

**Education Bureau  
Staff Interflow Schemes 2024**

**School Application Form  
(To be completed by School Heads)**

Please read Education Bureau (EDB) Circular Memorandum (CM) No. 26/2024 before filling in this form. The completed application form should be sent by post to the Human Resource Management Unit of EDB on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by hand to the Education Bureau's drop-in box (Box no.: EDB03 – Staff Interflow Schemes 2024) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please specify "Application for Interflow" on the envelope. Application for interflow arrangement to commence in August/September 2024 should reach HRM Unit of EDB or EDB's drop-in-box on or before 5 April 2024.

**Participation in Collaborative Research and Development ("Seed") Projects  
2024/25 School Year**

**Part I: My school wishes to take part in the following "Seed" Project(s) in 2024/25:**

(Please refer to Appendix A(26) for the information on "Seed" projects.)

No.	Title of "Seed" Project	Project Code	Name of Section	Please list all other projects in which the school is participating (e.g. QEF, SBSS, etc.) for reference.
1.				
2.				
3.				

**Part II: School information**

School Name & Number : \_\_\_\_\_ ( )

School Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Contact Person: \*Mr/Ms \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature of School Head : \_\_\_\_\_

Name of School Head : \_\_\_\_\_

(in BLOCK letters)

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

\* Please delete where inapplicable.

**Please provide the following details for each project separately.**

**Part III: Proposal Details**

*Please discuss the project that you are applying for with the relevant Section of EDB, and submit a proposal with the following details on A4 sheet(s):*

- *Title of “Seed” Project with project code*
- *School particulars (e.g., reasons for conducting the project, commitment of teachers, willingness to share findings with other schools, previous experiences in school-based curriculum projects)*
- *Proposal details (e.g., objectives, how the project fits in with the curriculum needs of your school, availability of resources, action plan with schedule, expected deliverables and evaluation methods)*

**Part IV: Secondment of Teachers (Please complete this part for “Seed” Projects provided with Seconded Teachers.)**

*Please tick in the appropriate box below:*

- My school does not wish to nominate any teacher for secondment to the EDB to participate in its “Seed” Project(s).
- My school wishes to nominate the following teacher(s) for secondment to the EDB to participate in its “Seed” Project(s) (please also submit the completed **Appendix B and its Annexes 2 and 3** for each teacher nominated) :

No.	Name of Teacher	Project code (secondment applied for )
1.	*Mr/Ms	
2.	*Mr/Ms	

\* Please delete where inapplicable.