

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

### **Application for Funding**

*Reference number  
(for ITC use):*

*Reference number  
(for CUHK use):*

#### **NOTES**

1. Section A to Section F should be completed by the person-in-charge of the start-up applying for TSSSU funding. Section G 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. Details of this form will be reviewed by a vetting panel for screening purposes. Since representatives of Hong Kong Science and Technology Parks Corporation (HKSTPC) are among members of the panel, information in this application will be reviewed by HKSTPC for the consideration of its incubation programme.
5. 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 –
- (a)  the first year TSSSU funding; or (*please go to Section A (3) direct*)
  - (b)  the second or the third year TSSSU funding.

(2) For applicant applying for the second or the third year TSSSU funding, please indicate the reference number of last year's application: \_\_\_\_\_

**(3) Particulars of the Applicant Team**

*(All fields below should be completed. Please type "N/A" for any information which cannot be provided or not applicable)*

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) \_\_\_\_\_

**(4) Composition of the Applicant Team**

**(a) Person-in-charge of the Start-up<sup>1</sup>**

Name (in English) (Surname in CAPITAL letters) \_\_\_\_\_

Name (in Chinese) \_\_\_\_\_

In what way is the person-in-charge associated with  
the recommending university?  Undergraduate  
 Postgraduate  
 Professor<sup>2</sup>  
 Faculty member

<sup>1</sup> The status of the applicant is defined at the time of application. A team member who is an academic staff member and also an alumnus/alumna will be considered a staff member (instead of an alumnus/alumna)

<sup>2</sup> Research staff cannot serve as PIC. All CUHK full-time staff must file a complete Appendix on page 22-24 with necessary endorsement.

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Alumnus<sup>3</sup>

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

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<sup>3</sup> The alumnus should be a graduate for no more than 3 years as of 1 Feb 2022, unless the alumnus is an awardee of the last round.  
[July 2021 edition]

**(b) Other Team Members (Including Person-in-charge)<sup>4</sup>**

*(Please add more rows or separate sheet(s) if necessary)*

No.	Name (in English) Surname in CAPITAL letters	Name (in Chinese)	Is the team member associated with the recommending university? (Undergraduate /Postgraduate (full-time/part-time) /Professor/ Research staff (full-time/part-time)/ Faculty Member/ Alumnus/Not Associated)	Academic Qualifications (e.g. Degree Awarded, Institute Awarding Qualification, Year of Award)	% of Shares Held (if any)
1					%
2					%
3					%
4					%

**(c) 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				%
<b>Total % of Shares Held by Entities in Section (4)(a), (b) and (c)</b>				<b>100%</b>

<sup>4</sup> A team member who is a CUHK full-time staff member should file a completed Appendix on page 21-23 to support the application.  
[July 2021 edition]

**(d) Declaration of Intellectual Property**

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

Please provide details of any CUHK IP (e.g. patents, copyright, design, trademark, knowhow, etc.) that the company intends to use. Please specify if the IP has been created by the PIC or any team members(s) of the company.

(i) Non-confidential working title of the IP

*(Please quote the reference number, if any)*

--

(ii) Nature of IP (e.g., patents, copyright, design, trademark, knowhow, etc.)

--

(iii) Information of Inventor(s)/Author(s)/Designer(s)

*(Please add more rows if necessary)*

English Name Surname in CAPITAL letters	Position	Dept./Unit/Collaborating Organization	Affiliation with CUHK (Employee/Student/ others)
(PI)			

**(e) 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 (e.g. licensing, research collaboration, clinical trial etc.)?

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

If yes, please provide the following details –

(i) the name of the organisation(s);

--

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

--

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

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(iv) 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

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

*(Please provide the contact of the liaison person in ORKTS if it is a licensing of IP from CUHK)*

English Name and Chinese Name of the collaborating party	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) : \_\_\_\_\_

**(2) Industrial Sector** *(please tick as appropriate and insert an asterisk against ONE key industrial sector in case more than one industrial sector is indicated)*

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

**(3) 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 (3)(c) below. For applicant applying for continued TSSSU funding, please complete Section B(3)(b) and (c).)*

(a) *(Applicant applying for the first year TSSSU funding)*

(i) overview of the start-up;

*(in Chinese) (Not more than 200 words)*

*(in English) (Not more than 150 words)*

(ii) technology(ies) involved;

*(in Chinese) (Not more than 200 words)*

*(in English) (Not more than 150 words)*



(iii) 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)*

(iv) 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)*

*(b) (For applicant applying for continued TSSSU funding)*

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

- (i) 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)*

- (ii) 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)*

*(c) (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\$)
1.		
2.		
3.		
<b>Total</b>		

**(4) Milestones within the 2022 - 23 Government Financial Year**

Please set out the milestones of the proposed business and R&D work to be achieved from 01/04/2022 to 31/03/2023.

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

**(5) TSSSU Funding Being Applied for**

**Grand total (HK\$):**

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 (capped at 700,000)

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

**(a) Manpower**

Please separate salary and Mandatory Provident Fund (MPF)\* into two items for each employee if MPF is to be included as the estimated expenditure item.  
*(Please add more rows if necessary)*

Post/ Rank  <i>(please indicate if the employee is a founding member/non- founding member)</i>	No. of Staff  (A)	Duration (man- months)  (B)	Monthly Rate or Equivalent (HK\$)  (C)	Total (HK\$)  (A)x(B)x(C)	Justifications  <i>(please include the job duties, academic qualification and/or relevant experience required)</i>
1.					
2.					
3.					
4.					
<b>Sub-total</b>					

\* MPF is an employment-based retirement protection system in Hong Kong. An employee who is aged between 18 and 65 is required by law to enrol in the MPF Scheme, unless he/she is an exempt person under the relevant law.

Both the employee and the employer will make mandatory contributions (calculated at 5% of the employee's relevant income, currently capped at HK\$1,500 per month) to an MPF scheme.

**(b) Equipment**

*(Please add more rows if necessary)*

Key Equipment (e.g. computer and accessories, server, mobile device etc.)	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.				
<b>Sub-total</b>				

**(c) Other Direct Costs**

Please note that the following but not limited to (i) promotion and marketing costs (e.g. exhibition, online marketing etc.); (ii) expenditure on R&D (e.g. reagents, prototype, licensing fees or royalties due to CUHK etc.); and (iii) essential items for setting up and operating the start-up (e.g. broadband service fee, office furniture, legal and accounting services, rental of necessary and suitable premises etc.) are considered appropriate items to put under ‘Other Direct Costs’. *(Please add more rows if necessary)*

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  <i>(Please list out cost items/components for items such as prototype, general business expenses etc.)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<b>Sub-total</b>				

\* Please include the staff cost required to reimburse CUHK through TSSSU for the time engagement in the company by any CUHK non-professoriate team member(s) during the University's usual operating hours (i.e., Monday to Friday), if any. Please consult the Finance Office through ORKTS for the calculation of the reimbursement amount.

### **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 (max 4 pages each) of all team members (a template is provided at Annex A(i));
- (3) the Certificate of Incorporation under the Companies Ordinance;
- (4) the Business Registration Certificate (date of expiry should be after Feb 2022); and
- (5) the business proposal -
  - (a) *(for applicant applying for the first year TSSSU funding)* the full business proposal; *or*
  - (b) *(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.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION E: Internal Signatures**

For CUHK student/alumnus (PIC)

The PIC named \_\_\_\_\_ is an undergraduate student/ postgraduate student/ alumnus\* of \_\_\_\_\_ programme. The year of graduation will be/is\* \_\_\_\_\_.

\*Please delete as appropriate.

For student/alumnus PIC, please provide a copy of student ID card/graduation certificate for verification.

Approved and endorsed by:

Name of Department Chairperson	Department	Signature Date: _____ (dd/mm/yyyy)
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For CUHK staff

Person-in-charge or a team member who is a full-time CUHK staff member should each file a completed **Appendix** (see page 21 to 23) to support the application.



**SECTION F: 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.
- (3) all the information provided in the form, particularly on intellectual properties, is true and correct. The applicant understand that any false information provided in the form will result in ineligibility or cancellation of the TSSSU support, and the University reserves the right to claim loss and damage against the applicants caused by such false statement.

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



**SECTION G: 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)		/
<b>Total Scores</b> <i>(if applicable)</i>		/

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/yyyy) : \_\_\_\_\_

**CURRICULUM VITAE**

**(Maximum Four Pages)**

**Personal Particulars**

Name in English : [Title] [First name here] [Last name here]

Name in Chinese :

Position held in Applicant Company :

Affiliation with Recommending University (if :  
applicable, e.g. undergraduate/postgraduate, alumnus,  
professor/faculty member – please specify the post title)

Faculty/Department in Recommending University (if :  
applicable)

Tel No :

E-mail Address :

**Academic/Professional Qualifications** (in chronological order):

**Working Experience** (in chronological order):

(Project management experience, if any, should be included)

**Publications** (maximum five publications related to the application):

**Intellectual Property Rights (e.g. patents, copyrights, etc) Owned:**

(Internal use)

### Appendix

**For completion by the Person-in-charge and each member of the TSSSU\* Applicant Team who is a full time CUHK staff** (Please make copies of this form for each individual staff applicant). Enquiries pertaining to the completion of this Appendix may be addressed to the **Human Resources Office (Ms. Kate Leung at 3943 5501 / Ms. Selinia Ng at 3943 7286)**.

(please tick  as appropriate)

- Person-in-charge
- Team member

Name:	Employee ID:
Department:	Post:
Email:	Tel.:
<b>A. Proposed Engagement</b>	
1. Capacity/Post title in the proposed technology start-up (if any):	
2. Type(s) of work/activities to be undertaken:	
3. Usual place of work: <input type="checkbox"/> The company premises/office <input type="checkbox"/> CUHK premises, please specify & complete state cost recovery method in the section "Declaration and Undertaking": <input type="checkbox"/> Others, please specify:	
4. Expected beneficial outcome(s) to Faculty/Department:	
5. Estimated time involvement (capped at 8 hours per week):      hours per week	
6. Please state the usual time pattern (e.g. Saturday, 9:00 am - 1:00 pm):	
7. [Applicable to a <b>non-teaching member</b> who has involvement in the company during the University's usual operating hours (i.e. Mon to Fri)] (Please tick <input checked="" type="checkbox"/> both to confirm understanding) <input type="checkbox"/> I understand that the company will reimburse CUHK the corresponding staffing cost to the "appointment funding source" of the staff concerned. The reimbursed staffing cost of each non-teaching member should be listed as a separate item of "Direct Costs" in 8(c) of this Application. The staff concerned should seek the department's prior agreement for the proposed time involvement before presenting himself/herself for the TSSSU application. <input type="checkbox"/> I understand and agree that the time release will end soon after the company is no longer funded by TSSSU.	
<b>B. Declaration and Undertaking (to be completed by staff applicant)</b>	
(Please tick <input checked="" type="checkbox"/> as appropriate.)	
8. My engagement in the Company may involve the use of data and/or information of previous/current work and/or project(s) at the University: <input type="checkbox"/> No <input type="checkbox"/> Yes      If yes, please elaborate:	
Please seek your Department's agreement for the proposed use of data/information and set out the proposed	

charges below:

Proposed charges: \$ \_\_\_\_\_ or \_\_\_\_\_ % of remuneration & Cost Centre/Project to be credited:

9. There will be special equipment/facilities/ office or lab space of the Department used or other direct costs to the University:  No  Yes If yes, please elaborate: (University/Department resources):

Please seek your department's agreement for the proposed use of resources and set out the proposed charges below:

Proposed charges: \$ \_\_\_\_\_ or \_\_\_\_\_ % of remuneration & Cost Centre/Project to be credited:

(Note: For special equipment/facilities funded by block grant, the above amount recovered should be credited to the Department's/Unit's one-line budget. For those funded by private fund sources, please specify the project code to be credited.)

### C. Confirmation and Acknowledgment (to be completed by staff applicant)

Please tick  all to indicate confirmation and acknowledgment:

- I confirm that I have read and fully understood the University Regulations Governing Outside Practice and Outside Business Activity.
- I confirm that my engagement in the proposed engagement will not adversely affect my University duties or cause disruption to the operation of the Department/Unit. I shall apply for leave to conduct the activity as required under the relevant University Regulations Governing Outside Practice and Outside Business Activity.
- I confirm that complete and accurate information has been provided in this submission to the best of my knowledge.
- I hereby acknowledge and confirm my proposed engagement in the Company as an individual in my own personal capacity, and not in any respect as a servant, employee or agent of, or on behalf of the University and that the engagement by me is outside the scope of my employment with the University. In consideration of the University releasing me to act for the Company, I acknowledge and agree that no liability whatsoever arising out of my undertaking of the said engagement may be attached to the University at any time and I undertake not to make any claims, demands, law suits whatsoever against or involving the University in respect of or in connection with my undertaking of the said work in any circumstances whatsoever.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### D. Advice and Endorsement by Department Chairman/Unit Head

10. I am involved/have financial interests in the proposed Company:  No  Yes  
If yes, you may not be in a proper position to consider/endorse this TSSSU application. The Dean of Faculty/Supervising Officer should serve as the endorsement authority. If you consider yourself in an appropriate position to make the recommendation, please provide an account and continue with the rest of this section.
11. The appointee has already served full-load teaching/duties. The proposed OP/OBA for the Company is undertaken in addition to and on top of the appointee's University's duties:  Yes  No  
If no, please elaborate and advise on the arrangement on making up the teaching/duties:
12. I am agreeable to the relevance of the proposed Company as advocated by the University's funding initiative concerned and the expected beneficial outcomes stated by the appointee:  Yes  See remarks below:

13. I am agreeable to the proposed time involvement and confirm that proper arrangements can be made to cover the appointee's teaching and other duties:  Yes  See remarks below:

Remarks: \_\_\_\_\_

[Note: In respect of a non-teaching member of the applicant team who may have involvement in the Company during the University's usual operating hours (i.e. Mon to Fri), the Company must reimburse CUHK the corresponding staffing cost to the "appointment funding source" of the staff member concerned. The reimbursed staffing cost of each non-teaching member through TSSSU should be listed as a separate item of "Other Direct Costs" in section 8(c) of this Application.]

14. (Applicable if items 8 and/or 9 under "Declaration and Undertaking" completed by the staff applicant above is/are indicated "Yes")

The particulars of the proposed use of university and/or department resources indicated in items 8 and/or 9 under "Declaration and Undertaking" completed by the staff applicant above as mutually agreed between the Department and the staff applicant is confirmed:  Yes  No

If no, please state the alternative arrangement and/or charges as newly agreed with the appointee below:

Proposed charges: \$ \_\_\_\_\_ or \_\_\_\_\_ % of remuneration & Cost Centre/Project to be credited:

(Note: For special equipment/facilities funded by block grant, the above amount recovered should be credited to the Department's/Unit's one-line budget. For those funded by private fund sources, please specify the project code to be credited.)

15. Based on the information submitted by the appointee and my above comments, I indicate my endorsement or otherwise below:

Endorsed  Not endorsed

Date: \_\_\_\_\_ Name in block: \_\_\_\_\_ Signature: \_\_\_\_\_

**E. To be completed by Faculty Dean/Supervising Officer (or the Provost in case Faculty Dean/Supervising Officer is the endorsement authority)**

Application for engagement in the TSSSU company is  approved.  not approved.

Date: \_\_\_\_\_ Name in block: \_\_\_\_\_ Signature: \_\_\_\_\_

\* The TSSSU application guidelines can be downloaded on <http://www.orkts.cuhk.edu.hk/knowledge-transfer-initiatives/events>

\* Late submission of this form will NOT be accepted.