

THE CHINESE UNIVERSITY OF HONG KONG

Sustainable Development Goals Action Fund

Funding Guidelines

Introduction

1. The Sustainable Development Goals Action Fund (SDG Action Fund) encourages CUHK staff and students to develop creative and actionable projects which actively respond to the [17 Sustainable Development Goals \(SDGs\)](#) adopted by the United Nations. The SDG Action Fund was launched by the University in December 2018.

Application

2. Eligibility

- (a) All CUHK students, student groups and university units are eligible to apply for funding from the SDG Action Fund for proposed projects that actively respond to one or more of the 17 SDGs.
- (b) The proposed project must be conducted in Hong Kong and must be self-initiated. It must be original work 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.

3. Application Period

- (a) Three rounds of application will be held each year, normally in January, May and September.
- (b) The application deadlines and suggested project commencement dates will be posted on the SRSDO website.

4. 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;
 - (iv) whether it is sustainable and can be continued after the completion date; and
 - (v) whether it offers opportunities for interdisciplinary collaboration.
- (d) Applicants will be informed whether their application has been successful within two months after the application deadline. The decision of SRSDO will be final.

Implementation

5. Implementation of the Selected Project

- (a) Successful applicants (project holders) must start and complete their project by the dates specified by SRSDO. Otherwise, they will forfeit the approved funding. The project must be completed within 24 months.
- (b) As the project is funded by SRSDO to promote the SDGs, 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 the SDG Action Fund Secretariat (c/o SRSDO) for approval at least one week before publication.
- (c) The project holder shall seek prior approval from the SDG Fund Secretariat in case of any change in project scope. Otherwise, they may not be able to reimburse the project expenses.
- (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 should be responsible for the overall control and management of project assets, including any movements or transfers of these items among users.

6. 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 shall use the funds exclusively for the approved project scope 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 shall 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

7. A final report on the project in Microsoft Word format, in either Chinese or English, shall be submitted to the SDG Action Fund Secretariat (c/o 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 shall submit an interim report within one month after the halfway stage.
8. The project holders shall, if so requested, submit a revised interim or final report to the SDG Action Fund Secretariat (c/o SRSDO) by email within five working days after receiving SRSDO's comments on the report.
9. The interim and final reports should be prepared in the prescribed format (template available [here](#)).
10. The submitted materials, including photographs, may be used by the University for its own publicity purposes, and no royalty shall be payable to the project holders.
11. 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

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

Withdrawal

13. Applicants may withdraw an application by informing the SDG Action Fund Secretariat (c/o SRSDO) by email (srdso@cuhk.edu.hk) at any time before a funding agreement is signed.

Enquiries

14. Enquiries may be made to the SDG Action Fund Secretariat (c/o SRSDO) either by email (srsdo@cuhk.edu.hk) or by telephone (3943 3922 Mr Jack Yung).

(June 2022)