

# MICRO FUND (MF) SCHEME 2022-23 COHORT 2 APPLICATION HANDBOOK

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### **IMPORTANT NOTE**

All contents in this handbook are subject to change without prior notice. Please contact the Knowledge Transfer and Entrepreneurship Office (KTEO) for the latest updates before submitting your application.

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MICRO FUND SCHEME 2022-23 COHORT 2  
**BRIEF INTRODUCTION**

# MICRO FUND SCHEME 2022-23 Cohort 2

## BRIEF INTRODUCTION



### (1) The Scheme

**Micro Fund Scheme (the Scheme)** is a key knowledge transfer and entrepreneurial initiative of PolyU since 2011, aiming to:

- (1) cultivate an innovative and entrepreneurial ambience in the PolyU community;
- (2) nurture socially responsible youngsters with "**Do Well Do Good**" entrepreneurship through hands-on entrepreneurial endeavours; and
- (3) facilitate knowledge transfer of PolyU innovations and technologies.

#### "Do Well Do Good"

We look for **technology Innovations and innovative ideas supported by R&D** that are commercially viable with social/industrial impact.

#### "Learning by Doing"

Unlike conventional business plan competitions, all approved teams must set up companies to implement the proposed business ideas.

## (2) Funding and Support

The Scheme aims to stimulate and ignite students' and young graduates' creative potential and entrepreneurial spirit, with experiential learning components integrated into the process to augment conventional classroom learning.

Each approved business proposition will receive the grant up to **HK\$120,000** to support its implementation through three stages:

### Micro Fund:

Types of Support	Stage 1 (Shortlisted after elevator pitch)	Stage 2 (Finalists with top performance)	Stage 3 (Awardees)
Cash Prize HK\$20,000	✓	✓	✓
5 Weeks Lean Launchpad Programme	-	✓	✓
Seed Fund HK\$100,000	-	-	✓

### HKSTP:

Types of Support	Stage 1 (Shortlisted after elevator pitch)	Stage 2 (Finalists with top performance)	Stage 3 (Awardees)
Admission to HKSTP IDEATION Program HK\$100,000	✓	✓	✓
Admission to HKSTP INCUBATION Program HK\$1,290,000	-	-	✓

### Other Supports:

Types of Support	Stage 1 (Shortlisted after elevator pitch)	Stage 2 (Finalists with top performance)	Stage 3 (Awardees)
AWS Cloud Service Support	✓	✓	✓
Publicity and Networking Support	✓	✓	✓
PolyU Industrial Centre (IC) Support	✓	✓	✓
Coaching by Entrepreneur-in- Residences (EIRs)	✓	✓	✓
Fundraising Support	✓	✓	✓
Fast-track/Nomination to other Incubation & Funding Support	✓	✓	✓

### (3) Application

The Scheme of 2022-23 Cohort 2 is now open for applications.

- Eligible Applicants:** A team<sup>1</sup> with **at least one**  
**(1) Student (Full-Time or Part-Time) or**  
**(2) Alumnus/Alumna or**  
**(3) Startup Postdoc<sup>2</sup> or**  
**(4) Staff member** of PolyU, HKCC or SPEED<sup>3</sup>, or  
**(5) PolyU technology licensee(s)** as the Principal Applicant<sup>4</sup> (PA)
- Targeted Projects:** Technology innovations and innovative ideas supported by research & development (R&D)
- Application Process:** The applicants should complete the online application at Micro Fund [Web Page](#) and upload the following documents on or before the application deadline:
- Pitch Deck (not more than 15 slides of PPT in English or Chinese)
  - YouTube link of a 3-minute Pitching Video
  - CVs of all team members
  - a copy of student ID/graduation certificate/staff card of each PolyU student or alumnus/alumna or staff member
  - Declaration of "Use of PolyU Knowledge/Innovations/Technologies" duly signed/endorsed by PolyU academic staff, if applicable.  
(The form is available on the Micro Fund web page under the section "[Download Area](#)".)

**Application Deadline:** **13:00, 12 April 2023 (Wed)**

- Assessment Criteria<sup>4</sup>:**
- Innovation and Creativity
  - Business Model
  - Core Team Members Competence
  - Core R&D Activity
  - Achievable Milestones in Business Proposal

*NOTE: Bonus points will be awarded to applications using PolyU's knowledge, innovations and technologies in Assessment of Pitch Deck with 3-minute Pitching Video.*

<sup>1</sup> Business registration is not compulsory upon application. Should the applicant have already established a business, the business must be registered within 24 months upon the application deadline.

<sup>2</sup> The Startup Postdoc must have already officially entered the Postdoc station.

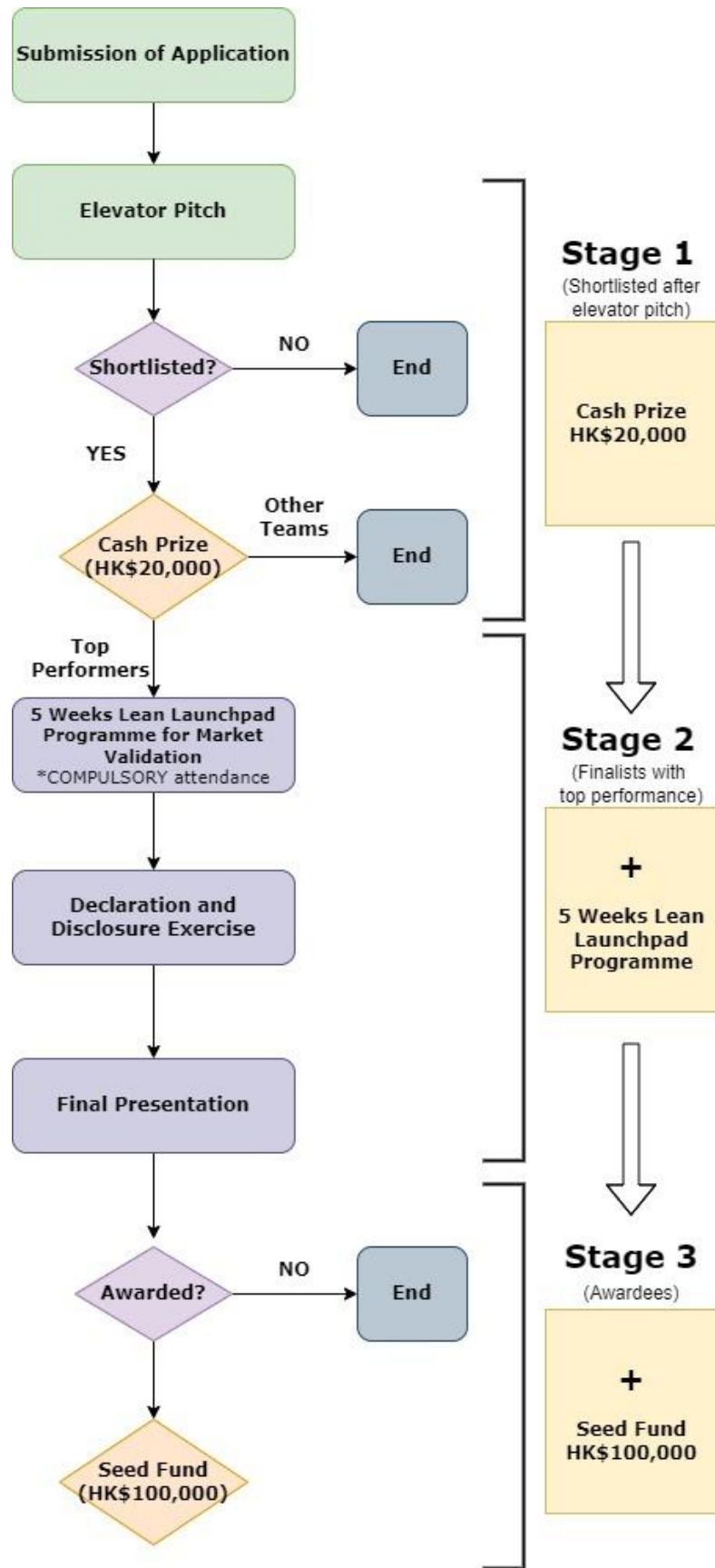
<sup>3</sup> The Student or Alumnus/Alumna must be pursuing or have secured degree, associate degree or diploma or any other equivalent academic qualification offered by PolyU, HKCC or SPEED (except distance learning programme).

<sup>4</sup> The PA MUST assume a key owner-operator role with substantial control in the applying/proposed company. In the sole opinion of PolyU, "substantial control" is usually evidenced by:

- (a) 20% or more ownership, in the form of equity shares, of the applying/proposed company;
- (b) hold a senior position in the applying/proposed company;
- (c) can be reached by KTEO during normal business hours; or
- (d) inventor of PolyU technology.

<sup>4</sup> Assessment criteria may slightly vary in different assessment stages.

**Assessment Flow & Process:**



\* Applicants who participated in Lean Launchpad Programme (LLP) before / were already in Incubation Programme may be exempted.



## (4) Schedule

Schedule	PolyU Micro Fund Scheme 2022-23 Cohort 2
Early Feb 2023	Open for Application
1 Mar 2023 (Wed)	Online Briefing Session I
28 Mar 2023 (Tue)	Online Briefing Session II
<b>13:00, 12 Apr 2023 (Wed)</b>	<b>Application Deadline</b>
25 - 28 Apr 2023 (Tue – Fri)	Elevator Pitch
Early May	Announcement of Shortlisted Applicants
18 – 19 May 2023 (Thu – Fri)	5-Week Lean Launchpad Programme for
29 May & 5 – 19 Jun 2023 (Mon)	Market Validation <sup>6</sup> (for Finalists with Top Performance only)
13, 14, 20, 21 Jun 2023 (Tue - Wed)	Declaration and Disclosure Exercise
12 - 13 Jul 2023 (Wed - Thu)	Final Presentation
Mid of Jul	Announcement of MF Awardees

*\*Schedule is subject to change without prior notice. Please refer to the latest updates on the PolyU Micro Fund web page for details.*

## (5) Important Note for Research Students

Current research postgraduate students should check with **Graduate School (+852 2766 5017 / 3400 3634 / 2766 5019 / [gs.matters@polyu.edu.hk](mailto:gs.matters@polyu.edu.hk))** if any approval is necessary prior to application.

## (6) Application Briefing Sessions

The following briefing sessions will be open to all interested applicants.

Date	Time	Venue
1 Mar 2023 (Wed)	1:00pm - 2:00pm	Online via ZOOM
28 Mar 2023 (Tue)	5:00pm - 6:00pm	Online via ZOOM

<sup>6</sup> Lean Launchpad Programme (LLP) is a mandatory training on business model canvas and market validation. For the sake of learning efficiency, each Finalist must submit pre-bootcamp assignment in advance. After the 2-day bootcamp, all Finalists are encouraged to start market validation and are required to submit their revised canvases and validation records.

MICRO FUND SCHEME 2022-23 COHORT 2  
**APPLICATION GUIDELINES**

## MICRO FUND SCHEME 2022-23 Cohort 2

### APPLICATION GUIDELINES

1. Knowledge Transfer and Entrepreneurship Office (KTEO) is the administrative unit (the "Unit") of the Micro Fund Scheme (the "Scheme"). It is responsible for all application, screening, shortlisting, assessment, awarding and follow-up processes.
2. Online applications must be completed on or before the application deadline. No application submitted after the deadline will be entertained.
3. The applicant awarded under the Scheme with Cash Prize/Seed Fund (the "Awardee") shall establish his/her own business (the "Funded Start-up") to conduct the market validation and to execute the approved business proposal. Should the applicant have already established a business, the business must be registered within 24 months upon the application deadline.
4. Assessment Panels (the "Panels") will be designated to conduct the assessments in different phases. The decisions from the Panels shall be final and no appeal will be entertained. No communication will be entered into between the applicants and the Unit or the Panel members in relation to the decisions.
5. Applicants agree and acknowledge that the information submitted during their application process (including but not limited to the online application and subsequent submission of documents) shall be disclosed to the Unit, the trainers/coaches and the Panel members. The Unit, the trainers/coaches and the Panel members shall keep the information confidential and shall use the information solely for training/assessing purposes. NO non-disclosure agreement will be signed between the applicants and PolyU, the Unit, the trainers/coaches or the Panel members unless under exceptional circumstance supported by strong rationale from the applicant in writing.
6. Communications with an applicant, generally via email, will be directed to the Principal Applicant (the "PA") stated in the online application.
7. Should the team consist of both PolyU member(s) and non-PolyU member(s), the PA must be the PolyU team member. The PA MUST assume a key owner-operator role with substantial control<sup>7</sup> of the new business established or to be established.
8. All Awardees are expected to devote a substantial amount of time to conducting market validation and implementing the awarded business proposal.
9. For a PolyU staff member who wishes to be a team member/shareholder while keeping his/her employment, he or she must observe all the pertinent rules and regulations governing knowledge transfer and outside activities and MUST seek approval from the university management. (<https://www.polyu.edu.hk/kteo/about-kteo/policies-and-guidelines/>)
10. All Awardees should provide supplemental documentation requested by PolyU or HKSTP to receive the Cash Prize/Seed Fund and HKSTP IDEATION/INCUBATION Programme, including but not limited to business registration information and technology licensing agreement (if applicable).
11. Subject to reasonable progress to the Unit's satisfaction, the Cash Prize/Seed Fund shall be disbursed by instalments to the Funded Startup's bank account, and the HKSTP INCUBATION Programme may require separate progress reports. The Cash Prize can be transferred to the PA's personal bank account on behalf of the startup if the business bank account is not yet established.

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<sup>7</sup> In the sole opinion of PolyU, "substantial control" is usually evidenced by:

- (a) 20% or more ownership, in the form of equity shares, of the applying/proposed company;
- (b) hold a senior position in the applying/proposed company;
- (c) can be reached by KTEO during normal business hours; or
- (d) inventor of PolyU technology.

- 12.** The Cash Prize/Seed Fund shall NOT be used for any kind of remuneration of the Awardee.
- 13.** The grant of the Cash Prize/Seed Fund shall be subject to further agreement of terms and conditions governing the disbursement and the use of the Cash Prize/Seed Fund by the Awardee.
- 14.** 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 proposed IPs belong to other third parties (including but not limited to PolyU), the inventors of the IPs must be named in the application form. The applicants shall also obtain documented approval/agreement from the inventors for the use of such IPs in the applications.
- 15.** Should an application involve the IPs owned by PolyU (including but not limited to student work in the course of their studies in PolyU such as class projects and final year projects), the applicant must sign the letter of acceptance to obtain permission from PolyU to explore IP commercialisation.
- 16.** Should the Funded Startup choose to commercialise the PolyU IP after the Final Assessment, it shall enter into a licensing agreement with PolyU. The licensing fee and royalty costs shall apply.
- 17.** Unless otherwise specified in the licensing agreement (if any) as per Clause 15 and 16 above, new IPs generated during the execution of the Awardee's business proposal shall belong to the Funded Startup.
- 18.** The applicant MUST satisfy relevant conditions set out by HKSTP before they can be officially admitted to the HKSTP IDEATION/INCUBATION Programme. HKSTP reserves its right to revise the admission criteria without prior notice.
- 19.** Applicants agree not to make any claim or bring any action against PolyU, the Unit, the Panel members, the trainers/coaches or advisors for any reason whatsoever or otherwise seek to recover from PolyU, the Unit, the Panel members, the trainers/coaches 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.
- 20.** The Unit reserves the right to disqualify any applications that, in its sole judgment, violate the rules and principles of the Scheme.
- 21.** The Unit reserves the right to change the Scheme guidelines stipulated herein and elsewhere from time to time without prior notice.
- 22.** When the applicant is asked to submit any information, content or material to PolyU or HKSTP ("Content") whether for the purposes of enabling PolyU/HKSTP to assess the applicant and its suitability as a Micro Fund Awardee, Micro Fund Finalist, HKSTP incubatee or HKSTP IDEATION participants, or for inclusion on PolyU/HKSTP website, the applicant must ensure that all Content is up-to-date, accurate, legal, honest, decent, truthful and complies with all applicable laws, regulations, standards and codes of practice. The applicant must ensure that all Content submitted to PolyU/HKSTP does not infringe copyright, design, privacy, publicity, data protection, trademark or any other rights of any third party, and is not obscene, abusive, threatening, libellous or defamatory of any person.

## **APPENDIX 1: Pitch Deck Writing / Pitching Video Guidance Notes**

The Pitch Deck should **NOT be more than 15 slides of PowerPoint (PPT)** for application submission. The Pitching Video should be **within 3 minutes** and must be uploaded to **YouTube**. The applicant must provide a valid link when submitting the online application.

The Pitch Deck/Pitching Video should be covering key items below for the Initial Screening of Eligibility:

- Your products/services
- Your business model
- Your key milestones
- Your team introduction
- Your R&D content and planning (if applicable)

The Pitch Deck and Pitching Video can be in English or Chinese. Both are expected to be engaging and entertaining. Sloppy and lengthy text gives an applicant NO advantage. Use creativity and tell a good story!

### ***What is a Pitch Deck?***

A Pitch Deck (also known as a slide deck or pitch slide deck) is a communication tool to raise money with a potential investor. It is a brief presentation, often created using PowerPoint, Keynote, or Prezi, to provide the audience with a quick overview of the business plan.

There are tons of pitch deck templates on the Internet. Applicants are **free to choose** whatever they think is appropriate. Guy Kawasaki's "10/20/30 Rule of PowerPoint" - 10 slides, 20 minutes and no font smaller than 30 points, can be a useful reference ([guykawasaki.com/the\\_102030\\_rule](http://guykawasaki.com/the_102030_rule)). The ten slides proposed by Guy Kawasaki should include the following topics:

1. Problem Identified
2. Your Solution
3. Business Model
4. Underlying Magic/Technology
5. Marketing and Sales
6. Competition
7. Team
8. Projections and Milestones
9. Status and Timeline
10. Summary and Call to Action

MICRO FUND SCHEME 2022-23 COHORT 2  
**FREQUENTLY ASKED QUESTIONS**

## MICRO FUND SCHEME 2022-23 FREQUENTLY ASKED QUESTIONS

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### Application Eligibility

**1. Can part-time students apply for Micro Fund Scheme (the "Scheme")?**

*Yes, all part-time students pursuing degree/associate degree/diploma/other academic qualifications offered by PolyU, HKCC or SPEED (except distance learning programme) can apply for the Scheme.*

**2. Can research postgraduate students apply for this Scheme?**

*Yes, research postgraduate students can apply but need to check with Graduate School (+852 2766 5017 / 3400 3634 / 2766 5019 / [gs.matters@polyu.edu.hk](mailto:gs.matters@polyu.edu.hk)) as well as the need to comply with Hong Kong Immigration Policy for any necessary approval before submitting applications.*

**3. Can PolyU alumni apply for this Scheme?**

*Yes, alumni who have secured degree/associate degree/diploma/other academic qualifications offered by PolyU, HKCC or SPEED (except distance learning programmes) can apply for the Scheme.*

**4. Who can be the Principal Applicant (PA)?**

*The PA must be a student (full-time or part-time) or an alumna/alumnus or Startup Postdoc or staff member (full-time or part-time) of PolyU, HKCC or SPEED (except distance learning programme) or PolyU technology licensee(s) upon application.*

*However, if awarded, the Awardee is expected to establish a company to execute the business proposal with the Seed Fund disbursed to the company.*

*The PA must be a key owner-operator role with substantial control as further elaborated in Question 16.*

**5. Can PolyU staff apply for this Scheme as PA?**

*Yes, for a PolyU staff member who wishes to be a PA while keeping his employment, he or she must observe all the pertinent rules and regulations governing knowledge transfer and outside activities, and MUST seek approval from the university management. (<https://www.polyu.edu.hk/kteo/about-kteo/policies-and-guidelines/>)*

**6. Can I apply for the Scheme on my own without any team member?**

*An individual applicant is allowed. However, a multi-disciplinary team with members from different but relevant backgrounds is usually preferred by assessors and is therefore strongly recommended.*

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

*There is no restriction on team size. However, it is recommended to have 3 to 4 team members with complementary backgrounds and knowledge.*

**8. I had participated in other entrepreneurship competition(s) within or outside PolyU. Am I eligible to apply for the Scheme using the same proposal?**

*Yes, as long as you submit the required application documents before the application deadline.*

**9. I was awarded/am applying for other seed funds from government, NGO, or public organisations like Cyberport. Can I still apply for the Scheme?**

*Yes, as long as you meet all the eligibility conditions (e.g. your company was incorporated for less than two years as of the application deadline).*

*However, please note you may be subject to restrictions under the rules/regulations governing the other seed funds you already received/are applying for. It is recommended to check with your funding organisation before submitting your application.*

- 10. I had submitted an application for the Micro Fund Scheme before. Can I re-submit the same application again?**  
*Yes, as long as you submit the required application documents before the application deadline. However, if you are the finalist or awardee of previous Micro Fund Cohorts, you are not eligible to apply the Micro Fund Scheme again with the same project or same technology.*
- 11. Can I submit more than one application, or participate in more than one team?**  
*Yes, each individual is allowed to join more than one team, and each team can submit more than one application.*
- 12. Can I use the same project to apply for Micro Fund (MF) Scheme and other entrepreneurship funding from KTEO such as PolyU Student Entrepreneurial Proof-of-Concept Funding Scheme (POC) or Angel Fund (TSSU) Scheme, PolyU Maker Fund at the same time?**  
*Yes, you can. However, you can only choose ONE of the funding schemes to avoid double benefits within the same funding period if you are awarded in more than one Scheme.*
- 13. Can I use the same project previously/currently awarded in PolyU Angel Fund (TSSU), PolyU Tech Launchpad Fund (TLF) Scheme and PolyU Maker Fund to apply for PolyU Micro Fund (MF) Scheme?**  
*No, you cannot. Micro Fund (MF) Scheme aims to cultivate an innovative and entrepreneurial ambience in the PolyU community by supporting business propositions at seed fund stage.*
- 14. Is it acceptable that my team consists of non-PolyU member(s)?**  
*Yes. However, only PolyU member(s) or PolyU technology licensee can act as PA during the entire funding period. The PA's exit from the awarded team, if without replacement acceptable to PolyU, will result in suspension/cancellation of any undisbursed fund.*
- 15. Can team members be changed?**  
*No changes is allowed to the PA during the application process. Changes of other team members will only be allowed and approved on an exceptional basis, supported by sufficiently strong reasons.*
- 16. Is there any requirement on the shareholding structure of the new company?**  
*Yes. PA MUST assume a key owner-operator role with substantial control of the applying/proposed company. In the sole opinion of PolyU, "substantial control" is usually evidenced by (a) 20% or more ownership, in the form of equity shares, of the applying/proposed company; (b) hold a senior position in the applying/proposed company; and (c) can be reached by KTEO during normal business hours; or (d) inventor of Poly technology.*
- 17. Is it acceptable that my project is a social enterprise?**  
*Yes. We accept innovation & technology projects which can bring social impact and sustain themselves, i.e. the business model can earn revenue instead of relying on donation/ sponsorship.*

#### **Application and Assessment**

- 18. Do we have to register a company upon application?**  
*No, you do not need to have a company upon application. However, you MUST establish a company to receive the Cash Prize / Seed Fund if your business proposal is approved.  
 For applicants who already established a company, the company must not be incorporated for more than two years as of the application deadline.*
- 19. Should I provide a pitch deck in submitting the application?**  
*Yes, upon the application deadline you need to complete the online application with a Pitch Deck (not more than 15 slides of PowerPoint in English or Chinese), a YouTube link of a 3-minute Pitching Video and the CVs of all team members and other supporting documents if applicable.*



## **20. How will the applications be evaluated?**

- 1) All eligible Teams will then be invited to the Elevator Pitch, to be judged by HKSTP members and PolyU staff.
- 2) All shortlisted teams will receive HK\$20,000 cash prize (stage 1).
- 3) Only the finalists with top performance will go through a 5-week Lean Launchpad Programme for market validation and declaration & disclosure exercise before making the final presentation to an independent assessment panel in the Final Assessment (stage 2).
- 4) The awardees will receive HK\$100,000 seed fund (stage 3).

## **21. How can I be eligible to claim bonus points for utilising PolyU knowledge, innovations and technologies?**

You just need to fill in the Declaration of "Use of PolyU Knowledge/Innovations/Technologies" with your academic supervisor/advisor signing off. Supporting documents (e.g. patent specification, research paper, FYP, class project) should also be submitted during the online application process. The bonus points will be counted according to the nature of the PolyU knowledge/innovations/technologies used in your business proposal in assessing the Pitching Video.

However, please note that your claim of using PolyU knowledge, innovations and technologies will result in licensing from PolyU should your business proposal be approved. Your company will then incur licensing and royalty costs.

## **22. What if my company cannot fulfil the eligibility conditions of the HKSTP IDEATION / INCUBATION Programme? Will my company still get funding support from PolyU?**

If unfortunately, your company cannot fulfil certain eligibility condition and therefore not admitted by the HKSTP IDEATION / INCUBATION Programme, PolyU will still provide the funding support to your company as long as your business proposal is approved.

## **Intellectual Properties (IP)**

### **23. Who will be the owner of any intellectual properties (IP) generated?**

The Awardees shall own the IP generated from the execution of the awarded projects.

### **24. How do I know what PolyU knowledge/innovations/technologies I can make use of in my application?**

You can find the PolyU knowledge/innovations/technologies available for use via

<https://www.polyu.edu.hk/kteo/knowledge-transfer/innovations-and-technologies/technology-search/>.

### **25. When should I obtain the authorisation of using a third-party IP?**

You should obtain the written consent from the inventor/owner of the IP upon your online application.

Should your business proposal be approved, you **MUST** secure the official authorisation/licensing from the inventor/IP owner before the Fund can be disbursed.

### **26. What will be the arrangement if I need to utilise PolyU knowledge/innovations/technologies (including but not limited to final year projects and class projects) to execute my proposed business?**

Should your application be recommended for the Seed Fund or your company choose to commercialise the PolyU IPs after the final presentation, your company must enter into a licensing agreement with PolyU before utilising such knowledge/innovations/technologies (including but not limited to final year projects and class projects). Your company will then incur licensing and royalty costs.

For PolyU knowledge/innovations/technologies, you should first approach the inventors concerned Knowledge Transfer and Entrepreneurship Office (KTEO), PolyU (3400-2929) to check for such possibility.

## **Funding Scope and Disbursement**

### **27. How will the Fund be disbursed?**

*For the Cash Prize HK\$20,000, it will be disbursed to the PA's bank account upon submission of company registry documents, and/or with satisfactory completion and reasonable progress made in the 5-week Lean Launchpad Programme.*

*For the Seed Fund HK\$100,000, it will be disbursed to the Funded Start-up's bank accounts by instalment(s) with reasonable progress made by the Awardees and upon presenting all necessary documents required in the Standard Terms and Conditions.*

### **28. Can I use the Fund for salary or for renting office space for my business venture?**

*The Fund can be used to pay employees' salary if the staff concerned are NOT the PA or Team Members listed in the online application. You can also use the Fund to pay rent for the office, warehouse, etc., whatever is considered necessary and relevant in market validation and running your business.*

### **29. Can I use the Fund to pay licensing fees and royalties to PolyU?**

*Yes, using the Fund for licensing fees and royalties payable to PolyU is allowed.*

### **30. Will PolyU claim any ownership stake on my business venture created with the support of the seed fund?**

*No. The Fund awarded is a grant to the Awardee, and PolyU will not own any share of your business venture. However, we encourage you to make contributions to PolyU in the future by employing PolyU students and making donations to PolyU to signify your success in your business.*

### **31. Do I need to return to PolyU any unused fund granted?**

*It is expected that the Fund will be fully utilised to support the execution of the awarded business proposal specified in the Standard Terms and Conditions. However, if the fund entitlement were terminated/suspended/expired for whatever reason, the Awardee shall return any unspent balance to PolyU.*

### **32. If I need to use PolyU equipment/facilities during the execution of my proposed business, would there be any special arrangement for me?**

*PolyU InnoHub and PolyU Industrial Centre (IC) offer some equipment/facilities for PolyU supported startups, and pre-incubation support will also be provided to Awardees. Relevant conditions set out by PolyU InnoHub and PolyU IC must be satisfied before getting the support. More details will be provided once your application is shortlisted. For other equipment/facilities, we encourage Awardees to approach and discuss with the respective department(s) or advisor(s) (if any) for the utilisation of PolyU resources including laboratory facilities or equipment.*

### **33. Will the execution of the awarded project be counted as Work-Integrated Education (WIE)?**

*You need to check with your department whether the execution of your awarded projects will be qualified as WIE.*

### **34. If a member of the company (e.g. PA) withdraws from the company business and such withdrawal may render the company no longer eligible for the Scheme, what follow-up action should the company take?**

*The company should identify a replacement for that member and seek prior approval from PolyU for such a change. Failing that, the funding entitlement to the company will lapse and unused Fund (including the Fund disbursed/used without appropriate proof documents) shall be returned to PolyU.*

<<End>>