

Department of Educational Administration and Policy
Department Supportive Fund – Research and Teaching

Amount: **HKD 40,000 (Include maximum HKD 20,000 for teaching)**

From **July 1, 2016 to June 30, 2017 (one year period) [non-cumulative or book forward]**

Amount will be set aside for all colleagues to enhance research and teaching. Money approved before the said date (01/07/2017) will not be counted in the allocation. All goods and services should be purchased and finished by **15 June 2017** to put forth the reimbursement for that financial year.)

A) RESEARCH:

The aim of the fund for 2016-17 will be to increase the Department's research capacity and output. It will therefore be available to support research and publications. Colleagues who wish to access the funds will be asked to specify outcomes and be held responsible for these.

| Can be used for | Output linked |
|---|---|
| <ul style="list-style-type: none"> Attending conference (present paper) – airfare, registration & per diem | ONE paper submission for publication to a recognized journal (as the first author) for EACH application |
| <ul style="list-style-type: none"> Attending Training Workshop (local/overseas) – airfare/workshop fee | |
| <ul style="list-style-type: none"> Visiting academics (airfare, accommodation, per diem) (<u>maximum \$20,000</u>)* | ONE paper submission for publication to a recognized journal (as the first author) / ONE submission of GRF application for EACH application |
| <u>(Are expected to exhaust other avenues first, e.g. University and College and get reasonable fares etc.).</u> | |
| <ul style="list-style-type: none"> Supporting research efforts leading to <u>external grant applications</u> | Submit a Completion Report for EACH research support |
| <ul style="list-style-type: none"> Student helper fee Research Assistant Proposal editing and review Article editing Translation/ Transcription Additional printing (maximum \$1000)* Books (<u>maximum \$3000</u>)* Software (check ETU whether the Faculty/ University has the software beforehand) Equipment (<u>maximum \$3000</u>)/Laptop/Computing Accessories (follow the university guidelines and tender)* (the titles of the products should belong to the Department.) | ONE output (published papers/ books/ other research outputs) for ALL other research support |

* Research and teaching support for items with limited amount are counted separately (i.e. a maximum of \$6000 support could be applied for purchasing books, \$3000 in research support and \$3000 in teaching support)

B) TEACHING:

The aim of the fund for 2016-17 will be to assist colleague in teaching large classes and to improve their teaching quality so as to benefit students' learning. **No output is required.**

Course with large class:

Class size with student numbers **between 41 and 60** (after add-drop period), **\$3,000** will be granted per course

Note 1: Colleagues are not entitled to apply for this support if the courses have already been granted from the Faculty Supportive Fund for teaching large class.

Note 2: If the course is co-taught by more than one teacher, the Department Supportive Fund will be divided and shared by individual teacher pro-rata with their workload.

Can be used for

- **Teaching Assistant** (e.g. preparing teaching materials, course support, grading papers, data entry, internet search, translation, etc.) (*within programme requirements and no full-time / part-time staff can be employed)
- **Student Helper** (e.g. data search, data entry and typing, etc.) (within programme requirements)
- **Other Professional Services** (e.g. script translation, proposal/ manuscript editing and review)
- **Books** (maximum \$3000)
- **Software** (check ETU whether the Faculty/ University has the software beforehand)
- **Equipment** (maximum \$3000) (the titles of the products should belong to the Department.)
- **Laptop/ Computing Accessories** (follow the university guidelines and tender)* (the titles of the products should belong to the Department.)
- **Additional Photocopying/ Printing** (maximum \$1000) (Existing Fac./ Dept. Support: 10,000 / 5,000 papers)
- **Others** (subject to EXCO and Department Board's approval)

C) NOT INCLUDED

- Post-doc support
- EAP China initiatives
- Research and Support Professor
- Duty trips
- Representing Department at special events/ conferences.
- Developing New Course (maximum \$ 5000 for purchase of books)

- This support has already been endorsed in the 4th DB meeting in 10-11. Support will only be given to the author who successfully put the new course into the timetable and teach the course.

All within University regulations and with necessary justification, pass through EXCO and Board for wither information or endorsement. Distribution – in House Only