
Ref. No.-

Date/Time of Receipt-

(For Official Use)

**Application for
the Innovation and Technology Fund
Innovation and Technology Support Programme**

- Tier 3 -

Submitted by

Section A – Basic Information

(When an application is approved, the information in this section will be published at the ITF website (denoted with #) and/or carried forward as pre-filled data in the related progress/final reports.)

1. Project Title#

1.1. English (not more than 20 words):

1.2. Chinese (not more than 30 words):

2. Abstract#

(Please provide a brief summary of the objectives, R&D methodology and the impacts and benefits of the project.)

2.1. English (not more than 200 words):

2.2. Chinese (not more than 300 words):

3. Objectives

(Please state in clear and specific terms the technological challenges and what the proposal aims to achieve.)

4. R&D Methodology

(Please provide a brief description of the technology to be developed and/or the innovative use of existing technologies. Details should be provided in Section C.)

5. Deliverables#

(Please set out the deliverables, itemized as appropriate, together with their *detailed technical specifications*, of the project.)

5.1. English

5.2. Chinese

6. Dissemination Plan

(Please provide a brief description of the activities that would be undertaken to promote the project deliverables to the target users. Details should be provided in Section C.)

Sample

Section B – Implementation Schedule

(When an application is approved, the information in this section will be published at the ITF website (denoted with #) and/or carried forward as pre-filled data in the related progress/final reports.)

1. Overall Schedule#

(When planning the project commencement date, please consider that it may take of a few months to approve an application.)

Commencement date (dd/mm/yyyy) :

Completion date (dd/mm/yyyy) :

Project duration (month) :

2. Project Milestones#

(Please set out individual milestones to be achieved at different stages of implementation. Detailed account should be provided Section C.)

Period		Milestones
From (dd/mm/yyyy)	To (dd/mm/yyyy)	

Section C – Project Details

1. Background

- 1.1. General background leading to this project. Please provide supporting documents, such as published papers by members of the project team or other researchers.**

- 1.2. Any previously related project(s) undertaken by your organization and/or key project team members in the past five years and supported by the ITF or any other funding sources in Hong Kong and around the world? If yes, please briefly describe the relevant/related project(s) and the source(s) of funding obtained for it (them).**

- 1.3. Any other R&D work or projects similar to this application done or being carried out by other parties in Hong Kong and around the world? If yes, please set out the findings and explain how your approach is compared to others in terms of technological superiority, production costs, market acceptability, etc.**

- 1.4. Any pilot work has already done by your organization and/or project team members in preparation for this project? If yes, please describe the work done.**

- 1.5. Any request for funding support for this application previously rejected by ITF, Research Grants Council (RGC) and/or other Government-administered funding schemes? If yes, please set out the project reference of the previous application.**

- 1.6. If this application is a previously rejected application under ITF, any major differences of this application vis-à-vis the previous one? Please explain how these differences have addressed the previously raised concerns.**

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- 1.7. Any attempt made or being made to seek funding support for this project from other funding sources in Hong Kong and around the world (e.g. RGC, Applied Research Fund, Environment and Conservation Fund, etc.)? Please advise any known results of the application(s).

2. Implementation Approach

- 2.1. Please elaborate on the technology to be developed and/or the innovative use of existing technologies. The brief information provided in Section A is relevant.
- 2.2. Please elaborate with technical details on each project milestone. The brief information provided in Section B is relevant.

3. Target Results and Benefits

- 3.1. Who the target user groups are?
- 3.2. The estimated number of companies/customers to adopt/use the new facilities/ technology/product/service/ process.
- 3.3. Expected number of beneficiaries vis-a-vis the population of the target user group(s).
- 3.4. Details of the dissemination plan, including the activities that would be undertaken to promote the project deliverables to the target users and the justifications for proposing and organizing such activities. The brief information provided in Section A is relevant.

3.5. The proposal's contribution to Hong Kong's innovation and technology development.

3.6. Others (please specify).

4. Collaborations with Other Organisations

4.1. Any collaboration with other organizations? If so, please elaborate on the form of such collaborations.

4.2. Any special arrangements arising from such collaboration, e.g. licensing of intellectual property rights? If so, please elaborate?

5. Business Plan

(Please elaborate on the business plan (if any) for the project. It should address, without limitations, how to generate income after project completion; how to maintain or update the deliverables; and whether to develop spin-off units after the completion of the project.)

6. Patent Plan

(Please complete the following table if you have any intention to patent any of the process(es) or product(s) to be developed under the project.)

Name of Patentable Item

Country where Registration will be filed

7. Other Information in Support of the Application

Section D – Applicant Organization and Collaborating Parties

(When an application is approved, the information in this section will be published at the ITF website (denoted with #) and/or carried forward as pre-filled data in the related progress/final reports.)

1. Applicant Information#

Name in English	:	
Name in Chinese	:	
Year of Establishment	:	
Nature of Business	:	
Registered Address	:	
Telephone Number	:	
Fax Number	:	
Email Address	:	
Webpage	:	
Contact Person - Name	:	
Contact Person - Position	:	

2. Collaborating Parties#

No	English Name (Chinese Name)	Role in the Project	Address / Webpage (if any)	Contact Person	Tel No / Fax No / Email
1					
2					

Section E – Project Team

(When an application is approved, the information in this section will be published at the ITF website (denoted with #) and/or carried forward as pre-filled data in the related progress/final reports.)

1. Project Coordinator#

Project Role	:	
<input type="checkbox"/> Key member	<input type="checkbox"/> CV included	<input type="checkbox"/> To be Paid by the Project
Name in English	:	
Name in Chinese	:	
Position	:	
Department (if any)	:	
Organization Name	:	
Telephone Number	:	
Fax Number	:	
Email Address	:	
Main Task	:	
Organization Webpage	:	

2. Other Team Members#

No	Key Member?	Name (Chinese name) Role in the Project	Main Task	Position or Project Post/Rank Department Organisation	With CV?
1					
2					

Section F – Budget for the Project

(Please provide full justifications for each sub-item under the budget items “Manpower”, “Equipment” and “Other Direct Costs”. The rationale behind any projected income or expenditure has also to be given. In case certain goods or services are intended to be procured from one company/organization/individual, please provide the details, relationship between the applicant(s) and the company/organization/individual (if any) and justifications for not following the open procurement procedures set out in the “Guide to the Innovation and Technology Fund”. In addition, quotation/price information should be provided in justifying expenditure items of \$500,000 or more.)

1. Expenditure

(Please ensure that all expenditure items must be incurred between the commencement and completion dates of the project.)

1.1. Manpower

<u>Key member</u>	<u>Post/Rank</u>	<u>No. of staff</u> (A)	<u>Duration</u> (B) (man-month)	<u>Monthly rate or equivalent</u> (C) (\$'000)	<u>Total</u> (A)*(B)*(C) (\$'000)	<u>Justification</u>
Sub-total (I):						

1.2. Equipment

(For each sub-item under “Equipment”, apart from providing justifications for its procurement, please also state in the explanatory notes whether similar equipment is available for sharing within the applicant organization or with other ITF recipient organizations, and if so, the reason why the existing equipment cannot be used for this project.)

<u>Key equipment</u>	<u>Item</u>	<u>Quantity</u> (A)	<u>Unit cost</u> (B) (\$'000)	<u>Total</u> (A)*(B) (\$'000)	<u>Justification</u>	
Sub-total (II):						

1.3. Other Direct Costs

(In case external consultants are required for the project, please set out clearly in the explanatory note the justifications for engaging the consultants and the expected time commitment of the consultants under the project.)

<u>Item</u>	<u>Quantity</u> (A)	<u>Unit cost</u> (B) (\$'000)	<u>Total</u> (A)*(B) (\$'000)	<u>Justification</u>	
Sub-total (III):					
Total((I)+(II)+(III)):					

2. Amount of Sponsorship

(Please provide proof of the sponsorship in the form of annex to this application.)

<u>Sponsoring Organisation</u>	<u>Cash</u> (A) (\$'000)	<u>Equipment</u> (in cash-equivalent) (B) (\$'000)	<u>Consumables</u> (C) (\$'000)	<u>Total</u> (A)+(B)+(C) (\$'000)	
Total:					

3. Income

(Please set out all income, except sponsorship, in this section.)

<u>Item</u>	<u>Total</u> (\$'000)
Total:	

4. Administrative Overheads

(Please budget not more than 15% of the net of total expenditure, sponsorship and income in this section if this is a proposal submitted by a local university.)

<u>Item</u>	<u>Total</u> (\$'000)
Administrative overhead	
Total:	

5. Net Amount Requested from the Innovation and Technology Fund

<u>Total Expenditure</u> (A) (\$'000)	<u>Total Sponsorship</u> (B) (\$'000)	<u>Total Income</u> (C) (\$'000)	<u>ITF Funding (net of overhead)</u> (D)=(A)-(B)-(C) (\$'000)	<u>ITF Funding (overhead)</u> (E) (\$'000)	<u>Net Requested Amount from ITF</u> (D)+(E) (\$'000)
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Sample

Section G – Classification of the Project

(When an application is approved, the information in this section will be published at the ITF website.)

1. Research Theme

2. Project Type

3. Technology Area

3.1. Primary Area

3.2. Other Areas (if any)

3.2.1.

3.2.2.

3.2.3.

4. Industrial Sector

4.1. Primary Sector

4.2. Other Sectors (if any)

4.2.1.

4.2.2.

4.2.3.

5. Other Attributes (if any)

(Please feel free to choose more than one attribute.)

5.1. Environment-related

5.2. Quality-related

5.3. Particularly SME-related

Section H – Attachments for the Project

Annex No.	Section No.	Paragraph No.	File Name
1			
2			

Sample

I hereby declare that:

- (a) all factual information provided in this application as well as the accompanying information reflects the status of affairs as at the date of submission. I shall inform the Secretariat of the Innovation and Technology Fund immediately if there are any subsequent changes to the above information; and
- (b) the ideas of the proposed project are original without any constituted or potential act of infringement of the intellectual property rights of other individuals and/or organizations.

**Authorized Signature
with Organization Chop:** _____

Name of Signatory: _____

Position: _____

**Name of
Principal Applicant Organization:** _____

Date (dd/mm/yyyy): _____