

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**

Frequently Asked Questions on Student KE Project Grants under the SERVICE 100 Fund

The answers to the frequently asked questions (**FAQs**) below are provided for reference only. Hopefully they can help students understand the features and requirements of the student KE project grants that are administered under SERVICE 100 Fund of CEDARS before they submit an application online.

1. Q: I am a student with major in music and would like to organize a service trip to a country in South East Asia to visit the homeless people there. Will my proposal be considered?

A: This is a service project that may be considered by SERVICE 100 Fund. Support by the student KE project grant is normally not considered, unless you can explain clearly in your proposal the linkage between your knowledge learnt from your discipline and the benefit to the community through the project.

2. Q: I am a student with major in psychology and would like to apply my knowledge from my study of music therapy to help some disadvantaged groups in a country in South East Asia manage their stress. Will my proposal be considered?

A: Yes, your proposed project may be considered for support by the student KE project grant if you have clearly explained in your proposal about how to apply the knowledge you have learnt in your discipline to benefit the target groups, and if your proposal could satisfy the other requirements including documentation.

3. Q: I am a research postgraduate student and am interested to apply the knowledge of my study to the community. Can I apply for the student KE project grant? I don't plan to use the materials of the proposed KE project for my RPg research.

A: Yes, if you can submit a written confirmation of your primary supervisor indicating agreement for you to undertake the proposed student KE project and confirming that it does not form part of the research for your thesis.

4. Q: I would like to set up a not-for-profit start-up to realize my business idea that is non-technology-based. Where can I get information on how to set up this kind of not-for-profit organization?

A: Please visit the website of the [Companies Registry](#) for details on the procedures of incorporating a local limited company in Hong Kong. According to the reference information on that website, non-profit-making organizations are usually registered as companies limited by guarantee.

According to Section 103 of the Companies Ordinance, the Registrar of Companies may, by licence, permit an association intended to be formed as a limited company to dispense with "Limited" in its name if the Registrar is satisfied that the company is to be formed for promoting art or science or any other useful objects; the association intends to apply the company's profits or other income in promoting its objects; and the association intends to prohibit the payment of dividends to the company's members. Please refer to the "Guideline on Registration of Company Names for Hong Kong Companies" on the website of the [Companies Registry](#).

Please also visit the website of the [Inland Revenue Department](#) (IRD) for the tax guide. Section 88 of the Inland Revenue Ordinance provides that charitable institutions are exempt from tax. However, according to "A Tax Guide for Charitable Institutions and Trusts of a Public Character" on the IRD website, not all "voluntary" or "non-profit-making" organizations are charities, and there is no provision in the Inland Revenue Ordinance which exempts a "voluntary" or "non-profit-making" organization from tax. Persons who are considering starting a charity are advised to seek legal advice about the format, content and legal sufficiency of the charity's governing instrument.

5. Q: What if I want to set up a technology start-up?

A: If you want to set up a technology start-up, you may apply for funding under the [TSSSU@HKU Scheme](#) administrated by the [Technology Transfer Office](#) (TTO). Given this alternative funding source, proposals for technology start-ups will not be considered for support by student KE project grants under SERVICE 100 Fund.

6. Q: If we submit an application in the first semester and plan to carry out our project until the summer, for example, from October 2015 to July 2016, what does the funding deadline of June 30, 2016 mean to our project?

A: The yearly earmarked grant for KE allocated to the University by the University Grants Committee (UGC) is used for the student KE project grants. As required by the UGC, such funding must be used by June 30 of the financial year. Any balance remaining as of July 1 is subject to claw back by the UGC, so **no** extension of the funding period may be made in any circumstance. In the example above, the student KE project grant allocated to your project must be used by June 30, 2016. This means that the project expenses must be incurred by June 30, 2016, with receipts showing the date of the incurred expenses. Make sure that all the receipts and claim supporting documents reach CEDARS by June 30, 2016; otherwise, your claims for reimbursement cannot be processed because it will not be possible for CEDARS to meet the year-end deadline prescribed by the Finance and

Enterprises Office (FEO). Expenses incurred after June 30, 2016 cannot be charged to the student KE project grant.

7. Q: If we submit an application in the second semester and plan to carry out our project across two financial years, for example, from February 2016 to February 2017, will it be considered for support?

A: Such a proposal will normally be considered for support up to June 30 of the financial year relevant to the call for application, i.e. June 30, 2016 in the example above. As an exception, if the merit of the proposal is deemed justified for special consideration, and if you have explained clearly in your proposal the deliverables of your project and the budget in each financial year, i.e. the period ending June 30, 2016 that falls within 2015/16 and the period from July 1, 2016 that falls within 2016/17, it may be funded partly in the 2015/16 financial year and partly in the 2016/17 financial year, provided KE funding is still available from the UGC in the next financial year. However, the same deadline of June 30, 2016 for reimbursement of expenses incurred in 2015/16 will apply (see FAQ 6 above). In no circumstance can expenses incurred in 2015/16 be charged to the student KE project grant for 2016/17. Claims for reimbursement of expenses incurred in 2016/17 should be submitted to CEDARS upon project completion in February 2017.

8. Q: My project budget includes \$25,000 mainly to cover allowances to students as researchers, designers and A/V crew to produce videos to be uploaded online. Will this budget item be supported?

A: Payments to student team members or other students to do the work for the project will not be supported.

9. Q: My team will travel to Africa for a medical service trip. Will the cost for travel insurance be supported?

A: The University has arranged a Group Travel Insurance Policy for students who are required to travel overseas for academic purpose. If you wish to take out additional travel insurance, please consult FEO first via email to insurance@fo.hku.hk. Generally, cost for additional travel insurance arranged individually may not be supported.

10. Q: I would like to pay a professional translator to translate the materials to be used in my project, and a designer to help design the project website. Will such costs be supported?

A: Costs for involving commercial vendors to do the work for the project will not be supported. The learning experience of students through actually doing the work for the project is considered important. The student team is advised to engage students with the relevant skills to join the team, or explore the possibility of training by the external partner organization to deliver the promised outcomes set out in the proposal.

11. Q: My project will involve some specific equipment that could not be provided by the partner organization, but the equipment items are important for the project. If the budget item for such equipment is approved, are there any regulations on purchase of project equipment?

A: According to the University's financial regulations, approved equipment and other items purchased with the student KE project grant will remain the property of the University. The University reserves the right to re-deploy the equipment on completion of the student KE project. These items should be entered into the equipment inventory of the Faculty Advisor's department concerned as appropriate.

12. Q: If I need to purchase a rather expensive piece of equipment for my project, costing around \$17,000, should I settle payment first and claim for reimbursement via CEDARS as usual?

A: Please consult CEDARS first. According to the University's purchasing procedures, for any equipment, consumables or service costing over HK\$15,000, competitive quotations should be obtained and a draft purchase order should be submitted to FEO (via FEO's system). If the draft purchase order is approved, FEO will arrange to pay the vendor directly upon receipt of the invoice. It takes time to complete such procedures, so it is important for you to consult CEDARS well in advance.

13. Q: If I have not clicked the checkbox for "Student Knowledge Exchange Project Grant" when I fill in the online application form, will my proposal still be considered for student KE project grant?

A: Your proposal will be considered for SERVICE 100 Fund only, unless CEDARS advises KEO that there are exceptional and well-justified reasons to consider it for the student KE project grant as well.

Knowledge Exchange Office
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