

**Application Form
Teaching Relief
for Recipient of External Grant or Award of \$300,000 or above**

Points to note -

The employment of relief teacher to release the Principal Investigator's (PI) time for research upon receiving an external grant of \$300,000 or above is one of the incentive measures approved by the School to encourage colleagues to pursue research. Please note the eligibility as follows:

- The individual recipients of external grant or award of \$300,000 or above are eligible for teaching relief of one course per academic year. This relief can be granted for up to three consecutive academic years for a 3-year project, and up to two consecutive academic years for a 2-year project. Approval from the Research Management Committee (RMC) is required.
- Only funding sources that (i) do not provide teaching relief as part of their provisions, or (ii) do not approve teaching relief despite it being budgeted in the proposal, qualify for this incentive.
- **PIs or designated Co-PIs may apply for teaching relief**, limited to one course per project per academic year.

1. Details of the External Grant/Award

Name of the Funding Organisation		
Project Title		
Funded amount (HK\$)		
Approved Project period	Start date:	End date:
Name of Principal Investigator (PI) or equivalent capacity		
Name of Co-Investigator (Co-I) or equivalent capacity (if any)		

2. Details of the Eligible Applicant

Name of Staff		Division	
Current Post title			
Current Contract Period	From:	To:	
Role in the above-mentioned funded project (please ☒ as appropriate)	☐ Principal Investigator (PI) ☐ Co-Principal Investigator (Co-PI) – <i>with appropriate justifications for the work arrangement, the designated Co-PI can apply for teaching relief if the PI decides not to pursue it, provided that the PI supports the application</i> ☐ Role with equivalent capacity (please specify in detail with supporting document): 		

Justification (if applicable):

3. Details of the Proposed Employment of Teaching Relief (Please ☒ as appropriate):

a) Please check the following information:

☐	The grant I received does not permit teaching relief, so I did not include it in the budget during grant preparation.
Or	
☐	I included a reasonable teaching relief budget in my grant proposal; however, it was not approved by the funding body.

b) Proposed number of course to be relieved: _____

c) Proposed period of time:

- ☐ Term 1, 2025/26
 ☐ Other (please specify): _____
☐ Term 2, 2025/26



d) Total number of teaching hours involved:
e.g. 3hrs/week x 13 hours x 1 course = 39 hours

4. Declaration of the Eligible Applicant:

Please check the following information:

☐	I have read and adhered to the "Points to Note" section in this application form.
☐	I hereby confirm that all the information contained in this form is accurate and truthful.

Signature of the applicant

Title and full name:

Position:

Date:

5. Supported by Supervisor concerned:

I hereby support the above application.

Signature of the Supervisor concerned

Title and full name:

Position:

Date:

6. Endorsed by Division Head/Director concerned:

I hereby support the above application.

Signature of the Division Head/Director concerned

Title and full name:

Position:

Date: