



香港大學
THE UNIVERSITY OF HONG KONG

To: All Deans of Faculties

Central Funding for Building Alteration Works

Further to the circular of the Chairman of the Space Allocation and Management Board (SAMB) on the Central Funding for Building Alteration Works (BAW) 2025 on February 4, 2025, 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 and 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/ HKU TEC, *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.
- Works which have already been completed will not be supported for central funding retrospectively.
- SAMB has the discretion to review and determine the “fundable” and “non-fundable” items, subject to the recommendation of the Estates Office (EO) and the Finance and Enterprises Office (FEO).

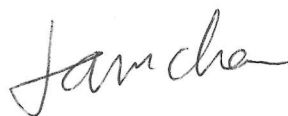
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Procedures

- 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.



Ir Sam YS Chan
Acting Director of Estates

YSC/KCK/ac

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