

## **SCHOOL TEACHING GRANT POLICY**

### **School of Mathematics and Physics**

#### **1. Introduction**

To support the implementation of our learning and teaching strategy, the School of Mathematics and Physics (SMP) allocates the School Teaching Grant (STG) to support the teaching research or pedagogical research of academic staff at SMP. The STG gives priorities but not limited to applications with the following focuses: Innovative teaching methods, Technology-enhanced learning and teaching, Student-centered learning mode, AI, virtual platform and student learning, Question bank development and enhancement, Alumni data and analysis, New way of assessment, and Module or Programme development.

#### **2. Principles of Operation**

- a) SMP provides funding (up to 50,000 RMB per application) to facilitate teaching research.
- b) Applicants must demonstrate a proven track record in either teaching research methodologies or applying research to teaching practices. Staff with a recent PDR rating of 'excellent' or 'outstanding' are normally given priority during the evaluation process. Priority is given to staff with an excellent track record of applying for, and receiving external teaching funding.
- c) Applicants must clearly justify both the need and the proposed budget allocation, ensuring alignment with the budgetary parameters and guidelines set by the School and the University.
- d) The duration of a STG project is typically one year. Each project normally starts at 1 September. Each project is normally completed by 31 Aug.
- e) STG awards will only be allocated within the budgetary parameters set by the University.
- f) For teaching research involving human participants, ethical approval must be obtained prior to commencement.
- g) Any other operations not specified here shall follow the university policies.
- h) Applications will be reviewed by an assessment panel organized by the School.
- i) The decisions of the panel will be final, with a summary feedback provided to the applicants.

#### **3. Application Process**

- a) There will normally be one STG application round during each academic year, the deadlines for which will be announced by the School.
- b) The STG assessment panel is chaired by the Associate Dean of Learning and Teaching (or designate). The panel members should be nominated by their respective departments (typically one representative per department) and approved by the SSMT.

- c) Applications should be submitted only on the designated application form (**Appendix A**), without attachments.
- d) Applications received after the deadline will not be considered.

#### **4. Guidelines of costing for project budget**

Budgeted costs should fall within the eight following categories:

- Equipment (budget is limited; strong motivation required)
- Consumables
- Test/calculation/analysis
- Power consumption
- Travel
- Reference/Information dissemination
- Labor cost
- Miscellaneous

The project budget is subject to approval by the Dean.

#### **5. Completion Report and Dissemination**

- a) After completion of the project, the principal investigator is required to provide a report summarizing the outcomes of the project. **Appendix B** provides a template for this purpose.
  - The completion Report, along with any supporting documents, should be submitted to the Associate Dean of Learning and Teaching via [MS@xjtlu.edu.cn](mailto:MS@xjtlu.edu.cn).
  - Failure to submit such a report by the agreed deadline may preclude any further application for the STG.
- b) After completion of the project, successful applicants are required to present their STG projects and outcomes at an STG seminar organized by the School.
- c) The extension of the budget is normally not allowed and any extension should be approved by the Dean or Associate Dean of Learning and Teaching.
- d) Failure to achieve the indented outcomes mentioned may preclude any further applications to the STG.

#### **6. Reimbursement and Payment Procedures**

- a) The STG funding comes from the budget of the School of Mathematics and Physics. Successful applicants will be provided with instructions for reimbursement.
- b) Reimbursement and payment procedures should follow University's HR and Finance Policy on School budget expenses.

#### APPROVAL AND REVISION LOG

Date	Approval	Description
26 Feb, 2023	SSMT	Approved
25 Sep, 2025	SSMT	Policy and attachments updated following school requirements. Clarifications and language updates in the policy and its attachments.
9 Oct, 2025	SSMT	Added consideration of the previous PDR results in section 2. b).
4 Dec, 2025	SSMT	Priority support criteria updated in section 2. b), timeline updated in section 2. d), and removed the budget limit on travel expenses in section 4.