

PROJECT AND FUNDING GUIDE

Guidance Note (D) on Submission of Reports and Disbursement of Funds

This Guidance Note covers Section 6 (Submission of Reports and Disbursement of Funds).

Section 6 SUBMISSION OF REPORTS AND DISBURSEMENT OF FUNDS

6.1 *Progress Reports*

- 6.1.1 All projects are monitored against their stated milestones by HKJCICM.
- 6.1.2 Funding recipient organisations must submit half yearly progress reports until project completion or termination of the project agreement for each of their projects according to the schedule as set out in the project agreement. Progress reports should be prepared in the standard format stipulated by HKJCICM.
- 6.1.3 In-depth technical details should be provided to facilitate assessment. When preparing the Statement of Income and Expenditure for the reporting period attached to the progress report, please refer to Sections 3.3 and 3.4 of Guidance Note (B) for details. Upon request by HKJCICM, recipient organizations are required to provide timely clarification and/or additional information to substantiate the content of progress reports.
- 6.1.4 HKJCICM may organise visits or progress review meetings to track the progress of projects. Depending on the nature of the projects, HKJCICM will seek advice from technical advisors (members of the TAP and/or other qualified technical experts) to assist or conduct technical assessment.
- 6.1.5 For significant change in project scope and directions or in situation when the projects fail to reach key project milestones, HKJCICM will seek advice from technical advisors (from members of TAP and/or other qualified technical experts). In making the decision as to whether to approve or disapprove significant change in project scope and directions or terminate projects, HKJCICM will take into account the advice from members of TAP and/or other qualified experts.

6.2 *Disbursement of HKJCICM funds*

- 6.2.1 Disbursement of HKJCICM funds will be effected by payments on reimbursement basis, unless otherwise approved by HKJCICM.
- 6.2.2 Expenditure items that require fund advancement or upfront payment in part or in full should be included in the budgetary plan.

6.2.3 HKJCICM reserves the right to withhold any further payment to the project if there are sufficient unspent funds in the project account to meet the next quarterly expenditure or if there is any delay in submission of progress report.

6.2.4 HKJCICM reserves the right to withhold further payments arising from non-compliance with the terms and conditions of the project agreement.

6.3 ***Final Report***

6.3.1 Within three months from project completion date or termination date of the project agreement, the recipient organization must submit a final report covering the period from project commencement date to project completion date or termination date of the project agreement. The Report must include quantifiable results of the project (both technical and financial) as well as further details for the commercialization of the project results. The final report should be prepared in the standard format stipulated by HKJCICM.

6.3.2 Upon receipt of the final report of a project, HKJCICM will assess the effectiveness of the project by comparing the project results against its original objectives and targets (both technical and financial) as set out in the project proposal. HKJCICM will seek advice from technical advisors (members of the TAP and/or other qualified technical experts) to assess the final report. Upon request by HKJCICM, recipient organizations are required to provide timely written or oral clarification and/or additional information to substantiate the content of final report.

6.4 ***Suspension or Termination of Funding Support***

6.4.1 HKJCICM may terminate a project or suspend further funding at any time for reasons which include, inter alia, lack of progress of the project in a material way; slim chance of achieving milestones or completion of the project in accordance with the project proposal; the original objectives of project are no longer relevant to the needs of the industry as a result of material change in the circumstances; objectives, progress of work and relevance of the project have been overtaken by events; or HKJCICM sees fit to terminate the project in the public interest.

6.5 ***Return of Residual Funds***

6.5.1 The recipient organization must keep separate project account and should return to HKJCICM all residual funds within 90 days of project completion or termination of R & D agreement. Residual funds include any unused

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funds already paid to the recipient organization and all interest income generated as stated in Section 3.2 of Guidance Note (B). HKJCICM may take such action as may be deemed necessary in case of unreasonable delay in the return of residual funds and interest income to HKJCICM.