**The Hong Kong Baptist University**

**Knowledge Transfer Office**

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| **Nomination Form for HKBU KT Awards** |
| Notes1. This nomination form also serves as the application form of HKBU KT Awards. Interested applicants must complete this form to apply for HKBU KT Awards.
2. The information provided in this form is collected for the purpose of consideration of the HKBU KT Awards (both HKBU Innovation Award and HKBU Knowledge Transfer Award)
3. In compliance with the Personal Data (Privacy) Ordinance, the contents of this form may need to be disclosed to the staff member concerned upon request. However, the identity of the assessor and any other persons mentioned in this form will be concealed.
4. For access to or correction of data after submission of this form, please contact Knowledge Transfer Office via kto@hkbu.edu.hk.
5. Please send the completed form together with the supporting documents as listed on this form to kto@hkbu.edu.hk
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| 1. **Project Information**
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| 1. Title of Project Nominated (max 15 words) (Non-Confidential Information):

*Provide a non-confidential descriptive short title (15 words max.) of the nominated project (i.e. which can be published on the KTO website without prejudicing any intellectual property rights (IPR) ). The title should be brief and be worded to engage and enthuse non-specialist readers, i.e. suitable for PR purpose for the awardee* |
| 1. Executive Summary of the Project Nominated (maximum 300 words each for English and Chinese version (if available)) (Non-Confidential Information):

*(Outline the nominated project in the following areas:**-* *project objective;**- the betterment to the community the project brings;**-* *key features of the project (technology/innovations/ knowledge transfer features);**- how is this project an exemplar contribution in the area.**The information provided should not prejudice or divulge any of your intellectual property (IP) and should be understandable by, and compelling to, a non-technical person. If the project receives an award, this summary will be placed on the KTO website for publicity purposes.)* |
| 1. Details of Project Nominated (maximum 300 words each for English and Chinese version (if available))

(Please use separate sheet if necessary) :*(e.g. Please elaborate on how this project possess excellence in the selection criteria list on guideline)* |
| 1. Salutation and Name of Principal Nominee:
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| 1. Academic Unit and Contact Information of Principal Nominee:
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| 1. Salutation, Name and Academic Unit of Co-Nominee Team (Highlight the responsibility of each member): (Please use separate sheet if necessary):
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| 1. External Partner(s) and contact details (if any):
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| 1. Project Period:
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| 1. Community Served (if any, with contact details):
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| 1. Intellectual Property Rights related to this project, such as patents, trademarks (if any, please attach supporting documents, and label each appendix with a letter or number)
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| 1. **References to Research Related to this Project**
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| 1. Underpinning Research:
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| 1. Key Peer-Reviewed Publications:
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| 1. External Funding for the Research:

|  |  |
| --- | --- |
| Funding Scheme |  |
| Principal Investigator |  |
| Period |  |
| Amount Awarded |  |

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| 1. **Impact of the Project**
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| 1. Award for the Project (Please attach the copy of certificate and/or photo of this award, and label each appendix with a letter or number):

|  |  |  |  |
| --- | --- | --- | --- |
| Year Awarded | Name of Award | Organisation | Country |
|  |  |  |  |
|  |  |  |  |
| Summary of the award (not more than 250 words) |

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| 1. Publication of the Project (Please attach the supporting documents for the award of publication, and label each appendix with a letter or number):

|  |  |  |
| --- | --- | --- |
| Year of Publication | Name of Publication | Award |
|  |  |  |
|  |  |  |

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| 1. Media Coverage of the Project (Please attach the copy of press release, label each appendix with a letter or number):

|  |  |
| --- | --- |
| Issue Dates (D/M/Y) | Media Organisation |
|  |  |
|  |  |

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| 1. Sustainability and Vitality of the Project (e.g. continued use of the products or services, importance or significance of the project):
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Sponsorship(s) (either in cash or in kind) Received from the Project (Please attach supporting document for this sponsorship and label each appendix with a letter or number):

|  |  |
| --- | --- |
| Name of Sponsor(s) |  |
| Amount Awarded |  |
| Remarks: |

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| 1. Positive Impacts to the Community or Society:

|  |  |
| --- | --- |
| Served community |  |
| Far-reaching impact on general public |  |
| Potential impact(s) to broader community |  |
| Prestige and visibility to University |  |
| Economic return |  |
| Reference or supporting documents (please label each appendix with a letter or number) |
|  |

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| 1. External Work Citing the Project:
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| 1. Other Supporting Information (e.g. Significant recognition from a third party, website, photos, exhibitions, evaluation report or social media pages, ):

*Provide any supporting evidence on the significant achievements and recognitions awarded to the project from third parties other than the University. The prestigiousness of the recognition will be a valuable determinant factor.* |

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| 1. **Support Statements from the Seconders**

Three Supporting Statements from Seconders are required. (e.g. Department Heads /Deans /External Partners /Served Community (or other project stakeholders) |
| 1. **Support Statements from the Seconder (1)** (Can be attached separately)

My reasons for seconding this nomination are given below (w*ithin 250 words):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  |  |  |
| **Full Name:** |  | **Post Title:** |  |
| **Department/ Office:** |  | **Contact Email:** |  |
| **Contact Phone:** |  | **Date:** |  |

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| 1. **Support Statements from the Seconder (2)** (Can be attached separately)

My reasons for seconding this nomination are given below (w*ithin 250 words):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  |  |  |
| **Full Name:** |  | **Post Title:** |  |
| **Department/ Office:** |  | **Contact Email:** |  |
| **Contact Phone:** |  | **Date:** |  |

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| 1. **Support Statements from the Seconder (3)** (Can be attached separately)

My reasons for seconding this nomination are given below (w*ithin 250 words):*

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  |  |  |
| **Full Name:** |  | **Post Title:** |  |
| **Department/ Office:** |  | **Contact Email:** |  |
| **Contact Phone:** |  | **Date:** |  |

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| 1. **Agreement of Nomination**
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| 1. **Signed by Nominee** *(tick the appropriate box, \* delete as appropriate)*

£ I would like to nominate \* myself / my team (with consent from team members) for HKBU KT Awards *(you can skip part E2 below)*£ I confirm my acceptance of the nomination for HKBU KT Awards.

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| --- | --- | --- | --- |
| **Signature:** |  | **Full Name:** |  |
| **Post Title:** |  | **Department/ Office:** |  |
| **Contact Phone:** |  | **Date:** |  |

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| 1. **Signed by Nominator**

With my nomination for the above candidate(s), I agree that I would refrain from any award selection process for HKBU KT Awards.

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| **Signature:** |  | **Full Name:** |  |
| **Post Title:** |  | **Department/ Office:** |  |
| **Contact Phone:** |  | **Date:** |  |

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