

**2020 “Specialized Subsidy Scheme for Macao  
Higher Education Institutions in the Area of  
Research in Humanities and Social Sciences”  
&  
“Specialized Subsidy Scheme for Prevention  
and Response to Major Infectious Diseases”**

**HIGHER EDUCATION FUND**

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# Objectives



1. The Scheme is implemented to improve the academic research level of the higher education institutions in Macao, with the aim of developing Macao as the height of higher education in the Guangdong-Hong Kong-Macao Greater Bay Area. In 2020, the Higher Education Fund will continue to provide comprehensive support for research projects in the field of Humanities and Social Sciences.



# Objectives



2. In addition to the relevant procedures and supporting documents of the original specialized subsidy scheme and optimization in the area of Humanities and Social Sciences, the “Specialized Subsidy Scheme for Prevention and Response to Major Infectious Diseases” has also been set up under the original Scheme in response to the research work carried out around the world to combat “Novel coronavirus pneumonia”, with the purpose of encouraging Macao scholars to give full play to scientific research and work together to meet the challenges.



# Shortcut Directory



Click the shortcut link

**1** Specialized Subsidy Scheme for Prevention and Response to Major Infectious Diseases

**2** Main Points of Scheme Optimization

**3** Three Stages of Scheme

Preliminary

Middle

Final

**4** Duties and Responsibilities

**5** Enquiries

# Specialized Subsidy Scheme for Prevention and Response to Major Infectious Diseases

In view of the construction of scientific epidemic prevention measures and policies by the Macao SAR Government, and to improve Macao's ability in epidemic prevention education, regional governance and crisis response in the future in response to major infectious diseases, the “Specialized Subsidy Scheme for Prevention and Response to Major Infectious Diseases” has been set up in the original Scheme.



- Discussion on public policies such as epidemic control and research on construction of medical resources;
- Research on social problems such as the reconstruction of physical and mental health after the epidemic;
- The impact of the epidemic on the economy of Macao and Mainland China, social recovery, etc.;
- Or other social issues related to the response to major infectious diseases.

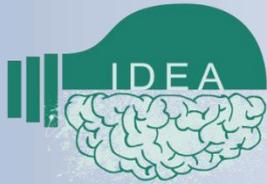
Looking forward to your participation and suggestions for the scientific research of epidemic prevention in Macao!





The approved cross-year research project (to be completed no later than August 31, 2022) can be granted up to **2 years of funding** without application for renewal in the next year.

*Point No.5 of Subsidy Instructions*



“Research Proposal” and “Project Budget Breakdown” are provided to improve the efficiency of application, and help to plan the research schedule.

*Point No.5.3 and No. 5.4 of the Application Guidelines*

When applying for the publication fee subsidy for category E papers, the final paper can continue to receive the subsidy **as long as the impact factor of the final paper publication is not lower than the expected level.**

*Point No.6 Note 8 of the Application Guidelines*



If the applicant institution puts forward acceptable reasons, makes application according to regulations and gets approval, it can collect the project funds of the current year or different years in advance to meet the research needs more effectively.

*Point No.25 and No. 26 of the Application Guidelines*



The first author of the paper is not limited to the person in charge of the project, but he or she must be a **research member of the applicant entity**.

*Point No.21 of the Application Guidelines*



The subsidized research project can be changed  a year.

*Point No.27 of the Application Guidelines*



The **phase-in conclusion to the cross-year research project** will help both parties master the research progress and handle the interim settlement.

*Point No.16 of the Application Guidelines*

Only the expenditure documents within the subsidy scope of the Higher Education Fund are required to be submitted, while the **copies** of documents **sealed** by the applicant institutions are allowed to be submitted.

*Point No.17 of the Application Guidelines*



# Preliminary Stage

**What should you prepare for  
and what should you know if  
you are interested in  
participating in the Scheme?**



# Application Accepted from the Date of Announcement to **4<sup>th</sup> September**

## Research Team

Forming Team



Project Planning



Submit to the Institution



## Applicant Institution

Coordination & Management



Project Prioritizing

Submit in Person



## DSES

Notification of submitting the supplementary information



Reviewed by the Higher Education Fund

Notification of Result



# Planning Process and Points to Note for **the Research Team**



## Forming Team



## Project Planning



## Submit to the Institution



- The team should consist of **one** person in charge of the project at least, whose affiliation must be the applicant institution. When apply this Scheme, research members can participate in up to **two** research projects subsidized by the Higher Education Fund.
- **“Project cooperation agreement” shall be submitted for teams working with members of other higher education institutions.**
- Please refer to the template for preparing “Research Proposal” and “Project Budget Breakdown”.
- Use “Application Checklist” to check whether the required documents (such as "application form", quotation reference and other attachments) have been completed.
- Pay attention to the application for other sources of subsidy, and consider whether it is necessary to apply for the advance payment, etc.
- Submit to the relevant department of the institution together with the CD-ROM containing the documents.
- **The application will enter into the institutional review process after this stage.**

# Workflow Coordination and Points to Note for **the Applicant Institution**

Coordination  
& Management



Project  
Prioritizing



Submit in  
Person



- Institutions can set a time limit for receiving application documents, manage projects, **and timely follow up the enquiries of the person in charge of the project by referring to the staff of the Bureau.**
- It is recommended to fill in the “**Subsidy Priority List**” according to the importance of the project after receiving multiple applications.
- For the accepted research projects, the authorized representative of the higher education institution shall sign and seal at the corresponding area of the application documents.
- In addition to the aforementioned application documents, the application documents, together with **the application letter**, shall be submitted in person to the Higher Education Bureau during office hours in the package marked with the name of the Scheme.
- It is suggested to submit the application **50 days** prior to project commencement.

# Points to Note for the **Applicant Institution & Research Team** After Accepted to Review Initially

Notification of submitting the supplementary information

- After receiving the application documents, the staff of the Bureau will view the documents according to the “Application Checklist”. If necessary, the contact person / person in charge of the project will be informed by **phone** and **email** for supplement their application with required documents or information **within 15 days**.

Reviewed by the Higher Education Fund

- The Higher Education Fund may require the institution to provide additional documents or explanations for the project content under review. **Thus, the applicant institution will be notified and required to provide explanations or supplementary information** within the time limit according to the above method of contact.

Notification of Result

 congratulation

- The application results will be notified to the applicant institution by an **official letter**. The research team may, from time to time, consult the institution or the Bureau about the progress of the review.
- After knowing the result, the applicant institution can apply for advance payment or raise objections within the specified period.

# Planning **Advance Payment Application**

At the time of application

OR

**30 days** before the implementation of the approved project

Advance payment ceiling:  
**50%\*** of the amount of subsidy

\*In the case of provision of a reasonable explanation, an application can be made for advance payment of **no more than 70%** of the amount of subsidy received every year.

*Point No.25 of the Application Guidelines*



# Please Fill in Part (4) of the Application Form

Advance Payment Application	Advance Payment application	<input type="checkbox"/> <b>Yes</b> (The applicant must fill in the following amount and state the reason) <span style="float: right;"><input type="checkbox"/> <b>No</b></span>
	Amount of advance payment application	<p>_____ % of the amount of subsidy (Year <input style="background-color: yellow;" type="text"/>) </p> <p>_____ % of the amount of subsidy (Year <input style="background-color: yellow;" type="text"/>)</p> <p>(Please refer to the relevant part of the “Application Guideline” for the requirements of applying for advance payment)</p>
	Reason for advance payment application	<ul style="list-style-type: none"> <li>For cross-year research projects, please indicate whether to apply for advance payment for two years!</li> </ul>



# How to Make a Good **Project Budget?**

It is suggested to apply according to the actual needs and make budget planning based on the principles of **economy** and **applicability**. The items of expenditure to be applied are classified as follows:



Other Fees\*



Reporting /  
publication  
of Research  
Findings



Fees for  
Going  
Abroad  
or  
Coming  
to Macao



Consultancy  
and  
Technical  
Support  
Service Fees



Investigator  
Subsidy



Research  
Member  
Subsidy

**\*Reasons of expenditure must be indicated**



# Research Process

Personnel Expenditure:  
Applying for Category A, B

Supporting **research members** and **investigators** in research design, data collection and analysis by way of allowance.

Support Service: Applying  
for Category C

Subsidizing the team to improve research quality and obtain professional advice or technical support services from **other entities**.

Research Activities:  
Applying for Category D

Supporting **research members** to go to other places or come to Macao to carry out relevant academic research activities.

Publication of Thesis:  
Applying for Category E

Subsidizing **research members** to participate in activities related to conference presentation or journal paper publication and the expenses incurred.

Publication of Scholarly  
work: Applying for  
Category F

Subsidizing **research members** to publish research results, excluding *translations, textbooks and proceedings*.

Miscellaneous expenses such as research materials or consumables can be included in **“other fees”**.



## Project Budget Breakdown

Applicant (Required)	
Name of Project (Required)	
Phase of Research (Required)	(Example: 1)
Duration of Phase Implementation (Required)	(Example: April to November 2020)
Total Amount of Budget to be Applied (MOP)	(It will be calculated automatically in the form)

- Instructions:
1. Please feel free to add columns if there are not enough columns. Columns added will not be hidden. Please read the "Important Note" in this Breakdown Form.
  2. If it is a cross-year research project, please provide a breakdown of the budget for each year.

The amount of subsidy is based on the total amount of the budget to be applied (Point No. 26 of the *Application Guidelines*).

Please be sure to provide the **quotation reference** as the calculation basis and fill in the corresponding area of the "Application Form" correctly after checking the amount.

(Please see the template of the "Project Budget Breakdown")

Application for Items of Expected Expenses		Amount			
1	Research Member Subsidy	Hourly			
	Name / Number of members				
2	Investigator Subsidy	Hourly Priority Questionnaire			
	Name of Investigator / Please fill in the investigator(s) if there is a confirmed name list				
3	Consultancy and Technical Support Service Fees	Quotation			
	Name of Entity				
			<i>Subtotal</i>		-
Fees for Going Abroad or Coming to Macao					
4	a. Commuting Expenses and Insurance Fees	Quotation Amount	No. of People	Exchange Rate (If applicable)	
	Macao to Destination				-
			<i>Subtotal</i>		-
4	b. Accommodation Fees for Staying in Macao or Destination	Quotation Amount	No. of Nights	No. of Rooms	Exchange Rate (If applicable)
	Destination				-
					18 -
					-



## Part IV      Research Schedule (Required to Complete)

### Instructions:

It is recommended to prepare the work schedule in Gantt chart format. The content should be revised according to the execution of the work items. The specific time can be indicated in the interval.

Year _____ (First Phase)												
Month Work Estimate to Complete	1	2	3	4	5	6	7	8	9	10	11	12
Going Abroad to Do Research												
Literature Review												
...												
...												
...												
Phase-in Conclusion												

Please plan the project progress reasonably.  
(Please refer to the template of the  
*Research Proposal*)



# Common Scenarios of Supplementary Information or Documents

Reference quotation is not provided

Not signed and sealed at the designated area of the document

Error in the calculation of amount

Has the research project been launched before application?

The “Project Cooperation Agreement”, which is required when working with members from other institutions, is not submitted.

The work division and progress of research members in each stage are not explained.

Preliminary publication outline is not provided.

The “necessary documents” are not submitted.

*Point No.5.1 to No.5.4 of the Application Guidelines*



# Middle Stage



In the process of research project implementation, the plan often fails to catch up with the change.

What should the **person-in-charge-of-project** pay attention to?



# Should notification of the project amendment be given under the following circumstances?

Q1: Should I amend the plan if the applied research member withdraw during the project implementation period?

A1 : As long as the changes of confirmed research member name list, **the notification of project amendment must be made**, especially for the change of the person in charge of the project.

Q2: Because of the unexpected work in the research process, may I invite more members to join my team?

A2 : If the actual number of research member to be subsidized is reduced, the amount of subsidy will be reduced accordingly. However, if the number of member increases whereas incremental funding is not applied, **the person in charge of the project can arrange and organize them freely.**

Q3: The periodical publisher has not yet replied whether my paper has been accepted. Can I change to submit to another organization?

A3: As long as the approved paper is published in a journal during the project implementation period, **the impact factor of the journal is not lower than the level of that at the time of application**, the research team can continue to receive the subsidy **without making notification.**



Q4: Since the organizer of the conference suddenly cancelled the academic conference, can I attend other similar academic conferences to present my paper?

Q5: Can the approved subsidy and allowance be transferred on a free basis?

Q6: As the approved publishing fee still falls short of my expectation, can I reduce the number of publications accordingly within the approved amount of subsidy?

Should there be other situations of project changes which are not mentioned above, do not hesitate to contact us to realize whether to file the amendment application!

A4: If the actual participation in the conference of presenting papers is different from the expected situation, **notification of amendment application shall be made**. The subsidy be obtained continuously after further approval.

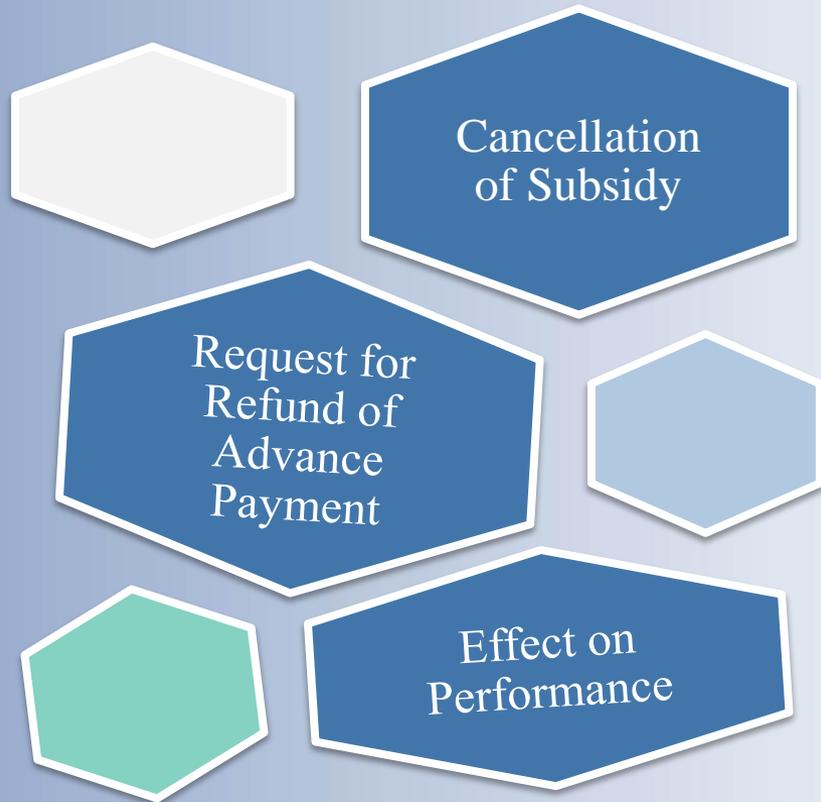
A5: Please pay attention to the limitations remarked in the notification letter of the application result. Due to different circumstances of adjusting allocation, please contact our staff to see whether it is appropriate to do so.

A6: If there is a change in the actual number of publications, or even a complete change in the title and content of the work, notification of the amendment application must be given.



# Bearing the Consequences of Amending the Approved Scheme Without Prior Notification

Point No. 23 of the *Application Guidelines*



(5) Application for Amendment	
<input type="checkbox"/> Research Project Amendment 	
Original Arrangement	<ul style="list-style-type: none"> <li>◆ In case of emergent need to revise the approved project, please notify the Higher Education Fund for the amendment 30 days in advance.</li> </ul>
Reason	<ul style="list-style-type: none"> <li>◆ Fill in part (5) of the application form</li> <li>◆ Project amendment can be made once in each calendar year</li> </ul>
Amended Arrangement	

# Cross-year Project: Subsidy Transfer & Adjustment

**No more than 20% of the amount of subsidy received in that year can be transferred after the application is approved.  
(Point No.26 of the *Application Guidelines*)**

Example 1:

Amount of subsidy received in 2020: \$300,000

Amount of subsidy received in 2021: \$150,000

\*Transfer subsidy of 2020 to the next year

Ceiling of subsidy available for use in 2021:

$$\$300,000 * 20\% + \$150,000 = \$210,000$$

Example 2:

Amount of subsidy received in 2020: \$300,000

Amount of subsidy received in 2021: \$100,000

\*\*Advance payment of the next year to be used in 2020

Ceiling of subsidy available for use in 2020:

$$\$100,000 * 20\% + \$300,000 = \$320,000$$



# Final Stage

**The coordination unit of the applicant institution and the person in charge of the project shall sort out the reimbursement documents, the research report and other documents in advance when the research project enters the phase-in conclusion stage or the summative conclusion stage.**



# The project can be subsidized for a maximum period of **2 years**, but it must be completed **before 31<sup>st</sup> August 2022**.

Example 1: The new semester is about to begin. Professor A intends to carry out a research. After the application project is approved, the research will be carried out on 10<sup>th</sup> September 2020. Please observe the following schedule:

**Commence on 10<sup>th</sup>  
September 2020**

2021

August 2022

2020

**Must be completed on 31<sup>st</sup>  
August 2022 rather than  
10<sup>th</sup> September 2022**



# Continued from above example

2020

- Apply in July
- Commence on 10<sup>th</sup> September
- Complete the phase-in conclusion before 15<sup>th</sup> December\*

2021

- Continue to implement the project from January to November
- Complete the phase-in conclusion before 15<sup>th</sup> December\*

\*Submit phase-in concluding documents:

- Expenditure receipts
- Subsidy Use Summary Report
- **Phase research report**

2022

- Professor A's project is in good progress. He has completed the project and published his work earlier than expected on 20<sup>th</sup> August.
- He submits one copy of research outcome to the Higher Education Fund before 20<sup>th</sup> September, and completes **the summative conclusion#**

#Submit concluding documents:

- Expenditure receipts
- Subsidy Use Summary Report
- **Final Result Research Report**



Example 2: As to non cross-year research projects, such as the implementation period from 10<sup>th</sup> April 10 to 10<sup>th</sup> December, please pay attention to the following schedule:

2020

- Apply in March
- Commence in April

2020

- Finish the project and publish the thesis on 10<sup>th</sup> December
- Conclude the project no later than 15<sup>th</sup> December#

2021

- Submit one copy of research findings to the Higher Education Fund before 10<sup>th</sup> January

#Submit concluding documents:

- Expenditure receipts
- Subsidy Use Summary Report
- **Final Result Report**



# Examples of How to Fill in the “Subsidy Use Summary Report”

The settlement of subsidy is based on the principle of “reimbursement for actual expenses incurred”. If the final amount of expenditure of the entire project is reduced, the Higher Education Fund will adjust the amount of subsidy in proportion, as the case may be. *(Point No. 26 of the Application Guidelines)*

Example 1: The project was subsidized by \$30,000, and only \$25,000 was spent (see the figure below):

Breakdown of Actual Income <i>(Reference Format)</i>		
No.	Content	Amount (MOP)
1	Amount subsidized by the Higher Education Fund	25,000
2	Amount borne by the above beneficiary institution	
3	Other sources of income; name of other subsidized units and the amount concerned	
Total Amount (MOP)		25,000



Example 2: A project is subsidized by \$50,000, and the final expenditure is \$60,000, which should be reported as self-bearing or other sources of income (see the figure below):

<b>Breakdown of Actual Income</b> <i>(Reference Format)</i>		
<b>No.</b>	<b>Content</b>	<b>Amount (MOP)</b>
1	Amount subsidized by the Higher Education Fund	<b>50,000</b>
2	Amount borne by the above beneficiary institution	
3	Other sources of income; name of other subsidized units and the amount concerned	<b>10,000</b>
<b>Total Amount (MOP)</b>		<b>60,000</b>



Example 3: The concluded project should break even, with the total actual income equal to the total expenditure.

Breakdown of Actual Income (Reference Format)		
No.	Content	Amount (MOP)
1	Amount subsidized by the Higher Education Fund	27,400
2	Amount borne by the above beneficiary institution	
3	Other sources of income; name of other subsidized units and the amount concerned	
<b>Total Amount (MOP)</b>		<b>27,400</b>

Breakdown of Actual Expenses (Reference Format)					
No.	Content	Amount			
		MOP	Foreign Currency (1)	Foreign Currency (2)	Foreign Currency (3)
1	Research Member subsidy	5,000			
2	Publication fees	20,000			
3	Other fees		300		
Subtotal (Based on Foreign Currency)					
Foreign Currency Exchange Rate		---	Exchange Rate 8.00	Exchange Rate (2)	Exchange Rate (3)
Subtotal Equivalent in MOP		25,000	2,400		
<b>Total Amount (MOP)</b>			<b>27,400</b>		



# Format for Reference: Receipt of Allowance or Fee Collected in the Name of an Individual

Point No.17 of the *Application Guidelines*

## Receipt

Name of Payee: XXX

Identity of Payee: Specialist

Subject Matter: Provide professional consultation service to the research project (Name of project XXX)

No.	Content	Amount
1	Contents of technical support or professional consultation for the project	
Grand Total		

Signature of Payee: XXX

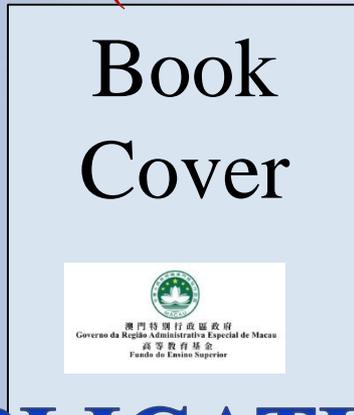
Date of Signature: yyyy/mm/dd

Stamp of Institution

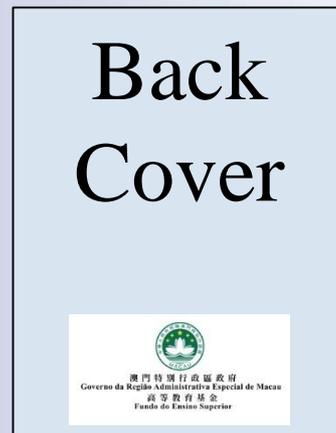
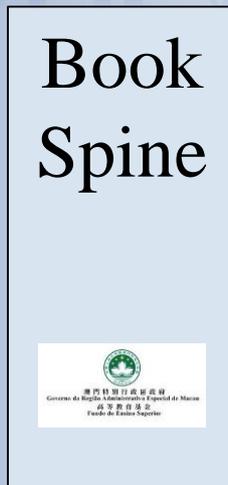


# Research Findings Stated Funding Sources

(Point No.21 of the *Application Guidelines*)



## PUBLICATION

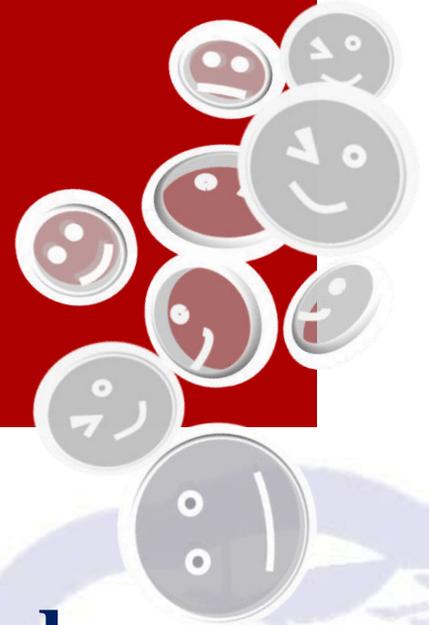


	<h1>THESIS</h1> <p>At the top or bottom of the thesis, it should be noted that the research findings are “supported by the Higher Education Fund of the Macao SAR Government”.</p>

- You can choose to state “supported by the Higher Education Fund”, or show the label of the Higher Education Fund. If you choose the latter, please ask the contact person of the Scheme.



# Duties and Responsibilities



**Please read Point No.7 to No.13, and No.20 to No.30 of the *Application Guidelines* carefully before application.**



## Reasonableness and Credibility

- Plan the budget, progress and division of labor of the research project reasonably (Point No.9 of the *Application Guidelines*)
- Honest declaration of funding source (Point No.11 of the *Application Guidelines*)
- Do not make false statements or provide false information (Point No.24 of the *Application Guidelines*)

## Compliance with Law and Regulations

- Follow the deadline to submit supplementary documents or information, notify of project amendment, and submit the summary report, etc. (Point No.12.4, No.15, No.16, No. 27 of the *Application Guidelines*)
- State the project subsidized by the Higher Education Fund and submit the research findings (Point No.21 of the *Application Guidelines*)
- Abide by the laws and regulations of academic ethics, social morality, intellectual property, etc. (Point No.22 of the *Application Guidelines*)



# Enquiries

For enquiries, please feel free to **call** us during office hours, or inquire by **fax** or **email**.

**Tel: 83969203/83969253/83969395**

**Fax: 28322340**

**Email: [info@dses.gov.mo](mailto:info@dses.gov.mo)**

