



Consultancy Services

HKSTP has collaborated with universities in Hong Kong, Mainland and industry to develop a network of experts to provide Consultancy Services to HKSTP tenants. HKSTP tenants can gain in-depth and practical business and technical advice through direct dialogue with experts. It is also likely that the mutual trust which is vital to the development of a fruitful relationship will be created. Furthermore, universities may grant preferential access to laboratory facilities in which they have a degree of involvement.

Interested tenants should fill in the attached Application Form for Consultancy Services and state clearly the consultancy advice they need.

To simplify the administration of tenants in using the consultancy services, HKSTP has signed Blanket Agreements with selected university consultancy providers (CUHK, HKUST, PolyU and CityU). Tenants only need to state the details of the consultancy in an "Attachment" of the corresponding Blanket Agreement. Tenants are then bound and protected by the concerned Blanket Agreement.

For expertise not available within the university system, the fund also covers Non pre-approved university consultancy providers. If tenants wish to identify consultants, they can complete Section C of the Application Form and send back to HKSTP for further processing.

HKSTP will pay HKSTP sponsored sum and settle invoices from selected university consultancy providers directly once tenants sign the invoices to confirm the services they obtained are satisfactory.

However, tenants using other consultancy providers approved by HKSTP should present the original receipt together with the consultancy contract copy to HKSTP for reimbursement.

Tenants have to provide their feedback and comments on the consultancy through a questionnaire to be provided by HKSTP. The questionnaire should be sent back to HKSTP after the completion of consultancy.

Notes:

- 1) Tenants using **non** HKSTP Pre-approved consultancy provider must provide a copy of consultancy contract with details of service provider, project description, project deliverables & payment schedule for HKSTP's review and approval.
- 2) HKSTP will sponsor max. 75% of the fee incurred up to the limit of the TAP fund's balance in tenant's account.
- 3) Documents needed for reimbursement:
 - (i) completed "Consultancy Services Application Form",
 - (ii) copy of consultancy contract
 - (iii) completed "Consultancy Services Questionnaire"
 - (iv) Original copy of payment proofs



Consultancy Services Application Form

To: Industry & University Collaboration, BDTS, HKSTP
Office: Unit 307, IC Development Centre, HK Science Park
Attn: Officer – TAP (Enquiry: 2629 6697 / tap@hkstp.org)

Date: _____

Section A:

Company Name:
Title of the Consultancy Service:
Description of the Consultancy Service:
Commencement date (dd/mm/yy): Completion date (dd/mm/yy):
Due Date(s) and Deliverable(s):

Section B:

I prefer to use the consultancy service from Pre-approved university consultancy provider: <input type="checkbox"/> CityU <input type="checkbox"/> CUHK <input type="checkbox"/> HKU <input type="checkbox"/> HKUST <input type="checkbox"/> PolyU <input type="checkbox"/> Baptist U <input type="checkbox"/> IVE (Please tick if there is a preference)
I would like to use the Blanket Agreement provided, if there is any. <input type="checkbox"/> Yes <input type="checkbox"/> No

Section C:

<input type="checkbox"/> I would like to apply for using NON Pre-approved university consultancy provider.
Name & Address of the Suggested Consultancy Provider:
Why HKSTP Pre-approved university consultancy providers cannot cater to your company's consultancy needs?

Section D:

The project would shorten the product/ technology development time:- <input type="checkbox"/> 1-3 mths <input type="checkbox"/> 4 – 6 mths <input type="checkbox"/> 6-12 mths <input type="checkbox"/> over 12 mths <input type="checkbox"/> Indifference
The project may bring along business (HK\$):- <input type="checkbox"/> below 50K <input type="checkbox"/> 50K – 99K <input type="checkbox"/> 100K – 499K <input type="checkbox"/> over 500K <input type="checkbox"/> Indifference
<input type="checkbox"/> Please process the funding reimbursement from my company entitlement.

Upon submission of this form, I declare that the service mentioned above has not received and will not apply for any other funding provided by the government or government appointed agent. I understand that HKSTP reserves the right to cancel my company's entitlement to the HKSTP's funding scheme and my company maybe liable to prosecution should my company fail to comply with this rule.

Signature of the Authorized Executive (With Company Chop): _____

Print Name: _____ Title: _____



Consultancy Services Questionnaire

In order to make continuous improvement on the consultancy services, HKSTP tenants are required to provide feedback and comments on the Consultancy Services they used. Tenants should return the Questionnaire to Industry & University Collaboration, Business Development and Technology Support, HKSTP (**Unit 307, IC Development Centre, HK Science Park. Attn: Officer - TAP (Enquiry: 2629 6697 / tap@hkstp.org)**) after the completion of consultancy to process the reimbursement procedure.

Company Name: _____

Consultancy Provider: CityU CUHK HKU HKUST PolyU Baptist U IVE
 Other: _____

Consultancy Project Title: _____

Request Form Ref. No.: _____

Professor/ Expert in charge of the Project: _____

Part A: Project Effectiveness/ Usefulness	Strongly Agree 1	Agree 2	Indifferent 3	Disagree 4	Strongly Disagree 5
1. The pre-agreed deliverables are fully delivered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The project deliverables are useful to my business development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The project is completed in accordance with schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The project is cost-effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The project has shortened the product/ technology development time.	1 – 3 mths <input type="checkbox"/>	4 – 6 mths <input type="checkbox"/>	6 – 12 mths <input type="checkbox"/>	over 12 mths <input type="checkbox"/>	Indifference <input type="checkbox"/>
6. The project may bring along business (HK\$)	below 50K <input type="checkbox"/>	50K – 99K <input type="checkbox"/>	100K – 499K <input type="checkbox"/>	over 500K <input type="checkbox"/>	Indifference <input type="checkbox"/>

Part B: Expert Quality	Strongly Agree 1	Agree 2	Indifferent 3	Disagree 4	Strongly Disagree 5
7. The expert(s) involved in project are knowledgeable on the consultancy subject/ topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The communication with the expert consultant during the consultancy period was satisfactory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I want the same consultancy provider to provide consultancy service again in the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I want the same expert to do a more detailed consultancy in the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part C: Other Comment _____

The questionnaire is completed by _____ (Name) _____ (Position) _____ on (Date) _____