

THE CHINESE UNIVERSITY OF HONG KONG

Energy Conservation Incentive Scheme for Student Hostels

Funding Guidelines on Student Energy Ambassadors Project

Introduction

1. The Energy Conservation Incentive Scheme for Student Hostel (ECIS-SH) aims to encourage positive behavioural change among student hostel residents and to nurture a responsible consumer culture on campus.
2. The ECIS-SH includes an education component whereby Student Energy Ambassadors will be provided with training on the smart consumption of energy. After training, the Student Ambassadors will, with funding support from the ECIS-SH, develop and implement publicity, education or engagement projects in their hostels.

Application

3. Eligibility
 - (a) All CUHK students who are residents of the University's hostels (including those of its Colleges, Postgraduate Halls and I-House), are eligible to apply for funding from the ECIS-SH for their proposed projects.
 - (b) The proposed project must be conducted in the University's hostel buildings and must be self-initiated. It must be an original work developed by the applicants and must not infringe the rights of others (including copyright). The Social Responsibility and Sustainable Development Office (SRSDO) will not be held responsible for the consequences of any such infringement.
 - (c) Applicants must not have applied for funding for their proposed project under any other funding scheme, nor have publicly displayed or circulated on the Internet details of the proposed project.
4. Application Period
 - (a) Applications will be invited annually, normally in October.
 - (b) The application deadlines and suggested project commencement dates will be posted on the SRSDO website.
5. Application Process
 - (a) Applicants must submit completed application forms (available [here](#)) and any supporting documents to srsdo@cuhk.edu.hk by the deadline of each application round. Late submissions will not be considered.

- (b) Shortlisted applicants may be invited for an interview to present their proposed projects in detail, and may be required to provide supplementary information.
- (c) When assessing the proposal, particular weight will be given to the following considerations:
 - (i) whether the project contains creative and actionable ideas;
 - (ii) whether it is feasible and can be readily implemented;
 - (iii) whether it is cost-effective and efficient; and
 - (iv) whether it is sustainable and can be continued after the completion date.

Implementation

6. Implementation of the Selected Project

- (a) Successful applicants (project holders) must start and complete their project by the dates specified by SRSDO. If they fail to do so, they may forfeit the approved funding. The project must be completed within 12 months.
- (b) As the project is funded by SRSDO to promote energy conservation, logos provided by SRSDO shall be displayed on all project deliverables (e.g., promotional materials and project websites), as appropriate. The deliverables shall be submitted to SRSDO for approval at least one week before publication.
- (c) Project holders must seek prior approval from SRSDO for any change in the project scope. If they fail to do so, some or all of their project expenses may not be reimbursed.
- (d) Projects funded under this scheme must be conducted in accordance with the University's regulations on safety and research ethics. Project holders are particularly reminded that they must preserve confidentiality and respect the privacy of participants and beneficiaries.
- (e) Project holders will be responsible for the overall control and management of project assets, including any movements or transfers of these items among users.

7. Financial Arrangements

- (a) The selected projects may be either fully or partially funded. Staffing costs and meals will NOT be funded.
- (b) The project holders must use the funds exclusively for the approved project and must strictly adhere to the approved budget. No variation in the approved budget, or virement between budget items, will be permitted unless SRSDO's prior approval is sought in writing.

(c) The project holders may apply for reimbursement for project expenses in accordance with the University's reimbursement procedures. All claims for reimbursement must be supported by original official receipts (not invoices).

(d) SRSDO will determine whether claims by project holders qualify for reimbursement. Its decision will be final.

Reporting

8. A final report on the project in Microsoft Word format, in either Chinese or English, must be submitted to SRSDO by email (srsdo@cuhk.edu.hk) within one month after the project completion date. If a project lasts more than six months, the project holders must submit an interim report within one month after the halfway stage.
9. The project holders must, if so requested, submit a revised interim or final report to SRSDO by email within five working days after receiving SRSDO's comments on the report.
10. The interim and final reports should be prepared in the prescribed format (template available [here](#)).
11. The submitted materials, including photographs, may be used by the University for its own publicity purposes. No royalty will be payable to the project holders.
12. Project holders may be required to make public presentations on their projects, and may be asked to give interviews and take part in press conferences.

Resubmission

13. Unsuccessful applicants may revise and modify their applications for resubmission in a subsequent application round.

Withdrawal

14. Applicants may withdraw an application by informing SRSDO by email (srdso@cuhk.edu.hk) at any time before a funding agreement is signed.

Enquiries

15. Enquiries may be made to the SRSDO either by email (srsdo@cuhk.edu.hk) or by telephone (3943 8122 Mr Jor Fan).

(September 2023)