

TDG Reference Number

**OFFICE USE**

**Application for Teaching Development Grants**

***(for both usual and collaborative TDG projects)***

**\*\*\* Important Notes\*\*\***

**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.**

**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.**

**1. Project title**

**2. Name(s) of applicant(s)**

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| --- | --- | --- | --- |
|  | Name | Department/  Institution/ Organization | Please “✔” if you have submitted a similar proposal which has been turned down in the past. |
| Principal Investigator |  |  |  |
| Co-investigator(s)  (*student(s) could also be nominated as co-investigator(s)*) |  |  |  |
|  |  |  |  |

1. **Project category (**Please “✔” the appropriate box)

Individual

□ New staff member (Date of joining HKBU \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

□ Individual staff (full-time)

Institutional

□ Inter-departmental

□ Inter-institutional

Note: Priorities would be granted to new teachers within the first three years of their assumption of duty

1. **Abstract of project**

*(A short abstract of about 1/2 page or 200 words comprehensible to non-specialists)*

**5. Description (no more than 1000 words)**

*(Your proposal will be reviewed based on the selection criteria available at:* [*http://chtl.hkbu.edu.hk/main/tdg-applyinfo/#criteria*](http://chtl.hkbu.edu.hk/main/tdg-applyinfo/#criteria)*)*

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| 5.1 The project objectives and long-term significance (Intrinsic Merit, Innovation & Impact):   * *aims and objectives of the project* * *key issues and problems in respect of teaching and/or learning being addressed* * *outcomes likely to apply in a wider context* * *The practices that can help facilitate the University to address the issues as set out in our long term vision for teaching and learning - Institutional Strategic Plan (ISP) 2018-2028 (*[*http://strategicplan2018-2028.hkbu.edu.hk/en/*](http://strategicplan2018-2028.hkbu.edu.hk/en/)*)* * *The practices that can further assist our students to achieve the HKBU Graduate Attributes (*[*http://chtl.hkbu.edu.hk/main/hkbu-ga/*](http://chtl.hkbu.edu.hk/main/hkbu-ga/)*)* |
| *Please type your text here.* |

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| 5.2 Project plan and methodology (Design):   * *brief description of the teaching and learning activities (TLAs) involved* * *expertise required, if any* * *involving student(s) as investigator(s), if any* * *if any involving collaboration with colleague(s) outside the PI’s Department/Faculty, and/or individual(s) from external organizations* |
| *Please type your text here.* |

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| 5.3 Intended outcomes of the project (Project Outcomes and Evaluation):   * *achievable and appropriate intended outcomes of the project, its relevance, significance and value to improve teaching / Intended Learning Outcomes (ILOs) for the students* * *in what specific ways does the project enhance the quality of teaching and/or learning* * *number of target students involved in the project, including HKBU, local and overseas students* |
| *Please type your text here.* |

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| 5.4 Monitoring and evidence on the achievement of the intended outcomes (Project Outcomes and Evaluation):   * *in what ways will the project be managed / monitored / evaluated to ensure the project is effective in achieving the outcomes, especially how the project can help address the issues in the ISP 2018-2028 and assist students to achieve the HKBU Graduate Attributes* * *Evidence to show project effectiveness and enhancement of teaching and /or learning* * *Evidence of achieving the ILOs (e.g. methods of collecting evidence, findings, effectiveness of the project in achieving the ILOs)* * *Quantitative data showing the number of target students whose learning experience have been enhanced by the project* |

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| Intended outcome(s) of  the project | Project activities/initiatives facilitating the achievement of the specific intended outcome | Way(s) to evaluate the achievement of the specific intended outcome (e.g. pre- and post-assessments, well-designed questionnaires and/or surveys with statistical analysis, focus group interviews, other instruments benchmarking international standards, etc.) |
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*Important Note: As a condition attached to TDG, all new TDG project investigators would be strongly encouraged to join the University’s assessment exercise.*

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| 5.5 Promoting the Scholarship of Teaching and Learning (Intrinsic Merit):   * *in what ways will you disseminate the outcome(s) of your project and promote the scholarship of teaching and learning within and outside the University community* |
| *Please type your text here.* |

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| 5.6 Schedule of project implementation (Design):   * *a clear/feasible implementation plan* |
| *Please type your text here.* |

**6. Expected duration**

*(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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Budget and justification**

*(Please visit* [*http://chtl.hkbu.edu.hk/main/tdg-applyinfo/#budget*](http://chtl.hkbu.edu.hk/main/tdg-applyinfo/#budget) *to identify the budget items to be supported by the TDG) (Note: Your implementation plan and proposed budget should allow enough flexibility should the actual start date of your project differ from your proposed one.)*

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| (a) Staff\* No. Salary per Month Sub-total  (b) Equipment (please itemise)  *(Equipment purchase using TDG is generally not supported. As the equipment will remain with the units after the completion of the TDG supported projects, it is envisaged that individual units should support equipment purchase as necessary. Supported items are those for use while the project is in progress. Purchase of personal electronic appliances e.g. smart phones and tablets, are not permitted.)*   1. General Expenses (please itemise) 2. Staff Development Grant (You can include this in your budget plan as you see fit)   *(A maximum of HKD20,000 could be allocated per project for supporting EITHER presentation in teaching and learning conferences/workshops which could help disseminate outcomes of this TDG project outside HKBU OR engagement of teaching and learning consultant(s) specifically for the project)*   1. Other Funding Sources (e.g. matching funds from Department/Faculty)   **Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

\**Please refer to Point 1.2 of the TDG General Guidelines for the pay rates of student helpers and project assistants.*

**8. Justification for each category/item in the budget**

**9. Ethics/safety approval**

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| **Does your project involve the use of humans as subjects?** | **□ Yes** | **□ No** |
| *If yes, please consult the Senate Committee on the Use of Human and Animal Subjects in Teaching and Research (HASC). If approval is required for “Human Research Ethics”, please complete the electronic form under BUniPort.* | | |

**10. Outcomes/Monitoring of previous/ongoing Teaching Development Grants project(s)undertaken by the Principal Investigator (if applicable)**

*(Please list all the projects in the past 3 years and include the following details for each project. Attach additional sheets if necessary.)*

Project title:

Teaching Development Grants Reference No:

Amount of grants approved:

Starting date:

Completion date:

Outcome/Progress:

**11. Previous Attempt at Applying for the TDG/Other Sources of Funding**

*Please indicate if this proposed project had been submitted to the TDG or other sources of funding for support (except those listed under section 7(d)) before. If “yes”, please provide further details including the source(s) of funding, the amount of grants received, etc.*

**12. Copyright Declaration**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the Principal Investigator) have read the current Copyright Ordinance concerning the education sector and declare that I will observe the copyright regulations and take full responsibility for the use of all copyrighted materials in my TDG project, including the use and dissemination of such copyrighted materials in the TDG final report and related outputs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal Investigator

*\*****Before submission, the PI is strongly encouraged to consult the Centre for Holistic Teaching and Learning (contact: Dr Theresa Kwong, ext. 8083, email: theresa@hkbu.edu.hk) for assistance in formulation of ideas to the design and use of related tools in the measurement of intended outcomes of the project.***

**13. Principal Investigator and Co-Investigator(s)**

I/We hereby confirm I/we have read the guidelines governing the use of the TDG and the conditions attached to the grant.

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| 1. | Name of Principal  Investigator: |  |  | Signature: |  |
|  | Post/Department: |  |  | Date: |  |
| 2. | Name of Co-investigator: |  |  | Signature: |  |
|  | Post/Department: |  |  | Date: |  |
| 3. | Name of Co-investigator: |  |  | Signature: |  |
|  | Post/Department: |  |  | Date: |  |

**14. 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: |

Furthermore, if you have knowledge of previous/ongoing project(s) itemised in Section 10, please provide comments on the usefulness of the project(s) in enhancing teaching and learning.

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| Comments: |

Supported and endorsed by:

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

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

# Personal Information Collection Statement

Persons who supply personal data in their applications to the CHTL for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.

2. Personal data provided will only be used by University staff.

3. After the applications have been processed, relevant data will be transferred to the teaching development grants project record system of the University.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Dr Theresa Kwong

Centre for Holistic Teaching and Learning

Hong Kong Baptist University

*TDG-form-Jun2021*