

LIST OF COMMON ITEMS IN TDG PROPOSALS NOT SUPPORTED BY TDG PANEL

No.	Disapproved Items	Reasons / Recommendations
(1) Content Appropriateness		
1a	Career guidance and training of skills to prepare for students' job seeking process	- Should focus on T&L enhancement of students
1b	Self-funded programmes	- The funding source is from the UGC
(2) Innovation		
2a	Project to develop software which is similar to existing software available in the market	- Should purchase existing software available
2b	Projects compiling existing materials	- Should emphasize new approaches to enhance the quality of T&L
(3) Diversity of Project Nature		
3a	Similar TDG-supported projects ongoing in the same or other departments	
(4) Sustainability		
4a	Low sustainability: One-off activities with low impact	
(5) Principal Investigator		
5a	Final reports of previously granted projects from the PI have not been submitted	
5b	Project on the similar subject was undertaken by the same teaching staff	
5c	A new application of the same category if the PI holds a grant; or two applications of the same category submitted by the same PI	- Should submit one proposal at a time
(6) Copyright Infringement		
6a	Copyright approval was not sought for the use of teaching material	- Should take appropriate steps to ensure copyright approval is secured for the use of teaching material
(7) Items Supported by Alternative Funding Sources		
7a	Development of multimedia presentation packages	- Should seek technical support from the ITO/CHTL
(8) Non-funded Items		
Travel Expenses		
8a	Inviting overseas scholar(s)-in-residence	- Long-term appointment of scholar(s)-in-residence should seek support from the Visiting Fellowship Scheme. Engaging short-term consultant(s) or teaching and learning expert(s) to assist with the TDG project and help spread appropriate teaching and learning practices could be supported by the TDG's staff development grant (with a ceiling of HKD20,000 per project)
8b	Overseas / mainland traveling expenses	- Relevant expenses could be supported if sound justification is given
Non-local Guest / Staff Involvement		
8c	Non-local supporting staff	- Not supported unless sound justification is given
Publication		
8d	Project using the entire grant for publication	- Should seek the support from a publisher first - Not helping to develop new teaching pedagogical approaches - However, publication or printed materials to share project outcomes in support of scholarship of teaching and learning are funded under the TDG. Details regarding the use of fund should be provided
Printing Cost		
8e	Printing of textbooks which involves the issues of copyright and commercial returns	- Beyond TDG panel's ambit - Teaching Expenses from School/Faculty are in place to support such endeavors
8f	Textbook / teaching kit production	- TDG supports mainly the development of new materials for use in teaching
Construction Work		
8g	Capital works project, i.e. construction of a circulating water system	- Not under the ambit of the TDG panel
General Expenses		
8h	Equipment for laboratory	- Beyond TDG funding framework to support it
8i	Computers / digital cameras / software / equipment for experimental demonstration in classroom	- Funding should be built into departmental budget - Consult the academy/ITO/CHTL on the availability of the equipment or other eLearning tools
8j	Production of promotion materials for courses/ programmes	- Not supported unless sound justification is given