

THE UNIVERSITY OF HONG KONG

April 23, 2024

To: Faculty Deans

Central Funding for Building Alteration Works

Further to the announcement of the Chairman of the Space Allocation and Management Board (SAMB) on the setting up of the Central Funding for Building Alteration Works (BAW) on March 28, 2024, I am writing to provide details about the relevant operational guidelines and procedures as below:

Objective of the Central Fund:

- setting up of infrastructure which is otherwise not supported by other internal/external fund sources (including Large Equipment Fund, UGC Capital Programme and AA&I) and cannot be addressed under the normal financial cycle given the timing of its occurrence (e.g. support for a strategic academic initiative, talent acquisition, staff retention)

General guidelines:

- Annual Budget: \$10M
- Faculty sharing of normally 50% is expected
- Research purposes for both STEM and Non-STEM departments, excluding units supporting research (e.g. Libraries/ITS/Graduate School/KEO/TTO, *etc.*)
- Funding support includes construction costs, IT costs which are usually charged for setting up data points, consultancy fees (if so appointed by the users), other “indirect” construction costs for purposes such as demolition, reinstatement upon vacating the premises, and excludes maintenance, procurement of furniture and equipment, license and rental
- SAMB has the discretion to review and determine the “fundable” and “non-fundable” items, subject to the recommendation of the Estates Office and the Finance and Enterprises Office (FEO)

Procedures

- Request for BAW for research purpose to be supported by Central Fund should be made via the Faculty where possible, with research proposals, scope of renovation works and budget via the eBAW system under “Central funding”
- Faculty shall clearly indicate the proposed funding support from Central, i.e. percentage of user’s top-up fund and central fund, and provide user’s account code and ensure there is sufficient funding according to the proposal for FEO’s checking
- The request will be considered by SAMB, with input from the Estates Office and FEO
- Amount of funding support will normally be announced in SAMB’s approval
- Upon approval of the project through the eBAW system, the project will be executed with the approved Central BAW fund and user’s top-up funding

Jeffrey Sy
Director of Estates

cc: Chairman, Space Allocation and Management Board
Secretary, Space Allocation and Management Board
Acting Executive-Vice-President
Registrar
Director of Finance