

Teaching Development Grant – Further Information

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I. ALLOCATION FRAMEWORK

Principal Investigators are expected to remain within the framework of the proposed project submitted to the Teaching Development Grants Panel and to carry out their work in a manner consistent with the objectives, work outline and time-frame specified in the proposal. In order to ensure that the projects will be carried through to completion, the term of appointment (if applicable) of the Principal Investigator, and preferably most of the key members of the project team, should be beyond the proposed completion date of the project.

II. USE OF ALLOCATED FUNDS

Allocated funds should be used in accordance with the budget outline endorsed by the Teaching Development Grants Panel. Principal Investigator is currently the budget controller of the project account, it would be at the Principal Investigator's discretion to use the allocated amount to its best advantage.

III. SUBMISSION OF PROGRESS REPORTS

The Teaching Development Grants Panel may request a progress report from the Principal Investigator at a time deemed appropriate. The progress report should cover the following items:

- the progress of the project;
- the scope of the investigation undertaken;
- significant results achieved;
- difficulties encountered and/or any variations from the original plans of project proposals.

IV. CAUTION AGAINST COPYRIGHT INFRINGEMENT

All successful applicants are expected to abide by the copyright regulations. The applicants should

- acknowledge all sources of material properly;
- seek copyright approval as appropriate; and
- ensure that products developed from the project or included in the final report must not contain materials with unclear copyright or improper use of copyrighted work of others.

For example, photocopying of texts or pictures and storing them on discs, videos or any form of electronic media (computer or CD-ROMs) without permission from authors/publishers would be classified as copyright infringement. If applicants intend to use student data in publication, it would be preferable to inform the students beforehand and the authorship of students should be acknowledged as well. Please refer to the information on Copyright in Teaching and Learning from the following link: <http://www.hkbu.edu.hk/~gao/copyright/index.html>

V. ACADEMIC INTEGRITY

The Principal Investigators and Co-investigators have the responsibility to ensure that the TDG Guidelines are observed by all members of the project team.