HONG KONG SHUE YAN UNIVERSITY
RESEARCH OFFICE

Request for Use of Overhead for Research Projects
(Details to be clearly written or typewritten. Please read the notes overleaf before completing this form.)

PI / Payee Name :
(same as bank account name)

Funding Body	**Project Ref. No. :**
Project Duration	
From: *(Date/Month/Year)*	**To:** *(Date/Month/Year)*
Department :	**Tel. :**

Description	Amount (HK$, US$, etc.) *(see Note 5)*

1 Equipment and Software
 Please state the breakdown and justification for EACH item e.g.
 - *2 sets of Mplus Software (1 for PI and 1 for RA) to perform statistics analysis: USD600@ set x 2 = USD1,200 (~HKD9,360)*
 	
    a. **Equipment[1] (e.g. Computer, Workstation, iPad, LCD Monitor, Printer)**
 1.
 2.
 3.
 4.
 5.
 6.
 	
    b. **Software (e.g. SPSS, PDF Tools)**
 1.
 2.
 3.
 4.
 5.
 6.	

2 Others - *Please state the breakdown and justification for EACH item* 1. 2. 3. 4. 5. 6. 7.	

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[1] Every year, ONE standard set of 'PC, Monitor, Printer or Toner' is provided to PI by SYU Computing Services Centre (CSC). Please contact CSC for this set.

Justification: (*Please explain why the purchase is essential to the project execution. Please also confirm whether the expenditure item is a permissible item stipulated by the funding body. If so, please explain why the expense needs to be charged to "overhead" instead.*)	
Total	

Signed by PI :   _____   Date : _____
Name & Title   (   )

Checked by :   _____   Date : _____
Name & Title   (   )
Accounts Office

※Approved & Signed by :   _____   Date : _____
(For all items)
Prof Selina Chan
Associate Academic Vice President
(University Research)

Approved & Signed by :   _____   Date : _____
(For all general items and purchase items over $100K)
Name & Title
Name:
Academic Vice President /
Administrative Vice President

※*If the Associate Academic Vice President (University Research) / Head of Department is the PI, the expenses will be approved by Academic Vice President. Where the Academic Vice President is the PI, the approving authority rests with the Deputy President.*

<u>***Notes***</u>

1   Purchase of items is subject to 1/3 of project overhead (or 5% of the total project budget), whichever is less.

2   Please check with CSC / SYU Library before filling in this form as some equipment / software might already be available at SYU.

3   Mark 'N/A', if not applicable.

4   Procurement is NOT required when you submit this form.   It is only required when you submit a claim form.

5   Where the expenses involve foreign currency, PIs or staff are requested to convert the expenses into Hong Kong Dollar and provide the exchange rate in question when they submit their claims by using the rate:

   (i)   as printed on the bank receipt when they exchanged the foreign currency; or

   (ii)   as set by the service provider on the day when the transaction was made; or

   (iii) as printed on their credit card statement.

   If such information was not provided by the PIs / staff, the Accounts Office will use the exchange rate as published on the relevant websites e.g. www.oanda.com, a registered Futures Commission Merchant and Retail Foreign Exchange Dealer, to calculate the expenses.