Hong Kong Baptist University Library

Digital Scholarship Grant

Application Form

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| **Points to Note:**  (1) You are advised to read the Guidelines on the Digital Scholarship Grant (<http://digital.lib.hkbu.edu.hk/digital/scholarship.php>) prior to completing this application. Please note in particular that the Grant is sponsored by the University’s Research Committee and your project should be research-related.  (2) All HKBU full time academics at the rank of RAP 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) Funding Limit per proposal: $100,000.  (5) Budget items can only include: (A) Staff Salaries and Fringe Benefits; (B) Technical Resources and Services as needed; and (C) Copyright Fees as needed. The budget does not support any expenses related to publicity activities such as website launch event, and the use of the fund is subject to the University’s general guidelines and practices governing the use of funds.  (6) There are two rounds of application per year (deadlines of first round 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:

This proposal is *(✓ as appropriate)*: □ First submission □ Re-submission (last submission date: )

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 Project & Corresponding Awarded Grants (if any)**

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

Research Start Date: Research End Date:

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

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

Principal Investigator: (Institution: )

Co-Investigator: (Institution: )

Co-Investigator: (Institution: )

Please indicate the research theme(s) of your research project *(1: Primary; 2: Secondary)*:

* Creative Media/Practice □ Health and Drug Discovery □ Data Analytics and Artificial Intelligence
* Others *(please specify)*:

Please indicate the subject area of your research project: *(see* [*Annexes B(1)-(5) of GRF2/ECS2*](http://www.ugc.edu.hk/eng/doc/rgc/form/GRF2.pdf) *for Field Areas & Codes)*

|  |  |
| --- | --- |
| Subject Area *(please ✓ ONE subject area ONLY)* | Field Area/Code *(P: Primary Field; S: Secondary Field)* |
| E1 □ Civil Engineering, Surveying, Building & Construction |  |
| E2 □ Computing Science & Information Technology |  |
| E3 □ Electrical & Electronic Engineering |  |
| E4 □ Mechanical, Production & Industrial Engineering |  |
| P1 □ Chemical Engineering |  |
| P2 □ Physical Sciences |  |
| P3 □ Mathematics |  |
| M1 □ Biological Sciences |  |
| M2 □ Medicine, Dentistry & Health |  |
| H1 □ Psychology & Linguistics |  |
| H2 □ Social & Behavioural Sciences |  |
| H3 □ Humanities & Arts |  |
| H4 □ Education |  |
| B □ Business Studies |  |

*If possible, please enclose*

* *The data management plan that you used for this research, if this application involves research data*

1. **Scholarly Resources to be Shared**

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

*Please enclose*

* *Several samples of the scholarly resources*

*If possible, please enclose*

* *A written release signed by copyright holders;*
* *Other written documents that provide evidence of your right to publish the materials online;* ***OR***
* *Exact copyright fee that is endorsed by copyright holders*

1. **Initial Ideas of the Website**

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

1. **Budget & Justifications**

F1. Staff Salaries and Fringe Benefits:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff Rank | Salary Per Month | Medical & MPF Cost Per Month | No. of Months | Sub-Total |
|  |  |  |  |  |
|  |  |  |  |  |

* *What are the roles and functions of each appointment?*

F2. Technical Resources and Services:

* *An itemized list with brief descriptions*

F3. Miscellaneous *(capped at $2,000)*:

* *An itemized list*

F4. Copyright Fees *(capped at one-third of the total budget)*:

* *Provide written documentation(s) with an exact amount that is endorsed by copyright holders*

**TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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
* The right of online publication is already secured
* 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 Guidelines of the Digital Scholarship Grant.

**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:**

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

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

**Supported and Endorsed by the Faculty/School Dean or AVA Director:**

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

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

**Final Reminder**

*Have you enclosed…*

* *Several samples of the scholarly resources (required)*
* *A data management plan (optional)*
* *A written release signed by copyright holders (optional)*
* *Other written documents that can prove the online publication right (optional)*
* *Exact copyright fee that is endorsed by copyright holders (optional)*

Last Updated: Sep 24, 2021