

Seed-Funding Grant for Small-Scale Teaching and Learning Initiatives

Guide to Application

Introduction

As a Liberal Arts university in Hong Kong, teaching and learning is highly valued by Lingnan. In order to provide prompt support to our faculties for enhancing their teaching effectiveness, the Teaching and Learning Centre (TLC) revamps the existing Seed-Funding Grant by increasing its funding limit per project and streamlining the application process, so as to better address teachers' needs.

Overall Aim

Seed-Funding Grant for Small-Scale Teaching and Learning Initiatives (the Grant) is to support teachers' any initiatives for enhancing their teaching effectiveness, in order to better facilitate the students' achievement of their intended learning outcomes, under the broad context of our Outcome-based Approach to Teaching and Learning (OBATL) underpinning the University's Liberal Arts Education.

The broad topic areas could include but are not limited to the following:

- *Engage and motivate students;*
- *Pilot new teaching and learning methods, which the applicant does not use before;*
- *Application of educational technologies;*
- *Any emergent teaching and learning issues within and beyond classroom.*

Specifications

The specifications set for the Grant is stated in the table below

	Details
Eligibility	All full-time academic staff
Project Supervisors	Since it is a small-scale grant, the Project Team shall comprise two supervisors as maximum, i.e. one Principal Project Supervisor (PPS) and one Co-Supervisor.
Project duration	A maximum of 12 months

	Details	
Funding	Limit	- HK\$ 20,000
	Items funded	<ol style="list-style-type: none"> 1. Staff 2. Equipment (<i>normally not funded</i>) 3. General/ other expenses
Application	Form	Attached with this <i>Guide</i> and also available at the TLC website: (https://tlc.ln.edu.hk/tlc/index.php/teachers/seed-funding-grant/)
	Submission	Please submit the completed application to TLC (email address: tlc@LN.edu.hk)
	Due date	<ol style="list-style-type: none"> 1. Term One: 16 November 2018 2. Term Two: 20 March 2018
Selection and notification	Selection criteria	TLC will take lenient references to the <i>Funding Policies and Procedures regarding Teaching Development Grant 2017/18 – 2019/20</i> : http://study.ln.edu.hk/tlc/sites/default/files/TDG_funding_policies_2017.pdf
	Approving Body	Teaching and Learning Centre (TLC)
	Notification	Within 1 month upon receipt of the Application
Project Completion Report	PPS shall complete and submit the Project Completion Report to TLC within three months from the project end date. The report template can be downloaded at TLC website: (https://tlc.ln.edu.hk/tlc/index.php/teachers/seed-funding-grant/) .	
Project Dissemination	PPS is required to disseminate the project findings on campus within one year from the project end date. PPS should work with TLC for the logistics of campus presentations.	

Enquiries

Logistics support	Ms Polly Choi – Administrative Officer (phone: 2616 7581; email: pollychoi@LN.edu.hk)
	Dr King Chong – Educational Development Manager (phone: 2616 7584; email: kingchong@LN.edu.hk)
Project Ideas	Dr King Chong – Educational Development Manager (phone: 2616 7584; email: kingchong@LN.edu.hk)
	Professor Eugenia Ng – Director of TLC (phone: 2616 7578; email: eugeniang@LN.edu.hk)