**National Taiwan Normal University**

**Resource Center for EMI**

**Application for EMI Instructor Community of Practice**

1. **Basic Information**

| Community Name | Chinese: | | | | |
| --- | --- | --- | --- | --- | --- |
| English: | | | | |
| Execution Period | June 6–October 31, 2023 | | | | |
| Applicant (Convener) | Name: | | Title: | | |
| Email: | | | | |
| Affiliated unit: (please write the unit’s name in full, including the name of the affiliated university and college/department/institute) | | | | |
| Tel: | | Mobile: | | |
| Background of Community Members | □ Intra-university □ Intra-department/intra-institute □ Inter-department/inter-institute  □ Inter-university □ International □ Other:\_\_\_\_\_\_ | | | | |
| Community Members | Name | Affiliated Unit  (please write in full) | | Title | Email |
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|  |  | |  |  |
| (Please add additional rows as needed.) | | | | |
| □ This community agrees to partake in inter-university exchange with communities of other colleges and universities through this grant offered by the Resource Center for EMI. | | | | | |

1. **Activity/Event Planning**

| Activity/Event Types  (select all that apply) | □ Workshop  □ Inter-university exchange  □ Lecture  □ Forum | | □ Teaching demonstration  □ Teaching observation  □ Teaching consultation  □ Teaching materials development |
| --- | --- | --- | --- |
| □ Book discussion club | | □ Other: |
| Community Objectives |  | | |
| Planned Activities/Events | Date  (tentative) | Name of Activity/Event | Description |
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|  |  |  |
| (At least one inter-university exchange is required. Please add additional rows as needed.) | | |
| Projected Outcomes (select all that apply)  ※The outcomes report must describe the selected outcomes in detail | □1. Lecture or experience sharing: \_\_\_ sessions planned  □2. Outcomes presentation (e.g., exhibition or seminar): \_\_\_ sessions  □3. Paper publication/presentation (for a journal or at a conference)  □4. Publication or monograph  □5. Newly offered course (e.g., an interdisciplinary course)  □6. Development of new lesson plans or teaching materials or the modification of existing ones  □7. Development of new teaching software  □8. Development of and experimentation with a new teaching method  □9. Development of and experimentation with a new learning evaluation method/tool  □10. Establishment and maintenance of an educational website  □11. Development of and experimentation with a new digital teaching platform  □12. Improvement on a teaching-related issue  □13. Educational videos and audios  □14. Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Notes:

1. Please add additional rows as needed.
2. Grant amounts shall be reviewed and determined based on the planned objectives of communities and their projected benefits (including those that will benefit instructors’ teaching and students’ learning), the community operating models and mechanisms, the feasibility of project implementation, and previous project outcomes (optional).
3. Please submit the grant application via both email and post within the stipulated deadline. Email the **digital version of the application** to the Center (**rcemi@deps.ntnu.edu.tw**) with the subject line “**Application for Professional EMI Instructor Community of Practice” – [Convener’s Name and the Name of the Affiliated University/College]**”; enclose the print version of the application in an envelope titled “**Application for Professional EMI Instructor Community of Practice**”and addressed to the National Taiwan Normal University Resource Center for EMI (Room 102 of the College of Liberal Arts, Pu Building), No. 162, Sec. 1, Heping E. Rd., Da’an Dist., Taipei City 106. Applications submitted with missing information or in an incorrect format will not be accepted.
4. Grant Plan (please provide detailed information to facilitate the funding review process)
5. Planned objectives of the community
6. Community operating model and mechanism

1. Projected benefits
2. **Budget Table**
3. Descriptions:
4. Community grants may only be used for administrative fees under the current account.

Please clearly describe the budget items in the budget table and verify that the total sum is correct. If there are unclear descriptions or numerical errors, this application will be returned to the applicant for amendment.

1. Activity/event expenses shall be budgeted reasonably and in accordance with the nature and duration of the activity or event. In principle, the grant shall be used to cover the costs of community activities/events, and expenses unrelated to such shall be reduced at the Center’s discretion.

| Budget Item | | Grant Budget Details | | | |
| --- | --- | --- | --- | --- | --- |
| Unit Cost | Qty | Total Cost | Description |
| Administrative Fees | Lecture fees |  |  |  |  |
| Domestic travel expenses |  |  |  |  |
| Venue Fees |  |  |  |  |
| Meal expenses | NT$100/ person |  |  |  |
| Work-study wages |  |  |  |  |
| Labor insurance and pension premiums |  |  |  |
| Writer’s fees |  |  |  |  |
| Supplementary insurance premiums for the second-generation NHI |  |  |  |  |
| Printing costs |  |  |  |  |
| Material and supply costs |  |  |  |  |
| Postage |  |  |  |  |
| **Total** | | **NT$** | | | |

Notes:

1. Reimbursements for expenditures will be handled in accordance with the *Principles of Subsidy and Fund Use for the Program on Bilingual Education for Students in Colleges and Universities* and the *Funding Standard Table for Donations, Subsidies, and Sponsored Projects of the Ministry of Education*
2. Please enter “國立臺灣師範大學,” written in traditional Chinese, in the invoice header. The tax ID number on the receipt is 03735202.