**Ministry of Education, Teaching Practice Research Program**

**Call for Proposal**

1. General Research Project (One-year Project)

【Project Description】

For the purpose of responding the need leading to social change and renovated policy in higher education, Ministry of Education initiated Teaching Practice Research Program subsidizing individual teachers since 2018. Main objectives including solidifying college teaching and applying research outcomes in personnel development in the future. At the same time, this program can also be used to develop diverse faculty promotion policy and career planning.

This program aim at encouraging teachers to start from identifying teaching issues in the classroom practice and finding relevant literature and supporting personal observations to raise proper solutions. For example, the solution could be integrated into curriculum design, teaching methods and materials, instructional equipment or learning technology, and then appropriate research methodology and assessment tools are used to determine whether they are effective in the teaching practice. All fields are covered, including 10 topical fields such as General Education (Physical Education), Education, Art, Humanity and Design, Business and Management, Sociology (including law and political science), engineering, mathematics, Medical Science and Nursing, Biotech and Agricultural Science, and Human Ecology.

【Project Application and Proposal Writing】

* 1. Please select your topical fields based on curriculum contents, curriculum topics, your professional fields, and what programs or departments your course belongs to.
	2. General Education (Physical Education): Except physical education courses, courses other than general education courses please select other topical fields to submit your application. General education in this program refers to courses under Center for General Education in all colleges and universities or courses under departments but listed as general education credits. Physical Education refer to all types of physical education courses including professional and general PE classes.
	3. Project applicant ought to teach at least one relevant courses during the project period as the main course instructor and the course should be counted as graduation credits.
* Project contents please refer to One-Year Project Format.
1. Special Research Project
	1. University Social Responsibility (USR) Special Research Project (One-year & Multiple-year Projects)

Ministry of Education have promoted “Social Responsibility Projects” since 2018 to encourage colleges and universities to invest in local community to collaborate with local communities, residents and industries to find solutions for relevant social issues. During the project implementation, teachers bring students to the community to cultivate core competencies for students. As a result, they also encounter many challenges when teaching students in the real world arena. Therefore, teaching practice program initiated USR special research project to assist teachers to strengthen teaching practice integrating social practice issues in the community arena.

Project applicant are not limited to teachers who have participated in university level USR projects, but project applicants should teach courses related to the project and be the main course instructor for at least one course.

 【Project Application and Proposal Writing】

1. Except requirements for general research project, please explain the following items:
	1. Describe the selected USR arena for your project.
	2. Please explain the concerned social practice issue
	3. Please explain the collaborative mechanism between your course and the arena
	4. How to evaluate students’ work in the USR arena.
2. This year, USR special research project include one-year project and multiple-year project. Please refer to one-year project proposal format (do not exceed 25 pages) and multiple-year project proposal format (do not exceed 40 pages).
3. Project period for Multiple-year project is at most two year. Application for Human Research Ethics Review should cover two-year research plan.
	1. Practical Implementation Special Research Project (One-year Project)

For the purpose of responding social change, gap between learning and working fields, professional needs, Ministry of Education have proactively devise policy to promote colleges and universities to connect with industries to cultivate competitive professionals. Therefore, courses with renovated teaching methods integrating practical implementation components are encouraged. As a result, MOE initiated Practical Implementation Special Research Project since 2019 to strengthen college teaching, and encouraging courses to integrate practical implementation, academic-industry collaboration and etc.

Project applicant should teach courses related to the project and be the main course instructor for at least one course.

 【Project Application and Proposal Writing】

1. Except requirements for general research project, please explain the following items:
	1. Describe the selected practical implementation arena for your project (where students doing the practice implementation projects, such as practical arena in-campus or off-campus, collaborating companies, organization, or community.
	2. Please explain the teaching methods for practical implementation (including teaching procedures for practical implementation activities, role of field teachers).
	3. How to evaluate students’ practical implementation projects.
	4. Describe expected student outcomes or teaching outcomes.
* Project contents please refer to One-Year Project Format.

**Ministry of Education, Teaching Practice Research Program**

**Project Proposal Template (One-Year Project)**

**(Online Application)**

1. Project Application Statement (Please refer to the online application template)
	1. The research project shall not apply other forms of subsidy from the Ministry of Education or any other institutions (including government agencies or universities/colleges).
	2. Members participating in the research project will be penalized in accordance with the regulations of the Ministry of Education "Operation Directions Governing MOE Subsidies for the Teaching Practice Research Program for Colleges and Universities." (Appendix 1: Operation directions governing MOE subsidies for the Teaching Practice Research Program for colleges and universities) if violation to any academic ethics policy occurs throughout the process of the project application, implementation, or the publication.

C. Institutional Review Board (IRB) relevant documents: before implementing the project, any research project determined as involving human subjects should submit an IRB approval letter. Besides, any project involving Taiwanese indigenous peoples should also submit associated approval documents. The research project which is determined as Non-human research should submit the consent form. (Appendix 2: Reference principal for the preliminary determination of human research ethic review)

* I have read, understood, and agreed to the above words and attachments in detail. If there is any misconduct or violation, I am willing to accept all responsibilities and penalties.
1. Project Information (Please refer to the online application template)

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant institution/ Department |  | Discipline/ Project |  |
| Name of the Principal Investigator |  | Position of the Principal Investigator |  |
| Name of the Co-Principal Investigator |  | Position of Co-PI |  |
| Institution/ Department of Co-PI |  | Is Co-PI a professional expert currently working in the relevant fields? | * + Yes □ No
 |
| Tasks and roles of Co-PI in this project |  |
| Project Title | Chinese |  |
| English |  |
| Duration | From (month) (day) (year) to \_\_\_(month)\_\_\_\_(day)\_\_\_\_\_(year) |
| Project contact person | Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number：(office) (home/mobile phone) :\_\_\_\_\_\_\_\_\_\_  |
| Address |  |
| E-mail |  |

Remark: Please attach the co-PI's consent if there is a co-PI participating in the project.

1. Brief Proposal Summary Survey
(Please answer the following items in the system)
	1. Types of Teaching Sites
	* Regular Classroom □ Regular Classroom and non-classroom sites in the relevant fields □ non-classroom sites in the relevant fields □Online Platform (MOOCS or OpenCourseWare ) □ Virtual Teaching Sites supported by AR/VR or other learning technology □ others, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. Types of Research Questions（can choose multiple items）
		1. General Education Core Competencies and Abilities
		2. Professional Knowledge and Core Competencies – Fundamental Knowledge and Abilities
		3. Professional Knowledge and Core Competencies – Professional knowledge and Abilities Allowing Students to Apply in the Field (Application in Practice)
		4. Curriculum Development – Teaching Strategies, Assessments
		5. Students' Learning Interests, attitudes, and motivations
		6. Student characteristics (diverse student backgrounds, learning preferences, and styles, etc. )
		7. Reconstructing Learning Context (Teacher-Student Relationship or Renovated Curriculum / Teaching Models )
		8. Career Competencies
		9. Behavioral change for students (ex: exercise habit, environmental behavior, etc. )
		10. Professional Development
		11. Others, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Research Methodology
		1. Experimental Research Methodology
		2. Action Research Methodology
		3. Qualitative Research Methodology
		4. Survey Research / Quantitative Research Methodology
		5. Case-Study Research Methodology
		6. Mixed-methods Research Methodology
		7. Others, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Backgrounds of Research Participants （Can choose multiple items）
		1. Technological Colleges and Universities – five-year junior college program students
		2. Technological colleges and universities – college students (including two-year college junior program) in professional education courses
		3. Technological colleges and universities – graduate students in professional education courses (including in-service master or doctoral program)
		4. Technological colleges and universities – college students in general education course.
		5. Colleges and universities – college students in professional education courses
		6. Colleges and universities- college students in general education courses
		7. Colleges and universities – graduate students in professional education courses (including in-service master or doctoral programs)
		8. Others, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Chinese and English Abstract and Keywords (Please refer to the online application template)

(The abstract is limited to 500 words and the keywords are limited to 5 words)

1. Contents of Subsidy Proposal (Please upload this section)

Notes:

1. This section covers project contents, and please upload in PDF document.
2. The project is limited to 25 pages, including references and appendices. Exceeded pages will not be reviewed.
3. Microsoft Word page setup: font size 12, standard character spacing, single line spacing, page margins 2cm for top, bottom, left and right.

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1. Principal Investigator (Please do not exceed 5 pages)
2. Describe what problems and challenges the applicant tries to solve in the teaching arena and how critical they are.
3. Describe the applicant's teaching experiences and achievements in the past 5 years. This should include what relevant courses have been taught, the students' learning performance, the development and the publications of relevant curriculum plans, teaching evaluation feedback, etc. (If the teaching experience is fewer than 5 years, describe the connection between their teaching experiences and the problem faced.)
4. Describe the relationship between the applicant's teaching achievements in the past 5 years and this project.

Remark 1: The applicant who applies "the teaching practice research project of the USR (University Social Responsibility)" should add the description of how their experiences concerning participating in the community development affairs relate to this project.

Remark 2: The applicant who applies "the teaching practice research project of Hands-on Implementation" should add the description of how their experiences concerning hands-on implementation relate to this project.

Remark 3: If the applicant's teaching experience is less than 5 years, they should describe how their past experiences relate to research questions identified in this project.

1. Project Implementation

Remark: the spirit of the teaching practice research starts from identifying the problem in the teaching arena. Through systematic research methods and steps, researchers could fulfill the concept of teacher-researchers using a reflective process to discover problems and find possible solutions. So students' learning effectiveness, teaching quality, and educators' professional capacities could be improved.

1. Innovative or continuous value of the project (limited to 300 characters)

Remark: The applicant whom the teaching practice research program has subsidized should describe how the past project differs from the new project. The applicant can explain the differences in research topics, the problem faced in the teaching arena, and the evaluation of teaching effectiveness.

1. Research motive and purpose
	* Motives of the teaching practice research project

Remark 1: For the applicant who applies "discipline teaching practice research project," please use observations at the teaching arena in past years or past teaching experiences to describe the reason why you would like to propose this project, issues you wish to explore, or the problems faced in class and relevant context, and the importance and influence of your identified research topic.

Remark 2: For the applicant who applies "USR teaching practice research project," please develop your curriculum plan and teaching contents fulfilling student-centered principles and practicing in the manner of providing local services. Please explain why the course integrating USR practice is appropriate for solving problems from the teaching practices and could explain by describing what you have found in your past teaching experiences. The research topic should target relevant issues relating to students, such as what kinds of abilities and competencies students should possess or discrepancies between the school curriculum and what the professional field requires. It is essential to explain how and why courses integrating USR practice could improve student learning.

Remark 3: For the applicant who applies "Hands-on Implementation teaching practice research project," please focus on enhancing students' practical skills as the curriculum planning core. For the motivation part, you can describe the problem with teaching or learning in the past practice skill courses. You can analyze which basic or main practice skills students should have. How can this course improve teaching effectiveness or enhance students' technical practice skills?

* + Research topics and purpose of the project

Remark 1: For the applicant who applies "discipline teaching practice research project," please focus on improving teaching quality or students' learning performance, which can be the construction of innovative or emerging curriculum, exploration of teaching strategies, research and development of the instructional materials and the teaching aid, improvement in teaching effectiveness, teaching quality, learning assessment, or student's learning effectiveness, and so on.

Remark 2: The applicant who applies "USR teaching practice research project," through the course design and the teaching practice of local service and social engagement, can help students understand the local community's characteristics and attributes. By exploring local issues, needs and plights, the project can enhance students' sense of identity with the community, their problem-solving ability, method, and action.

Remark 3: For the applicant who applies "Hands-on Implementation teaching practice research project," collaboration with mentors or industry-academy cooperation can be considered as teaching strategies during the curriculum planning, which could help students to transform what they have learned into practical skills and improve their professional skills or employment readiness to close the gap between theory and practice.

1. Literature review

Remark: For the research topic of the research project, please review relevant national and international literature and provide a critical perspective concerning what happens in the teaching arena.

1. Research methods
	* Curriculum design and Implementation

Remark 1: Please describe and explain the curriculum design and implementation procedures based on your research topic. It should include course objectives, teaching pedagogies, assessment methods, course syllabus, expected assessment tools, teaching sites, etc. If there are particular issues this course hopes explicitly to address, please explain in this section.

Remark 2: For the applicant who applies "USR teaching practice research project," please describe how students will be evaluated, especially when participating in the local service project.

Remark 3: For the applicant who applies "Hands-on Implementation teaching practice research project," please describe how students will be evaluated in their hand-on project and expected student outcomes.

* + Research Methodology and Implementing Procedures

Remark 1: Please describe the conceptual framework, research question, area of research, research participants and the research site, reasons for the selection of research methods and tools, data collation and analysis, implementation procedure, etc.

Remark 2: For the applicant who applies "USR teaching practice research project," please describe the local service site you plan to bring students to, and what kinds of social practice issue does this project plan to address, and what is the collaborative mechanism between the university and the professional team in the local site.

Remark 3: For the applicant who applies "Hands-on Implementation teaching practice research project," please describe the site you plan to bring students to and what will be your teaching pedagogy targeting on how to develop students' practice knowledge and skills.

✽Suggested items in the proposal

1. Research Framework / Conceptual Framework
2. Research Questions/ Problem Statement
3. Area of Research

Remark: Please state clearly about what you plan to research in your course, such as curriculum, selection of instructional materials, teaching resources and applications, assessment instruments and methods, or co-teaching practice including group teaching or collaborative teaching plan.

1. Research participants and research sites

Remark: Please describe and explain your research participants and research sites where you plan to conduct data collection (such as internship site, classroom, and etc.).

1. Research methods and tools

Remark: In order to examine the effectiveness of your teaching and answer your research questions, please state which research methods and tools will be used to collect data during the research process.

1. Data Collection and analysis

Remark: Please describe the methods for your data collation and analysis.

1. Implementation Procedure

- Conceptual framework

1. Work tasks and outcomes expected to be completed
	* Expected completion of teaching outcomes

Remark: The development of new curriculum materials or new courses, online teaching resource database, evaluation tools, etc.

* + Expected goals for student's learning

Remark: Please state expected relevant learning indicators that can be observed, checked, or compared.

* + Publication and sharing plan for expected teaching outcomes
	+ The possible impact and contribution of teaching outcomes to the academic community

Remark 1: For the applicant who applies USR project, please add the description of the potential impact and contribution of participating in community development relevant affairs.

Remark 2: For the applicant who applies the Hands-on Implementation practice project, please add the description of the possible impact and contribution of Hands-on Implementation practice.

1. References
2. Proposed Budget Plan (Please refer to the online application template)
	1. Application Form for Total Proposed Budget Plan (Currency: New Taiwan Dollar)

|  |  |
| --- | --- |
| Project YearBudgets Categories |  (month) (year) ～ (month) (year) |
| **Personnel Expenses Subtotal** |  |
| Salaries for Principal Investigator  |  |
| Salaries for Part-time Administrative Assistants (including labor/health insurance and health insurance supplementary premium) |  |
| **General Expenses Subtotal** |  |
| Attendance Fee |  |
| Author's Remuneration |  |
| Lecture Hourly Rate |  |
| Referee Fee |  |
| Hosting Fee, Facilitation Fee |  |
| Advisory, Counseling, and Guidance Fee |  |
| Site Visit Fee |  |
| Evaluation Fee |  |
| Work Fee |  |
| Salary for Work-Study Students |  |
| Printing Fee |  |
| Data Collection Fee |  |
| Domestic Traveling Expenses, Fare, Freight |  |
| Meal and Lodging Fee |  |
| Insurance Fee |  |
| Event Venue Fee |  |
| Health Insurance Supplementary Premium |  |
| Temporary Staff's Labor/Health Insurance and Labor Pension |  |
| Equipment Operating Expenses |  |
| Miscellaneous |  |
| IRB Examination Fee |  |
| Teaching Materials Expenses |  |
| (more items may be added if needed) |  |
| **Total** |  |

* 1. Detailed Description of Each Proposed Budget Category
		1. Personnel expenses

|  |
| --- |
| **Salaries for Principal Investigator** |
| Name | Month(1) | Monthly Salary per Person(2) | Subtotal=(1)×(2) | Task, Item, and Scope in this Research Project |
|  |  |  |  |  |
| **Salaries for Part-time Administrative Assistant** |
| Name | Month(1) | Monthly Salary per Person(2) | Labor/Health Insurance and Health Insurance Supplementary Premium | Subtotal=(1)×[(2)+(3)] | Task, Item, and Scope in this Research Project |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |

Remark: Please fill the form with the Ministry of Education, subsidy, and funds allocation application guidelines.

* + 1. General expenses

| Item | Price | Number | Total | Explanation |
| --- | --- | --- | --- | --- |
| Attendance Fee |  |  |  |  |
| Author's Remuneration |  |  |  |  |
| Lecture Hourly Rate |  |  |  |  |
| Referee Fee  |  |  |  |  |
| Hosting Fee, Facilitation Fee |  |  |  |  |
| Advisory, Counseling, and Guidance Fee |  |  |  |  |
| Site Visit Fee |  |  |  |  |
| Evaluation Fee |  |  |  |  |
| Work Fee |  |  |  |  |
| Salary for Work-Study Students |  |  |  |  |
| Printing Fee |  |  |  |  |
| Data Collection Fee |  |  |  |  |
| Domestic Traveling Expenses, Fare, Freight |  |  |  |  |
| Meals and Lodging Fee |  |  |  |  |
| Insurance Fee |  |  |  |  |
| Event Venue Fee |  |  |  |  |
| Health Insurance Supplementary Premium |  |  |  |  |
| Temporary Staff's Labor/Health Insurance and Labor Pension |  |  |  |  |
| Equipment Operating Expenses |  |  |  |  |
| Miscellaneous |  |  |  |  |
| IRB Examination FFee |  |  |  |  |
| Teaching Materials Expenses |  |  |  |  |
| (more items may be added if needed) |  |  |  |  |
| Total |  |

Remark: Please fill the form with the Ministry of Education, subsidy, and funds allocation application guidelines.

* + 1. Equipment expenses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Price | Number | Total | Explanation |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |

Remark: Please fill the form with the Ministry of Education, subsidy, and funds allocation application guidelines. Please give priority to school existing equipment and apply additional equipment according to the necessity of the project.

1. Human Research Ethics Review (Please refer to the online application template)
	1. Please Select One of the Following Options (Required):

□ 1. The research project involves article 4 of the "Human Subjects Research Act,": refers to research involving obtaining, investigating, analyzing, or using human specimens or an individual's biological behavior, physiological, psychological, genetic, or medical information. The project should be examined by a qualified IRB. The approval documents should be submitted before the implementation of the project.

□ This project does not involve Taiwanese indigenous peoples.

□ This project involves Taiwanese indigenous peoples. According to article 15 of the "Human Subjects Research Act," there shall also be required consultations to obtain consent from their tribal government. The approved documents should be submitted before implementing the project.

□ 2. The research project does not pertain to the "Human Subjects Research Act." However, the project that recruits individuals or groups as research participants and uses intervention, interaction methods, or information to identify specific parties should submit relevant documents, including recruitment method and consent form, before implementing the subject. Types of research include systematic investigation of individuals or groups, exploration of professional knowledge through academic activities. Before implementing the project, PI should submit relevant documents (suggested to cover following items: name of the research institution and sources of funding, research purpose and method, contact person's name and contact way, rights and interests, and personal private data protection of the research participants, study period and how the research data would be planned to use, the research participant may withdraw the consent anytime and withdrawal way.

※ Remark 1: Initially, the applicant can make his own evaluation about whether the research project pertains to human subjects research or non-human subjects research. After the project is reviewed by the reviewing committee and determined that it involves human research subject, it should be examined by a qualified IRB Committee. The approved documents should be submitted before implementing the project.

※ Remark 2: Reference principal for the preliminary determination of human research ethic review.

(Provided by University-based HRPP Certification and Auditing Office of National Applied Research Laboratories)

1. If the project meets one of the following criteria, it should be determined as the human subjects research and submitted to the IRB/REC to obtain the approval letter:

(1) Besides the student, the information collected relates to the third party (patient, medical record, patient's medical examination data, intern site, clinical skill, etc.).

(2) Physiological data: collecting the student's or others' physical information due to teaching practice project (sport/physical measure data, physical examination, image, physiological signal, MRI, eye tracker, blood test).

(3) Psychological information: anxiety, emotion, stress, etc.

2. If the project meets the following criteria that do not involve the human subject research, it is still recommended to submit to the IRB/REC to obtain the approval letter:

(1) Teaching method research. Compare the conventional teaching method with the new one, and design a research project with the experimental and control groups.

(2) The journals that the applicant intends to submit demand IRB/REC approval letter.

* 1. Please Select the Following Options (Leave this column blank if none) :
* The project involves « animal experimentation »: the project should be approved by the Institutional Animal Care and Use Committee before implementation to ensure the ethics of the animal experimentation « Replace,» « Reduce » and « Refine » and to optimize the experiment design.
1. Co-PI Consent (Leave blank if none) (please upload the consent)

Ministry of Education, Teaching Practice Research Program

Co-PI Consent Form

I, \_\_\_\_\_\_\_\_\_ (Co-PI’s name) agree to be \_\_\_\_\_\_\_\_ (PI’s name)’s Co-Principal investigator for \_\_\_\_\_\_\_\_ (project title).

Remark: Co-PI should not withdraw remuneration during the implementation of the project.

Institution/Department:

Position：

Name (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Research Projects led or participated within the Past Three Years (Please refer to the online application template)
* Please describe the status of implementing the research projects during 2019-2021. (If any project received Ministry of Education subsidy for the teaching practice research, it should be clearly listed.)
* If you have received university subsidies such as "Office of Higher Education Sprout Project" or "The project on an issue-oriented approach to narrative competency development across disciplines," please list the projects clearly.
* It is not limited to the Ministry of Education subsidy (Colleges and Universities, Ministry of Science and Technology, Ministry of Economic Affairs, Ministry of Health and Welfare, etc.).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project title | Role | Duration | Funding or Sponsoring Institution | Project Status | Total Expenses |
| (Example) Empowerment project of the teaching of \_\_\_\_ university - how… | □ PI□ Co-PI□Sub Investigator | 2019/01/01-2020/03/03 | Ministry of Education | □ Have yet to implement□ In progress□ Completed | 200,000 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Course Syllabus (Please upload this template)

Course syllabus **(\***required**)**

|  |  |
| --- | --- |
| \*Class time  | □ Last semester □ Next semester □ Winter vacation □ Summer vacation□ Other (please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| \*Instructor | (Please list instructors' names and units if the class is taught by several people, and detail their tasks on the class schedule) |
| \*Department |  |
| \*Class name in Chinese |  |
| \*Class name in English |  |
| \*Class attribute | □ Required courses (\_\_\_\_\_\_department/program/college)□ Elective courses (\_\_\_\_\_\_department/program/college)□ Joint courses □ General education courses□ Program (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_program)□ Other\_\_\_\_\_\_\_ |
| \*Course credits | \_\_\_\_\_\_\_\_credits (please fill 0 if none) |
| \*Class hours | Total\_\_\_\_\_\_\_\_hours ( \_\_\_\_\_\_hours/week) (intern hours are not credited) |
| Intern hours | Total\_\_\_\_\_\_\_\_hours ( \_\_\_\_\_\_hours/week) |
| \*Target students  | □ Junior College students (\_\_\_ year) □ University students (\_\_\_ year)□ Master □ Doctor |
| \*Past teaching experience | □ The class has been taught in past years □ Similar class has been taught in past years□ First teaching experience of the class |
| \*Expected number of enrolled students  |  |
| \*Teaching language | □ Chinese □ English □ Other (please write the language)\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Teaching purpose |  |
| \*Teaching method |  |
| \*Student assessment methods |  |
| \*Course schedule | Please describe the topic and content of the class (each week or each time). Please add or reduce the form when needed.(If the course does not require to meet weekly, please fill up the table below by the times of classes)  |
| Week (Times of Class) | Topic | Content description | Remark |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| ... |  |  |  |
| ... |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| \*Student learning outcomes |  |
| \*Expected teaching outcomes |  |
| \* Assessment tool for student learning (such as pre- and post-assessments, student interview, questionnaire) |  |
| \*Other (such as course reference URL) |  |

Remark: If the project plan to combine with other courses, please list them respectively.

**Ministry of Education, Teaching Practice Research Program**

**Project Proposal Template (Multiple-Year Project)**

**(Online Application)**

1. Project Application Statement (Please refer to the online application template)
	1. The research project shall not apply other forms of subsidy from the Ministry of Education or any other institutions (including government agencies or universities/colleges).
	2. Members participating in the research project will be penalized in accordance with the regulations of the Ministry of Education "Operation Directions Governing MOE Subsidies for the Teaching Practice Research Program for Colleges and Universities." (Appendix 1: Operation directions governing MOE subsidies for the Teaching Practice Research Program for colleges and universities) if violation to any academic ethics policy occurs throughout the process of the project application, implementation, or the publication.

C. Institutional Review Board (IRB) relevant documents: before implementing the project, any research project determined as involving human subjects should submit an IRB approval letter. Besides, any project involving Taiwanese indigenous peoples should also submit associated approval documents. The research project which is determined as Non-human research should submit the consent form. (Appendix 2: Reference principal for the preliminary determination of human research ethic review)

* I have read, understood, and agreed to the above words and attachments in detail. If there is any misconduct or violation, I am willing to accept all responsibilities and penalties.
1. Project Information (Please refer to the online application template)

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant institution/ Department |  | Discipline/ Project |  |
| Name of the Principal Investigator |  | Position of the Principal Investigator |  |
| Name of the Co-Principal Investigator |  | Position of Co-PI |  |
| Institution/ Department of Co-PI |  | Is Co-PI a professional expert currently working in the relevant fields? | * + Yes □ No
 |
| Tasks and roles of Co-PI in this project |  |
| Project Title | Chinese |  |
| English |  |
| Duration | From (month) (day) (year) to \_\_\_(month)\_\_\_\_(day)\_\_\_\_\_(year) |
| Project contact person | Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number：(office) (home/mobile phone) :\_\_\_\_\_\_\_\_\_\_  |
| Address |  |
| E-mail |  |

Remark: Please attach the co-PI's consent if there is a co-PI participating in the project.

1. Brief Proposal Summary Survey
(Please answer the following items in the system)
	1. Types of Teaching Sites
	* Regular Classroom □ Regular Classroom and non-classroom sites in the relevant fields □ non-classroom sites in the relevant fields □Online Platform (MOOCS or OpenCourseWare ) □ Virtual Teaching Sites supported by AR/VR or other learning technology □ others, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. Types of Research Questions（can choose multiple items）
		1. General Education Core Competencies and Abilities
		2. Professional Knowledge and Core Competencies – Fundamental Knowledge and Abilities
		3. Professional Knowledge and Core Competencies – Professional knowledge and Abilities Allowing Students to Apply in the Field (Application in Practice)
		4. Curriculum Development – Teaching Strategies, Assessments
		5. Students' Learning Interests, attitudes, and motivations
		6. Student characteristics (diverse student backgrounds, learning preferences, and styles, etc. )
		7. Reconstructing Learning Context (Teacher-Student Relationship or Renovated Curriculum / Teaching Models )
		8. Career Competencies
		9. Behavioral change for students (ex: exercise habit, environmental behavior, etc. )
		10. Professional Development
		11. Others, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Research Methodology
		1. Experimental Research Methodology
		2. Action Research Methodology
		3. Qualitative Research Methodology
		4. Survey Research / Quantitative Research Methodology
		5. Case-Study Research Methodology
		6. Mixed-methods Research Methodology
		7. Others, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Backgrounds of Research Participants （Can choose multiple items）
		1. Technological Colleges and Universities – five-year junior college program students
		2. Technological colleges and universities – college students (including two-year college junior program) in professional education courses
		3. Technological colleges and universities – graduate students in professional education courses (including in-service master or doctoral program)
		4. Technological colleges and universities – college students in general education course.
		5. Colleges and universities – college students in professional education courses
		6. Colleges and universities- college students in general education courses
		7. Colleges and universities – graduate students in professional education courses (including in-service master or doctoral programs)
		8. Others, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Chinese and English Abstract and Keywords (Please refer to the online application template)

(The abstract is limited to 500 words and the keywords are limited to 5 words)

1. Contents of Subsidy Proposal (Please upload this section)

Notes:

1. This section covers project contents, and please upload in PDF document.
2. The project is limited to 25 pages, including references and appendices. Exceeded pages will not be reviewed.
3. Microsoft Word page setup: font size 12, standard character spacing, single line spacing, page margins 2cm for top, bottom, left and right.

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1. Principal Investigator (Please do not exceed 5 pages)
2. Describe what problems and challenges the applicant tries to solve in the teaching arena and how critical they are.
3. Describe the applicant's teaching experiences and achievements in the past 5 years. This should include what relevant courses have been taught, the students' learning performance, the development and the publications of relevant curriculum plans, teaching evaluation feedback, etc. (If the teaching experience is fewer than 5 years, describe the connection between their teaching experiences and the problem faced.)
4. Describe the relationship between the applicant's teaching achievements in the past 5 years and this project.

Remark 1: The applicant who applies "the teaching practice research project of the USR (University Social Responsibility)" should add the description of how their experiences concerning participating in the community development affairs relate to this project.

Remark 2: The applicant who applies "the teaching practice research project of Hands-on Implementation" should add the description of how their experiences concerning hands-on implementation relate to this project.

Remark 3: If the applicant's teaching experience is less than 5 years, they should describe how their past experiences relate to research questions identified in this project.

1. Project Implementation

Remark: the spirit of the teaching practice research starts from identifying the problem in the teaching arena. Through systematic research methods and steps, researchers could fulfill the concept of teacher-researchers using a reflective process to discover problems and find possible solutions. So students' learning effectiveness, teaching quality, and educators' professional capacities could be improved.

1. Innovative or continuous value of the project (limited to 300 characters)

Remark: The applicant whom the teaching practice research program has subsidized should describe how the past project differs from the new project. The applicant can explain the differences in research topics, the problem faced in the teaching arena, and the evaluation of teaching effectiveness.

1. Research motive and purpose
	* Motives of the teaching practice research project

Remark 1: For the applicant who applies "discipline teaching practice research project," please use observations at the teaching arena in past years or past teaching experiences to describe the reason why you would like to propose this project, issues you wish to explore, or the problems faced in class and relevant context, and the importance and influence of your identified research topic.

Remark 2: For the applicant who applies "USR teaching practice research project," please develop your curriculum plan and teaching contents fulfilling student-centered principles and practicing in the manner of providing local services. Please explain why the course integrating USR practice is appropriate for solving problems from the teaching practices and could explain by describing what you have found in your past teaching experiences. The research topic should target relevant issues relating to students, such as what kinds of abilities and competencies students should possess or discrepancies between the school curriculum and what the professional field requires. It is essential to explain how and why courses integrating USR practice could improve student learning.

Remark 3: For the applicant who applies "Hands-on Implementation teaching practice research project," please focus on enhancing students' practical skills as the curriculum planning core. For the motivation part, you can describe the problem with teaching or learning in the past practice skill courses. You can analyze which basic or main practice skills students should have. How can this course improve teaching effectiveness or enhance students' technical practice skills?

* + Research topics and purpose of the project

Remark 1: For the applicant who applies "discipline teaching practice research project," please focus on improving teaching quality or students' learning performance, which can be the construction of innovative or emerging curriculum, exploration of teaching strategies, research and development of the instructional materials and the teaching aid, improvement in teaching effectiveness, teaching quality, learning assessment, or student's learning effectiveness, and so on.

Remark 2: The applicant who applies "USR teaching practice research project," through the course design and the teaching practice of local service and social engagement, can help students understand the local community's characteristics and attributes. By exploring local issues, needs and plights, the project can enhance students' sense of identity with the community, their problem-solving ability, method, and action.

Remark 3: For the applicant who applies "Hands-on Implementation teaching practice research project," collaboration with mentors or industry-academy cooperation can be considered as teaching strategies during the curriculum planning, which could help students to transform what they have learned into practical skills and improve their professional skills or employment readiness to close the gap between theory and practice.

1. Literature review

Remark: For the research topic of the research project, please review relevant national and international literature and provide a critical perspective concerning what happens in the teaching arena.

1. Research methods
	* Curriculum design and Implementation

Remark 1: Please describe and explain the curriculum design and implementation procedures based on your research topic. It should include course objectives, teaching pedagogies, assessment methods, course syllabus, expected assessment tools, teaching sites, etc. If there are particular issues this course hopes explicitly to address, please explain in this section.

Remark 2: For the applicant who applies "USR teaching practice research project," please describe how students will be evaluated, especially when participating in the local service project.

Remark 3: For the applicant who applies "Hands-on Implementation teaching practice research project," please describe how students will be evaluated in their hand-on project and expected student outcomes.

* + Research Methodology and Implementing Procedures

Remark 1: Please describe the conceptual framework, research question, area of research, research participants and the research site, reasons for the selection of research methods and tools, data collation and analysis, implementation procedure, etc.

Remark 2: For the applicant who applies "USR teaching practice research project," please describe the local service site you plan to bring students to, and what kinds of social practice issue does this project plan to address, and what is the collaborative mechanism between the university and the professional team in the local site.

Remark 3: For the applicant who applies "Hands-on Implementation teaching practice research project," please describe the site you plan to bring students to and what will be your teaching pedagogy targeting on how to develop students' practice knowledge and skills.

✽Suggested items in the proposal

1. Research Framework / Conceptual Framework
2. Research Questions/ Problem Statement
3. Area of Research

Remark: Please state clearly about what you plan to research in your course, such as curriculum, selection of instructional materials, teaching resources and applications, assessment instruments and methods, or co-teaching practice including group teaching or collaborative teaching plan.

1. Research participants and research sites

Remark: Please describe and explain your research participants and research sites where you plan to conduct data collection (such as internship site, classroom, and etc.).

1. Research methods and tools

Remark: In order to examine the effectiveness of your teaching and answer your research questions, please state which research methods and tools will be used to collect data during the research process.

1. Data Collection and analysis

Remark: Please describe the methods for your data collation and analysis.

1. Implementation Procedure

- Conceptual framework

1. Work tasks and outcomes expected to be completed
	* Expected completion of teaching outcomes

Remark: The development of new curriculum materials or new courses, online teaching resource database, evaluation tools, etc.

* + Expected goals for student's learning

Remark: Please state expected relevant learning indicators that can be observed, checked, or compared.

* + Publication and sharing plan for expected teaching outcomes
	+ The possible impact and contribution of teaching outcomes to the academic community

Remark 1: For the applicant who applies USR project, please add the description of the potential impact and contribution of participating in community development relevant affairs.

Remark 2: For the applicant who applies the Hands-on Implementation practice project, please add the description of the possible impact and contribution of Hands-on Implementation practice.

1. References
2. Proposed Budget Plan (Please refer to the online application template)
	1. Application Form for Total Proposed Budget Plan (Currency: New Taiwan Dollar)

|  |  |
| --- | --- |
| Project YearBudgets Categories |  (month) (year) ～ (month) (year) |
| **Personnel Expenses Subtotal** |  |
| Salaries for Principal Investigator  |  |
| Salaries for Part-time Administrative Assistants (including labor/health insurance and health insurance supplementary premium) |  |
| **General Expenses Subtotal** |  |
| Attendance Fee |  |
| Author's Remuneration |  |
| Lecture Hourly Rate |  |
| Referee Fee |  |
| Hosting Fee, Facilitation Fee |  |
| Advisory, Counseling, and Guidance Fee |  |
| Site Visit Fee |  |
| Evaluation Fee |  |
| Work Fee |  |
| Salary for Work-Study Students |  |
| Printing Fee |  |
| Data Collection Fee |  |
| Domestic Traveling Expenses, Fare, Freight |  |
| Meal and Lodging Fee |  |
| Insurance Fee |  |
| Event Venue Fee |  |
| Health Insurance Supplementary Premium |  |
| Temporary Staff's Labor/Health Insurance and Labor Pension |  |
| Equipment Operating Expenses |  |
| Miscellaneous |  |
| IRB Examination Fee |  |
| Teaching Materials Expenses |  |
| (more items may be added if needed) |  |
| **Total** |  |

* 1. Detailed Description of Each Proposed Budget Category
		1. Personnel expenses

|  |
| --- |
| **Salaries for Principal Investigator** |
| Name | Month(1) | Monthly Salary per Person(2) | Subtotal=(1)×(2) | Task, Item, and Scope in this Research Project |
|  |  |  |  |  |
| **Salaries for Part-time Administrative Assistant** |
| Name | Month(1) | Monthly Salary per Person(2) | Labor/Health Insurance and Health Insurance Supplementary Premium | Subtotal=(1)×[(2)+(3)] | Task, Item, and Scope in this Research Project |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |

Remark: Please fill the form with the Ministry of Education, subsidy, and funds allocation application guidelines.

* + 1. General expenses

| Item | Price | Number | Total | Explanation |
| --- | --- | --- | --- | --- |
| Attendance Fee |  |  |  |  |
| Author's Remuneration |  |  |  |  |
| Lecture Hourly Rate |  |  |  |  |
| Referee Fee  |  |  |  |  |
| Hosting Fee, Facilitation Fee |  |  |  |  |
| Advisory, Counseling, and Guidance Fee |  |  |  |  |
| Site Visit Fee |  |  |  |  |
| Evaluation Fee |  |  |  |  |
| Work Fee |  |  |  |  |
| Salary for Work-Study Students |  |  |  |  |
| Printing Fee |  |  |  |  |
| Data Collection Fee |  |  |  |  |
| Domestic Traveling Expenses, Fare, Freight |  |  |  |  |
| Meals and Lodging Fee |  |  |  |  |
| Insurance Fee |  |  |  |  |
| Event Venue Fee |  |  |  |  |
| Health Insurance Supplementary Premium |  |  |  |  |
| Temporary Staff's Labor/Health Insurance and Labor Pension |  |  |  |  |
| Equipment Operating Expenses |  |  |  |  |
| Miscellaneous |  |  |  |  |
| IRB Examination FFee |  |  |  |  |
| Teaching Materials Expenses |  |  |  |  |
| (more items may be added if needed) |  |  |  |  |
| Total |  |

Remark: Please fill the form with the Ministry of Education, subsidy, and funds allocation application guidelines.

* + 1. Equipment expenses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Price | Number | Total | Explanation |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |

Remark: Please fill the form with the Ministry of Education, subsidy, and funds allocation application guidelines. Please give priority to school existing equipment and apply additional equipment according to the necessity of the project.

1. Human Research Ethics Review (Please refer to the online application template)
	1. Please Select One of the Following Options (Required):

□ 1. The research project involves article 4 of the "Human Subjects Research Act,": refers to research involving obtaining, investigating, analyzing, or using human specimens or an individual's biological behavior, physiological, psychological, genetic, or medical information. The project should be examined by a qualified IRB. The approval documents should be submitted before the implementation of the project.

□ This project does not involve Taiwanese indigenous peoples.

□ This project involves Taiwanese indigenous peoples. According to article 15 of the "Human Subjects Research Act," there shall also be required consultations to obtain consent from their tribal government. The approved documents should be submitted before implementing the project.

□ 2. The research project does not pertain to the "Human Subjects Research Act." However, the project that recruits individuals or groups as research participants and uses intervention, interaction methods, or information to identify specific parties should submit relevant documents, including recruitment method and consent form, before implementing the subject. Types of research include systematic investigation of individuals or groups, exploration of professional knowledge through academic activities. Before implementing the project, PI should submit relevant documents (suggested to cover following items: name of the research institution and sources of funding, research purpose and method, contact person's name and contact way, rights and interests, and personal private data protection of the research participants, study period and how the research data would be planned to use, the research participant may withdraw the consent anytime and withdrawal way.

※ Remark 1: Initially, the applicant can make his own evaluation about whether the research project pertains to human subjects research or non-human subjects research. After the project is reviewed by the reviewing committee and determined that it involves human research subject, it should be examined by a qualified IRB Committee. The approved documents should be submitted before implementing the project.

※ Remark 2: Reference principal for the preliminary determination of human research ethic review.

(Provided by University-based HRPP Certification and Auditing Office of National Applied Research Laboratories)

1. If the project meets one of the following criteria, it should be determined as the human subjects research and submitted to the IRB/REC to obtain the approval letter:

(1) Besides the student, the information collected relates to the third party (patient, medical record, patient's medical examination data, intern site, clinical skill, etc.).

(2) Physiological data: collecting the student's or others' physical information due to teaching practice project (sport/physical measure data, physical examination, image, physiological signal, MRI, eye tracker, blood test).

(3) Psychological information: anxiety, emotion, stress, etc.

2. If the project meets the following criteria that do not involve the human subject research, it is still recommended to submit to the IRB/REC to obtain the approval letter:

(1) Teaching method research. Compare the conventional teaching method with the new one, and design a research project with the experimental and control groups.

(2) The journals that the applicant intends to submit demand IRB/REC approval letter.

* 1. Please Select the Following Options (Leave this column blank if none) :
* The project involves « animal experimentation »: the project should be approved by the Institutional Animal Care and Use Committee before implementation to ensure the ethics of the animal experimentation « Replace,» « Reduce » and « Refine » and to optimize the experiment design.
1. Co-PI Consent (Leave blank if none) (please upload the consent)

Ministry of Education, Teaching Practice Research Program

Co-PI Consent Form

I, \_\_\_\_\_\_\_\_\_ (Co-PI’s name) agree to be \_\_\_\_\_\_\_\_ (PI’s name)’s Co-Principal investigator for \_\_\_\_\_\_\_\_ (project title).

Remark: Co-PI should not withdraw remuneration during the implementation of the project.

Institution/Department:

Position：

Name (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Research Projects led or participated within the Past Three Years (Please refer to the online application template)
* Please describe the status of implementing the research projects during 2019-2021. (If any project received Ministry of Education subsidy for the teaching practice research, it should be clearly listed.)
* If you have received university subsidies such as "Office of Higher Education Sprout Project" or "The project on an issue-oriented approach to narrative competency development across disciplines," please list the projects clearly.
* It is not limited to the Ministry of Education subsidy (Colleges and Universities, Ministry of Science and Technology, Ministry of Economic Affairs, Ministry of Health and Welfare, etc.).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project title | Role | Duration | Funding or Sponsoring Institution | Project Status | Total Expenses |
| (Example) Empowerment project of the teaching of \_\_\_\_ university - how… | □ PI□ Co-PI□Sub Investigator | 2019/01/01-2020/03/03 | Ministry of Education | □ Have yet to implement□ In progress□ Completed | 200,000 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Course Syllabus (Please upload this template)

Course syllabus **(\***required**)**

|  |  |
| --- | --- |
| \*Class time  | □ Last semester □ Next semester □ Winter vacation □ Summer vacation□ Other (please describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| \*Instructor | (Please list instructors' names and units if the class is taught by several people, and detail their tasks on the class schedule) |
| \*Department |  |
| \*Class name in Chinese |  |
| \*Class name in English |  |
| \*Class attribute | □ Required courses (\_\_\_\_\_\_department/program/college)□ Elective courses (\_\_\_\_\_\_department/program/college)□ Joint courses □ General education courses□ Program (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_program)□ Other\_\_\_\_\_\_\_ |
| \*Course credits | \_\_\_\_\_\_\_\_credits (please fill 0 if none) |
| \*Class hours | Total\_\_\_\_\_\_\_\_hours ( \_\_\_\_\_\_hours/week) (intern hours are not credited) |
| Intern hours | Total\_\_\_\_\_\_\_\_hours ( \_\_\_\_\_\_hours/week) |
| \*Target students  | □ Junior College students (\_\_\_ year) □ University students (\_\_\_ year)□ Master □ Doctor |
| \*Past teaching experience | □ The class has been taught in past years □ Similar class has been taught in past years□ First teaching experience of the class |
| \*Expected number of enrolled students  |  |
| \*Teaching language | □ Chinese □ English □ Other (please write the language)\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Teaching purpose |  |
| \*Teaching method |  |
| \*Student assessment methods |  |
| \*Course schedule | Please describe the topic and content of the class (each week or each time). Please add or reduce the form when needed.(If the course does not require to meet weekly, please fill up the table below by the times of classes)  |
| Week (Times of Class) | Topic | Content description | Remark |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| ... |  |  |  |
| ... |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| \*Student learning outcomes |  |
| \*Expected teaching outcomes |  |
| \* Assessment tool for student learning (such as pre- and post-assessments, student interview, questionnaire) |  |
| \*Other (such as course reference URL) |  |

Remark: If the project pl