**Technology Start-up Support Scheme for Universities (TSSSU)**

**Annex A**

**Application for Funding**

*Reference number*

*(for ITC use):*

**NOTES**

1. Section A to Section E should be completed by the person-in-charge of the start-up applying for TSSSU funding. Section F should be completed by the Head of the respective university unit responsible for TSSSU.
2. Please read the relevant guidelines from the associated university before completing this form.
3. All information provided in the form will be used for processing the application and for related purposes, e.g. project monitoring, statistical analysis, connecting with potential investors, etc. by Innovation and Technology Commission (ITC) and the associated university. It may be disclosed to other Government departments or third parties, if such disclosure is necessary for the purposes of processing the application and for related purposes. This submission denotes that the start-up concerned and the university unit responsible for TSSSU have given explicit consent to such disclosure.
4. Please tick the box as appropriate.

**SECTION A: The Applicant***(To be completed by the person-in-charge of the applicant company)*

1. Our team is applying for –
2. 🞎 the first year TSSSU funding; or (*please go to Section A (3) direct)*
3. 🞎 the second or the third year TSSSU funding.
4. For applicant applying for the second or the third year TSSSU funding, please indicate the reference number of last year’s application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Particulars of the Applicant Team

|  |  |
| --- | --- |
| Name of Start-up (in English) |  |
| Name of Start-up (in Chinese) |  |
| The Associated University |  |

|  |  |
| --- | --- |
| Date of Registration under the Companies Ordinance |  |
| Company Address Registered with the Companies Registry |  |
| Telephone Number |  |
| Fax Number |  |
| Email Address |  |
| Webpage (if any) |  |

1. **Composition of the Applicant Team**
2. **Person-in-charge of the Start-up**

|  |  |
| --- | --- |
| Name (in English) |  |
| Name (in Chinese) |  |
| In what way is the person-in-charge associated with the recommending university?  *(Please tick the box as appropriate)* | Undergraduate  Postgraduate  Professor  Teaching or Research Staff  Alumnus |
| Academic Qualifications (e.g. Degree Awarded, Institute Awarding Qualification, Year of Award) |  |
| % of Shares Held in the Start-up (if any) |  |
| Telephone Number / Mobile Number | / |
| Fax Number |  |
| Email Address |  |
| Correspondence Address |  |

1. **Other Team Members**

*(Please add separate sheet(s) if necessary)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name  (in English) | Name  (in Chinese) | Is the team member associated with the recommending university? (Undergraduate  / Postgraduate  / Professor / Teaching or Research Staff / Alumnus / Not Associated) | Academic Qualifications (e.g. Degree Awarded, Institute Awarding Qualification, Year of Award) | % of Shares Held (if any) |
| 1 |  |  |  |  | % |
| 2 |  |  |  |  | % |
| 3 |  |  |  |  | % |
| 4 |  |  |  |  | % |

1. **Other Shareholders** *(Not Covered in Section 4(b) above)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name  (in English) | Name  (in Chinese) | Involvement in Business(es)/Project(s) Supported by TSSSU in the Past Five Years  (if any) | % of Shares Held |
| 1 |  |  |  | % |
| 2 |  |  |  | % |
| 3 |  |  |  | % |
| 4 |  |  |  | % |
| **Total % of Shares Held by Entities in Section (4)(a), (b) and (c)** | | | | **100%** |

1. **Collaborating Parties in the R&D Work (if applicable)**

*(Please add separate sheet(s) if necessary)*

Any collaboration with other organisation(s), including the recommending university, in conducting the R&D work?

🞎 Yes 🞎 No (if no, please go to Section B direct)

If yes, please provide the following details –

1. the name of the organisation(s);

|  |
| --- |
|  |

1. the form of collaboration(s) (e.g. licensing of intellectual property rights, sharing of the royalties, etc.);

|  |
| --- |
|  |

1. special arrangements arising from such collaboration(s), e.g. licensing of intellectual property rights (if any);

|  |
| --- |
|  |

1. if the applicant team has entered into such collaboration, then please state the name of the agreement below and attach a copy in Section C; and

|  |
| --- |
|  |

1. information of the contact person(s) of the collaborating party(ies).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| English Name and Chinese Name | Role in the R&D Work | Address/ Webpage (if any) | Contact Person | Tel No./ Fax No./ Email Address |
|  |  |  |  |  |

**SECTION B: The Business Proposal**  
*(To be completed by the person-in-charge of the applicant company)*

1. **Technology Area***(please tick as appropriate and insert an asterisk against ONE key technology area in case more than one technology area is indicated)*

|  |  |
| --- | --- |
| 🞏 | 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 |
| 🞏 | Textile/Clothing/Footwear |
| 🞏 | Others (please specify) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Industrial Area** *(please tick as appropriate and insert an asterisk against ONE key industrial area in case more than one industrial area is indicated)*

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 | Banking/Financial Market/Fund Management/Insurance | 🞏 | Materials |
|  | 🞏 | Medical Equipment |
| 🞏 | Biotechnology | 🞏 | Precision Engineering |
| 🞏 | Chinese Medicine | 🞏 | Printing and Publishing |
| 🞏 | Construction | 🞏 | Professional Services |
| 🞏 | Electrical and Electronics | 🞏 | Real Estate/Property Management |
| 🞏 | Energy | 🞏 | Telecommunications |
| 🞏 | Environmental | 🞏 | Testing and Certification |
| 🞏 | Food and Beverage | 🞏 | Textiles/Clothing/Footwear |
| 🞏 | General (Cross Sectors) | 🞏 | Tourism |
| 🞏 | Import and Export Trade | 🞏 | Transportation |
| 🞏 | Information Technology | 🞏 | Wholesale and Retail  Others (please specify) :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Others (please specify) :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 | Logistics and Communication Technologies | 🞏 |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 | Manufacturing Engineering |  |  |

1. **Brief Description of Business** *(Please add separate sheet(s) if necessary)*

*(For applicant applying for the first year TSSSU funding, please complete Section B(3)(a) and (c-e) below. For applicant applying for continued TSSSU funding, please complete Section B(3)(b) and (c-e).)*

1. *(Applicant applying for the first year TSSSU funding)*
2. overview of the start-up;

|  |
| --- |
| *(in Chinese) (Not more than 200 words)*  *(in English) (Not more than 150 words)* |

1. technology(ies) involved;

|  |
| --- |
| *(in Chinese) (Not more than 200 words)*  *(in English) (Not more than 150 words)* |

1. proposed product(s) and/or service(s) and target market(s); and

|  |
| --- |
| *(in Chinese) (Not more than 300 words)*  *(in English) (Not more than 200 words)* |

1. product development and/or commercialisation plan/progress (including revenue received, capital/money raised, and renowned awards received, if any).

|  |
| --- |
| *(in Chinese) (Not more than 200 words)*  *(in English) (Not more than 150 words)* |

1. *(For applicant applying for continued TSSSU funding)*

Please provide updates/key differences in the business compared with that of last year’s application –

1. progress of product development, commercialisation, and/or market expansion compared with last year (including revenue received, capital/money raised, and significant awards received, if any); and

|  |
| --- |
| *(in Chinese) (Not more than 300 words)*  *(in English) (Not more than 200 words)* |

1. new proposed product(s) and/or service(s) and/or target market(s) (if any).

|  |
| --- |
| *(in Chinese) (Not more than 300 words)*  *(in English) (Not more than 200 words)* |

1. *(For all applicants)*

Admission into any Incubation and/or Acceleration Programme(s) (e.g. Hong Kong Science and Technology Parks Corporation, Cyberport, etc.) (if any)

|  |  |  |
| --- | --- | --- |
| Name of Incubator/ Accelerator and the Incubation/ Acceleration Programme | Period of the  Incubation/ Acceleration Programme (dd/mm/yyyy- dd/mm/yyyy) | Additional Grant Approved by the Incubator/ Accelerator (HK$) |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total** |  |

1. *(For all applicants)*

Capital or money has been raised by the technology start-up (other than the TSSSU funding support) (if any)

|  |  |
| --- | --- |
| Source of capital/money (please specify) | (HK$) |
|  |  |
|  |  |
|  |  |
| **Total:** |  |

1. *(For all applicants)*

HKUST Technology involved in the technology start-up:

🞎 Yes 🞎 No

If yes, please provide the 1) technology title, 2) TTC reference code (if any) and 3) licensing states:

1. **Milestones within the 2022-23 Government Financial Year (i.e. 1 April 2022 to 31 March 2023)**

Please set out the milestones of the proposed business and R&D work to be achieved.

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

1. **HKUST Entrepreneurship Program**

Are you also interested in an incubation space in HKUST by joining the HKUST Entrepreneurship Program for the technology start-up?

(For details of the HKUST Entrepreneurship Program, please visit: https://rdc.hkust.edu.hk/guidelines)

🞎 Yes 🞎 No

1. **HKSTP/Cyberport Incubation Program**

Are you also interested in HKSTP/Cyberport Incubation Program for the technology start-up?

🞎 Yes 🞎 No

1. **TSSSU Funding Being Applied for**

|  |
| --- |
|  |

**Grand total (HK$):**

Please provide details of the estimated expenditure items in the following tables. All fields should be completed. For the scope of funding, please refer to the guidelines and terms prescribed by the associated university.

1. **Manpower (Note1 & 2)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Post/  Rank | No. of Staff   (A) | Duration (man- months)  (B) | Monthly Rate or Equivalent (HK$)  (C) | Total(HK$)   (A)x(B)x(C) | | Justifications  *(please include the duties, academic qualification and/or relevant experience required)* |
| 1. |  |  |  |  | |  |
| 2. |  |  |  |  | |  |
| 3. |  |  |  |  | |  |
| 4. |  |  |  |  | |  |
| 5. |  |  |  |  | |  |
| 6. |  |  |  |  | |  |
| 7. |  |  |  |  | |  |
| 8. |  |  |  |  | |  |
| **Sub-total** | | | | |  |  |

1. **Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Equipment | Quantity and Unit (e.g. set, piece, litre) (A) | Unit Cost(HK$)    (B) | Total(HK$)    (A)x(B) | Justifications |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| **Sub-total** | | |  |  |

1. **Other Direct Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Quantity  and Unit (e.g. month, no. of service contract, no. of campaign)  (A) | Unit Cost(HK$)  (B) | Total(HK$)  (A)x(B) | Justifications |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
|  | **Sub-total** | |  |  |

**Note:**

**1** For manpower expenses, reimbursable amount shall be based on individual staff’s academic qualifications and according to the following limit:

1. up to HK$7,500 per calendar month for a part-time or student internship for a student studying in one of the tertiary educational institutions in Hong Kong plus the employer’s contribution to the Mandatory Provident Fund (MPF) (i.e. HK$ 375 maximum);
2. up to HK$18,000 per calendar month for a staff graduated with a Bachelor degree plus the employer’s contribution to the Mandatory Provident Fund (MPF) (i.e. HK$ 900 maximum); and
3. up to HK$21,000 per calendar month for a staff graduated with a Master degree or above plus the employer’s contribution to the Mandatory Provident Fund (MPF) (i.e. HK$ 1050 maximum).

However, the Funded Start-up can top-up the remuneration for the staff concerned with its own money or other funding sources subject to the respective rules and regulations.

2The employer’s MPF should be listed in a separated item under Manpower.

**SECTION C: Supporting Documents***(to be completed by the person-in-charge of the applicant company)*

Please enclose the following documents as required in the previous sections -

1. agreement between the applicant and the collaborating organisation(s) on the sharing of the royalties or intellectual property rights or any other sorts of income to be generated from the applicant (if any);
2. CVs of all team members (a template is provided at Annex A(i));
3. the a) Certificate of Incorporation and b) Business Registration under the Companies Ordinance; and
4. the business proposal -
   1. *(for applicant applying for the first year TSSSU funding)* the full business proposal; *or*
   2. *(for applicant applying for the second or the third year TSSSU funding)* supplementary information and/or documents related to information provided in Section B (3)(b), if any.

**SECTION D: Supplementary Information**

*(to be completed by the person-in-charge of the applicant company)*

Any previously related project(s) undertaken by the applicant and/or its team members in the past five years and supported by the Innovation and Technology Fund (ITF), including TSSSU?

🞎 Yes 🞎 No (if no, please go to Section E direct)

If yes, please briefly describe the related project(s), provide the ITF reference number(s) and title(s), and confirm whether there involves double payment for the same part of expenditure item(s).

|  |  |  |
| --- | --- | --- |
| ITF Project title and related reference number(s) | Brief description of the project | Involves double payment for the same part of expenditure item(s) budgeted in TSSSU? |
| 1. |  | 🞎Yes 🞎No |
| 2. |  | 🞎Yes 🞎No |
| 3. |  | 🞎Yes 🞎No |

**SECTION E: Declaration by the Applicant**

*(To be completed by the person-in-charge of the applicant company)*

I/We hereby declare that:

1. this application for TSSSU funding is submitted by (name of the start-up) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and
2. all factual information provided in this application as well as the accompanying information accurately reflects the status of affairs as at the date of submission. I/We shall inform and seek prior approval from the respective university immediately if there are any subsequent changes to the above information during the application stage.

- Chop -

|  |  |  |
| --- | --- | --- |
| Authorised Signature with Company Chop | : |  |
| Name of Person-in-charge | : |  |
| Name of Company | : |  |
| Date (dd/mm/yy) | : |  |

**SECTION F: Recommendation by the University**

*(To be completed by the Head of the respective university unit responsible for TSSSU)*

Please tick the appropriate box to indicate whether the university recommends the start-up to be funded under TSSSU.

🞎 I/We RECOMMEND the application from (name of the start-up) \_\_\_\_\_\_\_\_\_\_\_\_\_ for a total funding of (HK$) \_\_\_\_\_\_\_\_\_\_ under TSSSU. Our assessment is as follows –

|  |  |  |
| --- | --- | --- |
| Assessment Criteria | Assessment | Scores / Maximum Scores |
| (1) |  | / |
| (2) |  | / |
| (3) |  | / |
| (4) |  | / |
| (5) |  | / |
| ***Total Scores*** *(if applicable)* | | / |

I/We also have the following observations about the start-up -

|  |
| --- |
|  |

🞎 I/We DO NOT RECOMMEND (name of the start-up) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be funded under TSSSU. (Note: In this case, the application form needs not to be provided to ITC.)

|  |  |  |
| --- | --- | --- |
| Signature | : |  |
| Name | : |  |
| Post Title | : |  |
| Tel. No. | : |  |
| E-mail | : |  |
| Date (dd/mm/yy) | : |  |