

**THE UNIVERSITY OF HONG KONG
FACULTY OF BUSINESS AND ECONOMICS**

HKU-UChicago Collaborative Sustainability and Climate Research Fund

Grant Guidelines

I. OBJECTIVE

1. The HKU-UChicago Collaborative Sustainability and Climate Research Fund (“Fund” hereinafter) was established by The University of Chicago, through its Institute for Climate and Sustainable Growth (“UChicago” hereinafter), and The University of Hong Kong, through its HKU Jockey Club Enterprise Sustainability Global Research Institute (“HKU” hereinafter) to support collaborative research on key topics related to sustainability and climate.

II. ORGANIZATION

1. The Fund shall be administered by two Administering Appointees including an appointed representative from the Institute for Climate and Sustainable Growth (under UChicago) and the Director of the HKU Jockey Club Enterprise Sustainability Global Research Institute (under HKU).
2. The Administering Appointees will provide overall governance of the Fund including the appointment of selection committee and financing.

III. ELIGIBILITY

1. Applications for the Fund are extended to full-time professoriate staff (tenure track faculty) in both UChicago and HKU.
2. Each application should be jointly submitted by one UChicago professoriate staff (tenure track faculty) and one HKU professoriate staff as joint Principal Investigators (PIs).

IV. FUNDING AND FINANCES

1. The Fund supports research projects for one year. The grants offered for each project will not exceed US\$50,000 (or HK\$390,000).
2. The Fund supports each research project once; and no continuation funding will be granted.
3. For each awarded project, the UChicago PI will receive 50% of the awarded research grant funding from UChicago, and the HKU PI will receive 50% of the awarded research grant funding from HKU. PIs should indicate in the application form the division of fund between the two Universities.
4. In cases where a significant line item requires more than 50% of the awarded research grant funding to be paid by either the UChicago PI or HKU PI, the PIs should indicate in their application form and obtain prior approval from the Administering Appointees.

- a. Approval will be evaluated on a case-by-case basis, and related expenditures will be reimbursed when they involve remittances between UChicago and HKU.
 - b. When remittances between UChicago and HKU are involved, reimbursement will be arranged upon or after the following conditions are met:
 - i. The end of the grant period.
 - ii. Submission of a certified financial statement with supporting documentation indicating that the corresponding PI's expenditures exceed 50% of the total awarded funds from the Finance Office of the requesting university.
 - iii. Provision of a debit note from the Finance Office of the requesting university.
5. The HKU PI awardee must follow HKU's prescribed procedures for all items of expenditure as specified in HKU's Departmental Financial Administration (DFA) and financial policies and procedures for the research grant funding from HKU.
6. The UChicago PI awardee must follow UChicago's financial policies.
7. Unless otherwise stated or if remittances between UChicago and HKU are involved, the awarded grant from the Fund is a one-line vote without further division into sub-allocations. Virement between approved budget items under the one-line vote within the same project does not require the Administering Appointees' approval.
8. The funding university will retain ownership of any equipment and/or data purchased through the grant.
9. The number of awards to be made and/or the exact value of each award shall be determined by the Administering Appointees each year depending on the funding availability and on the basis of academic merit.
10. In the event of there being no suitable candidates in any year, no award shall be made.

V. SELECTION CRITERIA

1. The Fund shall be awarded by a Joint Selection Committee set up and appointed by the Administering Appointees, comprising two academic appointees from UChicago and two academic staff members from HKU.
2. Selection of the eligible projects for the Fund will be based on an assessment of their potential to contribute to and advance sustainability and climate research, including:
 - a. Significance of the research question,
 - b. Quality of research approach,
 - c. Expected output, and
 - d. Potential academic impact.

VI. SUBMISSION OF APPLICATIONS

1. Applicants should submit the following documents to the specified contact before the specified deadline as notified in the call circular issued by the Administering Appointees, including:
 - a. A completed application form with the budget proposal (BE63/325)

- i. PIs should follow the instructions on the application form to indicate the division of funds in the budget proposal. Each university will contribute 50% of the awarded grants unless otherwise specified and approved; and
 - ii. PIs should ensure compliance with the corresponding guidelines from the two Universities in the corresponding use of funds
- b. A preliminary research proposal, including a 2-page executive summary detailing the importance of the research question, feasibility of the research methodology (including data and execution), as well as potential outcome and advancement to academic work and practice;
- c. A 2-page CV of each PI with his/her grant records in the recent 5 years

VII. AWARD CONDITIONS

1. Awardees are required to submit a final report (BE64/325).
2. Awardees are required to acknowledge the Fund's contribution in relevant working paper(s) and publication(s) arising from the research conducted.
3. Awardees are required to submit relevant working paper(s) arising from the research conducted to the HKU Jockey Club Enterprise Sustainability Global Research Institute's ESG Working Paper Series and UChicago's designated Working Paper Series when applicable.
4. The awarded grant is PI-based, and no takeover, transfer or assignment will be permitted. Where a PI leaves his/her serving institution before completion of the project, the project will be terminated and no reimbursement will be made, unless the Administering Appointees unanimously agree to an exception.

VIII. ABOUT THE GUIDELINES

1. These guidelines have been accepted by HKU and UChicago.
2. These guidelines are subject to review by the Administering Appointees. Amendments thereto shall be made with the agreement of the Administering Appointees.
3. For any inquiries, please contact the HKU Jockey Club Enterprise Sustainability Global Research Institute at esgri@hku.hk or UChicago's Institute for Climate and Sustainable Growth at climate@uchicago.edu.