

# Faculty of Business Administration Conference Grant Guidelines

Approval date (FBAFEC):	12/2024
Effective date:	15/01/2025

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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 MOP20,000 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 MOP16,000 in total can be afforded to each successful applicant for transportation, accommodation and VISA expenses<sup>4</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.
- 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.

#### 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 the Research Service Management System (RSMS) (<https://rsms.um.edu.mo>) for payment/reimbursement upon completion of the conference trip within one month.

#### 6. Trip period and Leave

- 6.1 Trip Period must align with Chapter 1 of Rules of the Personnel Affairs of UM.
- 6.2 Researchers who fails to comply the Conference Leave requirement will NOT be reimbursed for the conference expenses.

<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

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## 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.