



**POLYU STUDENT ENTREPRENEURIAL
PROOF-OF-CONCEPT FUNDING SCHEME
NOTES FOR APPLICATION**

2020-2021

SECTION 1: DETAILS OF APPLICATION FOR POC FUND

1. Introduction

PolyU Proof-of-Concept (POC) Funding Scheme is a funding initiative launched in 2017 as one of the key entrepreneurship education components at PolyU. It aims to work with academic departments to encourage their students to practise entrepreneurship and pursue it, funding their quests to innovate and compete.

The objectives of the Scheme are:

- To create a strategic linkage between teaching and innovative/entrepreneurial practice, motivating students to put classroom learning into application.
- To equip students with entrepreneurial mindset and experience for their career pursuit, either as an *intrepeneur* in the workforce or as an *entrepreneur* running their own businesses.
- To promote knowledge transfer and commercialization of students’ innovations through a guided student-grown-entrepreneur process.

2. Features and Privileges

Student teams successfully admitted to the Scheme will receive the following supports:

- A Proof-of-Concept (“POC”) fund of HK\$5,000 per team for their participation of **reputable competitions on innovation and/or entrepreneurship**, with a top-up of HK\$5,000 if the team makes to the international stage.
- Access to the coworking space of the PolyU InnoHub (4th Floor, Innovation Tower, PolyU) https://www.polyu.edu.hk/ife/corp/en/entrepreneurship_dev/polyu_innohub.php and PolyU InnoHub@Shenzhen (3rd Floor, PolyU Shenzhen Base).
- Sponsored membership to PolyU Entrepreneurship Society (ES). https://www.polyu.edu.hk/ife/corp/en/entrepreneurship_society.php
- Entrepreneurship trainings through workshops, seminars, visits, etc.

3. POC Fund Details

Eligibility of Applicants:	<p>A student team including at least ONE current student or fresh graduate (within three years after graduation¹) of PolyU (including HKCC and SPEED) that is:</p> <p>(1) nominated by one of the academic supervisors listed in <u>Appendix 1 POC Academic Supervisor List</u> to participate her/his designated competition(s);</p> <p>OR</p> <p>(2) enthusiastic to participate in the innovation/entrepreneurship competitions listed in <u>Appendix 2 “Designated Competition List”</u>.</p>
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¹ The date on the graduation certificate shall be no more than three years earlier than the application deadline of the designated competition.

Amount of POC Fund:	Up to HK\$10,000 per team <ul style="list-style-type: none"> • HK\$5,000 for preparation and participation of the competition; and • A top-up of HK\$5,000 if the team successfully enters the international stage or participation outside Hong Kong is needed.
Final Report:	Awardees of the POC Fund should submit a final report with supporting documents on the competition participation within 1 month after the competition results announcement.

Track 1

Nominated by one of the academic supervisors listed in Appendix 1 POC Academic Supervisor List to participate her/his designated competition(s)

Application Deadline:	All year round BUT no later than the application deadline of the designated competition. Early application is however strongly encouraged to fully leverage the POC supports before the competition.
Application Procedures:	Apply through online application system and upload: <ol style="list-style-type: none"> Nomination Form (downloadable at www.polyupoc.hk) signed by the Academic Supervisor; CVs of all team members; Copies of student IDs or graduation certificates of all team members; Declaration of Use of PolyU Knowledge/Innovations/Technologies (if applicable); and Project presentation in PDF (file size not more than 10Mb).
Application Assessment	The assessment will be based on the Academic Supervisor’s nomination by Institute for Entrepreneurship (“IfE”).

Track 2

Without nomination but the team is enthusiastic to participate in the innovation/entrepreneurship competition(s) listed in Appendix 2 “Designated Competition List”

Application Deadline:	According to the application deadlines specified in the promotion materials of each designated competition.
Application Procedures:	Apply through online application system and upload: <ol style="list-style-type: none"> CVs of all team members;

	<p>b) Copies of student IDs or graduation certificates of all team members;</p> <p>c) Declaration of Use of PolyU Knowledge/Innovations/Technologies (if applicable); and</p> <p>d) Project presentation in PDF (file size not more than 10Mb).</p>
<p>Application Assessment:</p>	<p>The applications will be evaluated by IfE with reference to the judging criteria of the specific competition and/or the applicants whoever pass the threshold set by IfE will be awarded.</p> <p>Notes:</p> <ul style="list-style-type: none"> • An interview may be arranged if necessary • Training events may be incorporate in the assessment process
<p>Contact:</p>	<p>In case of any enquiries, please contact Tony Chung at 3400 2624, tony.cf.chung@polyu.edu.hk</p>

SECTION 2 - NOTES FOR APPLICATION

1. Institute for Entrepreneurship (IfE) is the administrative unit (the “Unit”) of the PolyU Student Entrepreneurial Proof-of-Concept Funding Scheme (the “Scheme”) and is responsible for all application, administration, screening, assessment, awarding and follow-up processes of the Scheme.
2. Application must be submitted on or before the application deadline. No application submitted after the deadline will be entertained.
3. The Principal Applicant (PA) must be a PolyU, SPEED or HKCC student or alumni graduate within three years on the date of the application of the POC scheme, who should be assuming a key role with substantial involvement in the project and the designated competition.
4. Communications with applicant, generally via email, will be directed to the Principal Applicant (the “PA”) listed on the online application form.
5. All Awardees (including both PA and team members) are expected to actively participate in the designated competition.
6. Assessment Panel (the “Panel”) will be composed including but not limited to IfE staff and the decisions from the Panel shall be final. No appeal will be entertained and no communication will be entered into between the applicants and the Unit or the Panel members in relation to the decisions.
7. Applicants agree not to make any claim or bring any action against PolyU, the Unit, the Panel members, or advisors for any reason whatsoever, or otherwise seek to recover from PolyU, the Unit, the Panel members,

or the advisors any costs incurred in relation to their applications or any loss of estimated profits or any other benefits which the applicant may anticipate to accrue from application of the Scheme.

8. Applicants agree and acknowledge that the information submitted during application (including but not limited to the application process and subsequent documents to be submitted) shall be disclosed to the Unit and the Assessment Panel members. While the Unit and the Panel members shall keep the information confidential and shall use the information solely for the purpose of training/assessing the applications, NO non-disclosure agreement will be signed between the applicants and PolyU, the Unit or the Panel members unless under exceptional circumstance supported by strong rationale from the applicant in writing.
9. It is expected that the creative ideas, innovations, technologies, products or services (collectively the “IPs”) proposed in the application originate from the applicants. Should the IPs proposed belong to other parties, the applicants shall also obtain documented approval / agreement from the inventors for the use of such IPs in the applications.
10. All IPs generated by a student during the study in PolyU, such as class projects or final year projects, shall belong to PolyU therefore any IP generated during the competition participation period, including but not limited to the prototype developed and / or market research results, shall also belong to PolyU. Nevertheless, PolyU may disclaim the ownership under certain circumstances.
11. The POC Fund (the “Fund”) shall be disbursed to the PA’s bank account by one instalment after the participation of the designated competition and subject to the final report approved by the Unit.
12. The grant of the Fund shall be subject to further agreement of the Standard Terms and Conditions governing the disbursement and the use of the Fund by the Awardee.
13. The Unit reserves the right to disqualify any application that, in its sole judgment, violates the rules of the application or the spirit of the Scheme.
14. The Unit reserves the right to change the Standard Terms and Conditions stated herein from time to time without prior notice to the instructors or the nominated teams.

SECTION 3 - FREQUENTLY ASKED QUESTIONS

Application Eligibility

1. Can instructors of in PolyU not listed in Appendix 1 nominate teams for the Fund?

No, only the instructors from the list in Appendix 1 (POC Academic Supervisors) can nominate teams for the Fund. However, the list of Academic Supervisors will be reviewed from time to time subject to the availability of funding and competition outcomes. Other instructors interested in acting as POC Academic Supervisor are also welcome to contact IfE.

- 2. I would like to participate in an innovation/entrepreneurship competition not listed in Appendix 2 and I don't have nomination from an Academic Supervisor in Appendix 1. Am I eligible to apply for the Fund?**

Ad hoc applications to participate in entrepreneurship competitions not listed in Appendix 2 may also be considered under special circumstances, subject to the sole discretion of IfE. The list of Designated Competitions will be reviewed and changed by the Unit from time to time.

- 3. Can part-time students be the PA and apply for Fund?**

Yes, all current students or graduates within three years who are pursuing or have achieved academic qualification offered by PolyU, SPEED or HKCC (except distance learning programme) can be the PA and apply for the Fund.

- 4. What is the minimum or maximum number of members per team?**

You shall follow the requirements from the competitions that you are going to participate. However, should you want to commercialize your project in future as a start-up, it is strongly advised that your team should not have too many (e.g. more than 7) or too few (e.g. a one-man band) members. A team of 3 to 4 members with complementary backgrounds, skills and knowledge (e.g. business, design and technology) is desirable.

- 5. Is it acceptable that my team consists of non-PolyU student(s) / member(s)?**

Yes. However, only PolyU full-time undergraduate students or graduate within three years can act as PA during the entire funding period. The exit of the PA from the Awarded Project, if without replacement acceptable to PolyU, will result in suspension / cancellation of any undisbursed fund under the POC Fund.

- 6. Can I use the same project to apply for the Proof-of-Concept (POC) Fund and PolyU Micro Fund (MF) at the same time?**

Yes, you can. However, you can only choose ONE of the funding schemes within the same funding period to avoid double benefits if you are awarded in both schemes.

Application and Assessment

- 7. Should I provide a full set of business plan in submitting the application?**

No, you should follow the requirements from your academic supervisor (for Track 1) or the specific competition requirements (for Track 2) to submit the necessary project documents.

- 8. How will the applications in Track 2 be evaluated?**

For the selected major competitions, IfE will organise pre-challenges or other screening process to select the awarded teams. Subject to the discretion of IfE, the applicants may be invited to attend interviews to make a presentation to an assessment panel. Attendance and performance during

the training and other activities (if any) may also be counted as one of the selection criteria.

For some competitions, all teams that pass the threshold set by IfE, such as being shortlisted after the first round assessment, will be awarded the fund.

Funding Scope and Disbursement for Awarded Projects

9. Do we have to register a company to receive the Fund?

No, you don't need to have a company to receive the Fund should your project be approved.

10. How will the Fund be disbursed?

When the awardee team completed the designated competition, submitted a report that fulfils the requirements of IfE and attended a review meeting, the approved amount of fund will be paid by one instalment to the bank account of the PA registered with the Finance Office of PolyU.

Appendix 1**POC Academic Supervisors**

Department	Academic Supervisor
Department of Applied Social Sciences	Dr. Yanto Chandra
Department of Biomedical Engineering	Dr. LAU Hin Chung
Department of Building & Real Estate	Dr. Patrick S.W. Fong
Department of Chinese and Bilingual Studies	Dr. CHUN Jack K.C.
Department of Computing	Dr. Henry CHAN
Department of Computing	Dr. Walter FUNG
Department of Industrial and Systems Engineering	Prof. Eric TSUI
Department of Industrial and Systems Engineering	Dr. Pai ZHENG
Department of Management and Marketing	Dr. Kin-Keung Vincent LEUNG
Department of Rehabilitation Sciences	Prof. Kenneth FONG
Division of Business and Hospitality Management, HKCC	Dr. Raymond Kwong
Division of Business and Hospitality Management, SPEED	Dr. Jonathan Kwok
Division of Business and Hospitality Management, SPEED	Dr. Macy WONG
Division of Business and Hospitality Management, SPEED	Dr. Ken PENG
Division of Science, Engineering and Health Studies, SPEED	Dr. Adam Wong
School of Design	Dr. Newman LAU
School of Design	Dr. William Liang
School of Design	Dr. Sylvia LIU
School of Hotel and Tourism Management	Mr. Jonathan Sutton

Partial List of the Competitions Available for Academic Supervisors' Nomination (Track 1)

Competition	Organizer	Application Deadline
The Global Student Innovation Challenge for Assistive Technology (gSIC-AT)	The International Convention on Rehabilitation Engineering and Assistive Technology (i-CREATE)	14-Oct-2020
Hong Kong Social Enterprise Challenge	The Chinese University of Hong Kong, Centre for Entrepreneurship	22-Oct-2020
Jumpstarter IdeaPOP	Alibaba Entrepreneurs Fund	20-Nov-2020
Cyberport Creative Micro Fund	Cyberport	Dec 2020 Apr, Aug 2021
Climate Action Recognition Scheme	Wofoo Social Enterprises	03-Jan-2021
Dare To Change Business Pitch Competition	Young Entrepreneurs Development Council (YDC)	08-Jan-2021
Science and Technology Entrepreneur Programme (STEP)	Hong Kong Science and Technology Park	Jan, May, Sep 2021
The 7th Hong Kong University Student Innovation & Entrepreneurship Competition	Hong Kong New Generation Cultural Association (HKNGCA)	15-Apr-2021
The City I&T Grand Challenge	Innovation And Technology Commission	30-Jun-2021
Challenge Cup 挑戰盃	Hong Kong New Generation Cultural Association (HKNGCA)	TBA
Internet + 互聯網+	Hong Kong New Generation Cultural Association (HKNGCA)	TBA

Appendix 2

Designated Competitions (Track 2)

Competition	Organizer	Competition Application Deadline	POC Application Deadline	Assessment
Hong Kong Social Enterprise Challenge (HKSEC)	The Chinese University of Hong Kong	22-Oct-2020	22-Oct-2020	All shortlisted teams after First Round will win the POC fund
Jumpstarter IdeaPOP	Alibaba Entrepreneurs Fund	20-Nov-2020	09-Nov-2020	Pitch Assessment
Climate Action Recognition Scheme	Wofoo Social Enterprises	03-Jan-2021	18-Dec-2020	All shortlisted teams after First Round will win the POC fund
Dare To Change Business Pitch Competition	Young Entrepreneurs Development Council (YDC)	08-Jan-2021	26-Jan-2021	Pitch Assessment
The 7th Hong Kong University Student Innovation & Entrepreneurship Competition	Hong Kong New Generation Cultural Association (HKNCGA)	15-Apr-2021	15-Apr-2021	POC Pre-Challenge
The City I&T Grand Challenge	Innovation And Technology Commission	30-Jun-2021	30-Jun-2021	POC Pre-Challenge
Cyberport University Partnership Programme (CUPP)	Cyberport	TBA	30-Jul-2021	All shortlisted teams after First Round will win the POC fund
Challenge Cup 挑戰盃	Hong Kong New Generation Cultural Association (HKNCGA)	TBA	TBA	TBA
Internet + 互聯網+	Hong Kong New Generation Cultural Association (HKNCGA)	TBA	TBA	TBA