

# Faculty of Business Administration Conference Grant Guidelines

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## 1. Background

- 1.1 The Faculty of Business Administration Conference Grant Guidelines are designed in alignment with the University of Macau General Guidelines for Conference Grant,
- 1.2 The Conference Grant (CG) is an internal financial support for full-time academic staff and Research Assistant Professors (RAP) of Faculty of Business Administration (FBA) to present accepted research papers at reputable conferences where academic exchange take places and collaboration can be forged.
- 1.3 Following the allocation of the budget to Faculty of Business Administration, half of the allocated budget can be used to support in-person/online participation in reputable conferences regardless of the region. The other half of the allocated budget is designated to support in-person participation in reputable international conferences held outside the Greater China region.

## 2. Eligibility

- 2.1 Full-time academic staff and RAPs are eligible to apply for CG to attend conferences as (1) Presenter of paper(s) in the conferences, (2) Supervisors of the presenting student(s) or fixed-term research staff, and (3) Conference organizer. Post-doctoral fellows and students cannot be supported by CG using the quota of his/her supervisor.
- 2.2 Only one academic staff or RAP can be supported for each paper presentation per year.

## 3. Categories of Conferences

- 3.1 Category A conferences are top conferences (flagship conferences)<sup>1</sup>.  
Registration fee will be fully covered. In addition to the registration fee, for each conference in Category A, a maximum of MOP17,000 in total can be supported for transportation, accommodation and VISA expenses<sup>2</sup>.

<sup>1</sup> Please refer to ["FBA Flagship Conference List \(Category A\)"](#) for FBA Flagship conference list.

<sup>2</sup> Please refer to ["Upper limit of expenditure items for academic trips supported by research grants"](#) for expenditure items that can be supported and their upper limits.

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- 3.2 Category B conferences are reputable regional conferences and special-issue conferences<sup>3</sup>. Registration fee will be fully covered. In addition to the registration fee, for each conference in Category B, a maximum of MOP13,000 in total can be afforded to each successful applicant for transportation, accommodation and VISA expenses<sup>4</sup>.
- 3.3 Other reputable conferences which are not included in the Category A, and B will be reviewed on a case-by-case basis and subject to the budget availability. Justifications must be provided in detail, and the application has to be endorsed by the concerned Department Executive Committee (DEC) and approved by the FBA Research Committee (FBARC) to proceed. Registration fee will be fully covered and a maximum of MOP8,000 in total can be afforded for transportation, accommodation and VISA expenses<sup>5</sup>.

#### 4. Application and supporting items

- 4.1 To apply for the CG, the completed set of application should be submitted at least four weeks before the start of the conference in category A and B, and at least six weeks before the start of the conference outside Category A and B which will require more time for approval from Departmental Executive Committee (DEC), Faculty of Business Administration Research Committee (FBARC), and Dean.
- 4.2 Approval for late submissions may not be attained in time for the deadline to pay the registration fee or other fees, and reimbursements may not be allowed for payments made before the approval of the conference grant by the Dean.
- 4.3 The University of Macau (UM) must be listed as the primary affiliation in all supported conference papers. All supports from the University of Macau must be well-acknowledged.

<sup>3</sup> Please refer to "[FBA conference list – category B](#)" for category B list and for special-issue conferences in Category B, selected papers will be invited to submit to special issues on different journals with a 3 or above in the ABS list

<sup>4</sup> Please refer to "[Upper limit of expenditure items for academic trips supported by research grants](#)" for expenditure items that can be supported and their upper limits

<sup>5</sup> Please refer to "[Upper limit of expenditure items for academic trips supported by research grants](#)" for expenditure items that can be supported and their upper limits

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## 5. Payment/Reimbursement and Conference Trip Report

- 5.1 Supported researchers should submit approval documents, original boarding passes, receipts for expenses and conference trip report for payment/reimbursement upon completion of the conference trip.

## 6. Trip period and Leave

- 6.1 According to Chapter 1 of Rules of the Personnel Affairs of UM, in the case that the academic activities takes place outside Macao Special Administrative Region and long distance travelling is required, the relevant research leave or conference leave can be granted one day of travelling time for the out-going trip and one day of travelling time for the returning trips. For scholarly activities taking place out of Asia, one more day for travelling may be granted for either the out-going or the returning trip. These days of travelling include weekends and public holidays. In case the staff member utilizes the research leave and conference leave consecutively, the day(s) of travelling time for the out-going and returning trips will only be granted once.
- 6.2 Anyone who fails to comply the Conference Leave requirement will NOT be reimbursed for the conference expenses.

## 7. Other Provisions

- 7.1 The above funding policy is limited to the application for Faculty Conference Grants. If you use your own research funding (MYRG, FDCT, and other project funding) to support conference trips, it is independent of the above funding policy.

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## Appendix I.

(Upper Limits for Expenses) stipulated in Chapter 2 of the Rules of the Personnel Affairs of UM.

*(ref: ADMO-HRS.04/201304/155.r05; approval date: 25 March 2020, effective date: 30 April 2020)*

Country / Region	Amount (MOP)	
	Visited Destination's Local Transportation Per Day	Accommodation Per Night
China (except Hong Kong SAR)	300	1,100
Hong Kong SAR		1,400
Japan		1,900
Singapore		1,700
Other Asian regions		1,300
Africa	400	1,300
Australia / New Zealand		1,300
Europe		1,400
North America / South America		1,800