**Template for Pilot Project Proposal Submission** (All mandatory fields are marked with a \*.)

|  |  |  |
| --- | --- | --- |
| **1. Project Title\*:** |  | |
| **2. Project Area\*:**  *(Please refer to the priority areas in this document as a reference. Multiple areas are allowed.)* |  | |
| **3. Duration\*:** | **Start date (dd/mm/yy)\*:** | |
| **End date (dd/mm/yy)\*:** | |
| **4. Principal investigator\*:**  *(Only one person can be identified as the principal investigator.)* | **Post** | **Institution** |
| **5. Co-investigator(s):** | **Post** | **Institution** |
|  | *(Post and Institution of EACH co-investigator are needed. Please add rows if you need more space for co-investigators)* | |

**6. Problem identification\***

*What is the issue/ problem that you are going to tackle?*

**7. Project objective(s)\***

*What exactly are you trying to achieve in relation to the identified issue/ problem?*

**8. Approach/ intervention\***

*What will you do in order to achieve the objectives?*

**9. Project assessment\***

*How will you know when you’ve achieved the project objectives? Please include data collection methods/ procedures if you are going to collect data to demonstrate the project impact.*

**10. Project plan (with a timeline)\***

|  |  |  |
| --- | --- | --- |
| **Time** | **Action** | **People** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*(Please add rows if necessary.)*

**11. Budget\***

*Please provide a detailed budget breakdown. The budget can be in principle used in the following aspects (with the suggested distribution): Project staff (60-65%); Project development (20-30%), visits-only if relevant (10-15%), and general expenses (5%). Depending on different project nature, applicants can undertake virements between budget items with justifications*

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **Description** | **Amount (HKD)** |
| Staffing | *(Please describe the role of the staff members)* |  |
| Project development/ intervention | *(Please include specific items, e.g., the cost of building a platform; the cost of launching a new intervention, etc.)* |  |
| Visits – only if relevant |  |  |
| General expenses |  |  |
| Others |  |  |
| … |  |  |
| … |  |  |
| … |  |  |
|  | **Total** |  |

**12. Endorsement**

*Endorsement is only needed when the project scope is beyond the teaching and administrative responsibilities of the project team members.*

Notes:

(1) It is suggested that a proposal should contain no more than **6** pages (A4, Times New Roman 12-point font size).

(2) To submit a proposal, please email a pdf file to [cop-itl-team@hku.hk](mailto:cop-itl-team@hku.hk)

(Please include ‘Application for Pilot Project’ in the email subject.) An automatic acknowledgement email will be sent to the applicant upon submission. If you do not receive the acknowledgement, please email to [tracyzou@hku.hk](mailto:tracyzou@hku.hk) for enquiries.