



SCOLAR

語常會

# STANDING COMMITTEE ON LANGUAGE EDUCATION AND RESEARCH (SCOLAR)

**OPEN CALL FOR  
RESEARCH AND DEVELOPMENT PROJECTS 2024-25**

# BACKGROUND

- The vision of the Standing Committee on Language Education and Research (SCOLAR hereafter) is to enable the people of Hong Kong, in particular, students and working adults, to become biliterate (in written Chinese and English) and trilingual (in Cantonese, Putonghua, and spoken English).
- Since the establishment of the Language Fund (LF hereafter) in 1994, SCOLAR has, through the use of the LF, complemented and supplemented the efforts of the Government, other advisory bodies and stakeholders by funding and implementing research and development projects on language learning and language education issues, enhancing professional development of Chinese language and English language teachers, providing school-based support on Chinese language and English language education, and creating a facilitating language environment for our students as well as in the community.

# RESEARCH AND DEVELOPMENT PROJECTS (R&D PROJECTS) 2024-25

## Objectives:

- To generate new knowledge or fill gaps for pedagogical applications in local contexts to support the implementation of various initiatives on language learning and teaching in local schools

## TYPE AND MODE OF R&D PROJECTS 2024-25

- Any type and/or mode of **appropriate, innovative research and development projects** that shall be **applied research** with a primary goal of **addressing educational issues of different educational levels** and **facilitating knowledge transfer between academics, as well as between academics and frontline practitioners**, and thereby enhancing language education and research in Hong Kong

## PRIORITY THEMES

**All applications MUST be made under one of the following themes.**

**(a) Chinese or English language learning and teaching at different key educational stages, for example,**

- *Holistic planning, implementation and evaluation*
- *Technology-enhanced Chinese (including Putonghua) or English language pedagogy*
- *Cross-curricular Chinese or English language learning*
- *Reading Across Curriculum (RaC) or multimodal reading*
- *Chinese language (including Putonghua) pedagogy to cater for diversified needs of learners*
- *Learning of Chinese language of non-Chinese speaking (NCS) learners*

## PRIORITY THEMES

### **(b) Interface between key educational stages in Chinese or English language learning and teaching, for example,**

- *Chinese or English language learning and teaching across kindergarten education and Key Stage One*
- *Chinese or English language learning and teaching across Key Stage Two and Key Stage Three*
- *Chinese or English language learning and teaching across secondary education and post-secondary/tertiary education*

## PRIORITY THEMES

### **(c) Chinese language learning or English language exposure of learners in early years, for example,**

- *Emergent literacy skills of young learners*
- *English early writing development of young children*
- *Support for parents/care-givers of young children on language development/learning of young children*
- *Home literacy environment and language development/learning of young children*
- *Out-of-school literacy development or language learning of young learners*

## PRIORITY THEMES

**(d) Chinese (including Putonghua) or English language use and proficiency of working adults, for example,**

- *Multimodal literacy in the workplace*
- *Workplace English as a lingua franca*
- *Use of Putonghua of working adults in the workplace*

**The themes are by no means mutually exclusive. Interrelated themes will also be considered.**



## APPLICATION MATTERS

- Who is eligible to apply?
  - The **Principal Investigator (PI)** must be an **academic** of a **local registered organisation, statutory body or recognised community organisation, and specialised in teaching and/or research of language/language education.**
- Is collaborative research allowed?
  - Collaborative research across local institute(s) or with international partnership(s) is **strongly encouraged.**
  - **Co-Investigator(s) (Co-I(s))** can either be **local or international academics and/or professionals.**

## APPLICATION MATTERS

- **How many applications can an applicant submit?**
  - An applicant is allowed to submit **only one** application in the capacity of PI.
  - There is no restriction for the PI to be involved in other applications in the capacity of Co-I concurrently.
- **When should the project commence and how long should the project be?**
  - The proposed commencement date of the proposed project shall be between 1 September 2024 and 1 November 2024 (both dates inclusive).
  - The duration of the proposed project shall normally last from 12 to 24 months.

## APPLICATION MATTERS

- Is there a funding cap?
  - No upper limit of grant sought is set for each application.
  - **Grants are allocated on a competitive basis.**
  - The number of research and development projects to be approved for this call for applications is based on the quality of the proposals, the availability of funds, and any other factors as appropriate.

# ALLOWABLE COSTS

- Some examples of **budget items under allowable costs** are as follows:
  - Research support staff
  - Operation cost
  - Promotion cost
  - Conference expenses
  - General expenses (e.g. traveling expenses)
  - Overhead charges
    - This item is for tertiary institutes funded by the University Grants Committee only.
    - For applications with this item in the budget, details, justifications and breakdown are required.

# VETTING MECHANISM

Approval by the  
**Trustee of the Language Fund (LF)**

**SCOLAR**

**Vetting Committee**  
(under the advice of Working Group on Language Education Research of SCOLAR)

**External Reviewers**



## ASSESSMENT CRITERIA

1. **Potential benefits to language education in Hong Kong**
2. **Quality of the proposal**
3. **Capability of the applicant and research team**
4. **Implementation plan**
5. **Proposed budget**

# LANGUAGE FUND (LF) AGREEMENT

- Upon successful applications, **the LF Agreement has to be signed.**
- Though the **LF grants** are awarded to specific projects in the names of individual PIs, they **are normally allocated to local tertiary institutions, registered organisations, statutory bodies or recognised community organisations.**
- By accepting the approved grant and signing the LF Agreements, **the institutions, organisations or bodies which endorse and support the applications agree to abide by all the relevant guidelines.**
- The organisations, institutions or bodies will become the **Grantees** of the successful applications.

## GRANT DISBURSEMENT & BANK ACCOUNT/LEDGER

- Grants are normally distributed **by instalment(s)** to Grantees.
- Grantees of approved projects are required to open and maintain with a licensed bank in Hong Kong **a designated bank account** or to set up **a separate ledger** in the Grantee's finance system designated for the sole purpose of keeping and transacting all monies of the approved grants .



# MANAGEMENT OF APPROVED GRANTS

## ■ **Procurement**

- The purchase of goods and services must be conducted in an open, fair and competitive manner.

## ■ **Changes of approved projects**

- The approved projects must be carried out according to approved proposals as included in the LF Agreements signed.
- No changes without the **prior approval of SCOLAR** are allowed.

## ■ **Publications & promotional materials**

- All publications and/or promotional materials related to the approved projects shall be sent to the SCOLAR Secretariat in advance for consideration.

# THE RIGHT OF SCOLAR

## **SCOLAR reserves the rights to**

- revise or amend at any time the conditions of the grant(s); and
- to suspend or terminate the grants at any time if the Grantees and/or PIs violate the LF Agreements signed.

## SUBMISSION OF REPORTS AND DELIVERABLES

- Progress reports and interim financial reports
- An end-of-project report and a final financial report
- An audit report
- **Tangible deliverables that may enhance frontline practices, in addition to research findings/outcomes**
- **Teacher-friendly pre-recorded videos and articles/insight notes of the findings and project outcomes/deliverables targeting frontline practitioners**

# INTELLECTUAL PROPERTY RIGHTS AND THE USE OF PROJECT RESULTS

- All the PIs and Co-Is of approved projects shall grant to the Grantor, its authorised users, assigns and successors-in-title irrevocable, perpetual, worldwide, freely transferrable, sub-licensable, licenses free of royalty, licence fee or other charges to use the results.

## SUBMISSION OF APPLICATIONS

1. Complete **Parts A and B** of the application form online at SCOLAR's website (<https://scolar.gov.hk>), submit the completed form online and then print out a hard copy of the completed form.
2. Download **Part C** of the application form at SCOLAR's website (<https://scolar.gov.hk>) and arrange for it to be **completed by the appropriate authority of the unit/department/centre of the organisation/body/community organisation concerned.**

## SUBMISSION OF APPLICATIONS

- 3. Post the whole set of the application documents**, which should comprise the printout of Parts A and B of the online application form, the **hard copy of the completed Part C of the application form**, together with all relevant supporting documents to the postal address below:

**Language Education and SCOLAR Section, Education Bureau  
Room 1702, Skyline Tower,  
39 Wang Kwong Road  
Kowloon Bay, Kowloon  
[Application for Research and Development Projects 2024-25]**

## APPLICATION DEADLINE

■ **5:00 p.m. on 28 June 2023 (Wednesday)**

### Points to note:

- Date of postmark for the hard copy of the application documents must not be later than the closing date and time.
- Late submission will not be considered.
- Applications by fax or e-mail will NOT be accepted.

## POINTS TO NOTE AFTER SUBMISSION OF APPLICATIONS

- Supplementary documents and information may be requested by SCOLAR.
- **Failure to provide such information will deem the application unsuccessful.**



## APPLICATION RESULTS

- Applicants will be informed of the result by e-mail not later than June 2024.
- **SCOLAR's decision is final. The decision and the amount to be granted rest with SCOLAR.**

## REMINDERS

1. **Read the Guide to Applicants carefully** before completing the application form.
2. **Observe the word limits** stated in the application form. If applicants go over the word limit stated, the exceeding words will not be considered.

FOR FURTHER DETAILS...

- Please visit SCOLAR's website:



<https://scolar.gov.hk>

## FOR ENQUIRIES...

- Please contact **the Language Education and SCOLAR Section**

Telephone: 3156 1248

E-mail: [eard@edb.gov.hk](mailto:eard@edb.gov.hk)

THANK YOU!



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