Administrative and Monitoring Functions of D/SLTCs and FLTCs/Deans of School in Managing Projects

Subject	D/SLTC	FLTC/Dean of School
1. Appointment of Project Personnel	To approve applications related to appointment of project personnel (e.g. requisition for placing local advertisement, appointment/extension of appointment, etc.) To approve composition of interview panels set up for selecting appointees To approve, and submit applications for appointment of Professorial Project Fellow, Principal Project Fellow and staff aged over 60 to the funding authority for approval	To take up D/SLTC's approval functions if the D/SLTC Chairperson is also the project leader
2. Extension of Project Completion Date	To approve applications for extension of project period To seek funding authority's approval if the new completion date is beyond the stipulated deadline for using the allocated fund	
3. Virement of Funds within Project	To approve applications for virement of fund above 20% of total budget	
4. Changes to Project's Original Proposal (e.g. Change of Project Leadership, Change in the Pattern of Expenditure, etc.)	To approve applications	
5. Monitoring and Evaluation of Project Quality and Progress	To ensure that project teams submit progress/completion reports according to the scheduled submission dates To monitor the progress and quality of projects To complete Part III of the Progress and Completion Report (SLTC to convey comments back to project team)	To evaluate the progress and quality of projects by completing Part IV of the Progress and Completion Reports To convey comments back to the project team via DLTC
6. Inactivity	(FO automatically alerts project leader if project financially inactive for 6 consecutive months) To receive an up-to-date progress report from the project team if the project fund is clawed back eventually	To take up D/SLTC's approval functions if the D/SLTC Chairperson is also the project leader
7. Overspending	To advise the project team, if necessary, on how to make good any deficit	
8. Project Withdrawal	To receive a written notification and an up-to-date progress report from the project team	
9. Submission of F/SLTC Annual Report	DLTC under a FLTC: To supply project information to FLTC for preparation of Annual Report to be submitted to LTC or Working Group on Outcome-Based Education (WGOBE) SLTC to submit Annual Report to LTC or WGOBE	To submit the Annual Report to the relevant Committee/Group
10. Dissemination and Sharing of Project Findings/Deliverables	To encourage and facilitate the dissemination and sharing of project findings/deliverables within and/or beyond the Department and/or Faculty	

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