

The Hong Kong Baptist University
Knowledge Transfer Office
Matching Proof-of-Concept Fund Application Form

Section A – Project Proposal and Principal Investigator Information

Date application received at KTO: (To be completed by KTO)	Application Reference Number: (To be completed by KTO)
A1 Project Title (max 15 words) (Non-Confidential Information):	
A2 Abstract (max 300 words) (Non-Confidential Information): (Please use separate sheet if necessary)	
A3 Details of Project Proposal (if the Abstract of Proposal cannot adequately describe) (Please use separate sheet if necessary) : (Please elaborate on (i) novelty, inventiveness and innovation of the invention; (ii) its applicability for commercialisation; (iii) methodology and implementation plan; (iv) potential for commercial exploitation (commercial potential / market needs / route to market); (v) relevance with the Government policies or in overall interest of the community including social benefit, if any; and (vi) overall realisation/commercialisation plan with specific <u>timeframe</u> of commercialisation plan.	
A4 Name, Post Title and Academic Unit of Principal Investigator (PI): _____	
Contact Information of PI: (Tel): _____ (Fax): _____ (E-mail): _____	
A5 Name, Post Title and Academic Unit of Co-Investigators (Highlight the responsibility of each member): (Please use separate sheet if necessary)	
A6 Name, Post Title and Supporting Party(ies) (e.g. Companies/	

industry of trade associations/ Local universities/ Other research institutes/ Others (e.g. charitable trusts or prominent personalities in the field):

A7 Project Schedule

Duration of the Project Period (no. of months, max. 12 months): _____

Commencement Date: _____

Completion Date: _____

A8 Project Milestones

(Note: Publishing a paper or filing a patent is excluded in this session.)

Period		Milestones (in quantity and quality where possible)
From (dd/mm/yyyy)	End (dd/mm/yyyy)	

A8 Project Funding Requested: (Please indicate the level of funding is required – up to HK\$200,000)

A9 Current stage of development of the invention: (max 100 words)

A10 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 and supporting data, etc):

A11 Project Deliverable(s): (no more than 200 words)

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

A12 Planned Location of Work and Use of Facilities:

A13 What matching funding supports were obtained for this application:

(Please check with Finance Office to ensure the source of fund can be used for matching and provide written commitment from Budget Controller of this source of matching fund. **Otherwise, the application will not be considered.*)

A14 Other funding supports: Is this or a similar proposal submitted or intended to be submitted to any other funding scheme (local or overseas)? If yes, please give detail (e.g. Name of the scheme, year of application, outcome, funding amount, etc)?

<Yes/No>

A15 Ethical and Safety: Does the proposed project raise any ethical and / safety issues, as specified in the Use of Human & Animal Subjects in Teaching and Research (HASC) policy at the University? If yes, please provide supporting information on ethical and or safety approval from the Committee on the Use of Human & Animal Subjects in Teaching and Research (HASC). **Otherwise, the application may not be considered.*

<Yes/No>

A16 Please advise whether there are any completed or on-going MPCF/non-MPCF projects in the same/related areas undertaken by the Project Investigator and his/her research team members.

Yes. (Please set out project title, project reference number, project commencement date and project completion date as follows; and fill in A17.)

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

No.

A17 Please provide details of the completed/ on-going MPCF projects regarding the realisation/commercialisation of the R&D deliverables, e.g. successful in establishing a technology startup and engaged in consultancy project etc.

Section B – Market Information

B1 Target Market and Estimated Market Size: (Please provide supporting data)										
B2 Major companies in the technological area of this invention:										
B3 Competing technologies for this invention and what are the advantages:										
B4 How will this project assist the commercialization of the invention / technology? (i.e how will results from MPCF enhance commercialization to the industries, including the application scenarios to the market)										
Please provide details from the following angles as fit:										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Area</th> <th style="width: 50%; text-align: center;">Details</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">(a) Whether the project will give rise to new technologies or products (global/ regional/ Hong Kong)</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">(b) Whether the project will enhance quality (e.g. capacity, reliability, speed, etc.)</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">(c) Whether the project will render production or application cost more competitive (e.g. manufacture cost saving up to 20%)</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">(d) Others</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	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 (e.g. manufacture cost saving up to 20%)		(d) Others	
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(d) Others										

Section C – Intellectual Property Rights (IPR)

C1 Any IPR (patents/copyright/trademark/copyrights) relating to this project proposal currently protected? (Please provide IPR types, title and protection jurisdiction.) (Please use separate sheet if necessary)
C2 Will any new IPR (patents/copyright/trademark/copyrights) be developed during this project? <Yes/No> (Please provide information of the new IPR)

C3 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 IP has been obtained.

Yes. (Please provide details.)

No.

Section D – Project Budget

Projected Expenditure (*Max. Project Funding is HK\$200,000*)

The table below is to be completed outlining activities and costs in the project. Description of the budget item of costs are to be entered into the appropriate place along with the categories listed.

Projected Expenditure				
Budget Item	Description	From	To	Total
Staffing				
Facilities				
Equipment				
Services				
Other				
Total Project Cost				
Net Funding Requested				

Section E – Application Authorisation

<p>I confirm that I wish to apply for a Matching Proof-of-Concept Fund (MPCF) grant. The information given in this application and any accompanying material is accurate to the best of my knowledge.</p>	
<p>Name:</p> <p>Signed:</p> <p>Principal Investigator (Project Coordinator)</p>	<p>Date:</p> <p>.....</p>

Section F –Internal Routing (For KTO Use Only)

1. The invention has been reviewed by:

Name of KTO Staff Date

Signature

Comments: _____

2. Endorsed by:

Head of KTO Date

Signature

Comments: _____

Explanatory Notes

A1	Provide a non-confidential descriptive short title (15 words max.) of the proposal (i.e. which can be published on the KTO Matching Proof-of-Concept Fund website without prejudicing IPR). The title should be brief and be worded to engage and enthuse non-specialist readers, i.e. suitable for marketing purpose for the project.
A2	<p>Use a maximum of 300 words for each version (English and Chinese (if available)) to outline the project by a non-confidential description of the technology being developed through the project including the following areas:</p> <ul style="list-style-type: none">- project objective;- technical and commercial reasons for undertaking the project;- key innovations and technical features of the technology being developed;- target market and competitive advantages of the technology being developed <p>The information provided should not prejudice or divulge any of your 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 Matching Proof-of-Concept Fund website for publicity purposes.</p>
B3	Use a maximum of 150 words to describe the target market in terms of customers and market dynamics, including the likely customer base, size of market, potential commercial returns, expected market share, cost of producing the product/ service and any market impediments.
B4	Use a maximum of 200 words to explain how will (might) this concept be commercialised (i.e. the route to market or what channels will be used to reach customers?). Please also describe (i) any other commercial objectives, such as to create a profitable company which provides product, to license or sell intellectual property or whether a company has been formed, or whether a commercial service has been delivered, etc.; (ii) on what this project is going to do to enable the commercial proposition to be established or the commercial objectives to be achieved and how it will build on the work undertaken to date and (iii) any future potential linkage (i.e. identify any potential customers/ licensee that have been contacted by the applicant team, and indicate who will be the first customers/ licensee might be).
C1	Use a maximum of 250 words to describe the new IP to be generated by this project and how these newly IP can be protected. If one or more new patent application is anticipated, please also indicate the likely number of new patent applications and the territories likely to be covered.