**HONG KONG METROPOLITAN UNIVERSITY**

**Guidelines on Application for and**

**Implementation of the Teaching and Learning Research Fund**

**Background**

The University emphasises quality teaching and learning, and our research should enhance teaching in addition to advancing knowledge. The Teaching and Learning Research Fund aims to nurture and support teaching and learning research in the University. The Fund promotes the pursuit of Scholarship of Teaching and Learning (SoTL) in the University and the enhancement of the quality of our teaching and learning through relevant research.

This set of guidelines provides details on the relevant policies and procedures for applying for the Teaching and Learning Research Fund. It also provides information on administration and monitoring arrangements for approved projects.

**Eligibility**

Each full-time academic of the University is eligible to submit one proposal to seek financial support from the Fund in the capacity of Principal Investigator (PI) in each call for applications.

**Scope of work**

The Fund supports teaching and learning research projects such as studies on development of innovative teaching methods, examination of the effectiveness of new pedagogies and educational technologies, and evaluation of learning, teaching and assessment activities. Project teams are required to justify in their proposals how the proposed work will enhance the education provision in the University, and illustrate the expected impacts of the work on teaching and learning.

**General information on the application**

1. Project teams in Schools that would like to apply for a grant from the Teaching and Learning Research Fund should complete an application form and submit it to the Institute for Research in Open and Innovative Education (IROPINE) of the School of Open Learning via the relevant Dean by the specified deadline.
2. For research activities involving human participants and/or animals as research subjects, prior approval must be sought from the Research Ethics Committee before commencement of the activities. A completed application form for ethical review, duly signed by the relevant Dean, should be submitted with the application form for the Teaching and Learning Research Fund.
3. For research activities involving chemical, biological or radiation (ionizing and/or non-ionizing) safety, prior approval must be sought from the Research Safety Committee before the commencement of the activities. A completed application form(s) for safety approval, duly signed by the relevant Dean, should be submitted with the application form for the Teaching and Learning Research Fund.
4. The guidelines and application forms for the research ethical review are available [**here**](https://www.hkmu.edu.hk/ora/research-related-services/ethical-review-regarding-human-and-animal-research/) and those for the research safety review are available [**here**](https://www.hkmu.edu.hk/ora/research-related-services/research-safety-review/).
5. The ceiling of funding support for each proposal is $200,000.
6. Applications for the Teaching and Learning Research Fund are accepted all year round

**Completing the application form**

***Summary of the Project Proposal***

The project proposal should be presented clearly and concisely, and at the same time should be detailed enough to indicate the significance and merits of the proposed work and permit a meaningful evaluation of its worthiness. The project proposal should include the project title, members of the project team, project objectives and expected impact, a project plan and methodology, deliverables, a proposed budget and schedule, CVs of the investigator(s), and if applicable, requirements for additional space other than standard provision of the staff workstation.

1. **Project title**

The title should be informative.

1. **Project duration**

The project should normally last no more than 18 months[[1]](#footnote-1).

1. **Collaboration plan (if applicable)**

If the project involves collaboration, a description of the collaboration plan and the schools/offices/institutions involved should be given. Details regarding the roles and specific tasks of each investigator, as well as a plan for effective project team management and coordination, should be included. The expected time commitment (in hours/weeks) for each investigator should also be indicated. If the proposed project will involve resources/facilities of another institution/organisation, a letter of collaboration indicating the consent of the institution/organisation for such involvement should be attached to the application.

1. **Abstract of project**

An abstract comprehensible to a non-specialist should be provided. It should be informative and indicative of the nature of the project to be conducted.

1. **Project objectives and expected impact**

State the objectives of the project, the expected impact and how the impact can be achieved. Describe the key issues and problems being addressed, the possible outcomes of the project, and its relevance, significance and value, such as its contribution to academic, educational, scientific or professional development, or its potential for practical applications.

1. **Project plan and methodology**

A complete description of the project plan and the selected approach to solve the problem should be given. Where appropriate, research experiments, tests and required facilities should be described. The relevant scientific principles and techniques on which the potential solution to the problem depends should also be presented. Outline the uniqueness of, and justification for, the proposed approach with its plan of investigation, giving citations from literature where applicable. A project timetable showing the schedule of research activities should be provided.

1. **Expected deliverables**

The expected results of the project should be illustrated. The PI should state the expected tangible deliverables such as research publications and external funding applications generated from the project, as well as intangible outcomes such as innovative teaching methods and effective use of educational technologies.

1. **Brief curriculum vitae of the investigator(s)**

This section should summarise the qualifications of the investigator(s) in the project. The attached CV(s) should include the following information, as appropriate:

Name, academic qualifications (with dates and names of awarding universities), previous academic positions held (with dates) and present academic position(s) (with date(s)), previous relevant research work, publication records, and others, including research-related prizes and awards, a brief description of experience in consultancies, service as a referee in evaluating other grant applications, patents, PhD theses supervised, etc.

The author list of the publications in the CV should be presented in full and cited exactly as written in the original publication. Each CV should be limited to two A4 pages in standard format.

Please note the personal data (privacy) notice at the end of this document.

***Budget***

A detailed budget for the duration of the project should be given. The budget should cover items that will contribute specifically to the project, and are not already available in the University. Budget items such as miscellaneous/others/contingency without specified items will not be accepted. There will be no approval for unspecified or unknown items.

1. **Staffing**

For staff appointment and employment terms of R&D staff, please refer to the document on [*Staff Appointment Categories and Employment Terms Guideline*](https://sharepoint.hkmu.edu.hk/sites/RC/Funding%20approved%20by%20PACRD/7_Guidelines%20for%20appointing%20research%20staff.pdf) for details. Full-time R&D staff with appointment for one year or more are eligible for a 10% contract-end gratuity (inclusive of MPF contributions by the employer) and other benefits, with details in the aforesaid guideline. The PI should include the relevant costs in the staffing budget (if applicable). For appointment procedures, please closely follow the instructions/guidelines from the Human Resources Office (HRO).

1. **Equipment**
2. HKMU’s [*Procurement Policy and Procedures*](https://sharepoint.hkmu.edu.hk/sites/FU/FFMU%20Policies%20and%20Guidelines/Procurement_Policy_and_Procedures%20%28Rev%207%29%20%28Jan%202023%29_v1.pdf) apply to equipment acquisition and library collections. The project team should follow the normal tendering/ procurement procedures in force at HKMU for the purchase and installation of the equipment/collections.
3. Requests for standard equipment (such as desktop PCs, servers, laptop computers, printers and scanners) known to be available or reasonably provided in the University, and personal electronic devices (such as cell phones, tablets, iPods, iPads, MP3 players, digital cameras/video recorders and PDAs) are not normally supported as a general practice for research grants. If there are special reasons for acquiring such equipment and devices, state them in the application.
4. For any application involving the acquisition of computer hardware or software, advice from the Information Technology Office (ITO) should be sought before the application is submitted. The relevant communication records (e.g. emails or memos) with ITO should be attached to the application when the application is passed to IROPINE.
5. **General expenses**
6. A breakdown of the various items with corresponding expenses is required. Justification should be provided for each item.
7. The purchase of books, reference materials and other information sources is allowed. Any such materials must be given to the HKMU Library on completion of the research work.
8. A reasonable budget is allowed for editing before submission for publication, but this funding should not be used for editing services for reports on the research work itself.
9. Travel outside Hong Kong

Activities that involve overseas travel should be avoided, unless it is proven to be absolutely essential for the research work. Justification including the purpose, destination and duration of the trip and its necessity for the success of the research work should be provided. A breakdown of the funds requested under the following categories are required:

* + Airfare/train fare
	+ Subsistence allowance (accommodation, local transport, meals, etc.)
	+ Others (please specify)
1. **Conference expenses**

In the approved project grant, there may be a conference grant to support travel and associated expenses for attending one or more related academic conferences to deliver paper(s) or give presentation(s) to disseminate the research results of studies generated from the project. The conference grant can support conference registration fees, and/or passage and subsistence allowance according to the University’s [*Guidelines on Sponsorship for Learning and Development, Research and Professional Activities and Study Programme*](https://sharepoint.hkmu.edu.hk/sites/HRU/HRU%20Policies%20and%20Guidelines/Guidelines%20on%20Sponsorship%20for%20Learning%20and%20Development%2C%20Research%20and%20Professional%20Activities%20and%20Study%20Programmes.pdf). Justification should be given as to their purpose and necessity for the success of the project.

***Additional space required***

If the proposed project requires additional space other than standard provision of staff workstations, details of the additional space requirements should be provided. Any proposals with implications for space must have the endorsement of the Accommodation and Space Committee before it is assessed by the Assessment Panel for the Teaching and Learning Research Fund.

**Assessment and approval**

Applications should be submitted to the Assessment Panel for the Teaching and Learning Research Fund for assessment through IROPINE. The assessment for an application will cover its project objectives, expected impact, project plan/methodology for studies, as well as benefits for teaching and learning. Applications that are worth of funding support will be recommended by the Assessment Panel for consideration and approval by the University Research Committee.

**Implementation and monitoring arrangements**

1. After the approval of an application, IROPINE will follow up with the PI and relevant units for its implementation.
2. The PI should implement the proposed plan as approved. Any deviation from the University procedures and regulations requires prior approval by the relevant authority.
3. For any proposed variation to the terms of the grant approved to the PI, such as transfer of funds from one budget item to another or extending the project duration, the PI should submit an application for the change with justifications to IROPINE. The application should be copied to the relevant Dean when it is sent to IROPINE. The application will be passed to the Chairman of the Assessment Panel for approval. Application for a project extension should be submitted to IROPINE at least three months before the project completion date. If the request for project extension is submitted less than three months before the project completion date, the PI should provide the reasons why the request is submitted late.
4. The project account will be frozen immediately after the completion date. Any requests for additional expenses incurred after that date related to the unspent balance of the project are normally not accepted. Any unspent balance in the project account will be returned to the Teaching and Learning Research Fund.
5. The PI should monitor the use of the project fund closely and avoid any overspending of the Fund, including each budget item. If there is overspending of the Fund in the research work, the overspent amount will be borne by the relevant School, and the PI is responsible for ensuring that the School pays the amount overspent.
6. The PI is the budget holder for the respective research work. The PI will be given the authority to approve non-staffing research-related expenditure that is charged for the respective research work, such as procurements through the iProcurement system, reimbursements, and petty cash claims. Endorsement should be sought from the respective Dean if the PI is also the requisition party for the purchase. The PI is responsible for ensuring that the funding is used in accordance with the relevant University guidelines and requirements.

**Publications and reporting**

1. In all publications arising from project work funded by a grant of the Teaching and Learning Research Fund, the grant should be acknowledged in the following format:

‘The work described in this paper was fully/substantially/partially supported by a grant from Hong Kong Metropolitan University (Project Reference No.).’

1. For each publication, at least the first author (or the author who contributes the most to the publication as explicitly indicated in the publication) must specify Hong Kong Metropolitan University as his/her affiliation. A copy of all publications should be sent to IROPINE for the University’s record.
2. The project team is required to submit a completion report within six months after completion of the project. For projects lasting for a year or more, the project team should also submit a mid-term progress report after nine months during the project period. The report(s) will be sent to the Assessment Panel via IROPINE for endorsement.

**Enquiries**

General enquiries concerning the application for and implementation of the Teaching and Learning Research Fund can be sent to Dr Manfred Wu of IROPINE.

|  |
| --- |
| **Personal Data (Privacy) Notice**You must provide the personal data required on the application form. The information is required for research administration and for the consideration of the Assessment Panel for the Teaching and Learning Research Fund in regard to your application. The University will keep this data confidential. Failure to supply this information may result in your application not being considered. You have the right to request access to, and correction of, your personal data. If you wish to do so, please write to the Secretary, Assessment Panel for the Teaching and Learning Research Fund, Hong Kong Metropolitan University. |

Updated in April 2024

1. In case the proposed project end date will go beyond the PI’s retirement date, the PI should nominate an HKMU staff member as a Co-I for the project. The Co-I should complete the [Co-I Nomination Form](https://sharepoint.hkmu.edu.hk/sites/RC/Funding%20approved%20by%20PACRD/RIF/Co-I%20Nomination%20Form.docx) to indicate that he/she agrees to take up the project as the PI if needed. The Co-I Nomination Form has to be submitted to IROPINE together with the proposal. For a staff member who is not playing a key role (e.g. serving as a Co-I, rather than the PI), he/she may continue to be involved in the project after his or her retirement date. [↑](#footnote-ref-1)