

**LIST OF COMMON ITEMS IN TDG PROPOSALS NOT SUPPORTED BY TDG PANEL**

No.	Disapproved Items	Reasons / Recommendations
<b>(1) Content Appropriateness</b>		
1a	Career guidance and training of skills to prepare for students' job seeking process	- Should focus on T&L enhancement of students
1b	Self-funded programmes	- The TDG should be used to benefit the learning of UGC-funded students ONLY
<b>(2) Innovation</b>		
2a	Project to develop software which is similar to existing software available in the market	- Should purchase existing software available
2b	Projects compiling existing materials	- Should emphasize new approaches to enhance the quality of T&L
<b>(3) Diversity of Project Nature</b>		
3a	Similar TDG-supported projects ongoing in the same or other departments	
<b>(4) Sustainability</b>		
4a	Low sustainability: One-off activities with low impact	
<b>(5) Principal Investigator</b>		
5a	Final reports of previously granted projects from the PI have not been submitted	
5b	Project on the similar subject was undertaken by the same teaching staff	
5c	Two applications submitted by the same PI	- Should submit one proposal at a time
<b>(6) Copyright Infringement</b>		
6a	Copyright approval was not sought for the use of teaching material	- Should take appropriate steps to ensure copyright approval is secured for the use of teaching material
<b>(7) Items Supported by Alternative Funding Sources</b>		
7a	Development of multimedia presentation packages	- Should seek technical support from the ITO/CHTL
<b>(8) Non-funded Items</b>		
<b>Travel Expenses</b>		
8a	Inviting overseas scholar(s)-in-residence	- Long-term appointment of scholar(s)-in-residence should seek support from the Visiting Fellowship Scheme. Engaging short-term consultant(s) or teaching and learning expert(s) to assist with the TDG project and help spread appropriate teaching and learning practices could be supported by the TDG's staff development grant (with a ceiling of HKD20,000 per project)
8b	Overseas / mainland traveling expenses	- Relevant expenses could be supported if sound justification is given
<b>Non-local Guest / Staff Involvement</b>		
8c	Non-local supporting staff	- Not supported unless sound justification is given
<b>Publication</b>		
8d	Project using the entire grant for publication	- Should seek the support from a publisher first - Not helping to develop new teaching pedagogical approaches - However, publication or printed materials to share project outcomes in support of scholarship of teaching and learning are funded under the TDG. Details regarding the use of fund should be provided
<b>Printing Cost</b>		
8e	Printing of textbooks which involves the issues of copyright and commercial returns	- Beyond TDG panel's ambit - Teaching Expenses from School/Faculty are in place to support such endeavors
8f	Textbook / teaching kit production	- TDG supports mainly the development of new materials for use in teaching
<b>Construction Work</b>		
8g	Capital works project, i.e. construction of a circulating water system	- Not under the ambit of the TDG panel
<b>General Expenses</b>		
8h	Equipment for laboratory	- Beyond TDG funding framework to support it
8i	Computers / digital cameras / software / equipment for experimental demonstration in classroom	- Funding should be built into departmental budget - Consult the academy/ITO/CHTL on the availability of the equipment or other eLearning tools
8j	Production of promotion materials for courses/ programmes	- Should provide more supportive information