

Learning: Experience, Achieve, and Develop (LEAD) Scheme **Funding Guidelines of the Learning Experience Enhancement Initiatives**

The following guidelines cover the allocation and management/use of project funds.

Project Management

1. The project should be implemented according to the approved proposal.
2. Team leaders are responsible for the overall management, implementation and successful completion of projects. This includes managing expenses and providing regular updates to the Project Advisor.
3. The project should be completed by the approved timeframe. Request for extension will normally not be considered.
4. The approved team composition should be maintained throughout the entire project period. Any changes to the team composition must be accompanied by compelling justifications and prior approval from the Office of the Provost and Deputy President.

Budgeting

1. Funds should be used exclusively for the implementation of the approved project.
2. Unless approved by the Assessment Panel, the project funds should not be used to support the following:
 - Salary or remuneration for team leaders, members, Project Advisors or student helpers.
 - Gifts / souvenir / cash payment for interviewees/respondents
 - Personal electronic devices (e.g. mobile phones, tablets, cameras)
 - Standard equipment that is known or can reasonably be expected to be available in the University (e.g. desktop PCs, laptop computers, printers and scanners)See Appendix 1 for further examples of items that cannot be supported.
3. Funds must not be used to support commercial, political, or religious activities. Representation of commercial, political, and religious stances in the project is inappropriate and should be avoided. There shall be no discriminatory, vulgar, gambling, offensive or sexually explicit elements involved.
4. Equipment items purchased for the approved project are for use by the project team while the project is in progress. Upon completion of the project, the assets will be transferred to the unit concerned, or deployed at the discretion of the Office of the Provost and Deputy President.

Use of Funds

1. The use of funds must adhere to the specifications outlined in the approved proposal. Requests for rearrangement of the approved budget will not be approved unless there are strong justifications and with prior approval from the Office of the Provost and Deputy President.
2. Project Advisor will be the project account holder. A project number will be assigned to each project team. Team members will pay for the expenses upfront and are reimbursed afterwards.
3. Complying with the Finance Office's [Financial Policies & Procedures Manual](#), project teams are required to observe the following procurement procedures.

Purchase Value per Item	Quotation / Tenders Minimum Requirement	Procurement Procedure
≤ HK\$5,000	1 verbal quotation	Project teams must pay for the expenses upfront. Reimbursement will be provided upon submission of original receipts and all necessary documentation.
HK\$5,001 to HK\$20,000	2 written quotations	<p>A Purchase Requisition (PR) must be raised prior to the purchase. Project teams are required to consult and provide the Project Advisors with the necessary documents at least 4 weeks before the purchase.</p> <p>Quotations must include the following:</p> <ul style="list-style-type: none"> i. basic details of service and product required; ii. price; iii. date and availability; iv. supplier's detail (e.g., company name and contact)
HK\$20,001 to HK\$200,000	3 written quotations	

4. Purchases not complying with the University's financial policy and procedures will NOT be reimbursed/processed.

Appendix 1: Budget items which are typically not supported

<i>Categories</i>	<i>Do NOT Support</i>
Activity / Programme	<ul style="list-style-type: none"> • Coaching fees. • Service contracts for performers and photographers. • Souvenirs, gifts and prizes (unless necessary). • Production of tailor-made materials for project (e.g., T-shirts, uniforms, stationery). • Budgets for contingency and miscellaneous needs.
Equipment	<ul style="list-style-type: none"> • Furniture (e.g., table, display board, chair). • Personal electronic devices such as cell phones, iPads, iPod, MP3 Players, digital cameras and PDAs unless there are sound justifications approved by the LEAD Assessment Panel. • Standard equipment (e.g., desktop PCs, laptop computers, printers and scanners) which is known or reasonably expected to be available at the University.
Venue	<ul style="list-style-type: none"> • Rental of restaurant, party room, exhibition venue.
Printing / Publicity fee	<ul style="list-style-type: none"> • Paid advertisements.
Transportation	<ul style="list-style-type: none"> • Air tickets and accommodation costs for speakers or visitors. • Transportation expenses incurred by team members or participants. • Illegal ride-hailing services.