

Guideline on HKBU Knowledge Transfer Award

HKBU Knowledge Transfer Award is established in 2014. It is sponsored by the University Grants Committee (UGC) Knowledge Transfer (KT) funding and administered by the Knowledge Transfer Committee (KTC) via the Knowledge Transfer Office (KTO). This Exemplar Knowledge Transfer Project of the Year Award is awarded to a knowledge transfer project led by a HKBU colleague/team which is judged to have utmost value for community engagement through its knowledge transfer along the criteria of:

- Provide leadership contributions via intellectual-based knowledge transfer in serving the community needs;
- Provide significant, sustainable positive impact and/or fundamental change for long term betterment of the community;
- Provide exemplar contributions towards building the research and teaching strengths at HKBU;
- Possess the greatest potential to further raise HKBU's good reputation globally.

1. Nature of the Award

1.1 The award shall consist of:

- a. A cash prize HK\$10,000 to the principal nominee without restrictions on the usage
- b. A certificate to be presented to each of the Project Leader (and team), and their Community Partner whom has contributed to the knowledge transfer project, and
- c. A trophy – HKBU Knowledge Transfer Award, which is presented to the principal nominee

2. Purpose of the Award

2.1 The purpose of the award is to recognize knowledge transfer project by members of HKBU in current academic year that have a positive leadership impact on service to the community.

3. Eligibility

- 3.1 Any type of knowledge transfer project completed in HKBU by one or more members of HKBU is eligible.
- 3.2 A knowledge transfer project can only be awarded once. A member is eligible to receive the award in consecutive years for different knowledge transfer projects.

- 3.3 Only one nomination form will be considered in respect of the same project. Nominator or applicant must agree among themselves on who shall nominate the project.

4. Administration

- 4.1 The Knowledge Transfer Award is sponsored by the University Grants Committee (UGC) Knowledge Transfer (KT) funding and administered by the Knowledge Transfer Committee (KTC) via the Knowledge Transfer Office (KTO).

5. Nominations

- 5.1 Starting from 2020, the previously separated nomination and application procedures will be merged into one single procedure. Either nominator or applicant must fill in the same nomination form (see this guideline 5.4) to apply for the Award.
- 5.2 Nominations shall be solicited by email and electronic submission from all faculty members of HKBU by the Director of Knowledge Transfer Office.
- 5.3 Nominations shall be submitted electronically to the Knowledge Transfer Committee through the Knowledge Transfer Office by the set deadline in the Call for Nomination. They should address the relevance, significance, and quality of the innovation, as well as unique features and particular benefits to the community with supporting documentation, when possible. Nomination packages should be simple and concise; the intent of the award is to recognize the innovation and the innovators, and not to burden the nominator and the Judging Panel with paperwork.
- 5.4 Each nomination for HKBU Knowledge Transfer Award shall consist of:
- a. A duly completed nomination form¹, which can be obtained from the Knowledge Transfer Office website;
 - b. A set of appendices as indicated in the nomination form;
 - c. 3 supporting statements from seconders are required on the nomination form

6. Judging Panel

- 6.1 Members of the Knowledge Transfer Committee shall form the Judging Panel of the Knowledge Transfer Award.
- 6.2 The Knowledge Transfer Office shall invite at least one external member to participate as a member of the Judging Panel.

¹ This nomination form also serves as the application form of HKBU Knowledge Transfer Award. Interested applications must complete the form to apply for HKBU Knowledge Transfer Award.

6.3 If a Panel member has been nominated for this award, the Panel Chairman shall appoint another Knowledge Transfer Committee member to serve on the Panel in place of the nominee.

7. Selection of the Awardee

7.1 The criteria by which a nominee innovation shall be evaluated include:

- Provide leadership contributions via intellectual-based knowledge transfer in serving the community needs;
- Provide significant, sustainable positive impact and/or fundamental change for long term betterment of the community;
- Provide exemplar contributions towards building the research and teaching strengths at HKBU;
- Possess the greatest potential to further raise HKBU's good reputation globally.

7.2 The Panel shall make its decision based upon the documentation submitted. Each Panel member shall have one vote for each nominated project as stipulated in this guideline 7.3.

7.3 Each Panel member ranks all eligible nominations based on the evaluation criteria. Each criterion has a maximum value of 25 points, with the maximum number of points each nomination could receive being 100.

7.4 The Panel Chairman totals the points from all Panel members, and the winner is the innovation with the highest average score. To receive the award, a project must have an average score of 80 points or higher.

7.5 If two or more nominees receive identical scores, the Panel shall decide if more than one award should be given. If necessary, run-off votes may be taken or the Panel Chairman may convene a conference call to resolve the decision.

7.6 If there are no appropriate candidates, the award needs not be given in a particular year.

7.7 The Knowledge Transfer Office shall communicate the Panel's decision to the President/Vice Chancellor, the Knowledge Transfer Committee, the Heads and Deans, and the winner/s of the award prior to the award ceremony. Prior notification will allow the winner/s to be present to accept their awards.

7.8 The decision of the Judging Panel is final and non-negotiable.

8. Presentation of the Award

8.1 The award shall be presented to the winner/s by the President/Vice-Chancellor (or his designated representative) in an award ceremony.

9. Publicity

9.1 The award shall be publicized through the HKBU Communications and Public Relations Office (CPRO) and in University's publications.

Important Note: The Knowledge Transfer Office reserves the right to update the guideline from time to time. Please download the most updated guideline from the KTO website before submitting your nominations.