

Innovation and Technology Support Programme

Application Form (Platform Research Projects)

General

1. Please read the '**Guide to Filling in the Application Forms for the Innovation and Technology Support Programme (ITSP)**' ("**Guide**") before completing this form. (Please use ITF Form 2.9 for Seed projects.)
2. Applications should be submitted by the lead applicant (an R&D Centre or a designated local public research institute). Applications submitted by individuals will not be accepted.
3. If an applicant wishes to apply for more than one project (as in the case of cluster projects), it should complete one form in respect of each project.
4. Please complete this form in either Chinese or English (with the exception of certain sections for the purpose of uploading to the Innovation and Technology Commission (ITC) webpage in future as necessary).
5. Please attach annex(es) if space provided in the form is insufficient. Other information in support of the application, e.g. diagrams, photos, videos, samples, etc., is welcomed. Where necessary, ITC will require the lead applicant to produce the originals of the supporting documents for verification.
6. 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 Administrative Region ('the Government') or third parties, if such disclosure is necessary for the purposes of processing the application and related purposes.
7. Applications must be submitted to the Innovation and Technology Fund (ITF) Secretariat (ITSP Section) either electronically through the Innovation and Technology Commission Funding Administrative System II (<https://itcfas.itf.gov.hk/>); or in hard copy in triplicate (one original plus two duplicate copies) in person or by post. If applications are submitted in hard copies, please also provide a soft copy (preferably in MS Word 2010 or above), together with an application datasheet (included with this application form downloaded from the ITF website).

8. 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 lead applicant in relation to the project on the other (if the application is successful), the latter will prevail.
9. This form is divided into the following sections: -

Part A	The Applicant
Part B	The Project
Part C	Assessments
Part D	Attachments for the Application
Part E	Declaration

Project Title	(Chi)
	(Eng)
Lead Applicant ^{Note}	(Chi)
	(Eng)

Note:

1. *The lead applicant must either be:*
 - *an R&D Centre; or*
 - *a designated local public research institute (viz. local universities, self-financing degree-awarding institutions registered under the Post-Secondary Colleges Ordinance (Cap. 320), Hong Kong Productivity Council, Vocational Training Council, Clothing Industry Training Authority and Hong Kong Institute of Biotechnology).*
2. *For projects under the technology areas of the R&D Centres, the lead applicant must be the relevant R&D Centre.*

Part A The Applicant

I. Information on Lead Applicant

The lead applicant should fill in this form and provide all necessary information with the consent of parties concerned.

Lead 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)

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

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

Key Contact Person(s) Assigned by the Lead Applicant ^{Note}

1. Project Coordinator – on technical matters

Name	(Chi)	_____
	(Eng)	_____
Post Title		

Department/Unit		

Address	(Chi)	_____
	(Eng)	_____
Tel	_____	Fax _____
E-mail _____		

2. Administrative Coordinator – on administrative matters

Name	_____	
Post Title	_____	
Address	_____	

Tel	_____	Fax _____
E-mail _____		

Note: Please provide details of two key contact persons, one to be responsible for overseeing the carrying out of the R&D project (e.g. technical matters) and the other to be responsible for handling administrative matters. The lead applicant may choose to designate one person to be in charge of both.

II. Information on Sponsor(s)/Supporting Party(ies)

Sponsor(s)/Supporting Party(ies) ^{Note}

		Name	Contact Person (Position, Department/Unit, Tel No, Fax No and E-mail)
In Hong Kong	Government departments/ public bodies (官)		
	Companies/ industry or trade associations (產)		
	Local universities (學)		
	Other research institutes (研)		
	Others (e.g. charitable trusts or prominent personalities in the field)		

*Note: Please indicate (by putting in *) where the supporting party(ies) is/are the implementing organisation(s) of the project and provide supporting documents.*

		Name	Contact Person (Position, Department/Unit, Tel No, Fax No and E-mail)
Outside Hong Kong	Government departments/ public bodies (官)		
	Companies/ industry or trade associations (產)		
	Universities (學)		
	Other research institutes (研)		
	Others (e.g. charitable trusts or prominent personalities in the field)		

Note: Please provide supporting documents.

Supporting/reference document(s) is/are attached.

Part B The Project

I. Key Project Details

1. Project Title :	_____
2. Total Project Cost (HK\$'000):	0.000
Amount of Industry Sponsorship (HK\$'000):	0.000
Percentage of Industry Sponsorship vs. Total Project Cost (%):	0.000%
Amount of Other Sources of Financial Contribution (HK\$'000):	0.000
Percentage of Total Financial Contribution vs. Total Project Cost (%):	%
Amount of ITF Funding Sought (HK\$'000):	0.000

Note:

1. For the differences between industry sponsorship and other sources of financial contribution, please refer to Part B.I(D) of the Guide.
2. All projects require industry sponsorship from at least one private company to cover at least 10% of the total project cost within the project period. The company should not be related to the lead applicant (except where the lead applicant is a local university) in terms of ownership or management. For projects undertaken by local universities, sponsorship from a related company may be accepted subject to the conditions set out under Part B.I(D)1 of the Guide. It can either be in cash or in-kind or a combination of both. The Intellectual Property (IP) rights generated from the project shall be owned by the lead applicant, viz. an R&D Centre or the relevant designated local public research institute as the case may be.
3. For projects initiated by Government bureaux/departments and statutory bodies of Hong Kong, in case the lead applicant wishes to seek waiver of the industry sponsorship requirement, it should provide justifications and supporting information in an annex to this application, with a letter of support from the relevant bureau/department or statutory body (please make reference to Part B.I(D)5 of the Guide.)
4. For further details concerning the IP rights arrangement, please refer to Part C.VI of the Guide.

3. Schedule of the Project Period

Commencement Date (dd/mm/yyyy): / /

Completion Date (dd/mm/yyyy): / /

Duration of the Project Period
(no. of months, max. 24 months):

4. Related Information

(a) Whether previous research has been done in relation to the proposed R&D work?

Yes.

Please list previous projects and funding obtained, e.g. ITF, UGC/Research Grants Council (RGC) (in particular the Area of Excellence (AoE) Scheme, Theme-based Research Scheme (TRS) and Collaborative Research Fund (CRF) which may have good potential for migration to mid-stream/downstream research), Environment and Conservation Fund (ECF), etc.

Project Reference No	Project Particulars	Funding Obtained

No.

(b) Has there been/will there be any attempt to seek funding support for this project from sources other than the ITF?

Yes. (Please provide details.)

No.

II. Brief Description of Project Proposal

1. Technology Area[^]

- Advanced Manufacturing/Process Development
- Automotive Parts and Accessories
- Biotechnology
- Chinese Medicine
- Electronics
- Energy
- Environmental Protection
- Information and Communication Technologies
- Logistics and Supply Chain Management
- Nanotechnology and Materials Science
- Testing and Certification
- Textiles/Clothing/Footwear
- Others (please specify) _____

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

Please note that project proposals falling under the technology areas of the R&D Centres should be submitted via the appropriate Centre.

2. Industrial Sector *(This information is collected for statistical purpose)^*

- Banking/Financial Market/Fund Management/Insurance
- Biotechnology
- Chinese Medicine
- Electrical and Electronics
- Environmental
- Food and Beverage
- General (Cross Sectors)
- Import and Export Trade
- Information Technology
- Manufacturing Engineering
- Materials
- Precision Engineering
- Printing and Publishing
- Professional Services
- Real Estate/Property Management
- Telecommunications
- Textiles/Clothing/Footwear
- Tourism
- Transportation
- Wholesale and Retail
- Others (please specify)

^ Please select (by putting in '√') where appropriate.

3. Project Summary (no more than 200 words)

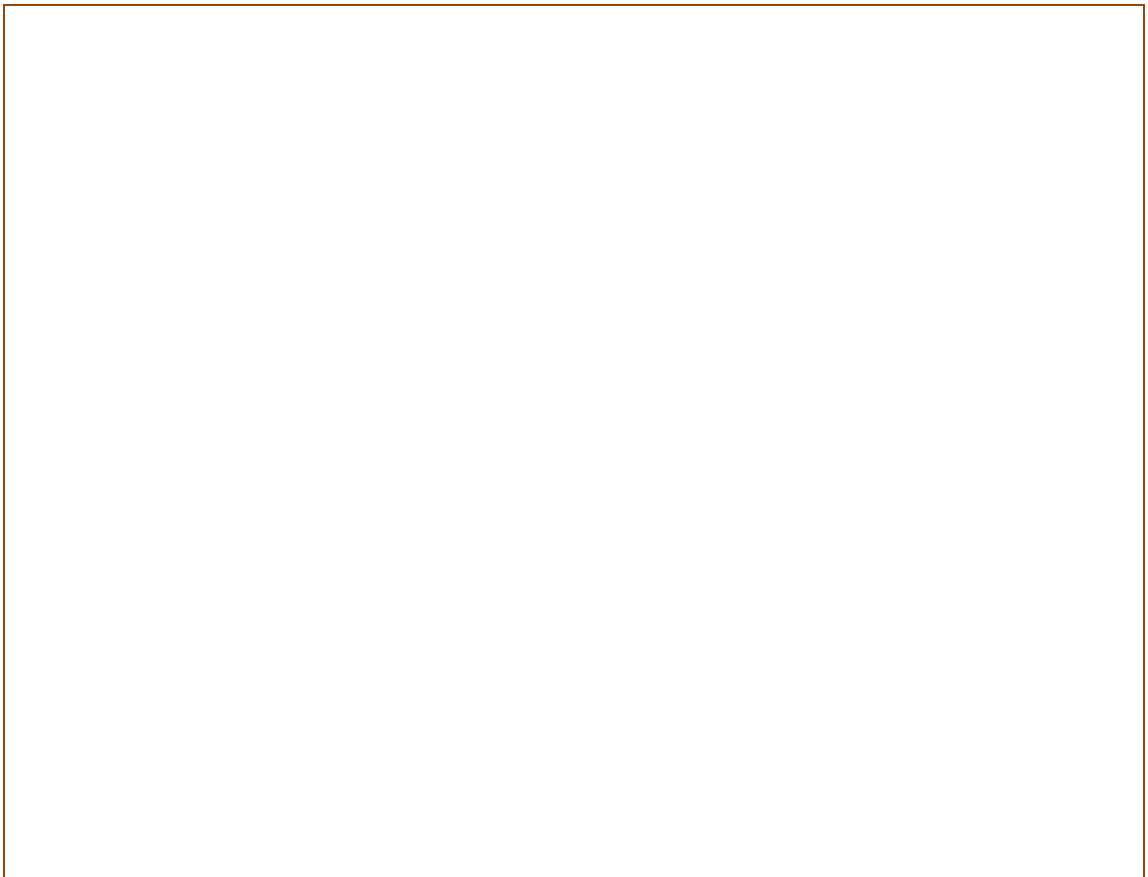
(Please provide a summary of the project objectives, R&D methodology involved, impact and benefits, etc.)

(Chi)

(Eng)

4. Project Deliverables (no more than 300 words)

(Please provide a brief description of the R&D output in both qualitative and quantitative terms and the timeframe required for achieving it.)

A large, empty rectangular box with a thin black border, intended for the user to provide a brief description of the R&D output in both qualitative and quantitative terms and the timeframe required for achieving it.

5. Wider Total Effect

Please provide details on whether this project is related to other projects (ITF or non-ITF; previous or on-going) to create synergy and a wider total effect – concept of cluster projects, e.g. three different projects to combat water pollution at a certain location.

6. Location of R&D work

Please provide details on the geographical location(s) where the R&D work will be undertaken: local vs. outside Hong Kong; in R&D Centres/universities/ Science Park, etc.

Location	Name/Place of Research Institute(s)	Percentage of R&D work to be Undertaken ^{Note}	Percentage of R&D Expenditure (i.e. net of overheads) to be Spent ^{Note}
Local			
Outside Hong Kong			

Note: The majority of the R&D work of the project should be conducted within the territory of Hong Kong. However, given the close ties between Hong Kong and the Mainland, up to 50% of the R&D work of a project can be conducted (and relevant expenditure incurred) in the Mainland. Where certain R&D tasks need to be conducted outside Hong Kong (other than the Mainland), prior approval from ITC must be sought with justifications (e.g. countries/provinces/cities/overseas research institutes which have entered into technology collaborative agreements/Memorandum of Understanding with the Government or local universities/R&D Centres).

7. Project Milestones

Please set out the key milestones pertaining to the R&D deliverables to be achieved at different stages of implementation. For the first progress report, there may not be significant progress in terms of R&D deliverables but we anticipate that all preparatory work (e.g. recruitment of staff, procurement of equipment, etc.) will be completed by then.

Proposed Commencement Date: _____ / ____ / _____

	Calendar Date (dd/mm/yy)	Work Progress/R&D Deliverables (in quantity and quality where possible, with start/end date of each item; excluding administrative activities such as staff recruitment and equipment procurement)
1 st Project Milestone: (12 th month from commencement)		
2 nd Project Milestone: (24 th month from commencement)		

Proposed Completion Date: _____ / ____ / _____

Part C Assessments

I. Innovation and Technology Component

Please refer to the assessment framework in Part C of the Guide.

1. Please provide details on how the project pertains to applied research (e.g. mid-stream or downstream research, background leading to the project, rationale and innovation of the proposed R&D, comparative analysis and supporting data, etc).



2. Please provide details from the following angles as fit:

Area	Details
(a) Whether the project will give rise to new technologies or products (global/regional/ Hong Kong)	
(b) Whether the project will enhance quality (e.g. capacity, reliability, speed, etc.)	
(c) Whether the project will render production or application cost more competitive	
(d) Others	

II. Technical Capability

1. Please provide details on the viability of the proposal from the technical perspective, including R&D methodology to achieve each milestone, details of each milestone and the responsible party(ies), preliminary research results and supporting data, and the targeted results.

Additional Information:

2. Please provide details on the competence of the Project Coordinator and the research team by providing background, qualifications, experience, track record in previous research (especially ITF), recognition (locally and outside Hong Kong), etc. Please state the role of key members/involved parties in implementing the project. Please include any other information you consider useful to support the application (e.g. industry and academic awards won in the past, endorsement of outstanding experts in the field, etc.).

Project Coordinator	
Research Team	

III. Financial Considerations

A. Projected Expenditure

Please list all the expenditure items to be incurred within the Project Period and provide breakdown of each item in the following sections.

Summary:

	Cost (HK\$'000)
(i) Manpower	0.000
(ii) Equipment	0.000
(iii) Other Direct Costs	0.000
(iv) Administrative Overheads (where applicable)	0.000
Total Project Cost (A):	0.000 (i)+(ii)+(iii)+(iv)

(i) Manpower

Please provide details of members in the team in descending order (i.e. more senior members first).

Position/ Rank <small>Note</small>	No. Required	Duration (months)	Monthly rate or equivalent (HK\$'000)	Total (HK\$'000)	Job Description
Sub-total A(i):				0.000	

- I/We confirm that the manpower cost covers no other than the salary of project staff, including employer's mandatory contribution to the Mandatory Provident Fund (MPF), contract gratuities, annual salary adjustment (excluding increments and promotions) and general fringe benefits (e.g. medical) in accordance with the established mechanism of the lead applicant.

*Note: Please indicate (by putting in *) for Deputy Project Coordinator (if applicable).*

Additional Information:

(ii) Equipment

Equipment to be used <small>Note</small>	Quantity	Unit cost (HK\$'000)	Total (HK\$'000)	Justifications (e.g. why essential for the research, reasons why existing equipment cannot be used/shared for the project; how equipment will be treated after completion of the project etc.)
Sub-total A(ii):			0.000	

- I/We confirm that the equipment will remain under the ownership of the lead applicant for at least two additional years after the project completion or termination of the project agreement.

Note:

- Please indicate (by putting in #) where the equipment is estimated to cost HK\$500,000 or above per item.*
- Please indicate (by putting in @) where the equipment is to be covered by in-kind contribution from the lead applicant or industry sponsor(s) or supporting organisations.*
- Only cost of new equipment for implementing the project can be charged to the ITF.*

Additional Information:

(iii) Other Direct Costs

Item ^{Note}	Quantity	Unit cost (HK\$'000)	Total (HK\$'000)	Justifications
Sub-total A(iii):			0.000	

- I/We confirm that for all travelling, they are at reasonable cost (e.g. economy class fare only if applicable) and are of direct relevance to the project and account for no more than 5% of the total amount of funds requested from ITF; the number of participant is not more than one person from the project team, member of which must be from the lead applicant or the implementing organisations (if applicable).

Note:

1. Please indicate (by putting in [@]) where the consumables are to be covered by in-kind contribution from the lead applicant or industry sponsor(s) or supporting organisations.
2. Project funds cannot be used to cover general administration and office expense. Please refer to the list of unallowable cost items in Part C of the Guide.

Additional Information:

(iv) Administrative Overheads

Item	Total (HK\$'000)
Administrative Overheads met by ITF ^{Note}	0.000
Sub-total A(iv):	0.000

Note:

1. *The administrative overheads to be included in the project budget can be at most 15% of the ITF funding requested (net of overheads).*

B. Industry Sponsorship/Other Sources of Financial Contribution

Please list all the industry sponsorship and other sources of financial contribution to be received within the Project Period, and provide breakdown of each item in the following sections.

Summary:

Category	Amount (HK\$'000)
(i) Industry Sponsorship	0.000
(ii) Other Sources of Financial Contribution	0.000
Total (B):	0.000 (i)+(ii)

(ii) Other Sources of Financial Contribution

Please set out other sources of financial contribution in this section. It can include own sources of funding provided by the lead applicant, contribution from supporting parties, e.g. charitable organisations, individuals, etc. It can also include contribution by project team members. It shall however not include income generated from the project and the industry sponsorship specified in the table above.

Name of Contributor	Cash Contribution (HK\$'000)	In-kind Contribution		Total (HK\$'000)
		Details (e.g. description of equipment/consumables, etc. and basis of conversion to cash value)	Cash Equivalent (HK\$'000)	
Sub-total B(ii):				0.000

Note: Other sources of financial contribution should be received by the 'mid-point' of the Project Period.

C. Project Income

Please list all the estimated income (e.g. licence fees, royalties, etc.) to be received, if any, and provide breakdown of each item and the basis of estimation in the following sections.

Summary:

Category	Amount (HK\$'000)
(i) Estimated Income to be Received During Project Period	0.000
(ii) Estimated Income to be Received After Project Completion	0.000
Total Estimated Project Income (C):	0.000 (i)+(ii)

D. Funding Request

	Amount (HK\$'000)
Total Project Cost (A):	0.000
Total Industry Sponsorship and Other Sources of Financial Contribution (B):	0.000
Net Amount of Funding Sought from ITF (D):	0.000 (D) = (A)-(B)

ITF Funding vs. Total Project Cost (expressed as a %):	0.000% $\frac{(D)}{(A)}$
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IV. Existence of a Holistic Plan to Realisation/Commercialisation

1. The applicant should provide an estimate with reference to the scale below. ^{Note}


	1	2	3	4	5	6	7	8	9	10	11	12	
Inception of Idea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Use by public sector/ launch into open market

Please indicate by putting '√' in a circle to show at what stage you are at present.
Please indicate by putting '*' in a circle to show at what stage you will be at upon project completion.

<u>Stage</u>	<u>Scale</u>
Inception of idea	1 – 2
Proof of concept	3 – 6
Production of samples/prototypes/tools	7 – 8
Conduct of trial schemes	9 – 10
Use in public sector/launch into open market	11 – 12

Note: *The scale is not meant to be exhaustive but rather a tool to facilitate understanding of the project.*

2. Please provide information in relation to the expectations of the industry sponsors on the R&D output and the business plan where appropriate.

A large, empty rectangular box with a thin black border, intended for the user to provide information regarding industry sponsor expectations on R&D output and business plans.

3. Please elaborate on the overall realisation/commercialisation plan, including activities to be undertaken to:

- disseminate the R&D deliverables;
- realise the application of the R&D deliverables in the public sector, i.e. Government bureaux/departments, public bodies, trade associations, charitable organisations; and/or
- market the R&D results in the commercial world, e.g. target users, marketing strategy including market segmentation and analysis of 4Ps in marketing (Products, Price, Place, Promotion), etc.

Please also provide specific timeframe of commercialisation plan (i.e. time schedule for the commercialisation plan to realise/commercialise).

4. Please provide information in relation to the future positioning of the technology/product in the market and potential industry partners for technology transfer/manufacturing/sales, etc.

5. Please examine whether there are/will be competitors and if yes, analyse your strengths/weaknesses/opportunities/threats vs. theirs (i.e. SWOT analysis).

6. Please indicate whether you intend to apply for further phases of funding under the ITF upon completion of this project.

Yes. (Please provide details.)

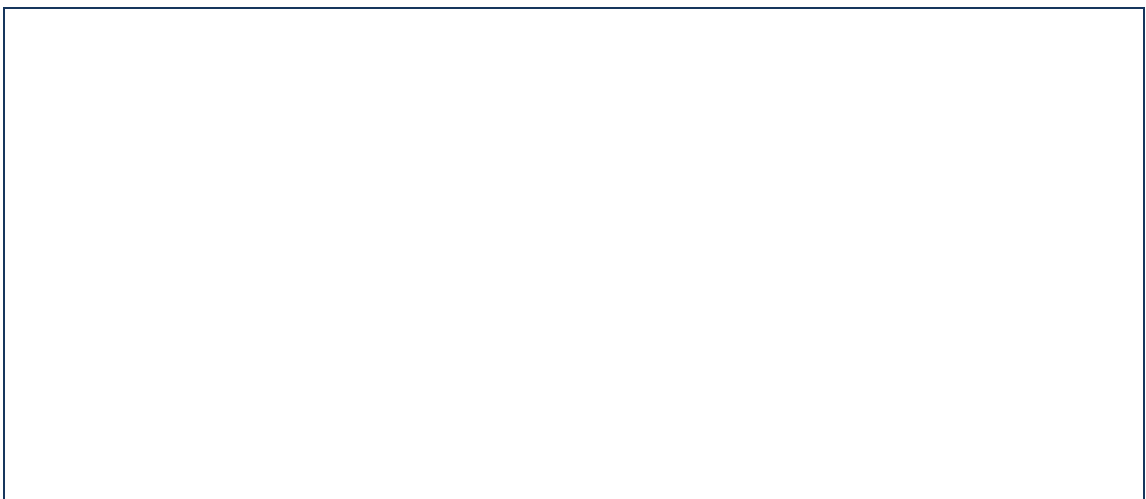
No.

v. Relevance with Government Policies or in Overall Interest of the Community

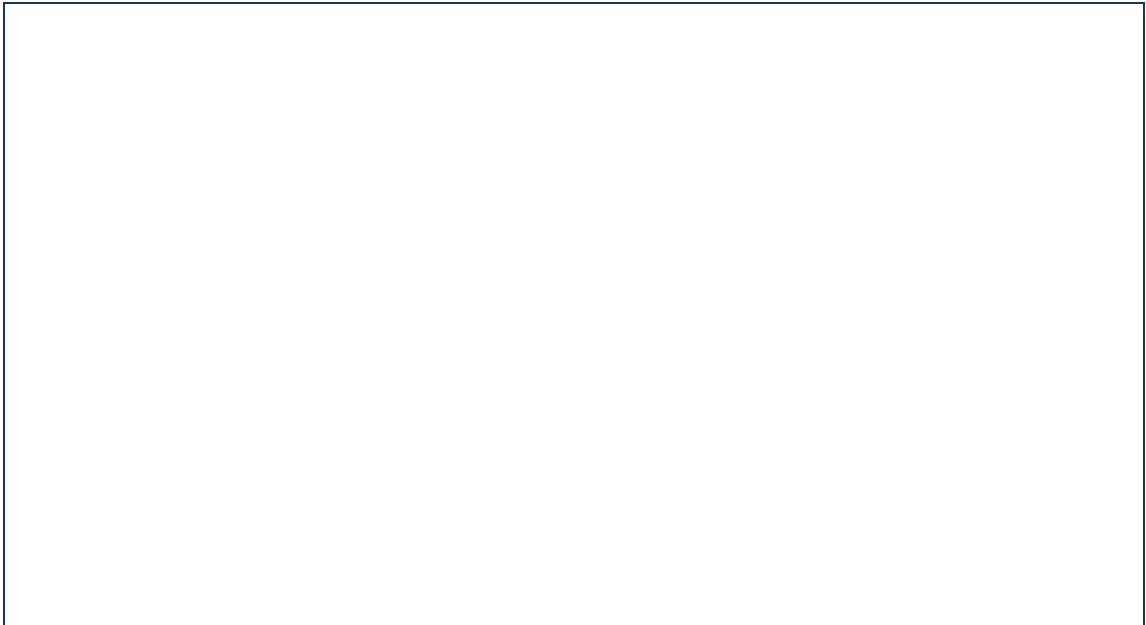
1. Please explain how the R&D project can support major Government initiatives/policies (e.g. environmental protection and healthcare) of Hong Kong.



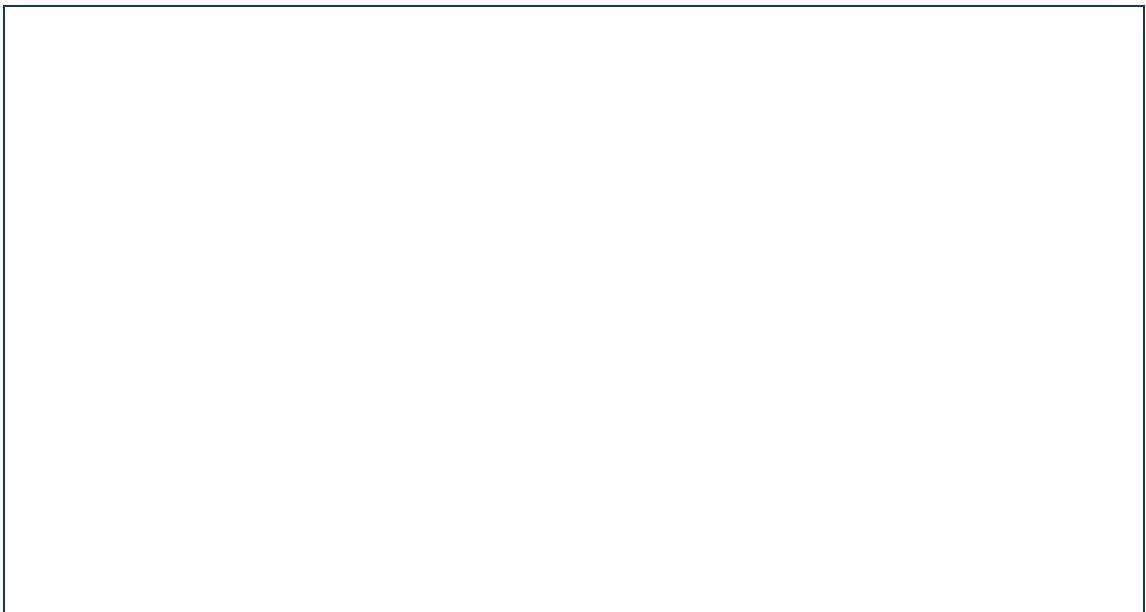
2. Please explain how the R&D project can provide opportunities for training of engineering/scientific/R&D personnel in Hong Kong (or facilitate exchange with R&D personnel outside Hong Kong).



3. Please explain how the R&D project can contribute to the upgrading of the industry.



4. Please explain how the R&D project can bring social benefit (e.g. creating devices to address unmet clinical needs).



VI. IP Rights and Benefit Sharing

1. Please explain whether the R&D will lead to patent(s) or the R&D deliverables will be protected by other IP rights?

- Yes. (Please set out plan for application for grant of patent and whether the R&D deliverables will be patentable.)

- No.

2. Please indicate whether background IPs/patents of a third party will be used in the R&D project, and if so, whether consent/licence for use of such IPs has been/will be obtained.

- Yes. (Please provide details.)

- No.

3. Please set out the proposed ownership and/or right to use the IPs of the deliverables arising from the current project.

4. Please set out with justifications the sharing of IP benefits among all parties concerned.



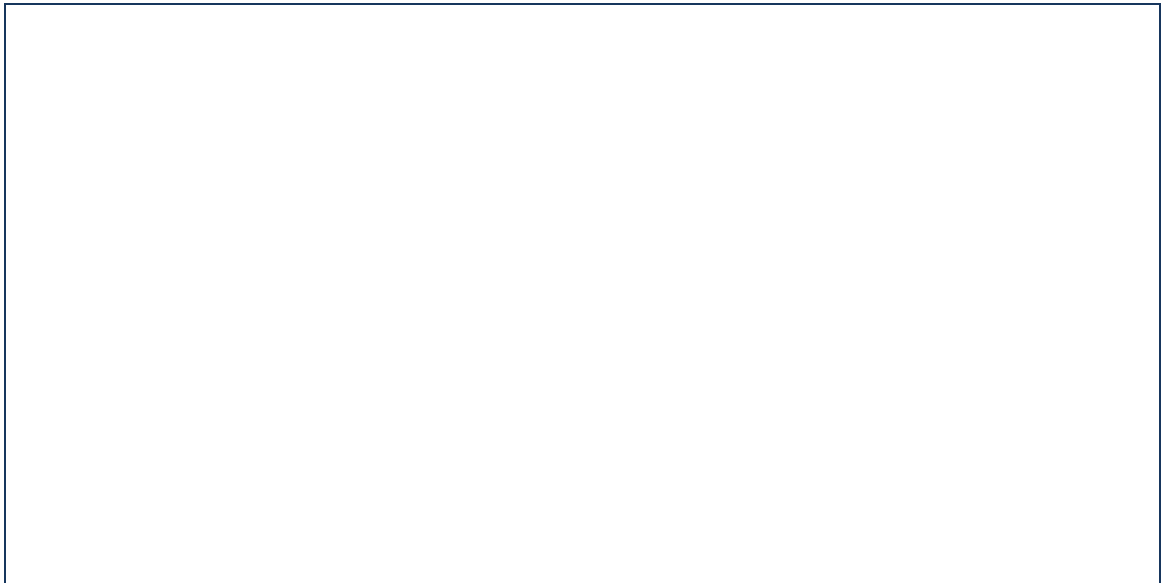
VII. Management Capability

1. Please set out the organisational structure and division of responsibilities among parties concerned to undertake/manage/market, etc. the project, both the lead applicant and other related parties as appropriate.

Lead Applicant

Other Related Parties

2. Please provide details of all relevant parties involved in the realisation/ commercialisation of the R&D deliverables, e.g. Technology Transfer Office of universities, research partners with successful track record or good international R&D marketing experience, etc.



3. Please advise whether there are any completed or on-going ITF/non-ITF projects in the same/related areas undertaken by the Project Coordinator and the research team members.

Yes. (Please set out details of the project as follows.)

Project Title	Project Ref. No. (for ITF projects only)	Commencement Date	Completion Date

No.

4. Please indicate if the Project Coordinator has sufficient capacity to handle the project satisfactorily (e.g. the number of R&D projects under his purview or any other significant commitments during the Project Period).

Part D Attachments for the Application

Please number the supporting documents to be submitted together with this form as annexes, and provide the file description.

Annex No.	File Name	File Description

Part E Declaration

Declaration

I/We have carefully read and fully understand the 'Guide to Filling in the Application Forms of the Innovation and Technology Support Programme (ITSP)' and the information in this form.

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.

Lead Applicant

Authorised Signature for and
on Behalf of the Lead Applicant

Name

Post Title

Tel

Name of Lead Applicant

Date

- Chop -

**Lead Applicant
Chop**