



教與學中心
Teaching and Learning Centre

LINGNAN UNIVERSITY
Sub-committee on Teaching and Learning
Application for Teaching Development Grant

Ref. No.:

(to be completed
by TLC)

- PROPOSAL GUIDELINES -

The focus of these guidelines is to support staff in completing the application form specific to Teaching Development Grant (TDG) projects.

Teaching and Learning Centre (TLC)'s role is to support you in your application and to make it as robust as possible. You are encouraged to work collaboratively with TLC staff and your colleagues in developing your proposal.

The objective of the TDG is to fund research and development projects that aim to advance teaching and learning at Lingnan. This is different from the broader TDLEG/ small-scale blended learning funded projects.

Overarchingly, projects are evaluated based on their enhancement of teaching and learning at the University or programme level and the Criteria below.

NOTE – the final approval of each application lies with the Sub-Committee on Teaching and Learning (SCTL) under the Academic Quality Assurance Committee (AQAC) for Undergraduate Programmes

Criteria for Evaluation:

Potential contribution to the improvement of teaching and learning in the liberal arts context	Innovativeness and originality in promoting teaching development
Pedagogical benefits to the students and staff members concerned, as well as the potential for dissemination of practice to colleagues	Quality and merit
Feasibility within the time-scale and budget indicated in the proposal	Impact on the implementation of outcome-based teaching and learning
Collaboration with other institutions	Plan for evaluation and dissemination of results

PART I SUMMARY OF PROPOSAL
(To be completed by the applicant(s))

1.1 Basic Information

Project Title:	The project title should reflect the intent of the project in relation to deliverables and alignment with objectives.		
	EXAMPLE – Learning Objects for Teaching the Arts Business Workplace Simulator Blending Social Sciences Project Interactive Resource Bank for Music		
Role / Name:	Post:	Faculty/ Department/ Centre/ Unit:	Email:
Principal Project Supervisor (PPS) / {insert name}			
Co-Supervisor/ {insert name}			
Team Member and / or Overseas Collaborator {insert name}			
For TLC use only:			
Project Code:		Account Code:	
TLC Staff Liaison:		Funding Approved:	

(Note: Please attach Appendix A regarding the track records of Principal Project Supervisor and Co-supervisor(s))

Please include publication and research records of PPS and Co-supervisor(s) relevant to the project in the attachment.

EXAMPLE –
Principal Project Supervisor – HINNS T.
 EISEMAN, J. & HINNS, T. (2012). *China and Africa: A Century of Engagement*. University of Pennsylvania Press.
 HINNS, T. (2015). *Governance and Politics of China*. Basingstoke: Palgrave Macmillan.
 HINNS, T. (2013). *African Politics in Comparative Perspective*: Cambridge University Press.
 HINNS, T. & EISEMAN, J. *Flipped Blended Learning in English for Communication Courses* (TDG, 2016-18, PPS)

1.2 Nature of the application (please click the appropriate box below)

This proposal is:

- a new application
- an application built on (a) completed project(s)

Title and year of application(s)

- A re-submission of a previous proposal

Title and year of application

--

1.3 Have you consulted experienced colleagues (excluding collaborators) prior to submission?

- No, because ... (multiple selections are allowed)
 - I am an expert in the field
 - I am an experienced TDG supervisor
 - I have no time
 - Other (please specify)
- Yes (please specify who you have consulted)

1.4 Abstract of the proposal (A short abstract, limited to 200 words, should be given.)

Please include a summary of the project, such as project aims, methodology and outcomes.

EXAMPLE –

(sourced from an existing TDG project: “Flipped Blended Learning in English for Professional Communication Courses”

This project has two aims: (i) to develop technology-enhanced learning at the “frontier level” by integrating state-of-the-art digital education technologies with experiential learning involving employers and community partners and (ii) to evaluate the extent to which flipped blended learning instruction can enhance student learning when compared to more traditional delivery modes. During phase 1, we propose to develop e-learning materials in the form of instructional videos and interactive online exercises connected with real-world case studies to train our students for workplace communication. During phase 2, we will assess the effectiveness of flipped blended learning approaches in the teaching of English for professional communication using a combination of quantitative and qualitative methods for triangulation purposes. Such methods would include e-learning engagement metrics, student surveys, focus interviews and classroom interaction analysis. The outcomes from this project could not only contribute to enhancing Lingnan’s capabilities in digital education but also provide much-needed insight into the strengths and weaknesses of flipped blended learning as well as on the cultural and institutional constraints faced during its implementation.

1.5 Thematic area(s)

- Blended learning
- Curriculum and course design (related to outcomes-based education)
- Other (please specify)

1.6 Keywords (list up to five words)

EXAMPLE –

Experiential Learning, e-Learning, Active Learning (Project Title: Adopting Experiential Learning in English Classes)

1.7 Proposed period and budget

- The maximum period of funding support is up to three years.
- The current budget limit for projects is normally HK\$200,000 per annum. Accordingly, a project with a duration of up to one year should normally have a budget within the HK\$200,000 limit. Projects with budget requests for more than HK\$200,000 will be reviewed by two external reviewers prior to SCTL.

Proposed commencement date (MM/YY)	Duration (no. of months)	Amount requested (HK\$)

PART II DETAILS OF THE PROJECT PROPOSAL (to be completed by the applicant(s))

2.1 Background (up to 1 page excluding references)

Describe how this proposal represents an advancement on current practices, preferably based on relevant literature, e.g. how this proposed project fits into or complements the teaching and learning quality enhancement or assurance goals at Lingnan (<https://www.ln.edu.hk/strategic-plan/#>).

For a proposal that is built on (a) completed project(s), please also state the major differences between the completed project and this proposal whereas for a revised proposal, please state the revisions made and also underline those changes in this form for easy reference.

This is an **overview of the project** and would be completed AFTER filling in other sections. Think of this as an executive summary of the project.

Some prompting questions regarding what you should include follow:

What is the context for this project?

Why are you interested in initiating this project?

Why is it needed and how does it relate to the institutional, faculty or departmental strategic goals in relation to teaching and learning?

Why and how would this project enhance students' learning?

What research have you done in relation to the need for this initiative?

What subjects / areas will be affected?

How will it enhance student learning?

How will it be used in your course(s)?

2.2 The Project Objectives (½ page)

What are your objectives in initiating this project?

Objectives are short statements

Why and how this project would enhance students' learning?

NOTE – These are the BROAD objectives of the project as opposed to student learning outcomes achieved through engagement with the project, though they should relate to the student learning outcomes.

EXAMPLE –

(sourced from an existing TDG project: “*Flipped Blended Learning in English for Professional Communication Courses*”)

Key objectives

1. To produce brand new e-learning materials and adapt existing e-learning materials (whenever feasible) for three professional English courses for the faculties of Arts, Business and Social Sciences.
2. To evaluate the effectiveness of flipped blended learning versus traditional face-to-face learning by considering:
 - a. Learner engagement during tutorials.
 - b. Quality of learner output during tutorials.
 - c. Learner views and attitudes towards flipped blended learning.
 - d. Teacher views and attitudes towards flipped blended learning.
3. To identify any possible constraints/pitfalls with flipped blended learning and its implementation and determine ways to address those constraints/pitfalls effectively.

- 2.3 Methodology of the Project (up to 1 page)
Describe the methodology used in achieving the objectives.

Example

Timeline	Activities (including the role of the PPS, CoS and Research Assistants)
12/20	Recruitment of RA/project administrator
21/20	Interviews/focus group with pilot programme participants
02/20	Recruitment of teachers for pilot testing
01/21-05/21	Development of programme website
05/21	Promotion of programme
05/21-08/21	Recruitment and matching of participants
09/21-11/21	Administration of programme and data collection
12/21-03/22	Development of conference paper/journal article

PART III IMPACT AND SIGNIFICANCE OF THE PROJECT

- 3.1 State the course/s and programme that this TDG will have an impact on.

Student Impact

Programme/ course code	Programme/ course title	No. of credits	Mode of study	Student intake quota per term
TDG234	Introduction to TDG's	3	FT	80
Partnering University / External Parties:				

Please insert rows in the table for additional information. Try to avoid broad statements like 'ALL Courses in Lingnan will benefit'. At least one specific Course must be indicated.

- 3.2 State the impact of this project on the discipline, profession and across the institution, i.e.:
- in what specific ways will teaching and learning be enhanced; and
 - how the outcomes (e.g. teaching practices, pedagogy or resources) can be adopted by other disciplines/departments, etc.

EXAMPLE –

The project will encourage experiential and active learning among English students at Lingnan. Through participating in the experiential learning component in classes and making a visual assignment, students will be motivated to engage in learning. The visual assignment can easily be adapted to other disciplines.

3.3 Cross Institutional Collaboration

State plans for collaborating with local or overseas institutions, if any.

Team-based projects will be given a higher priority than individual projects in order to foster cross-fertilization and collaboration.

Any collaboration with other departments/units at Lingnan, other local and/or overseas institution(s)?

PART IV PROJECT ACTIVITIES, TIMELINE AND EVALUATION STRATEGY

Please indicate below the milestones and major deliverables of the Project, the target timelines and an Evaluation / QA strategy

Major deliverables (including but not limited to blended learning materials and descriptions) AND Milestones	Target date for achieving the deliverables and / or milestone (MM/YY)	Evaluation / Quality Assurance strategy
EXAMPLE		
Vendor Resourcing and Project Plan(s):	09/20-11/20	
External Consultant(s): Sourcing of an external expert in the field / multimedia vendor to assist with the project deliverables	11/20	Feedback will be provide by the PPS and colleague
Pilot Deliverable(s): Example - Prototype and 1 video / simulation relating to the project	12/20	Feedback will be sought from Departmental colleagues + a small student focus group
Final Deliverable(s): Example - Remaining 9 videos and supporting simulations	05/21	Feedback will be sought from TLC and Departmental colleagues survey instrument to all students impacted
Dissemination via Internal Staff development workshop or Showcase Journal publication (Note: PPS is expected to disseminate the project findings within one year from the project end date. TLC will work with PPS for the presentation arrangement).	06/21	Informal Feedback will b sought from participants
Final Project Report (Compulsory within 1 month of the Project finishing)	07/21	A final project report will be produced by the PPS and feedback will be sought from TLC prior

3.5 Dissemination

State the dissemination plan such as presenting at LU (compulsory), conference presentation or workshops etc. for sharing the outcomes/outputs of your project.

Example

Timeline (MM/YY)	Dissemination Item
05/22	English Departmental Board meeting
06/22	Internal TDG Sharing Session

PART V BUDGET OF THE PROJECT PROPOSAL
(to be completed by the applicant(s))

- Notes: 1. The current budget limit for projects is normally HK\$200,000 per annum. Projects with budget requests for more than HK\$200,000 will be reviewed by two external reviewers prior to discussion at a SCTL meeting.
2. A detailed breakdown and justification for all items in the budget, especially General Expenses, should be provided; while ‘miscellaneous’ should not be included.
3. Any departure from the approved budget will not normally be approved.

- Staff - Funds may be provided for technical and administrative support such as research assistance or clerical assistance where appropriate. Applicants must outline the number of assistants necessary, specific duties within the project and the time required. Total salary, MPF and medical insurance should be included. Please check with the Office of the Comptroller for advice on the amount, if necessary.
- Equipment - Funds will NOT be provided for the purchase of equipment; it may be allowed for the project if such items are normally not available and deemed essential. A detailed specification should be submitted with the grant application, together with a cost estimate.
- General Expenses and Supplies - Consumables related to the project can be supported.
- Transportation - Funds for travel locally and relating to the project will be considered.
- Conference Attendance - University TDG does NOT include provision for conference attendance.

(indicative possibilities for Budgetary items are listed below. Staff are encouraged to work with TLC in considering budgetary items to achieve the goals of the project).

Item/s	Descriptions	Funding sought (HK\$)	Justifications
Example			
Programmer / Multimedia Designer / Video Developer	Outsourced work to create the Blended Learning Resource Project	~\$30,000	Specialised skill set associated with the development of the identified Blended Learning resource in section 2 above requires this type of position
External Consultant	Expert in the field of Blended Learning and Liberal Arts	~\$12,000	Specialist in the area of Blended Learning and Liberal Arts Education will offer professional development activities for Departmental staff thus increasing their skillset.
iPAD	Mobile device to test Blended Learning Resource	~\$3000	Needed to test the Blended Learning resource as a key outcome will be for students use of the resource via mobile devices. Ideally consider what existing equipment is already available prior to proposing any new equipment.
Misc. expenses	e.g. Poster Production for dissemination activity	~\$3000	Plan to produce a poster to be placed around the University to promote Blended Learning Outcomes from this project
LESS			
Contributions from participating unit(s)	N/A	0	
Funds secured from other sources	N/A	0	
Total		\$48,000	

PART VI CONSIDERATION OF RESEARCH ETHICS
(to be completed by the PPS)

Section A

I confirm that the proposal involves / does not involve* research on human subjects. (Please delete as appropriate.)

If you said ‘involves’ above, please complete the remaining sections below.

For expedited ethics review please answer the following Key Questions	NO	YES
1. Does the study involve any activities that may cause psychological stress?		
2. Are any participants under the age of 18 and therefore may not be able to give informed consent?		
3. Will students be audio taped/ video taped as part of the study? <i>If you answered ‘Yes’, please complete Section B, question 1 of the ethics section.</i>		
4. Does the study involve students providing information that may have potential legal or ethical issues (e.g., sexual conduct or orientation, illegal activities, or use of banned substances)? <i>If you answered ‘Yes’ please complete Section B, question 2 of the ethics section.</i>		

Section B

1. If you answered YES to the question 3 above, please state how students’ privacy will be protected (e.g., who will handle and access the data, where it will be stored, and how it will be reported in order to protect student privacy).
2. If you answered YES to the question 4 above, please provide, in a separate document, further justification for the study. You should seek advice from your Head of Department or Dean.

PART V OTHERS
(to be completed by the PPS)

Note: The PPS is advised to consult and inform the head of department/line manager of his/her department of this submission of this application.

I have / have not* consulted and informed my head of department/line manager _____ (name) of the submission of this application. (*Please delete as appropriate)

Signature of PPS: _____

Date: _____

Full Name: _____

December 2020