



## Specialized Subsidy Scheme for Macao Higher Education Institutions in the Area of Research in Humanities and Social Sciences Application Guidelines

### ■ Objective

1. In order to enhance the academic research quality of Macao higher education institutions, the Specialized Subsidy Scheme aims at providing comprehensive grant to research projects in the area of Humanities and Social Sciences, continuously facilitating the development of teaching and research, as well as fostering Macao to be the heights of higher education for the Guangdong-Hong Kong-Macao Greater Bay Area in the long term.

### ■ Funding Targets

2. Macao Higher Education Institutions of which nature should be entitled to apply for subsidy under the regulations of Dispatch no. 48/2019, *Regulations for the Funding for Higher Education Fund and the Grant of Financial Support*.

### ■ Types of Subsidy

3. Research projects related to the area of Humanities and Social Sciences (or cross-discipline) will be carried out by Macao higher education institutions, or in cooperation with other local, Mainland China or overseas universities or institutions in the year of application, with a funding period of no more than two years.

### ■ Application Procedure

4. During the application period (please refer to *Subsidy Instructions*), institutions should submit application documents to Higher Education Bureau (hereinafter referred to as 'DSES') during office hours. The application will be passed to Higher Education Fund (hereinafter



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referred to as 'FES') for review. Applications should be submitted at least 50 days prior to project commencement. Application documents should include the followings: an official letter of application, application documents referred to in Point No.5, and an attached compact disc (CD) with electronic files. The name of the Specialized Subsidy Scheme should be indicated on the cover of the application letter.

5. Application documents, templates and summary report related to this scheme can be downloaded from the website of Higher Education Bureau ([www.dses.gov.mo](http://www.dses.gov.mo)). Documents referred to in Points No. 5.1 to 5.4 are required to be submitted. Should you have any questions about filling in the documents, please refer to the relevant instructions or consult the Bureau's staff.
  - 5.1. **Application Checklist:** For each research project application, an application checklist shall be attached for both parties to be able to check all kinds of application documents and attachments.
  - 5.2. **Application Form:** It shall be signed and sealed by the authorized representative of the applicant institution. If there is insufficient space to list all research activities, please supplement in the research proposal.
  - 5.3. **Research Proposal:** It shall be drafted according to the requirements of the template, or can be written directly in Chinese, Portuguese or English, with the aim of demonstrating the composition of the research team, the estimated research progress and achievement. The principal investigator shall sign in block letters on the cover page of the research proposal, and confirm with his or her initials on other pages. The relevant attachments shall be submitted according to the format requirements of the template.
  - 5.4. **Project Budget Breakdown:** It is planned according to the requirements of the template, or filled in directly. The budget



amount declared in the application form shall be consistent with the amount calculated in the Project Budget Breakdown, and signed by the principal investigator for confirmation.

- 5.5. **Project Cooperation Agreement:** If it is a cooperative research project, especially involving the formation of a research team with other entities, Macao higher education institutions shall be the one to file an application, together with the “Project Cooperation Agreement” signed by both parties.
  - 5.6. **Subsidy Priority List:** It is required to be submitted when institutions submit more than one research project application at the same time. The relevant information of the research project should be submitted according to the order of the list.
- **List of Items of Expenditure to be Subsidized**
- 6. This scheme covers the comprehensive needs of the research project. The project budget should be draw up according to the actual needs, and following the regulations of the table below:

Items of Expenditure	Purpose and Target	Notes
a. Research Member subsidy	This item of subsidy aims to support the <u>research team</u> of Macao higher education institutions, or that composed of other cooperative research entities ( <u>including the person in charge of the project and other research members</u> ), carrying out major research activities such as research design, data analysis, literature review and writing up the report.	1. If the situation referred to in Point No.5.5 is involved, “Project Cooperation Agreement” is required to submit. 2. The principal investigator’s affiliation must be the applicant institution. 3. For the composition of the research team, please refer to Part II of the Research Proposal.



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b. Investigator subsidy	This item of subsidy aims to support <u>students of higher education institutions</u> to be investigators, conducting pure research activities such as data collection and input.	4. If the investigation service is provided by the service agency, it will be included in the fees of category c.
c. Consultancy and technical support service fees	This item of fees aims to support the applicant institution to obtain professional advice or technical support services from <u>entities other than the research team</u> due to research needs.	5. Support services should be relevant and necessary to research topics or research methods.
d. Research activity fees	The fees are used to support <u>research members</u> to go to other places for field trips due to research needs, or to support <u>cooperative research members from other places</u> to come to Macao to participate in research activities.	6. The destination of research activities must be related to the research topic. The necessity for research members to participate in relevant activities must be explained.



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e. Reporting fees of research results	This item of fees aims to support <u>research members</u> to present conference papers or publish academic journal articles.	<p>7. If the paper/article has been submitted for review at the time of application, a thesis abstract must be attached to the research proposal.</p> <p>8. If the actual journal publication is different from the one expected at the time of application, it is necessary to ensure that the impact factor of the final journal publication is not lower than the expected level at the time of application so as to continue receiving subsidy.</p> <p>9. If the actual conference participation is different from the one expected at the time of application, FES shall be notified in accordance with Point No.27 of the Guidelines.</p>
f. Publication fees of research results	This item of fees aims to support <u>research members</u> to publish scholarly work related to research results.	<p>10. Publications should meet the technical standards and basic requirements of publication, such as ISBN, except translated works, textbooks and proceedings.</p> <p>11. The preliminary publication outline must be attached to the Research Proposal.</p> <p>12. If the actual amount of publication is different from the expected one at the time of application, FES shall be notified in accordance with Point No.27 of the Guidelines.</p>



7. Other expenses not listed in the above table, such as the expenses of materials, consumables, etc. used in the research project, can be included in “other fees”. The explanation of why such expenses are necessary must be provided.
8. Duplicate application of the same person for items of expenditure in categories a to c is not allowed. If the actual number of research members to be subsidized is reduced, the amount of subsidy will be reduced proportionally.
9. All budget items of expenditure shall conform to the principles of economy and applicability. The applicant institution must provide reference quotation, which shall be the basis for calculation of the budget amount. Please refer to “Project Budget Breakdown” for more details.
- 10. If it is a cross-year research project, it is recommended to include the research results related items of expenditure in category e and f into the second year’s budget application.
11. If the applicant institution has applied to other organizations or departments for subsidy for the same research project, it shall indicate in “Other Sources of Subsidy” of the application form, or notify FES by sending official letter or email within 10 days, from the date of applying other subsidy.

■ **Rejection of Application**

12. Please pay special attention to the following rejection situations when applying for this scheme:
  - 12.1. The research topic is irrelevant to the area of research in Humanities and Social Sciences, or the research question is not specific.
  - 12.2. Any member of the research team has participated in two research projects subsidized by FES.





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- 12.3. The same research project which has been rejected is re-applied during the application period of the scheme.
  - 12.4. The applicant institution fails to give a reasonable explanation for not submitting the missing documents within 15 days after receiving the notice, or not filing an application within the time limit.
- **Approval Factors**
13. The following factors are particularly taken into account in the approval process of the scheme:
    - 13.1. The innovation of the research topic and the benefits of promoting academic development.
    - 13.2. The rationality of the budget application and the research schedule planning.
    - 13.3. The research qualifications, the cooperation scale of the research team, and the effectiveness of the implementation of the past research projects subsidized by FES.
- **Payment Arrangement and Procedure**
14. Institutions will be notified of application results in written form.
  15. After the application for subsidizing the research project is approved, the project shall be carried out according to the approved scheme. The total amount of the subsidy obtained shall solely be used for the approved subsidized project. Within 30 days after the completion of the research project, the applicant institution should submit to FES the “Subsidy Use Summary Report” and relevant expenditure receipts.
  16. In order to meet the schedule of annual financial settlement, in addition to the requirements of Point No.15 above, relevant reports and receipts should also be submitted on or before December 15 of the corresponding year. If it is a cross-year research project, it is required to



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submit the “Subsidy Use Summary Report”, expenditure receipts, research phase/ final result report every year before the completion of the project. As for the completion of the year, it is necessary to submit the “Subsidy Use Summary Report”, expenditure receipts and report of research findings.

17. The relevant documents will be passed to the relevant departments for follow-up of the procedure of subsidy payment after verification. For the items of expenditure within the subsidy scope of FES, the original of the receipt or the copy sealed by the applicant shall be submitted. For the allowance or fee collected in the name of an individual, a receipt for the payment signed by the payee shall be submitted. The receipt shall include the name and the identity of the payee, the date of signing, the amount of payment and the subject matter.
  18. In the process of reviewing the report information, FES may request the subsidized entity to provide a supplementary or explanatory note to the “Subsidy Use Summary Report” if necessary.
  19. Expenses for all subsidized projects will be paid according to the amount of submitted receipts via bank transfer or bank cheque.
- **Obligations of the Subsidized Entity and Consequences and Responsibilities for nonperformance**
20. The subsidized entity shall carry out the subsidized research project in the corresponding year, submitting reports and receipts mentioned in the schedule arrangement of Points No.15 and 16 above. In the event of special or force majeure reasons, resulting in the missing of some necessary contents in the “Subsidy Use Summary Report”, the subsidized entity should explain the reasons to FES and indicate the specific time for submission of supplementary contents.
  21. Publications of supported research projects should be indicated with the words “supported by Higher Education Fund of Macao SAR Government”. The person in charge of the project shall be the author of





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- the publication. If the copyright belongs to more than one person, the application can only be made with the written consent of the co-author(s) of the same book. The first author of the thesis published by the research project must be a research member of the applicant entity. Within 30 days upon completion of the publication, a copy of publication / thesis shall be submitted to FES.
22. It is strictly prohibited to publish academic achievements in violation of relevant Macao laws, personal attacks, slander and abuse, plagiarism, malice and untruthfulness, violation of social morality, etc. The academic achievements can only represent the stance of the applicant institution / author / editor / publisher. The responsibility shall be borne by the applicant institution / author / editor / publisher.
23. If the subsidized entity fails to submit the relevant report on time, the final implementation of the subsidized research project is inconsistent with the original project proposal, or fails to comply with the terms of the Guidelines, FES will revoke the decision of the approved subsidy. If the project is paid in advance, the subsidized entity shall return all the received subsidies, and the related responsibilities arising from the above circumstances shall be borne by the subsidized entity.
24. In any event, the information submitted and provided by the subsidized entity must be true. The entity shall bear full responsibility for providing false information. If it is proved that there is any false statement or omission of important facts, FES may revoke the relevant subsidy. The subsidized entity shall return all the collected subsidies in accordance with the law, without prejudice to the right of FES to pursue legal liabilities in accordance with the law.
- **Other Points to Note**
25. Any advance payment application should be submitted together with the application, or through DSES 30 days prior to the commencement of the project. “Advance Payment Application” of the application form shall be completed and the relevant quotation information shall be



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- attached. The maximum amount of the advance payment is 50% of the amount of subsidy received every year. 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.
26. The approved amount of subsidy is calculated on the basis of the total amount of the applied budget. If the final amount of expenditure of the entire project is reduced, FES will adjust the amount of subsidy in proportion, as the case may be. If the project is paid in advance, the subsidy obtained after the proportional adjustment shall be refunded. In the case of cross-year project, the approved amount of subsidy in different years cannot be transferred unless due to force majeure. The adjusted amount shall not exceed 20% of the amount of subsidy received in that year.
27. Should there be any changes to the subsidized research project, the applicant institution should fill in “Application for Amendment” of the application form and submit to FES through DSES 30 days before the change occurs. Only after obtaining the consent of FES can the modified research project continue to be subsidized. Such change can only be made once in each calendar year. If the subsidized research project is cancelled or the FES’s subsidy is no longer needed, the applicant institution should also fill in “Research Project Cancellation” under “Application for Amendment” of the aforesaid form, and submit to FES through DSES.
28. The application documents and information submitted will not be returned, regardless of the application result.
29. If necessary, FES may take appropriate means to verify the applicant’s information and provide, interconnect, verify and use the personal data of the beneficiaries of the scheme in accordance with the provisions of Act 8/2005 *Personal Data Protection Act*, including any means of data interconnection.



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30. Higher Education Fund reserves the right of final interpretation and decision regarding any deficiencies in the Guidelines.

▪ **Enquiries**

31. For enquiries, please contact the DSES via the following means:  
Address: 7th Fl., Long Cheng Building, No. 614A-640, Avenida do Dr. Rodrigo Rodrigues, Macao  
Tel: 83969203/83969253/83969395 (Ms. Chan / Ms. Wong / Ms. Choi)  
Website: [www.dses.gov.mo](http://www.dses.gov.mo)  
Fax: 28322340  
E-mail: [info@dses.gov.mo](mailto:info@dses.gov.mo)