

## School of Business

### **The Research Institute for Business (RIB)** **Guideline for the Seedcorn Funding Scheme**

#### **Overview**

In-line with the University's research agenda, the School encourages regular academic research, industry research leading to significant Knowledge Transfer (KT) activities with measurable impact, as well as pedagogical research which demonstrates educational scholarship of our colleagues. In association with RIB and the four departments, the School aims to implement such initiatives with a newly revised annual appraisal system to help focus faculty and enhance our research endeavours.

To better motivate colleagues to engage in research leading to publications in reputable Peer-Reviewed Journals (PRJs) and SSCI-Indexed journals, the SBUS (through RIB) has established a new funding scheme to provide seedcorn money to support research initiatives. Nonetheless, research effort related to KT and educational scholarship will be considered as well.

#### **Evaluation and Process**

1. Each submission will be reviewed and judged on its merit via a committee of scholars and coordinated through RIB.
2. We aim to have an efficient process with a simple application procedure.
3. Successful applicants will be required to provide an annual progress update relating to the project. There is an expectation that the projects will be completed within two years from the funding acceptance date.
4. Past Performance of the Seedcorn projects will be considered for future applications.
5. The maximum number of ongoing projects for each academic staff as Principal Investigator funded by Seedcorn is **two**.

#### **Expectation**

The purpose of the scheme is to provide seedcorn funds for colleagues to conduct quality research projects. In return the School expects any **two** of the following:

- A paper to be submitted at an established international conference (approved by RIB)
- A paper to be submitted for publication in a quality PRJ (Prestigious or Cat 1 on the

Department / latest School's journal list)

- Leads to a successful RGC grant or sizable university level research award (HKD 200,000 or more)

### **Usage of Funding**

1. The School will provide up to HKD30,000 per faculty member to support new research projects. Applicants are required to provide an outline of their research project along with targeted journals/conferences where the funded work will be submitted.
2. The policies and guidelines set out by the Finance Office must be followed for the procurement of approved items. Normally, travelling expenses and paper submission fees that are already supported by the University will not be supported under this scheme.
3. Other general expense items may include minor computer equipment or electronic consumables such as films, tapes, CD/DVD/Blue-ray disks, USB flash drives, etc. Purchase of specialised books and other teaching materials such as electronic resources, software and non-print materials that are needed for the project is allowed only if these items are not available by other means (e.g. department funding for teaching materials, HSUHK Library etc.).
4. For payments to research helpers, applicants should observe the following conditions:
  - Research helpers are preferably currently registered HSUHK students. For the recruitment of non-HSUHK students, faculty members MUST contact the Human Resources Office for initiating the recruitment and selection process.
  - Conditions of engagement as Research Helpers with University:  
[Policy Guidelines and Procedures Governing the Appointment of Student Helpers](#)  
(available at SAO's website)
5. Applicants should account for all the funding already spent with receipts and/or payment vouchers, which have to be submitted for reimbursement. The Finance Office reserves the right to recover from the applicant any funding which has been improperly spent.

### **Application**

Applicants should submit an application form to the RIB Director for further consideration and approval via a committee of scholars.

The Research Institute for Business

School of Business

The Hang Seng University of Hong Kong

May 2021

Updated in July 2021

Updated in February 2022

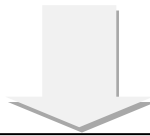
Updated in August 2022

**Seedcorn Funding Scheme Application**

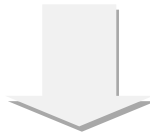
**Form Flowchart for processing Project**

**Expenditure**

Proposal approved by Director of RIB  
after the evaluation process



Faculty members/Department  
executives send the signed payment  
requisition/travel claim forms to  
RIB for record



Faulty members/Department  
executives submit the purchase  
request to FO