

PROJECT AND FUNDING GUIDE:

Guidance Note (A) on General Funding Principles, Project Application, Vetting and Assessment Procedures

This Guidance Note (A) covers Section 1 (General Funding Principles) and Section 2 (Application, Vetting and Assessment Procedures).

Section 1 GENERAL FUNDING PRINCIPLES

1.1 *Who are eligible funding recipient organizations?*

1.1.1 All projects are expected to have Hong Kong components. The principal funding recipient organizations are expected to be a company incorporated in Hong Kong under Companies Ordinance (Cap. 32) and have substantial connection¹ to Hong Kong OR a body corporate incorporated in Hong Kong under other ordinances of the Hong Kong Special Administrative Region, unless otherwise approved by HKJCICM.

1.2 *Form of project funding*

1.2.1 The net amount requested from HKJCICM represents the net approved project cost after deducting, if applicable, the expected income (excluding interest income) during the project period, the amount of sponsorship and/or funding from other sources for the project.

1.2.2 HKJCICM project funds will be disbursed by payments on reimbursement basis to the recipient organization, subject to satisfactory progress or completion of key tasks or milestones, unless otherwise approved by HKJCICM. The fund may be used for meeting the manpower costs, equipment and other direct costs specifically required for the conduct of the project.

1.2.3 Expense items that require fund advancement or upfront payment in part or in full should be included in the budgetary plan wherever possible or have prior approval from HKJCICM.

1.2.4 Please refer to the Guidance Notes (B), (C) and (D) on funding-related matters.

¹A company which has substantial connection to Hong Kong means that it must have a significant proportion of its research, design, development, production, management or general business activities located in Hong Kong.

Section 2 APPLICATION, VETTING AND ASSESSMENT PROCEDURES

2.1 Applications, vetting and assessment procedures

- 2.1.1 Applicants with project ideas are encouraged to contact HKJCICM project managers in the first instance such that they may be briefed on the various stages of the application procedures and whether the proposals would fall into HKJCICM's strategic scope and programme directions.
- 2.1.2 Applicants should submit five copies of the proposals and one copy on floppy disk or CD-ROM to HKJCICM using the proposal template which can be downloaded from HKJCICM's website. HKJCICM will apply the criteria in paragraphs 2.1.3 – 2.1.5 in studying initial proposal(s) during the Study Stage.
- 2.1.3 All submitted project proposal(s) will first be examined by HKJCICM in the Study Stage to ensure that they are consistent with HKJCICM's strategic scope and published programme directions. Applicants are encouraged to visit HKJCICM website for details. Proposals in the Study stage will also be examined to establish the completeness of the submitted information.
- 2.1.4 There is no guarantee that the proposals will be taken forward to the next stage. HKJCICM reserves the right to query the applicants, request more information or revision of the applications in view of insufficient and incomplete information, ambiguity etc.
- 2.1.5 HKJCICM reserves the right to reject project proposals which either
- (a) do not fit our strategic scope, programme directions;
 - (b) do not disclose information of the Chinese medicine formulae
 - (c) present unclear or unrealistic project plans;
 - (d) present unrealistic and unsubstantiated market or application potential;
 - (e) contain information which is either inaccurate or factually incorrect
- 2.1.6 Project proposals which pass the Study Stage will then be assessed by members of HKJCICM's Technical Advisory Panel (TAP) and/or other qualified technical experts depending on the nature of the projects. Applicants for projects entering this stage will be asked by HKJCICM to submit up to fifteen copies of the proposals. Project proposals will be assessed on scientific and technical merits and the potential of generating exploitable intellectual properties for commercialisation.

2.1.7 The vetting of project proposals by members of TAP and/or other qualified technical experts will consider, inter alia, the following as appropriate:-

- (f) demonstrated need for the proposed project;
- (g) clarity of the project objectives;
- (h) project management and technical capability of the project team;
- (i) quality of literature/technical reports of relevant research and applications;
- (j) clarity and specificity of milestones;
- (k) feasibility of the implementation plan;
- (l) available resources for the project;
- (m) reasonableness of the proposed budget
- (n) commercialisation of potential intellectual properties

2.1.8 The final funding approval decision rests with HKJCICM. It will take into account the recommendations and views of members of TAP and/or other qualified technical experts. Applicants and/or project team members may be required to present project proposals to and/or answer queries upon the request of HKJCICM.

2.2 ***Avoidance of Conflict of Interest***

2.2.1 All members of the Board, Strategic Advisory Panel (SAP) and TAP, other qualified technical experts will be requested to disclose interests in order to avoid potential conflict of interests.

2.2.2 To avoid potential conflict of interests, all members of the Board, SAP and TAP, other qualified technical experts who are directly or indirectly related to any proposal will be required to refrain from any forms of assessment and discussion of that proposal.

2.3 ***Notification of Results***

2.3.1 For projects for which funding is approved, HKJCICM will inform the applicant and proceed to prepare a project agreement. If an application is rejected, HKJCICM will give reasons for not supporting the project proposal.

2.4 ***Withdrawals***

2.4.1 The applicant may write to HKJCICM to withdraw an application at any time before a project agreement is signed between HKJCICM and the applicant.

2.5 *Resubmission*

- 2.5.1 An unsuccessful application may be resubmitted only if it has been revised substantially or if it has been able to produce additional information to address the comments made by HKJCICM or other public funding bodies, if applicable, at its earlier review. In completing the proposal for a resubmitted application, the applicant should set out clearly the differences between the resubmitted application and the previous one. The revised application will be treated as a new application, and will be subject to the same assessment procedures.