**Standing Committee on Language Education and Research**

**Research and Development Projects 2024-25**

**Application Form**

**Notes for Applicants**

|  |
| --- |
| * All applicants and organisations/bodies/community organisations involved bear the primary responsibility for prevention, detection and investigation of research misconduct, including but not limited to misuse of funds, data falsification, plagiarism and self-plagiarism. It is required that anti-plagiarism software be used before submitting applications to the Language Education and SCOLAR Section (LE & SCOLAR Section hereafter). * All applicants must read the “Guide to Applicants” before completing this application form. * Attached Document: **Not allowed unless otherwise specified** * The English version shall prevail whenever there is any discrepancy between the English and Chinese versions. |

|  |  |
| --- | --- |
| For Official Use Only | |
| Application No.: |  |

**PART A Summary of the Proposal**

1. Particulars of the Principal Investigator (PI) (i.e. Project Leader)

|  |  |  |
| --- | --- | --- |
| Name (English) | : |  |
|  |  | (Please enter the name as shown on the PI’s Hong Kong Identity Card/passport (where appropriate).) |
| Name (Chinese) | : |  |
|  |  | (Please enter the name as shown on the PI’s Hong Kong Identity Card/passport (where appropriate).) |
| Title | : |  |
| Post | : |  |
| Organisation/Body/  Community Organisation | : |  |
| Faculty | : |  |
| Department/ Unit | : |  |
| Contact Tel. No. | : |  |
| Contact Email | : |  |

1. Title of the project

|  |  |  |
| --- | --- | --- |
| (English) | : |  |
| (Chinese) | : |  |

1. A maximum of five keywords to characterise the project

|  |  |
| --- | --- |
| (i) |  |
|  |  |
| (ii) |  |
|  |  |
| (iii) |  |
|  |  |
| (iv) |  |
|  |  |
| (v) |  |

1. Priority theme of the project as identified by SCOLAR (Please refer to Section 1.3 of the “Guide to Applicants”.)

|  |
| --- |
|  |

1. Project by language type (Please tick “*√* ” one of the following boxes that best describes your project.)

|  |  |
| --- | --- |
|  | Chinese language |
|  |  |
|  | English language |
|  |  |
|  | Cross-languages |

|  |
| --- |
|  |

1. Proposed Commencement date of the project:   
     
   (The proposed commencement date of the project should be between 1 September and 1 November 2024. Please refer to Section 2.4.1 of the “Guide to Applicants”.)

|  |
| --- |
|  |

1. Completion date of the project:

|  |
| --- |
|  |

1. Duration of the project: months

|  |
| --- |
|  |

1. Total grant sought: HK$
2. Abstract of the proposal comprehensible to non-specialists (a maximum of 400 words)

|  |
| --- |
|  |

**PART B Details of the Proposal**

1. **Proposal details**
2. Objectives of the project (in point form)

|  |
| --- |
|  |

1. The relevance/impact of the project to/on language education development in Hong Kong (a maximum of 400 words)

|  |
| --- |
|  |

1. Background, design and methodology, and expected outcomes (including details of tangible deliverable(s) that would provide to frontline practitioners for enhancing teaching effectiveness) of the project (a maximum of 8,500 words)

|  |
| --- |
|  |

1. Statement on how the research findings, expected outcomes and tangible deliverables of the project may benefit frontline practitioners (a maximum of 2,000 words)

|  |
| --- |
|  |

1. Detailed plan, including timeline, for disseminating the research findings/outcomes and deliverables of the project that target at language education academics, researchers or professionals as well as frontline practitioners (a maximum of 2,000 words)

|  |
| --- |
|  |

1. Project implementation plan with timeline (a maximum of 2,000 words)

|  |
| --- |
|  |

1. References (a maximum of 2,000 words)  
   (Please list the publications cited in (b) and (c). All references should be provided in full and include all authors.)

|  |
| --- |
|  |

1. **Funding: Cost and Justifications**

(Please provide detailed budget breakdown. For projects which extend beyond 12 months, detailed budget breakdown **by year** is required. Calculation of costs should be rounded to the nearest 2 decimal places as appropriate. Please refer to Section 2.5.4.3 of the “Guide to Applicants”.)

|  |  |
| --- | --- |
| **HK$** | 🖊 |

1. Research Support Staff  
   (Please submit supporting document(s) issued by your affiliated organisation/body on updated staff pay scales of all proposed research support staff along with the hard copy of the application form.) (Please refer to Section 2.5 and Annex I of the “Guide to Applicants”.)
2. Title and number of research support staff proposed to be engaged or employed

|  |
| --- |
|  |

1. Salary (Please provide the breakdown of the salary calculation.)

|  |
| --- |
|  |

1. Duration of employment

|  |
| --- |
|  |

1. Duties

|  |
| --- |
|  |

1. Justifications for research support staff above Research Assistant level, and research support staff with proposed salary above the minimum pay rates of the respective ranks, if applicable

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **HK$** |  |

1. Relief Teacher, if applicable  
   (Please submit supporting document(s) issued by your affiliated organisation/body on updated staff pay scales of all proposed relief teachers along with the hard copy of the application form.) (Please refer to Section 2.5 and Annex I of the “Guide to Applicants”.)

|  |
| --- |
|  |

1. Rank of the Relief Teacher:

|  |
| --- |
|  |

1. Current average teaching load of the PI: classroom hours per academic year

(For UGC-funded institutions, please report teaching load of UGC-funded programmes only.)

1. Salary (Please provide the breakdown of the salary calculation.)

|  |
| --- |
|  |

1. Duration of employment

|  |
| --- |
|  |

1. Duties

|  |
| --- |
|  |

1. Justifications

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **HK$** |  |

1. Conference Expenses

(Please refer to Annex I of the “Guide to Applicants”.)

1. Details (Please provide the cost breakdown where appropriate.)

|  |
| --- |
|  |

1. Justifications

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **HK$** |  |

1. Audit Fee

|  |  |
| --- | --- |
| **HK$** | 🖊 |

1. Others
2. Details (Please provide the cost breakdown where appropriate.)

|  |
| --- |
|  |

1. Justifications

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **HK$** |  |

1. Contingency Provision

(Please refer to Section 2.5.4.6 of the “Guide to Applicants”.)

|  |  |
| --- | --- |
| **HK$** |  |

1. **Subtotal (a)+(b)+(c)+(d)+(e)+(f)**

|  |  |
| --- | --- |
| **HK$** |  |

1. Overhead, if applicable  
   (Please provide details, justifications and breakdown.)

(Please refer to Section 2.5 and Annex I of the “Guide to Applicants”.)

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **HK$** |  |

1. **Total Grant Sought** **[(g)+(h)]**
2. Have you previously applied/Are you currently applying for any other funding for the proposal?   
   (Please tick “*√* ” the appropriate box.)

|  |  |  |
| --- | --- | --- |
|  | No | |
|  |
|  | Yes, please specify: |  |

1. Is the proposal an extended project or the next phase of a previously completed project?  
   (Please tick “*√* ” the appropriate box.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | No | | | | |
|  |
|  | Yes ( |  | An extended project/ |  | the next phase of a previously completed project) |
|  | |  |  | | --- | --- | | Name of the project: |  | | Duration: |  | | Source of Funding: |  | | Total budget granted: |  | | Date of completion: |  | | | | | |

1. **Particulars of Investigators**
2. Information of Investigators

|  |  |  |
| --- | --- | --- |
| (i) Principal Investigator (PI) (i.e. Project Leader) | | |
| Name | : |  |
| Title | : |  |
| Post | : |  |
| Organisation/Body/ Community Organisation | : |  |
| Faculty | : |  |
| Department/Unit | : |  |

|  |  |  |
| --- | --- | --- |
| (ii) Co-Investigator(s) (Co-I(s))\* | | |
| Co-Investigator 1 |  |  |
| Name | : |  |
| Title | : |  |
| Post | : |  |
| Organisation/Body/ Community Organisation | : |  |
| Faculty | : |  |
| Department | : |  |

|  |  |  |
| --- | --- | --- |
| Co-Investigator 2 |  |  |
| Name | : |  |
| Title | : |  |
| Post | : |  |
| Organisation/Body/ Community Organisation | : |  |
| Faculty | : |  |
| Department | : |  |

|  |  |  |
| --- | --- | --- |
| Co-Investigator 3 |  |  |
| Name | : |  |
| Title | : |  |
| Post | : |  |
| Organisation/Body/ Community Organisation | : |  |
| Faculty | : |  |
| Department | : |  |

|  |  |  |
| --- | --- | --- |
| Co-Investigator 4 |  |  |
| Name | : |  |
| Title | : |  |
| Post | : |  |
| Organisation/Body/ Community Organisation | : |  |
| Faculty | : |  |
| Department | : |  |

|  |  |  |
| --- | --- | --- |
| Co-Investigator 5 |  |  |
| Name | : |  |
| Title | : |  |
| Post | : |  |
| Organisation/Body/ Community Organisation | : |  |
| Faculty | : |  |
| Department | : |  |

\* There is no limit on the number of Co-Is. (Please add rows if necessary.)

1. Curriculum Vitae (CV) of Investigators (a maximum of 400 words for the PI and each Co-I, if applicable) in the following format:
2. Name
3. Academic qualifications
4. Present position
5. Previous positions held (with dates)
6. Previous relevant research and development work
7. Publication records

Section A - Five most representative publications in the past five years

Section B - Five representative publications beyond the recent five-year period (latest publication entered first)

1. Others (please specify)

|  |
| --- |
|  |

1. **Grant Record of Investigators**
2. Details of Research and Development Projects
3. Details of on-going and completed research and development projects funded by all sources undertaken by the PI (in PI or Co-I capacity) in the past five years (in descending chronological order):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Title | PI/Co-I | Funding  Source(s) and  Amount(HK$) | Start  Date | (Estimated)  Completion  Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Details of on-going and completed research and development projects funded from all sources undertaken by each Co-I (in PI capacity only, if applicable) in the past five years (in descending chronological order):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of  Co-I | Project  Title | Funding  Source(s) and  Amount(HK$) | Start  Date | (Estimated)  Completion  Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Major output of previously funded research and development projects undertaken by the PI and each Co-I relevant to this application:  
   (In descending chronological order, please provide a summary (a maximum of 400 words) on the progress/major findings/deliverables/public dissemination/academic impact, etc. of the projects.)

|  |
| --- |
|  |

1. **Research Ethics/Safety Approval**(Please tick “*√* ” as appropriate in the boxes.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | I confirm that the proposal |  | involves/ |  | does not involve human subjects |
|  | (e.g. potential physical or psychological harms, discomfort or stress to human participants that a research project might generate, subjects’ privacy etc.). | | | | |

1. Please confirm if approval for the respective ethics and/or safety issues is required and has been/is being obtained from the PI’s organisation/body/community organisation.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Approval  not required | | | Approval  obtained | | | Approval  being sought | | |
|  |  |  |  |  |  |  |  |  |  |  |
| (i) | Human research ethics |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| (ii) | Animal research ethics |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| (iii) | Biological safety |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| (iv) | Ionizing radiation safety |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| (v) | Non-ionizing radiation safety |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| (vi) | Chemical safety |  |  |  |  |  |  |  |  |  |

1. If approval is required by other authorities, please indicate belowthe names of the authorities and the prospects of obtaining such approval. If not applicable, please put down "N.A.":

|  |
| --- |
|  |

1. **Declaration**

I/We have fully read the “Guide to Applicants” issued by the LE & SCOLAR Section and agree to be bound by the provisions therein, including those on Intellectual Property Rights. I/We confirm that all information contained in this application form is accurate and truthful.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of PI (i.e. Project Leader): |  |  | Signature: |  |
|  |  |  |  |  |
| Title of PI (i.e. Project Leader): |  |  | Date: |  |