

Reference Number

**Internal Use**

**Application for TDG Seed Funding – TDG 1**

**\*\*\* Important Note\*\*\***

**Before you fill in this form, you are also strongly recommended to visit the TDG website (**<http://chtl.hkbu.edu.hk/tgtl/tdg/index.php>**) for the selection criteria and related guidelines on writing and submitting proposals.**

**You must submit your proposal to the Human (non-clinical) Research Ethics Panel to obtain ethics/safety clearance (**<https://research.hkbu.edu.hk/support/policies-and-guidelines/research-ethics>) **in parallel while the TDG Panel is reviewing your application. The TDG Secretariat will confirm that you have obtained clearance from the said Panel after the review, please note that TDG cannot support any project without ethical clearance.**

1. **Name and Department**
2. **Brief Description with Expected Outcomes and Implementation Schedule**

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| 2.1 An overview of how you will make use of this grant to conduct small-scale project to facilitate your teaching: |
| *Please type your text here.* |

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| 2.2 Expected outcomes and deliverables: |
| *Please type your text here.* |

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| 2.3 A brief outline of the monitoring process and ways to measure the achievement of the intended outcomes: |
| *Please type your text here.* |

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| 2.4 A brief outline of how the practices can help our students to achieve the HKBU Graduate Attributes (<http://chtl.hkbu.edu.hk/main/hkbu-ga/>) and address the issues as set out in Institutional Strategic Plan 2018-2028 (<http://strategicplan2018-2028.hkbu.edu.hk/en/>): |
| *Please type your text here.* |

**3. Expected Project Duration** *(Maximum duration: 18 months.* ***NO*** *extension request will be accepted*) *(Note: Depending on when your proposal will be finally approved, the actual start and completion dates of your project may differ from your proposed ones.)*

Tentative Starting date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tentative Completion date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Budget and Justification** *(The funding ceiling is HK$50,000)*

*(Note: Your implementation plan and proposed budget should allow enough flexibility should the actual start date of your project differ from your proposed one.)*

**5. Signature**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Notes to Head of Department**

Before endorsing this application, please ensure that the project would benefit the department and indicate how the project could be used to enhance teaching and learning.

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| Comments: |

Supported and endorsed by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept / Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TDG1-form-Jun2021*