

**THE EDUCATION UNIVERSITY OF HONG KONG**  
**Faculty of Humanities**

|                                                                             |
|-----------------------------------------------------------------------------|
| <b>Guidelines for Faculty Research and Knowledge Transfer Award Schemes</b> |
|-----------------------------------------------------------------------------|

**INTRODUCTION**

1. The Faculty Research and Knowledge Transfer (R&KT) Award Schemes are established to recognise individuals or teams who have utilised their knowledge, expertise, know-how, skills or technology and led to innovative, profitable, economic or social improvements with an impact on academic, professional, social, or policy spheres within the local, regional, or international community.
2. There will be one awarded project for the Faculty R&KT Award Schemes each year. The award, in the form of individual or group, is conferred at the Faculty level. The award consists of a trophy and a fund of HK\$50,000 solely for the development of KT projects or organising KT activities, will be presented in Faculty events/at the Faculty Dean's Office. The award will be equally shared among members if the awardees are in the form of group. Finalists who are not selected for the Faculty R&KT Award may be considered to be offered a Certificate of Merit as recognition of their outstanding achievements in KT.

**ELIGIBILITY**

3. All completed internal and external KT projects (could be the research-driven projects or the KT Impact Cases) led by full-time teaching and academic staff from the FHM academic departments, Centre for Language in Education (CLE), and Faculty-level research centres, under the FHM are eligible to apply for the Faculty R&KT Award Schemes. Each department and CLE are required to submit at least one project, while the submission from the research centres is at their own discretion.

**NOMINATION PROCEDURES**

4. Nominations may be made by:
  - (a) Faculty Dean;
  - (b) Heads/Directors of Academic Departments, Centres and Research Centres; or
  - (c) self-nomination

Each nomination must have the consent of the nominee(s). All nominations should be made by using the Application Form, submitted together with the final report of a completed KT project, recommended and endorsed by the respective Head of Department (HoD)/Centre Head/Research Centre Director. In the event that the project leader is the HoD/Centre Head/Research Centre Director, endorsement for acknowledgement could be waived.

**ASSESSMENT CRITERIA**

5. The Faculty R&KT Award Schemes require nominees to show evidence of impactful results of their completed KT projects (including research-driven projects, or the Impact Cases submitted to RDO during the KT collection exercise). The projects should last for a minimum of six months, but be completed within two years starting from 1 July two years prior to 30 June of the current

year (example: 1 July 2024 to 30 June 2026 for the academic year 2025/26).

6. The final report should state clearly the name of the project scheme (e.g. General Research Fund (GRF), Teaching Development Grant (TDG), and Central Reserve Allocation Committee Fund (CRAC), etc.), project period, project scope, including budgets and involved communities/parties, and provide concrete qualitative and quantitative evidence to showcase the positive changes, such as impacts, benefits, effects, outcomes, and outputs of the project. The final report may include an appendix, which should not exceed 20 pages.
7. The awarded KT project should demonstrate its capability in all areas listed below:
  - (a) Innovation: it evaluates the degree of originality and creativity of the KT initiatives.  
(e.g. Applying creative approaches to translate complex academic concepts into practical tools or resources for community use)
  - (b) Effectiveness: it assesses how the KT efforts have achieved their intended objectives.  
(e.g. Reaching the intended audience through targeted engagement activities that align with project goals; providing measurable outcomes/evidence)
  - (c) Impact: it measures the extent of positive changes and advancement contributed to the community.  
(e.g. Influencing institutional or societal practices by providing evidence that leads to improved services)
  - (d) Sustainability: it evaluates the capacity to adapt to the changing environments and maintain the ongoing effectiveness.  
(e.g. Evolving with changing needs by updating content, methods, or delivery channels to remain relevant and impactful)
8. The Faculty Selection Panel will assess all eligible nominations according to the stipulated assessment criteria and make recommendations to the Faculty Dean. The Faculty Dean will consider the Panel's recommendations and other special factors in making the final decision of the Award.

## **SELECTION PROCESS**

### **Shortlisting process and submission of documentation**

9. Each nominated applicant for the Faculty R&KT Award Schemes must submit the following documents:
  - (a) A completed Application Form for the Faculty R&KT Award Schemes with a brief description on project summary, objectives, innovative initiatives, achievements, and sustainability (**with appendix not more than 20 pages**); and
  - (b) The final report of a completed KT project (could be the research-driven projects or the KT Impact Cases submitted to RDO during the KT collection exercise). The projects should last for a minimum of six months, but be completed within two years starting from 1 July two years prior to 30 June of the current year (example: 1 July 2024 to 30 June 2026 for the academic year 2025/26).
10. The nominations, including the Application Form and the final report of a completed KT project,

shall be sent to the respective HoD/Centre Head/Research Centre Director for consideration. All recommended applications will then be submitted to the Faculty Selection Panel for further consideration.

### **Faculty Selection Panel**

11. The Faculty Dean will set up a Selection Panel with the following membership composition:

*Chairperson*

- AD(R&PS) or nominee

*Members*

- HoD and Head of CLE or nominee from each department and CLE

*Secretary*

- Staff from the Faculty Office of FHM

*Remarks:*

- Wherever necessary, the Faculty Dean has the discretion to revise the composition so as to meet the actual operational needs.
- For consideration of the conflict of interest, project leaders being scored will not serve as the Selection Panel Chair or members.

12. The Faculty Selection Panel will review the recommended Application Forms and the final reports of the completed KT projects, and consider the nominations based on the assessment criteria. The panel may seek additional information/reference, if necessary, with the consent of the nominee(s).

13. The nominees may be invited to attend a meeting with the Faculty Selection Panel, if needed, to further substantiate and discuss their achievements in relation to the assessment criteria. If any further evidence is required, the Faculty Selection Panel will inform the nominees ahead of the meeting.

14. The Faculty Selection Panel will make recommendations on the awardees of the Faculty R&KT Award to the Faculty Dean, who is the final approving authority. In general, it is expected that there will be one award each year.

15. Finalists who are not selected for the Faculty R&KT Award may be considered to be offered a Certificate of Merit as recognition of their outstanding achievements in KT.

### **TIMELINE**

16. The timeline for the Faculty R&KT Award Schemes is as follows:

| <b>Activities</b>                           | <b>Timeline</b> |
|---------------------------------------------|-----------------|
| (a) Call for nominations                    | August          |
| (b) Submission of nominations               |                 |
| (c) Selection Panel to consider nominations | September       |
| (d) Announcement of results                 | September       |

August 2026