

Ref. No.-

Date/Time of Receipt-

(For Official Use)

**Application for  
the Innovation and Technology Fund  
University-Industry Collaboration Programme**

Sample

*Submitted by*

*and*

**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 on the company.)

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 that merit the participation of the collaborating university, and the benefits this proposal would bring to the company.)

**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

**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#**

(Please schedule the project commencement date to be least 30 working days 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. 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 company brochures and/or published papers demonstrating relevant experiences of your company, the collaborating university and/or the project team members.**
- 1.2. Details about the R&D work to be undertaken by the collaborating university in this project and its demonstrable manpower and/or other commitments for this work.**
- 1.3. Any previously related project(s) undertaken by your company, the collaborating university 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).**
- 1.4. Any other R&D work or projects similar to this application have been done or are 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.**
- 1.5. Any pilot work has already been done by your company, the collaborating university and/or the project team members in preparation for this project? If yes, please describe the work done.**
- 1.6. Any request for funding support for this application previously rejected by ITF? If yes, please set out the project reference of the previous application.**
- 1.7. If this application is a re-submission of a previously rejected application under any one of the ITF programmes, 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 Innovation and Technology Commission.**

### **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. The proposal's contribution to the innovation and technology upgrading of the Hong Kong economy.
- 3.2. The proposal's contribution to the innovation and technology capabilities of the company.
- 3.3. The benefits of this proposal to the collaborating university, its faculty members and/or graduate students.

### **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. Intellectual Property Rights of the Project Results/Deliverables**

- 5.1. Any intellectual property rights from your company or the collaborating university that would be used for the generation of the project results/deliverables? If so, please provide details about such arrangements.
- 5.2. 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?

- 5.3. Any agreement between your company and the collaborating university 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.)

## 6. Company Details

### 6.1. General Information

[Such information has been provided in Section D.]

### 6.2. Business Information

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

### 6.3. Shareholding Information

No.	Shareholder's Name	Allotted Co. No.(if any) / Identity Card No	% held

### 6.4. Management Team Information

No.	Name	Position	Identity Card No.	Date of 1 <sup>st</sup> Appointment (DD/MM/YYYY)

### 6.5. Relationship between the Company, the Collaborating University and their Staff Members Participating in the Project

(Please provide details about any other kind of affiliation if they have not been provided in 6.4 above)

## 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. Information on the Applicant Company#**

(Please provide business, shareholding and management team information in Section C.)

Name in English	:	
Name in Chinese	:	
Registered Address	:	
Telephone Number	:	
Fax Number	:	
Email Address	:	
Webpage	:	
Contact Person - Name	:	
Contact Person - Position	:	

### **2. Information on the Collaborating University#**

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	:	

### **3. 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 [PSC Member@]	Main Task	Position or Project Post/Rank Department Organisation	With CV?
1					
2					

@ PSC Member = Project Steering Committee Member.

## 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”.)

### 1. Expenditure

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

#### 1.1. Manpower

<u>U/C^</u>	<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):

^ 'U' indicates university expenses and 'C' company ones.

#### 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>U/C^</u>	<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):

^ 'U' indicates university expenses and 'C' company ones.

#### 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>U/C^</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 (III):

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

^ 'U' indicates university expenses and 'C' company ones.

### 2. Matching Fund, Income and/or Funding from Other Sources

(The amount of matching fund should not include the contribution to the administrative overhead of the university.)

<u>Matching Fund</u>	<u>Income and/or Funding from Other Sources</u>			<u>Total</u>
	Cash	Equipment	Consumables	
		(in cash-equivalent)		
(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
	(A)	(B)	(C)	(A)+(B)+(C)

Total:

### 3. Administrative Overheads

(The company's contribution to the university's administrative overhead should not be less than 15% of the matching fund and the ITF can be at most 15% of the total ITF fund requested.)

<u>Item</u>	<u>Total</u> (\$'000)
University overhead from company	
University overhead from ITF	
<b>Total:</b>	

#### 4. Net Amount Requested from the Innovation and Technology Fund

<u>Total Expenditure</u> <u>(A)</u> (\$'000)	<u>Matching Fund (net of overhead)</u> <u>(B)</u> (\$'000)	<u>Income/ Other Funding</u> <u>(C)</u> (\$'000)	<u>ITF Funding (net of overhead)</u> <u>(D)=(A)-(B)-(C)</u> (\$'000)	<u>Matching Fund (overhead)</u> <u>(E)</u> (\$'000)	<u>ITF Funding (overhead)</u> <u>(F)</u> (\$'000)	<u>Total Matching Fund</u> <u>G=(B)+(E)</u> (\$'000)	<u>Net Requested Amount from ITF</u> <u>H=(D)+(F)</u> (\$'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. 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**

<b>Annex No.</b>	<b>Section No.</b>	<b>Paragraph No.</b>	<b>File Name</b>
1			
2			

Sample

**We hereby declare that:**

- (a) this application for Innovation and Technology Fund is submitted by with as the partner in implementing the project;**
- (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):** \_\_\_\_\_

**University**

**Authorized Signature with University Chop:**

**Name of Signatory:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Name of University:** \_\_\_\_\_

**Date: (dd/mm/yyyy):** \_\_\_\_\_