

Funding Application & Submission (RIGS-P09)

Funding Application

Prepared by RIGS-Research Grant Support Team

Purpose: Provide information update, support and guidance for personal funding application to our faculty

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	Notification of new funds	Notify the GTIIT faculty once an available funding is published on Funding Platform (when RIGS finds new funding on the relevant department's webpage or sent to our university)	RIGS-Research Grant Support Team	Live updated	PVCAA/VC
2	Collection of application materials	Collect materials from our faculty including: <ul style="list-style-type: none">● application forms● attachments● other materials needed	RIGS-Research Grant Support Team	Specific date before deadline of the funding submission (TBC)	PVCAA/VC
3	Translation of application materials (if needed)	Translate the English application materials into Chinese	RIGS-Research Grant Support Team	Specific date before deadline of the funding submission (TBC)	PVCAA/VC
4	Official stamps on the application	Contact Chancellor's Office for official stamps for application	RIGS-Research Grant Support Team	Specific date before deadline of the funding submission (TBC)	PVCAA/VC

5	Official Stamp	Affix the official stamp on application forms and materials provided by the faculty	Chancellor Office	3-4 days before submission deadline	
6	Submission of the application	Submit the application materials online/by mail (based on request of the funding agency)	RIGS-Research Grant Support Team	Live updated	PVCAA/VC
7	Follow the review process and notify our faculty about the results	Follow the announcement of gov., keep in touch with them and update our faculty about the result	RIGS-Research Grant Support Team	Live updated	PVCAA/VC