
Ref. No.-

Date/Time of Receipt-

(For Official Use)

**Application for
the Innovation and Technology Fund
Small Entrepreneur Research Assistance Programme**

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 commercialization process 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 goal of this proposal.)

4. Deliverables

(Please describe the product/process/service proposed.)

4.1. English

4.2. Chinese

5. Commercialization Plan

(The plan should cover who are the target customers and end users, what is the market niche of the

product/service, pricing and promoting the proposed product/process/service, competitors' analysis and the estimated financial implications for taking these strategies forward.)

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#

(As it will take time to process an application, the commencement date should be at least 1 month from the date of submission.)

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.)

Period		Milestones
From (dd/mm/yyyy)	To (dd/mm/yyyy)	
		(Please bracket the no. of required man-months and the associated deliverable at the end of each milestone.)

Section C – Supplementary Information

(Please provide other supporting information as considered relevant and necessary.)

1. Background

- 1.1. Any previously related project(s) undertaken by your company and/or key project team members in the past five years and supported by the ITF? If yes, please briefly describe the relevant/related project(s).

- 1.2. Please state whether this application is a re-submission of a previously rejected application. If yes, please set out the project reference of the previous application.

- 1.3. If this application is a re-submission of a previously rejected application, please highlight the main differences of this application vis-à-vis the previous one and explain how the differences have addressed the concerns previously raised by the SERAP Project Assessment Panel.

2. Company Details

2.1. General Information

[Such information has been provided in Section D.]

2.2. Business Information

No. of Employees in HK	:	
Year of Establishment	:	
Nature of Business	:	
Line of Products	:	

2.3. Company Group Information

(Please provide the company group organization chart. You may wish to upload further information to Section H where necessary.)

Information of the Parent Company (if any)
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Name of the Company	:	
Name of the Company (in Chinese)	:	
No. of Employees	:	
Year of Establishment	:	
Nature of Business	:	
Line of Products	:	

Information of the Subsidiaries (if any)		
Name of the Company	:	
No. of Employees	:	
Year of Establishment	:	
Nature of Business	:	
Line of Products	:	

2.4. Shareholding Information

No.	Shareholder's Name	Allotted Co. No.(if any) / Identity Card No	% held
1			
2			
3			
4			
5			

2.5. Management Team Information

No.	Name	Position	Identity Card No.	Date of 1 st Appointment (DD/MM/YYYY)
1				
2				
3				
4				
5				

2.6. List of Current Board of Directors

(Please provide names, addresses, and contact numbers of the current board of directors.)

No.	Name	Address	Tel No / Fax No / Email
1			
2			
3			
4			
5			

3. Collaborations with Other Organisations

- 3.1. Any collaboration with other organisations and if so, elaboration of the form of such collaborations.
- 3.2. Any special arrangements arising from such collaboration, e.g. licensing of intellectual property rights, and if so, please elaborate.

4. Intellectual Property Rights of the Project Results/Deliverables

- 4.1. Any intention to patent any of the project results/deliverables to be developed under the project and if so, the name of the patentable item(s) and the country/countries where such registration will be filed.
- 4.2. Any agreement between your company and the collaborating organisations on the sharing of the royalties or any other sorts of income to be generated from the project results/deliverables and if so, brief description of such arrangement. (Please attach a copy of the relevant agreement to this application.)

5. 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. Information on the Applicant Company#

Name in English	:	
Name in Chinese	:	
Registered Address	:	
No. of Employees in HK	:	
Telephone Number	:	
Fax Number	:	
Email Address	:	
Webpage	:	
Contact Person - Name	:	

2. Other 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 note that detailed cost breakdown in this budget is not yet required. Upon approval of the application, the Secretariat will negotiate a finalized budget with the applicant.)

1. Expenditure

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

1.1. Manpower

(Manpower, including those of the company directly involved in the project technology R&D activities but excluding those who are already on the payroll of the Government or a Government subvented body/institution as a full-time staff, should be included in the budget. Please state clearly the number of staff and the number of man-hours to be contributed by each of them, their respective ranks and monthly salary/hourly rates, as well as the total cost for each of the staff.)

<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>
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Sub-total (I):

1.2. Equipment

[Only additional equipment directly arising from the project should be included.]

<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>
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Sub-total (II):

1.3. Other Direct Costs

(Include Audit Fee :The maximum funding allowed for an annual/final audited account of a project costing less than \$1million and between \$1 million and \$5 million should not be more than \$5000, \$10,000 and \$20,000 respectively.)

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

Total((I)+(II)+(III)):

2. Matching Fund

[(a) Contribution from the company may be in cash or in the form of manpower. It should amount to at least half of the project cost. (b) Depending on individual cases, a loan may be provided by the ITF to top up the matching fund contributed by a company which is short of capital.]

<u>Matching Fund</u>	<u>Amount</u> (\$'000)
[no less than the requested ITF funding]	
Cash	
Manpower	

Total:

3. Net Amount Requested from the Innovation and Technology Fund

<u>Total Expenditure</u> (A) (\$'000)	<u>Matching Fund</u> (B) (\$'000)	<u>Net Requested Amount from ITF</u> (A)-(B) (\$'000)
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Section G – Classification of the Project

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

1. Project Type

2. Technology Area

2.1. Primary Area

2.2. Other Areas (if any)

2.2.1.

2.2.2.

2.2.3.

3. Industrial Sector

3.1. Primary Sector

3.2. Other Sectors (if any)

3.2.1.

3.2.2.

3.2.3.

4. Other Attributes (if any)

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

4.1. Environment-related

4.2. Quality-related

4.3. Particularly SME-related

Section H – Attachments for the Project

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

Sample

We hereby declare that:

- (a) this application for Innovation and Technology Fund is submitted by ;**
- (b) 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**
- (c) 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.**

Company

Authorized Signature with Company

Chop:

Name of Signatory:

Position:

Name of Company:

Date: (dd/mm/yyyy):