Hong Kong Baptist University Library

Digital Scholarship Services: Non-Grant Application

Application Form

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| **Points to Note:**  (1) You are advised to read the Non-Grant Application Guidelines (<http://digital.lib.hkbu.edu.hk/digital/non-grant.php>) prior to completing this application.  (2) All HKBU full time academics at the rank of lecturer II or above are eligible to apply except current Digital Scholarship Grant holders or Non-Grant collaborators.  (3) Application Criteria:  (a) The website and all its content will be made openly accessible to the public  (b) The recommended scholarly resources should contain substantial value to the research area  (c) The recommended scholarly resources are not freely accessible on the web at the time of this application  (d) The website and all its contents will be kept under HKBU Library’s web domain name  (4) There is only one round of application per year with a deadline on November 30th. Applications should be sent to the Digital Initiatives and Research Cluster of the University Library, either via campus mail or at [libms@hkbu.edu.hk](mailto:libms@hkbu.edu.hk) before the deadline. Applications submitted after the deadline will be considered in the next round. |

1. **Digital Project Details**

Project Title:

Expected Project Start Date: Expected Project End Date:

Project Duration: months *(Please note that project must be completed within 12 months)*

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| --- | --- | --- | --- | --- | --- | --- |
| 1. **Faculty Applicant(s)** | | Name | Department & Title | Email | HKBU  Staff No | Are you currently holding a Digital Scholarship Grant?  *(delete as appropriate)* |
|  | Principal Investigator |  |  |  |  | Yes / No |
|  | Co-Investigator(s) |  |  |  |  | Yes / No |

1. **Original Research/Teaching Project & Corresponding Awarded Grant(s)**

Project Start Date: Project End Date:

Funding Scheme: □ Internal □ External *(✓ as appropriate)*

Funded Amount: Project Code *(if available)*:

* *A brief description of the original research/teaching project*
* *List out any previous/forthcoming publications related to this project*
* *What is the impact of this project?*

1. **Scholarly Resources to be Shared**

* *A brief description of the scholarly resources. Will they grow in the future?*
* *How did you collect these resources? What is their copyright status?*

*Please enclose:*

* *Several samples of the scholarly resources*
* *A written release signed by copyright holders OR*
* *Other written documents that provide evidence of your right to publish the materials online*

1. **Initial Ideas for the Website**

* *A brief description of your initial ideas for the website, if any*
* *Do you have any sample websites to show us?*

1. **Acknowledgments (Please ✓ all that apply)**

I acknowledge that:

* The website and all its contents will be made openly accessible to the public
* The recommended scholarly resources contain substantial value to the research area
* The recommended scholarly resources are not freely accessible on the web at the time of this application
* The website and all its contents will be kept under the HKBU Library’s web domain name, even after I leave the University
* I will bear all costs of copyright and hiring expenses during the course of project development
* The decision of the panel is final and no appeal is allowed

1. **Signatures**

This is to confirm that the information provided in this application is true and accurate, and I agree to abide by the terms and conditions as stated in the Non-Grant Application Guidelines.

**Principal Investigator:**

Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Co-Investigator(s):**

(All Co-investigators need to sign. Please add additional fields if necessary)

Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Supported and Endorsed by the Department Head (or the Dean if the PI is a Department Head):**

(If the investigators come from more than one department, endorsement from all the Departments is necessary)

Name: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Final Reminder**

*Have you enclosed…*

* *Several samples of the scholarly sources*
* *A written release signed by copyright holders OR*
* *Other written documents that can prove the online publication right*

Last Updated: Jan 19, 2022