 140k and stipend 64k) per student per year if the student is officially registered at CUHK(SZ). The funding stops upon the expiry of the normative study period of the student.

7. For budgeting staff cost, please state the type as well as post of staff, i.e. research staff (research assistant/junior research assistant) or non-research staff (project assistant/project coordinator/executive officer), period of employment and number of staff. For example, HK$15,000x0.5x3x1 for "one 0.5 research staff (research assistant) for 3 months". All staff-related cost (e.g. MPF, medical, gratuity) should be included in the budget. Please note that unless budget revision is approved, funding approved for employment of research staff cannot be used for employment of non-research staff and vice-versa. Reference can be made to the University's salary scale. Student helpers should be budgeted at the University's standard hourly rate (CUHK: HK$64/hr and 5% MPF; CUHK(SZ): RMB¥25/hr) should also be budgeted since no extra funding will be provided.

8. For purchase of equipment, detailed breakdown, justifications and prior endorsement of the Chair/ Head of the Department/Unit that will house the equipment should be provided. Please specify (i) why the equipment is necessary for the project; (ii) what type of equipment with similar functions has been bought by the PIs, Co-Is or the respective unit as well as the amount approved/expended (regardless of the funding source); and (iii) whether such equipment can be bought by using department's/unit's block grant. To allow for reasonable flexibility, details such as model of the equipment do not need to be included.

9. For souvenirs, book coupons or prize awards for participants of events/ activities, acknowledgment of receipt by the participants is required. Token of appreciation for participation of surveys/interviews should be in the form of book coupons (instead of cash or supermarket coupons). Book coupons for participation in focus group and survey are capped at $100 and $50 per person respectively.

10. The provision for conference attendance is capped at HK$20,000 per year for each project, and the University guidelines on conference expenditure should be observed.

11. Any request should be explicitly stated, with detailed breakdown and justifications. Endorsement from Department Chairman/Unit Head is required for request for teaching relief and equipment. All funding, if approved, should be expended in accordance with the University guidelines.

Reporting

12. Successful applicants are required to submit a progress report, a project end final report, and a brief project summary write-up. In addition, for experience sharing and dissemination, each project should prepare to produce a short video (~2 minutes) that provides a brief summary of the project and the project results. The brief write-up and short video may be uploaded to the University's website for public access.

13. For better monitoring of the projects, 20% of approved funding allocated to each project will be held back until the progress report of the project is deemed satisfactory by the Review Panel.

Acknowledgement and Handling of Intellectual Property

14. A suitable acknowledgement of the funding should be included in any facilities purchased/event/ publication/publicity arising from the work done on the project funded.

15. Procedures for the handling of intellectual property rights that may arise due to the project concerned shall be outlined in a separate document. All terms shall be negotiated on a mutual basis prior to the start of the collaborative project in question and in accordance with the policies of each institution.

Budget Revisions

16. The PIs are expected to spend the funding in accordance with the itemized budgets within the project end dates.

17. All requests concerning the introduction of "new" budget items, i.e. items not included in the original approved budget, should be submitted for approval by the Panel.

18. Regarding purchase of equipment, for any change in the number and/or type of equipment to be purchased, irrespective of whether there is a change in the amount of the budget item and the total budget of the project, endorsement by the Department Chairman/Unit Head and approval by the Chairperson of the Panel are required.

19. Provided that the total budget of the project remains unchanged, no approval is required for virement of funds of 20% or less within the same funding source (i.e., within CUHK, CUHK(SZ), or GDSTC) of an approved budget item (based on the item with higher amount), or not exceeding an amount of HK$20,000 or RMB¥20,000, whichever is lower, except for the purchase of equipment as provided for in paragraph 19 above.

20. All requests of budget revision/project extension, supported with adjustment details and justifications, should be submitted **at least three months before the project end date** to the Chairperson of the Review Panel for consideration via co-secretaries of Sub-Committee for Young Scholar Projects by email: Ms. Kit Chan at kitkwchan@cuhk.edu.hk and Ms. Sophie Li at liruochen@cuhk.edu.cn, using the Budget Revision/Change of Project Duration Form.

21. All other requests of budget revisions that do not fall under the circumstances mentioned in the above paragraphs should be submitted to the Panel via co-secretaries of Sub-Committee for Young Scholar Projects by email: Ms. Kit Chan at kitkwchan@cuhk.edu.hk and Ms. Sophie Li at

liruochen@cuhk.edu.cn, for consideration, and where applicable, for approval by the Chairperson of the Panel.

22. For enquiries, please contact colleagues of co-secretaries of Sub-Committee for Young Scholar Projects by email: Ms. Kit Chan at kitkwchan@cuhk.edu.hk and Ms. Sophie Li at liruochen@cuhk.edu.cn, respectively.

November 2025