

THE UNIVERSITY OF HONG KONG

SERVICE 100 Fund

(incorporating the Student Knowledge Exchange Project Grant)

**Student Knowledge Exchange (KE) Project Grants
for
Non-credit-bearing Community Engagement Projects with KE Elements /
Non-technology-based Not-for-profit Student Start-ups**

Checklist for Reference: Application Procedure

	Student KE Project Grant for Non-credit-bearing Community Engagement Projects with KE Elements	Student KE Project Grant for Not-for-profit Student Start-ups that are Non-technology-based
Documentation (general)	<ul style="list-style-type: none"> • Proposal (please include the Chinese translation of the project title) • CV of project coordinator (please include Chinese name if applicable) • For RPg students: written confirmation of the primary supervisor indicating agreement for the RPg student to undertake the proposed student KE project and confirming that it does not form part of the research for the student's thesis 	
Documentation (specific)	<ul style="list-style-type: none"> • Support letter from a non-academic partner organization outside the University 	<ul style="list-style-type: none"> • Support letter from an external partner organization (may be relaxed if considered appropriate) • Certificate of Incorporation and Business Registration Certificate issued by the Companies Registry (may be submitted after receipt of Letter of Offer from CEDARS)
Reporting requirement	Interim and/or final report(s) as required by CEDARS	

Knowledge Exchange Office

August 12, 2015