

Innovation and Technology Fund

Public Sector Trial Scheme

Application Form (ITSP, TCFS, MRP, PRP and UICP Projects)

General

1. Please read the '**Guide to Filling in the Application Form for the Public Sector Trial Scheme**' ("**Guide**") before completing this form.
2. If an applicant wishes to apply for more than one project, it should complete one form in respect of each project.
3. Please complete this form in either Chinese or English.
4. Please attach annex(es) if space provided in the form is insufficient. Other information in support of the application, e.g. diagrams, photos, videos, etc. are welcomed.
5. All information provided in the form will be used for processing the application and for related purposes, e.g. project monitoring, statistical analysis, etc. It may be disclosed to other bureaux/departments of the Government of the Hong Kong Special Administration Region ("the Government") or third parties, if such disclosure is necessary for the purposes of processing the application and related purposes.
6. Applications are open all year round and must be submitted to the Innovation and Technology Fund (ITF) Secretariat either -
 - (a) electronically through the Innovation and Technology Commission Funding Administrative System II (<https://itcfas.itf.gov.hk/>); or
 - (b) in hard copy in triplicate (one original plus two duplicate copies) and a soft copy (preferably in MS Word 2010 or above) in person or by post.
7. In the event of any inconsistency between this form and the guide mentioned in paragraph 1 above on the one hand, and the agreement to be signed between the Government and the applicant in relation to the project on the other (if the application is successful), the latter will prevail.

8. This form is divided into the following sections: -

Part A	The ITF Project under which Public Sector Trial Scheme is Applied
Part B	The Applicant
Part C	Production of Prototypes/Samples or Conducting of Trial
Part D	Declaration

Project Title	(Chi)
	(Eng)
Applicant	(Chi)
	(Eng)

Part A The ITF Project under which Public Sector Trial Scheme is Applied

I. Original ITF R&D Project

1. Project Title (Ref. No): _____

2. Actual Project Cost (HK\$): _____

3. Project Summary (including deliverables achieved and how the proposed trial project can enhance the chance of realisation/commercialisation)

for reference only

4. Project Coordinator

Name (Chi) _____

(Eng) _____

Post Title _____

Tel _____ E-mail _____

5. Industry Sponsor(s) *(applicable to platform projects)*

Company Name (Chi) _____

(Eng) _____

Name of Contact Person _____

Post Title _____

Address _____

Tel _____ Fax _____

E-mail _____

Webpage _____

Company Name (Chi) _____

(Eng) _____

Name of Contact Person _____

Post Title _____

Address _____

Tel _____ Fax _____

E-mail _____

Webpage _____

6. Industry Co-applicant *(applicable to collaborative projects)*

Company Name (Chi)

(Eng)

Name of
Contact Person

Post Title

Address

Tel

Fax

E-mail

Webpage

for reference only

I. Applicant

- R&D Centre[^]**
 - Automotive Parts and Accessory Systems R&D Centre (APAS)
 - Hong Kong Applied Science and Technology Research Institute (ASTRI), designated as the R&D Centre for Information and Communications Technologies
 - Logistics and Supply Chain MultiTech R&D Centre (LSCM)
 - Nano and Advanced Materials Institute (NAMI)
 - Hong Kong Research Institute of Textiles and Apparel (HKRITA)
 - Local university*/self-financing degree-awarding institutions registered under the Post-Secondary Colleges Ordinance (Cap. 320) (please specify):
_____)
- Designated Local Public Research Institute[^]**
 - Hong Kong Productivity Council (HKPC)
 - Vocational Training Council (VTC)
 - Clothing Industry Training Authority (CITA)
 - Hong Kong Institute of Biotechnology (HKIB)
 - Local Companies/Organisations (please specify):
_____)
- Others[^]**
_____)

[^] Please select (by putting in '✓') where appropriate.

* Including all University Grants Committee (UGC)-funded institutions

Project Coordinator Assigned in this Application

Name	(Chi)	_____
	(Eng)	_____
Post Title		_____
Tel		_____
	E-mail	_____

for reference only

II. Information of Organisation(s) Assisting in the Conducting of Trial Scheme ^{Note}

Organisation Name	(Chi)	_____	
	(Eng)	_____	
Name of Contact Person	_____		
Post Title	_____		
Address	_____		
Tel		Fax	_____
E-mail	_____		
Webpage	_____		

Note: Use of prototypes/samples and/or conducting of trials are confined to the public sector, including Government bureaux and departments, public bodies (e.g. Housing Authority, Airport Authority), non-profit making trade associations and charitable organisations, etc.

Please provide authorised letters of support/consent from the public sector organisation(s) agreeing to the conducting of the trials including the scope, duration, involvement/support and undertaking to provide user feedback.

If the public sector organisation is outside Hong Kong, please also provide details of the organisation including its institutional set-up.

I. Purpose

1. Justifications and Intended Use

Please explain how the prototypes/samples produced will be used and the trials be conducted; and how they can enhance the realisation/commercialisation of the R&D results, including the follow-up on the results of the trials, and/or how they can bring wider benefit to the community.

for reference only

2. Disposal of Prototypes/Samples

Please indicate how the prototypes/samples or equipment purchased for conducting the trials (“materials for trials”) will be handled after completion of the project (please refer to Part C.I of the Guide).

If the materials for trials will be retained or used by the applicant within two years after project completion, please explain how, where and for what purposes such materials will be retained or used. Please also provide justifications for retaining and using the materials for trials within two years after project completion, together with the documentary proof of consent of the participating public sector organisation(s).



II. Budget

1. Projected Expenditure

Please list out all expenditure items to be incurred for the production of prototypes/samples and conducting of trials. As a general rule, the total sum of such expenditure should **not exceed 50%** (100% for projects initiated by R&D Centres) of the actual project cost of the original ITF R&D project.

Items	Quantity	Unit cost (HK\$'000)	Total (HK\$'000)
(a) [Production of prototypes]			
(b) [Production of samples]			
(c) [Conducting of trials]			
(d) Audit fee			
(e) Administrative Overheads (where applicable)			
Funding requested for this project:			
Funding requested for this project vs. Actual project cost of the original R&D Project (expressed as a %):			%

III. Key Details

1. Total Project Period

Project Commencement Date:

/ /

(dd/mm/yyyy)

Project Completion Date:

/ /

(dd/mm/yyyy)

2. Project Schedule

Please set out the timetable for key milestone(s) and expected result(s) of trials to be conducted during the project period.

Date (dd/mm/yyyy)	Key milestone(s)	Expected result(s)

3. Please select (by putting in '√') where appropriate: -

- Production of Prototypes** (please go to **Section A**)
- Production of Samples** (please go to **Section B**)
- Conducting of Trials** (please go to **Section C**)

A. Production of Prototypes

Description of the prototypes:

No. of prototypes to be produced:

(Start Date)	(End Date)
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Justifications for the above:

Cost involved (HK\$):

Breakdown and justifications for the cost of prototypes:

Source of procurement and details: **Note**

Other relevant information:

Note: Please provide quotation/price information where appropriate.

B. Production of Samples

Description of the samples:

No. of samples to be produced:

Duration:

(Start Date)

(End Date)

Justifications for the above:

Cost involved (HK\$):

Breakdown and justifications for the cost of samples:

Source of procurement and details: *Note*

Other relevant information:

Note: Please provide quotation/price information where appropriate.

C. Conducting of Trials

Organisation(s) assisting in the
conducting of trials :

Duration:

(Start Date)

(End Date)

Purpose of conducting trials:

Expected results:

Cost involved (HK\$):

Breakdown and justifications for the cost
of trials:

Contact person/post title in
organisation(s) assisting in the
conducting of trials: **Note**

Other relevant information:

Note: Please provide authorised letters of support/consent where appropriate.

4. Location of Trials

Please provide details on the geographical location(s) where the trials will be conducted, i.e. test site(s).

	Name of public sector organisation(s)/test site location(s)	Cost as percentage of the fund requested ^{Note}
Local		
Outside Hong Kong		

Note: To establish credibility internationally, we allow trials to be conducted outside Hong Kong in the public sector of the economies concerned. The cost so incurred (i.e. expenditure incurred in the trial and the cost of the relevant prototypes/samples used outside Hong Kong) should not exceed 50% of the funding approved by ITC under this Trial Scheme project.

Part D Declaration

Declaration

I/We certify that all the information provided in this form is true, complete and accurate. In the event that any information is found untrue, incomplete or inaccurate in future, ITC reserves the right to revoke its approval of any application, withdraw any grant approved, request for refund to the Government of any payment already made, and subject the case to legal proceedings.

I/We agree that information provided in this form will be used and/or disclosed by the Government to relevant parties to process the application, to conduct research and survey, and if the application is successful, to monitor the project, to exercise its rights and powers in relation to the project, and for other related purposes.

I/We agree that ITC holds no responsibility with the prototypes/samples to be produced and/or the trials to be conducted by the applicant. I/We shall ensure that the scope of the project is within the ambit of the Public Sector Trial Scheme and the implementation is in compliance with the relevant requirements in the Guide.

Applicant

Authorised Signature for and
on Behalf of the Applicant

Name

Post Title

Tel

Name of Applicant

Date

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Applicant Chop