

## **Application Form for Educational Research Award Scheme (2023/24)**

### **Explanatory Notes:**

1. Please read EDBCM 71/2023 carefully before you complete this form.
2. Applicants are free to choose any education themes such as student learning, pedagogical approaches, teaching tools/materials, classroom dynamics, teachers' professional development, professional learning community and student support, on which the educational research will be based. They are also advised to make reference to the priority themes of the Quality Education Fund.
3. Only one application is allowed for each teacher in a single school year; each school/kindergarten can submit no more than two applications in a single school year.
4. For Chinese research reports, please complete this form in Chinese; for English reports, please complete this form in block English letters. Please note that the application form shall be typewritten; handwritten forms will NOT be accepted (save for the signatures).
5. Please attach a separate sheet if the space provided below is insufficient (not more than ONE A4 page).
6. Research groups with accepted proposals should submit their research reports by 31 August 2024.
7. The copyright of accepted research reports will be owned by the Secretariat of the Working Group on the Educational Research Award Scheme under the Committee on Professional Development of Teachers and Principals (COTAP).
8. Application deadline: **31 October 2023 (Tuesday)** (Applications received by mail will be dated by the postmark). Completed application forms may be submitted by email or by post to the following addresses:

Email address : [eras@edb.gov.hk](mailto:eras@edb.gov.hk)

Postal address : Secretariat of the Working Group on the Educational Research Award Scheme

Teacher Administration 3 Section

Professional Development and Training Division, Education Bureau

Room W106, 1/F, West Block

EDB Kowloon Tong Education Services Centre

19 Suffolk Road, Kowloon Tong, Kowloon

(Please indicate "Application for ERAS (2023/24)" on the envelope)

## Personal Information Collection Statement

### Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and counter-checking of the application for the Educational Research Award Scheme;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
- (d) Activities relating to training and development including invitation of participation in programmes / activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
- (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
- (f) Activities relating to compilation of statistics, research and Government publications; and
- (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

### Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the Controlling Officer (Data Protection) at 15/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to [edbinfo@edb.gov.hk](mailto:edbinfo@edb.gov.hk).

(Office use only) Application No.:

(秘書處專用) 申請編號

**(A) Research Proposal****(甲) 研究計劃書**

<b>Name of Research 計劃名稱</b>	
<b>Area 範疇</b>	<input type="checkbox"/> Learning and Teaching – Key Learning Area: _____ 學與教 - 學習領域 <input type="checkbox"/> Professional Development <input type="checkbox"/> Student Support 教師專業發展                      學生支援 <input type="checkbox"/> Others: _____ 其他
<b>School Type 學校類型</b>	<input type="checkbox"/> Secondary school <input type="checkbox"/> Primary school 中學                      小學 <input type="checkbox"/> Kindergarten <input type="checkbox"/> Special school 幼稚園                      特殊學校
<b>Target Group 研究對象</b>	<input type="checkbox"/> Students (Please specify level): _____ 學生 (請註明年級) <input type="checkbox"/> Teachers <input type="checkbox"/> Others: _____ 教師                      其他
<b>Research background, relevant literature and significance 研究背景、相關文獻及重要性</b>	
<b>Research objective(s) and research question(s) 研究目標及研究問題</b>	

<b>Research design and methodology (including measures/instruments)</b> 研究設計及方法 (包括研究工具)
<b>Timeline of research implementation</b> 研究推行時間表
<b>Expected outcomes and contributions to the education profession</b> 預期成果及對教育專業的貢獻

## (B) Personal Particulars

## (乙) 研究人員資料

<b>Principal Researcher</b> 主要研究員			
<b>Name in English</b> 英文姓名	(Surname) 姓氏	(Other Names) 名字	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Dr 博士
<b>Name in Chinese</b> ( <i>if applicable</i> ) 中文姓名 (如適用)			
<b>Contact Telephone No.</b> 聯絡電話號碼			
<b>Email Address</b> 電郵地址			
<b>Name of Serving School</b> 任教學校名稱			
<b>Address of Serving School</b> 任教學校地址			
<b>Telephone No. of Serving School</b> 任教學校電話			
<b>Signature of Principal Researcher:</b> 主要研究員簽署		<b>Date:</b> 日期	

<b>Other Researchers</b> 其他研究員			
(1)	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Dr 博士	Signature: 簽署	
(2)	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Dr 博士	Signature: 簽署	
(3)	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Dr 博士	Signature: 簽署	
(4)	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Dr 博士	Signature: 簽署	

I/We hereby declare that I/we have no records of professional misconduct and punishment imposed by EDB and/or schools.

本人/本團隊謹此聲明本人/本團隊無涉及任何有違專業操守的紀錄以及由教育局及/或學校發出的懲處。

(C) **Principal's Declaration** (To be completed by Principal of the applicant's/applicants'  
(丙) school/kindergarten)  
校長聲明 (由申請人所屬學校/幼稚園校長填寫)

I, (name of Principal) \_\_\_\_\_, have read and fully understand the research proposal, and I support the above-named teacher's/teachers' application for the Educational Research Award Scheme (2023/24). I also certify that the information provided under Part (B) is accurate.

本人(校長姓名)\_\_\_\_\_已閱讀及完全明白研究計劃書的內容，並支持上述教師申請參加教育研究獎勵計劃(2023/24)。本人謹此證明(乙)部的資料正確無誤。

Signature:

簽署

\_\_\_\_\_

School chop:

學校印鑑

\_\_\_\_\_

Date:

日期

\_\_\_\_\_