



Joint R & D Project

In order to foster university-industry collaboration, the Hong Kong Science & Technology Parks Corporation (HKSTP) sponsors R & D projects carried out jointly by tenants and universities.

The Technical Assistance Programme (TAP) will sponsor tenants' expenses incurred in the Joint R & D Project. Interested tenants should fill in the below Application Form and return to Industry & University Collaboration, HKSTP for processing.

Tenants should liaise and agree with the university on the project descriptions, the expected deliverables, and if necessary, the royalty arrangements. Tenants should then send HKSTP a copy of the official correspondence stating the cost and the commencement of project as well as the originals of payment proofs for the processing of reimbursement.

Notes:

- 1) HKSTP will sponsor max. 75% of the fee incurred up to the limit of the TAP fund's balance in tenant's account.
- 2) **Documents needed for reimbursement:**
 - (i) This completed "Application / Reimbursement Form"
 - (ii) Copy of contract agreement with details of project deliverables, schedule and payment arrangement
 - (iii) Original copy of payment proofs

Application / Reimbursement Form

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

Date: _____

Company: _____ Contact Person: _____

Tel: _____ Email: _____ Title: _____

- Please find the following information and **introduce university contacts**.
- Please process the **funding reimbursement** from my company entitlement.

Name & description of the R & D Project: _____

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: _____