



Application Preparation Checklist 申請計劃準備清單

This checklist is to help the applicant to prepare for the Programme application. The applicant **DOES NOT** need to submit this checklist for the application.

本清單旨在協助申請人準備計劃申請。申請人**不用**提交本清單作計劃申請。

1. Select appropriate Programme Participating Institutions (the “Institutions”) and learn the Institutions’ details.
選擇合適的參與機構，並了解有關機構詳情。
2. Prepare a curriculum vitae and a Fellowship proposal, which should include i) the intended objectives, ii) contents and iii) time allocation of the proposed project. The proposal should also demonstrate how the project is related to the applicant’s professional goals or research interest.
準備個人履歷及擬定交流計劃，當中需包括交流計劃 i) 目標、ii) 內容及 iii) 時間分配，並闡述該計劃與個人專業發展或研究的關聯。
3. Provide the Programme Office with the curriculum vitae and Fellowship proposal. Request the Office for the contact(s) of the Institution(s) of interest.
提供個人履歷及交流計劃資料予計劃辦公室，並索取參與機構聯絡資料。

(Note: The applicant should not request for more than 3 Institutions’ contacts. If the applicant has personal connections at the Institutions, the applicant should still contact the Programme Office.)
備註：申請人不應索取多於 3 間參與機構聯絡資料。若申請人與參與機構內個別人士有聯繫，申請人仍需與計劃辦公室聯絡。)
4. Contact the Institution through the contact provided by the Programme Office. The applicant should enclose the curriculum vitae and the Fellowship proposal for the Institution’s consideration.
以計劃辦公室提供之資料，聯絡參與機構，並提供個人履歷及交流計劃資料予參與機構考慮是否合適。
5. Invite 2 referees to complete the Recommendation Forms and ask them to email the Recommendation Forms directly to the Programme Office. The Recommendation Forms should reach the Office before the application deadline.
邀請 2 位推薦人撰寫「推薦書」，並於申請截止日期前電郵至計劃辦公室。
6. Complete the Application Form. Email the Application Form to the Programme Office and have it reached the Office before the application deadline.
填妥「申請書」，並於申請截止日期前電郵至計劃辦公室。