

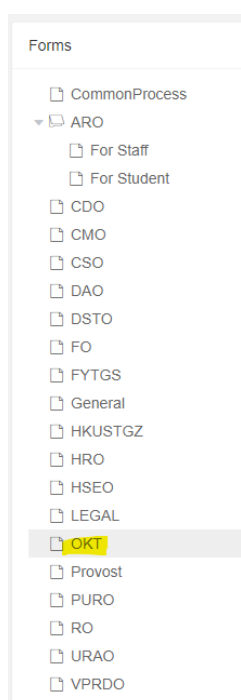
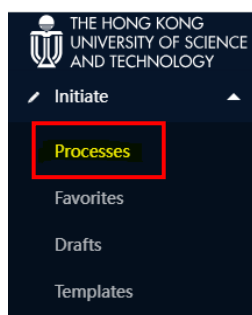
Quick Guide on the Submission of Bridge Gap Fund (BGF) Application Form

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For enquiry, please send an email to oktdtadmin@ust.hk. For details of BGF, please refer to the [website](#).

Where to find the application form

Please login to the [e-Forms Portal](#). Click “Processes” on the menu on the left and select “OKT”. Click “Research Project Proposal Submission Form_BGF” and you will be directed to the cover page of the BGF application form. Please read through the details on the cover page. To get started, please click “Submit” at the top of the form.



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Search <input type="text" value="Search with keywords, eg. 'Academic', 'Payment', 'Leave', etc."/> <input type="button" value="Search"/>	
Research Project Proposal Submission Form_HBJRI <input type="button" value="Flowchart"/>	Research Project Proposal Submission Form_HKJRI
Research Project Proposal Submission Form_HCIC <input type="button" value="Flowchart"/>	Research Project Proposal Submission Form_BGF

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Submit Save as Draft Save as Template Flowchart Forecast Print Refresh Comments Post As: OK!

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The Hong Kong University of Science and Technology
Bridge Gap Fund (BGF) – Application Form
 香港科技大学
 科研实践基金申请表格

INTRODUCTION OF BRIDGE GAP FUND

The Bridge Gap Fund ("BGF") is established with the support of the Funding from HKUST, the Knowledge Transfer Earmarked Grant from the Hong Kong Government as well as other resources.

BGF is to strengthen the commercialization of HKUST technology for licensing technology to industry, forming technology start-up companies, industry collaboration or application to funding with industry partnership. Aims to translate HKUST's research outcomes into viable intellectual property to attract and motivate industry partners to work with HKUST to create commercial and societal impact.

Documents to be prepared before getting started

Before getting started, please get ready the documents below:

- *[Online Research Project Submission Approval \(ORPA\) Form](#)
- Approved record of [Committee on Research Practices Review \(CRP\) Form](#) (if applicable)
- Resume of PI, Co-PI and team members
- Other supplementary documents

* When you fill in the ORPA form for BGF, please follow below instructions.

Agency/ Sponsor: UGC - Knowledge Transfer

Funding Scheme/ Program Name: Bridge Gap Fund

* Agency/Sponsor ① 资助机构	<input type="text" value="UGC - Knowledge Transfer"/>
* Funding Scheme/Program Name 资助计划	<input type="text" value="Bridge Gap Fund"/>

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Please complete the form **in English**.

Section A General Information

甲部 Section A 1. 基本资讯 General Information

提案编号
Proposal No:

项目名称 (中文)
Project Title (Chinese):

项目名称 (英文)
Project Title (English): *

技术领域
Technical Field: *

物联网/人工智能 Internet of Things / Artificial intelligence 电气与电子 Electrical and Electronic
 大数据 Big Data 材料科学 Material
 生物科技 Biotechnology 金融科技 Financial Technology
 其他, 请注明 Others (please specify):

项目种类
Type of Project: *

种子项目支持计划 Seed Project Support Scheme 知识产权商业化计划 IP Commercialization Scheme

开始日期
Start Date: *

结束日期
End Date: *

项目期
Project Duration (month): *

预算 (港元)
Budget (HKD): *

If "Others" is selected, please specify the technical field in the text box.

项目联合负责人之个人资料 (如有) Personal Particulars of Co-PI (if any) +

1	头衔 Title: *	<input type="text"/>	姓名 Full Name: *	<input type="text"/>
	学系 Department *	<input type="text"/>	单位 Organization *	<input type="text"/>
	公司电话 Office Tel No.: *	<input type="text"/>	紧急联络电话(如有) Urgent Contact No. (if any):	<input type="text"/>
	电邮 Email *	<input type="text"/>	微信号 (如有) WeChat No. (if any):	<input type="text"/>
	邮寄地址 Postal Address: *	<input type="text"/>		

Select


To add Co-PI, please click "+".


Click "Select" and use ITSC network account to search.
"Email", "Department" and "Full Name" will be auto filled.


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Section B Project Description

乙部 Section B
2. 项目描述 Project Description
2.1 研究背景、目的和需求 Research Background, Purpose and Needs

Mouse over  to view more details of the question.

2.1.1 研究背景及拟解决的问题 Research Background and Problems to be Solved 

2.1.2 全球研发现状 Global Research and Development Status 

2.1.3 与本研究领域相关的工作 Related Prior Work in this Research Area 

2.1.4 市场分析 Market Analysis 

2.1.5 全球和区域竞争分析 Global and Regional Competition Analysis 

2.2.4 项目背景知识产权使用许可 Project Background IP Licensing

本项目会使用背景知识产权
BIP will be used in this project*

是 Yes 不是 No

2.2.4.1 专利 Patent

本项目使用的背景知识产权包括专利
Patent will be used in this project*

是 Yes 不是 No

如是, 请提供下列资讯:

If Yes, please provide the following information:

For those applied IPCS scheme, please ensure you have provided details of the background Intellectual Properties (IPs).

专利申请号 Patent Application Number*	专利说明 Patent Description*	发明者 Inventor*	专利申请日期 Date of Patent Filing*	专利授权日期/现状 Patent Grant Date / Current Status*	专利所有权 Patent Ownership*	由OKT(BDT)提供之参考号 [编号通常以TTC/IP开头] Reference code provided by OKT(BDT) [usually start with TTC/ IP]*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please put down the reference code provided by OKT(BDT). The code usually starts with "IP" or "TTC".

If "Approved" is selected, please ensure both "Date of Patent Filing" and "Patent Grant Date" are filled.

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2.5 研究项目团队 Research Project Team

2.5.1 人手分配 Manpower Allocation +

请列明人手分配及每名成员投放到本项目的时数。

Please specify the manpower allocation and the time spent by each member on this project.

1	姓名 Full Name*:	<input type="text"/>	职位 Position*:	<input type="text"/>
	电邮 Email*:	<input type="text"/>	Select	单位 Organization*:
	学系 Department*:	<input type="text"/>		
	参与项目身份 Participating Role in this project(项目负责人/项目联合负责人/成员)(PI/Co-PI/Member)*:	<input type="text"/>	Please Select	
	主要工作 Main Task*:	<input type="text"/>		
	每人投放到本项目的时数 Time Allocation to this project (全职/兼职, 以及投放时数, 每周_小时)* (Full time/Part time and number of hour(s) per week)*		<input type="radio"/> 全职 Full time 每周小时 Number of	
			<input type="radio"/> 兼职 Part time hour(s) per week*	

Click "+" to add team members. Please include PI, Co-PI (if any) and other team members in this part.

Please remember to fill-in the time allocation to this project.

2.5.2 研究项目团队的简历 Resume of the Research Project Team +

1	简历 Resume*:	项目负责人的简历 PI's Resum	姓名 Full Name*:	<input type="text"/>	<input type="button" value="Add Attachment"/>
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Click "+" to add rows and upload resume for your team members.

Please remember to upload resume of PI, Co-PI (if any) and all team members listed in Q2.5.1.

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Section C Budget/ Preference of Commercialization/ Declaration/ Upload supporting documents

丙部 Session C

3. 项目预算 Budget

3.1 请提供主要订单项的明细。请考虑项目时间长短、所需研究人员，并列明本项目的总预算。SPSS最多提供港币25万项目资金，IPCS最多提供港币50万项目（BGF）申请指引内的预算要求。
Please provide a breakdown across major line items. Please consider the length of the project, number of required researchers, and list the total funding for Seed Project Support Scheme (SPSS) and IP Commercialization Scheme (IPCS) would be HK\$ 250K and HK\$ 500K respectively. Please type "Requirements" before fill-in.

序号 No.	支出项目 Item	金额 (港元) Amount (HKD)	描述及理据。如不适用，请填写“NA”。 Description and Justification. Please type "NA" if it is not applicable.
1	人员费 / 劳务费 * Manpower	<input type="text"/>	<input type="text"/>
2	设备费 * Equipment	<input type="text"/>	<input type="text"/>
3	材料及耗材费 * Materials and Consumables	<input type="text"/>	<input type="text"/>
4	差旅费 (只限大湾区内) * Travels (within GBA only)	<input type="text"/>	<input type="text"/>
5	其他费用 * Misc. Costs.	<input type="text"/>	<input type="text"/>
BGF费用总计 Total on Bridge Gap Fund		<input type="text" value="0.00"/>	

Please provide details on how you will spend the budget in each category.

Please check the "Budget Requirements" in the BGF Guideline to ensure the expenditure is covered by BGF.

Please note that budget of "Manpower" is only for current HKUST (CWB) staff and students. Overhead is **not** covered by BGF.

Kindly note that the fee for patent applications is **not** covered by BGF.

3.2 申请额外资金10万港元作研究项目置于校园作带教育元素展示「可持续发展智慧校园」之用途 (请参考申请指引) :
Apply for additional HK\$ 100K for implementing the project as a Sustainable Smart Campus (SSC) demonstration on campus with educational components. (Please refer to the guidelines.) *

是 Yes 不是 No

3.2.1 请注明所需金额 (如获批准, 最高金额为10万港元)。请具体说明您将如何运用「可持续发展智慧校园」计划额外提供的资金, 须按「可持续发展智慧校园」要求将资金用于开发教育, 能将研究项目置于校园作展示、教育及学习用途。
Please specify the amount required [up to HK\$100K, maximum] and how the funding will be spent in ways that develop educational components that will make the project a visible and appealing learning opportunity for curious members of our campus community *

Please indicate whether you will apply for the additional HK\$100K from SSC. If yes, please provide details on how you will spend the budget to fulfill the purpose of the scheme.

3.2.2 请列出本项目会着重解决的联合国17项可持续发展目标 (请参考 <https://sdgs.un.org/goals>)
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>) *

3.2.3 在校园展示的工作上, 是否需要「可持续发展智慧校园」计划协助?
Do you need any assistance from SSC for the demonstration on campus? *

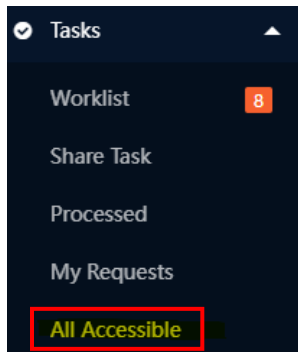
是 Yes 不是 No

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请上传下列文件，如适用
Please upload the respective documents as appropriate

研究项目申请网上审批表
Online Research Project Submission Approval (ORPA) Form *
<https://adms66.ust.hk/VZSoft/forms/Post.aspx?pn=Online+Research+Project+Submission+Approval>
研究实践-研究伦理与安全申报
Committee on Research Practices Review Form
其他相关资料
Other supporting documents

+ Add Attachment
+ Add Attachment
+ Add Attachment

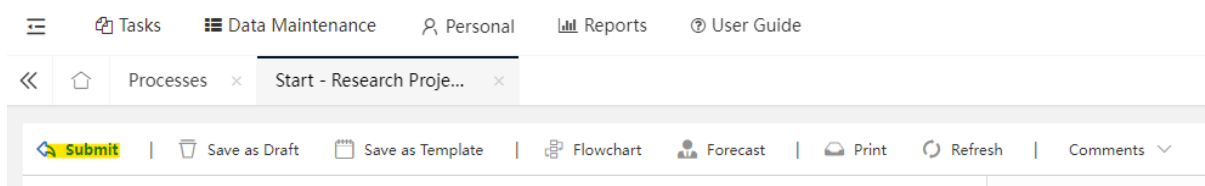


Please upload all the required and supplementary documents in this part.

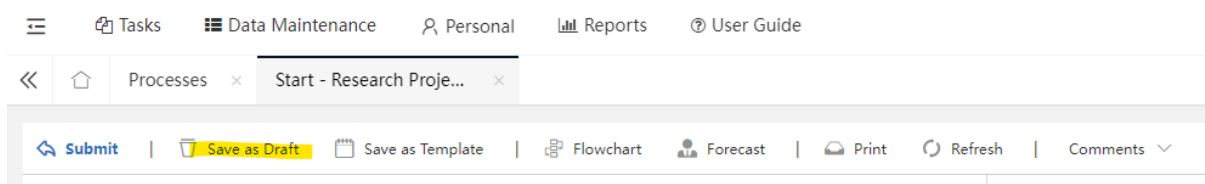
To retrieve and download your submitted ORPA form, you may click "All Accessible" on the menu on the left.

Submission of Application

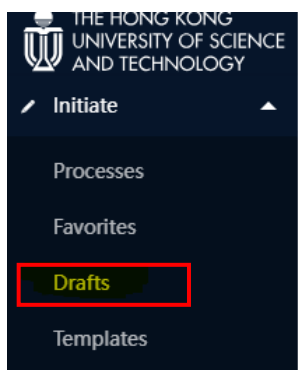
To submit the application, please click "**Submit**" at the top left corner of the form.



If you wish to save it for later submission, please click "**Save as Draft**".



To retrieve the draft, please click "**Drafts**" on the menu on the left.

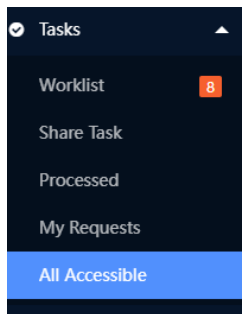


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View the Submitted Application Form

After submission, PI and Co-PI (if any) will receive an acknowledgement email. You can click the link in the email to view the form. You can find the proposal no. in the email (also in the submitted form). You may quote the proposal no. in the enquiry email for our easy reference.

Alternatively, you can view the form on the [e-Forms Portal](#) by clicking “**All Accessible**” on the menu on the left.



During vetting, PI may be asked to supplement information and revise the application form. Please check your email inbox frequently and provide timely responses. Any late reply/ no response may adversely affect your application.

View the Current Status

You may go to “**Task Trace**”>> “**Flowchart**” in the submitted application form to check the current status.

For enquiry, please send an email to oktdtadmin@ust.hk. If you have encountered any technical problems, please provide a screen capture for our follow-up.

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