**Bridge Gap Fund (BGF)**

**Application form**

|  |  |
| --- | --- |
| *Reference number**(for OKT use):* |  |

**NOTES**

1. The form should be completed by the Principal Investigator (PI). PI must be a full-time faculty member at HKUST (Clear Water Bay).
2. Please carefully review the BGF Guideline before completing this form.
3. All applicants should complete the [Online Research Project Submission Approval (ORPA) Form](https://admms66.ust.hk/YZSoft/forms/Post.aspx?pn=Online+Research+Project+Submission+Approval) before submitting this form and enclose all necessary supporting documents mentioned in Section D with the application. The application and supporting documents should be sent to oktdtadmin@ust.hk.
4. All applicants are required to complete this form on or before the stipulated deadline. Late submissions will not be considered. Also, any projects received or are receiving other funding to support the same deliverables and/or projects that focus on basic research are NOT eligible.
5. Please tick the box as appropriate.
6. Questions with \* are mandatory.

|  |
| --- |
| **WHAT HAVE I COMMITTED/AGREED TO WHEN I COMPLETE THE FORM?** |
|  |  |  |
| All information provided will be used for processing the application and related purposes by the Office of Knowledge Transfer (OKT). It may be disclosed to relevant HKUST entities, government bodies, or third parties for assessment, funding decisions, or as required by law. Submission signifies consent from the PI and endorsing unit to such disclosure.By completing the form, the staff member is committed to conducting the project according to the BGF guidelines and meeting the requirements of the University policies and regulations, which include, but not limited to the following: |
|  |  |  |
|

|  |  |
| --- | --- |
| (i) | [intellectual property policy](https://okt.hkust.edu.hk/intellectual-property-policy) ; |
| (ii) | [policy on research conduct and integrity](https://vprd.hkust.edu.hk/policies-compliance/policies-guidelines/research-conduct-and-integrity) ; |
| (iii) | [financial regulations/guidelines](https://fo.ust.hk/staff/financial-circulars) ; |
| (iv) | [general guidelines on the management and administration of research grants](https://w5.ab.ust.hk/jsecm/ecm_policy_download?documentTypeName=RO:%20Policies%20and%20Guidelines&policyId=1000) ; |
| (v) | [budget guidelines and overhead policy](https://ro.hkust.edu.hk/system/files/guidelines_policies/general_budget_guidelines.pdf) ; |
| (vi) | [safety and environmental protection, use of animals, human participants, or materials that are potentially hazardous](https://vprd.hkust.edu.hk/policies-compliance/tickatlab) ; |
| (vii) | faculty involvement in [consulting activities](https://rdc.hkust.edu.hk/) , [commercial pursuits](https://provost.ust.hk/AcademicPersonnel/AP_Manual/PDF/AP92_0.pdf) ; |
| (viii) | [conflict of interest](https://cas.ust.hk/cas/login?service=https%3A//staffmanual.hkust.edu.hk/casservice%3Fdestination%3D/policies-guidelines-procedures/guidelines/conflict-of-interest); and[research integrity training requirement for staff/students who are going to conduct research at the University (CITI Program)](https://vprd.hkust.edu.hk/policies-compliance/research-integrity-training-requirement). |

For details of the funding, please refer here:<https://okt.hkust.edu.hk/bridge-gap-fund>**ENQUIRIES**

| **Enquiry** | **Contact Point** | **Office Tel** | **Email** |  |  |
| --- | --- | --- | --- | --- | --- |
| Project selection; all-round support and advice on proposal preparation, commercialization, licensing potential and project development; industry & customer engagement & collaboration opportunities | **Business Development Team**Dr. Carol LI,Head (Materials and Sustainable Technologies)Dr. David LEUNG,Head (Smart System and Project Development)Mr. Wayne TAN,Head (Bio-Medical and Healthcare) | 2358 79153469 29552358 5902 | carolli@ust.hkdcwleung@ust.hkwaynetan@ust.hk |  |  |
| Business validity and commercialization prospects of project; Mentorship and business advisory | **Entrepreneur in Residence for Engineering Technology (EIR) Team**Mr. Wenlei ZHUANG,Head (Entrepreneur in Residence for Engineering Technology) | 3469 3149 | wenlei@ust.hk |  |  |
| BGF revamp; BGF setting and adjustment | **Innovation Infrastructure Development Team**Dr. Yue JIA,Head (Innovation Infrastructure Development) | 3469 3082 | yuejia@ust.hk |  |  |
| Investment advice; introduction of co-investment partners | **Start-up Incubation and Investment Team**Mr. Pok Man YIU,Head (Start-up Incubation and Investment) | 2358 7920 | pokmanyiu@ust.hk |  |  |
| Intellectual Property | **Intellectual Property Team**Dr. Karman LEUNG,Head (Intellectual Property Management) | 2358 5899 | karmanleung@ust.hk |  |  |
| Administrative procedures and operation | **Translational Project Team**Mr. Joshua LEUNG,Head of Translational Project Team | 2358 6164 | joshua.leung@ust.hk |  |  |

 |

**SECTION A: General Information of the Proposal and the Team**

*(To be completed by the PI of the applicant team)*

|  |  |
| --- | --- |
| Name of Project\* (in English): |  |
| Name of Project(in Chinese): |  |
| Preference:\* (please choose one only): | [ ]  Startup Track [ ]  Technology Transfer Track |
| For those Technology Transfer Track, please indicate:\* | Pilot demo of the IP generated from the project at HKUST campuses, and/or Exclusive/Non-Exclusive IP Licensing to , and benefit sharing among all stakeholders according to the University's IP policy. |
| Project Period:\**(Project period can be set from 6-12 months but must complete before 30 June 2026)* | From 1 Jul 2025 to  |
| Project Duration (month):\* |  |
| Budget (HKD):\**(Up to HK$0.5M)* |  |

**(1) Particulars of the Principal Investigator (PI)**

|  |  |
| --- | --- |
| PI Full Name (in English):\* |  |
| PI Full Name (in Chinese): |  |
| Position:\* |  |
| Department:\* |  |
| Office Telephone Number:\* |  |
| Urgent Contact Number:\* |  |
| Fax Number: |  |
| Email Address:\* |  |
| WeChat Number (if any): |  |

**(2)** **Particulars of the Co-Principal Investigator (Co-PI) , if any**

|  |  |
| --- | --- |
| Co-PI Full Name (in English):\* |  |
| Co-PI Full Name(in Chinese): |  |
| Position:\* |  |
| Department:\* |  |
| Office Telephone Number:\* |  |
| Urgent Contact Number:\* |  |
| Fax Number: |  |
| Email Address:\* |  |
| WeChat Number (if any): |  |

**If you have more than one Co-PI, please fill-in information below.**

|  |  |
| --- | --- |
| Co-PI Full Name (in English):\* |  |
| Co-PI Full Name(in Chinese): |  |
| Position:\* |  |
| Department:\* |  |
| Office Telephone Number:\* |  |
| Urgent Contact Number:\* |  |
| Fax Number: |  |
| Email Address:\* |  |
| WeChat Number (if any): |  |

**(3) Composition of the Applicant Team**

1. **PIC of the Team**

***(Strongly suggested to have a different person from the PI as a future full-time staff in the startups or as the major contact point for the business.)***

|  |  |
| --- | --- |
| Is the PIC and PI the same person?\*(If yes, please skip the rest of the questions in (a)) | [ ]  Yes [ ]  No |
| Full Name (in English):\* |  |
| Full Name (in Chinese): |  |
| In what way is the person-in-charge associated with HKUST(CWB)?\* | [ ]  (a)  Undergraduate[ ]  (b)  Postgraduate[ ]  (c)  Faculty Member[ ]  (d)  Teaching or research support staff[ ]  (e)  Others, please specify:  |
| Position:\* |  |
| Department:\* |  |
| Telephone Number /Mobile Number:\* | / |
| Email Address:\* |  |
| WeChat Number (if any): |  |

1. **Other Team Members\****(Please add row(s) if necessary. If there is no other team member, please put down “NA”.)*

| No. | Full Name(in English) | Full Name(in Chinese) | The association with HKUST (CWB) (Undergraduate/Postgraduate/Faculty Member/Teaching or research support staff) | Involvement in the Project |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

1. **HKUST Background Intellectual Property on the R&D Work**

 *(Please add row(s) if necessary)*

1. Please provide details of the HKUST-owned IP used in the BGF project (e.g. Patent/ Trademarks/ Designs/ Copyrights/ Trade Secrets/ Know-How (Undisclosed Commercial Information)) \*
2. The Name of the Technology 1 :\*
3. Type of BIP and OKT Reference Code (The code should start with TTC or IP):\*
4. The Name of the Technology 2 :\*
5. Type of BIP and OKT Reference Code (The code should start with TTC or IP):\*
6. The Name of the Technology 3 :\*
7. Type of BIP and OKT Reference Code (The code should start with TTC or IP):\*

**(b)** **Does the Principal Investigator need to utilize any third party's IP or open source IP in this Project?\***

[ ]  Yes [ ]  No (if no, please go to (c) )

If yes, please provide the following information:

Which party will arrange the licensing arrangement with the third party?\*

[ ]  Principal Investigator [ ]  HKUST [ ]  Agency/Sponsor

Which party will bear the cost of acquiring the license?\*

[ ]  Principal Investigator [ ]  HKUST [ ]  Agency/Sponsor

Limitation on usage:\*

1. **Background IPs that will be used in other project(s)**\*

[ ]  Yes [ ]  No (if no, please go to (5) )

 If yes, please specify:\*

1. **Funding has previously been sought or is simultaneously being sought and pending approval, approved project with execution in progress, for this or similar project?\***

[ ]  Yes [ ]  No (if no, please go to Section B)

If yes, please provide details of the similar project(s), including Project title, funding organization, differentiation of deliverables, IP arrangement, differentiation of foreground IP to be generated between this project and other similar project(s), and others: \*

**SECTION B: The Business Proposal**
*(To be completed by the PI of the applicant team)*

1. **Technology Area\****(please tick (“✓”) as appropriate and insert an asterisk (“\*”) against ONE key technology area in case more than one technology area is indicated)*

|  |  |
| --- | --- |
|  | Advanced Manufacturing/Process Development |
|  | Automotive Parts and Accessories |
|  | Biotechnology |
|  | Chinese Medicine |
|  | Electronics |
|  | Energy |
|  | Environmental Protection |
|  | Information and Communication Technologies |
|  | Logistics and Supply Chain Management |
|  | Nanotechnology and Materials Science |
|  | Testing and Certification |
|  | Textile/Clothing/Footwear |
|  | Others (please specify): |  |

1. **Industrial Sector\*** *(please tick (“✓”) as appropriate and insert an asterisk (“\*”) against ONE key industrial sector in case more than one industrial sector is indicated)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Banking/Financial Market/Fund Management/Insurance |  | Materials |
|  |  | Medical Equipment |
|  | Biotechnology |  | Precision Engineering |
|  | Chinese Medicine |  | Printing and Publishing |
|  | Construction  |  | Professional Services |
|  | Electrical and Electronics |  | Real Estate/Property Management |
|  | Energy |  | Telecommunications |
|  | Environmental |  | Testing and Certification |
|  | Food and Beverage |  | Textiles/Clothing/Footwear |
|  | General (Cross Sectors) |  | Tourism |
|  | Import and Export Trade |  | Transportation |
|  | Information Technology |  | Wholesale and Retail |
|  | Logistics and CommunicationTechnologies |  | Others (please specify): |
|  |  |  |
|  | Manufacturing Engineering |  |  |

1. **Brief Description of the Project**
2. Overview of the proposed business:\*

Please use a simplified sentence to describe the proposed business, including product/service to be provided, key problem solved, the market, potential customer and competition advantages.

|  |
| --- |
| *(in Chinese) (Not more than 100 words)* |
|  |
| *(in English) (Not more than 80 words)* |
|  |

1. Technology(ies) involved; (Describe your technology/solution and its innovative aspects. Explain its competitive advantage and how it addresses the identified need.)\*

|  |
| --- |
| *(in Chinese) (Not more than 800 words)* |
|  |
| *(in English) (Not more than 600 words)* |
|  |

1. Proposed product(s) and/or service(s) and target market(s) (Describe the problem or need addressed by your technology/project. Explain the market opportunity and its potential impact.)\*

|  |
| --- |
| *(in Chinese) (Not more than 300 words)* |
|  |
| *(in English) (Not more than 200 words)* |
|  |

1. The final deliverables of this BGF project (Describe the expected output of this BGF project, may include potential foreground IP(s), proof of concept product, proto-type, and external collaboration. Explain why the output can facilitate the future startup or IP licensing case.)\*

|  |
| --- |
| *(in Chinese) (Not more than 800 words)* |
|  |
| *(in English) (Not more than 600 words)* |
|  |

1. **Milestones \***

Please set out the milestones of the proposed business and R&D work to be achieved. Reference milestones can be found as follows:

**Milestone 1 (within 1 month from the project start date)**

Optimize and confirm the project description with quantifiable deliverables for the project. Project teams are required to submit their finalized BGF proposals by the deadline specified in the offer letter.

**Milestone 2 (in the 5th month from the project start date)**

1. For Startup Track:

Submit the application for Government I&T funding. (e.g. TSSSU)

* + - Definition of market opportunity and customer needs.
		- Preliminary product definition or prototype design.
		- Preliminary value proposition statement.
1. For Technology Transfer Track:

Prepare the business proposition for the technology (DDL End of November)

* + - Definition of market opportunity and potential collaborators.
		- Preliminary POC directions for platform technology.
		- Setting up the IP portfolio strategy

Project teams are encouraged to establish a collaboration agreement with industry partners related to the project.

**Both tracks** are also required to fulfill at least one of the following:

* + - File a new Foreground IP based on the Background IP
		- Participate in at least one industrial exhibition

Project teams are required to submit a progress report for the assessment of Milestone 2. BGF committee will review the reports and verify their completion. The 2nd batch of BGF funding will be disbursed upon verification.

**Milestone 3 (Until the end of this project)**

Prepare a Pitching Deck for VC, E-fund or potential industry collaborator and attend a pitching session.

1. For Startup Track:
	* + Identified future company CEO.
		+ Preliminary core team setup.
		+ 24–36-month business execution plan with key milestones identified.
		+ Fund use plan and funding requirements.
2. For Technology Transfer Track:
	* + Identified key advantage of the technology.
		+ List the outperformance factors comparing with existing technology.
		+ Customer voice from the potential collaborator.
		+ Prototype or POC product.

Project teams are required to submit a final project report within thirty (30) days from the project completion or early termination date.

|  | Period | Deliverables |
| --- | --- | --- |
| Milestone | From(dd/mm/yyyy) | To(dd/mm/yyyy) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
|  |  |  |  |

1. **Funding Being Applied**

Please provide details of the estimated expenditure items in the following tables. All fields should be completed. For the scope of funding, please refer to the BGF Guideline. Each awarded project will receive up to HK$0.5M BGF funding.

|  |  |
| --- | --- |
| **Total Bridge Gap Fund Budget\***: |  **HK$**  |

1. **Manpower\***

*Proposed budget is for current HKUST (CWB) staff and students only.*

*(Please put down “NA” if there is no manpower cost.)*

| Post/Rank | No. of Staff/Students | Duration(man-months) | Monthly Rate or Equivalent (HK$) | Total(HK$) | Justifications*(please include the duties, academic qualification and/or relevant experience required)* |
| --- | --- | --- | --- | --- | --- |
|  | (A) | (B) | (C) | (A)x(B)x(C) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **Sub-total** |  |  |

1. **Consultancy\***

*(Please put down “NA” if there is no consultancy cost.)*

**The cost for Business Development consultancy, can be full-time or part-time.**

| Function | Duration | Unit Rate | Total(HK$) | Justifications*(please include the duties, academic qualification and/or relevant experience required)* |
| --- | --- | --- | --- | --- |
|  | (A) | (B) | (A)x(B) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **Sub-total** |  |  |

1. **Other Direct Costs\***

*(Please put down “NA” if there is no direct cost.)*

The BGF fund can be used as

* + - Further research about IP applications.
		- Study on prototype producing process.
		- Market research and Customer understanding.

| Item | Quantityand Unit(e.g. month, no. of service contract, no. of campaign) | Unit Cost(HK$) | Total(HK$) | Justifications |
| --- | --- | --- | --- | --- |
|  | (A) | (B) | (A)x(B) |  |
| 1. Equipment
 |  |  |  |  |
| 1. Materials and consumables
 |  |  |  |  |
| 1. Travel (Within GBA Only)
 |  |  |  |  |
| 1. Exhibition Visiting Registration
 |  |  |  |  |
| 1. Misc.
 |  |  |  |  |
|  |  | **Sub-total** |  |  |

1. **Intention to Apply for Sustainability Smart Campus (SSC)**
2. Apply for additional HK$100K for implementing the project as a Sustainability Smart Campus (SSC) demonstration on campus. (Please refer to the guidelines.)\*

[ ]  Yes [ ]  No

|  |
| --- |
|  |

1. Please specify the amount required [up to HK$100K, maximum] and how the funding will be spent in ways that will make the project a visible and appealing learning opportunity for curious members of our campus community \*
2. Please state which goal(s) from the 17 Sustainable Development Goals of the United Nations that the project helps to advance. (Please refer to <https://sdgs.un.org/goals> )\*

|  |
| --- |
|  |

1. Do you need any assistance from SSC for the demonstration on campus? \*

[ ]  Yes [ ]  No

**SECTION C: Declaration by the Applicant (need to check if required)***(To be completed by the PI of the applicant team)*

1. **Declaration on Ethics and Safety**

For research involving animals, human participants, and safety issues, there are additional compliance requirements by the Animal Ethics Committee (AEC), the Human Research Ethics Committee (HREC), and the Safety Panel (SP), under the auspices of the Committee on Research Practices (CRP). If yes, please complete the Committee on Research Practices (CRP) review to Research Administration for onward transmission to the Secretariat of CRP, namely the Office of VP-RD, for review by respective review panel/committee. For details, please refer to <https://vprd.hkust.edu.hk/policies-compliance/tickatlab?check_logged_in=1>.

1. Animals\*

[ ]  Yes [ ]  No

If yes, please provide the reference code and application status:

2. Human Participants\*

[ ]  Yes [ ]  No

If yes, please provide the reference code and application status:

3. Materials or equipment that are chemically, biologically or physically hazardous including infectious organisms, clinical specimens, radioisotopes and electromagnetic radiation, Class 3 & 4 lasers, high voltage, high pressure, etc.\*

[ ]  Yes [ ]  No

If yes, please provide the reference code and application status:

1. **Project Declaration**

1. I certify that all the information provided in the project proposal and this form is true, complete and accurate to the best of my knowledge. If any information is found untrue, incomplete or inaccurate in future, HKUST reserves the right to revoke its approval of any application, withdraw any project fund approved, or request for refund to HKUST of any payment already made.\*

[ ]  Yes [ ]  No

2. I agree to act in accordance with and be bound by HKUST guideline regarding this project and to ensure all participants to act in accordance with such terms and conditions including but without limitation to confidentiality and arrangement of Intellectual Property.\*

[ ]  Yes [ ]  No

3. I shall inform all the participants to disclose all their actual and potential conflicts of interest for their participation before and during the project.\*

[ ]  Yes [ ]  No

4. I have/have no pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with the parties engaged in the execution of the project, and/or any shareholdings with potential licensee(s) or spinoff company. \*

[ ]  Yes [ ]  No

If “Yes”, please specify:

5. I agree that I shall be responsible for completing this project in accordance with the agreement and agree that HKUST shall have the right to take any necessary actions to ensure the proper completion of this project, including but not limited to taking appropriate action after consulting the relevant University department, and engaging a replacement to continue this project in the event I leave HKUST.\*

[ ]  Yes [ ]  No

1. I agree that information provided in the project proposal and this form will be used and/or disclosed by OKT to relevant parties to process the application, to conduct research and survey, and if the application is successful, to monitor the project, to exercise its rights and powers in relation to the project, and for other related purposes.\*

[ ]  Yes [ ]  No

1. I agree to have this proposal further considered for other fund sources. \*

[ ]  Yes [ ]  No

1. **I/We hereby declare that:**
2. this application for BGF funding is submitted by *(name of the PI)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. all factual information provided in this application as well as the accompanying information accurately reflects the status of affairs as at the date of submission. I/We shall inform and seek prior approval from the HKUST immediately if there are any subsequent changes to the above information during application and/or after result announcement (if awarded).

**SECTION D: Supporting Documents***(to be completed by the PI of the applicant team)*

Please enclose the following documents as required in the previous sections -

* + - 1. Online Research Project Submission Approval (ORPA) Form
			2. Approved Committee on Research Practices (CRP) Review Form, if applicable
			3. CVs of all team members (a template is provided in Annex A(i));
			4. The business proposal (slides)
			5. Other documents that can support your proposal