

Dr. CHANDRA Yanto

From: incubator <incubator@cityu.edu.hk>
Sent: Thursday, April 10, 2014 5:03 PM
To: miu.lam@cityu.edu.hk
Cc: ychandra@cityu.edu.hk; thchen@cityu.edu.hk; 'incubator@cityu.edu.hk'
Subject: Result of Application for Idea Incubator Scheme (Fifth Funding Round)
Attachments: Guidelines on the Idea Incubator Grant (April 2014).doc

Follow Up Flag: Follow up
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Categories: Purple Category

To: Dr. Miu Ling LAM (SCM)
cc: Dr. Yanto CHANDRA (POL & MGT) and Dr. Ting-Hsuan CHEN (MBE & SCM)

Dear Dr. Lam

Result of Application for Idea Incubator Scheme (Fifth Funding Round)

I am pleased to inform you that your Idea Incubator proposal has been approved by the Provost based on the Assessment Panel's recommendation.

A grant of **HK\$350,000** will be provided to support your proposed project entitled "**Wearable Innovation Lab**". Subsequent funding is not guaranteed and will depend on achievement of objectives, and on provision of evidence concerning the project's effectiveness.

Panel Findings

1. The panel regarded the project an innovative and interdisciplinary one.
2. The proposal also displayed its possibilities on commercialisation and intellectual property generation.
3. The panel was of the view that:
 - a. The cost of the project was too high for the Idea Incubator Fund to bear. The panel suggested reducing the budget for Research Assistant, and expenses for furniture and equipment. The panel recommended the project to use the School's available resources for furniture and equipment.
 - b. The proposers should clarify specifically what and how many projects would be spun out for this round.

Project Duration

The grant is provided to support the project for **one year, from 1 July 2014 to 30 June 2015**. The funds, to be downloaded to your departmental account, will become unavailable after the end of 2014/15 Financial Year. Based on the FO's strict enforcement of the non-carry-forward arrangement, approving carry-forward request to the following financial year will be extremely unlikely.

To enable the project to commence smoothly on 1 July, please take advantage of the time from now until project commencement to plan ahead and start research personnel recruitment early.

For your return by 23 April 2014

(1) Submission of Revised Proposal

The Panel recommended you to revise your proposal and budget plan based on the above comments and the grant approved. Please resubmit it via email to incubator@cityu.edu.hk by 23 April 2014, for panel's further consideration.

(2) Submission of Form for Head's Delegation of Authority to PI for Project Expense Endorsement

To enable yourself to endorse all your project payments, please complete the Form for Delegation of Authority to Endorse Project Payments (Appendix 1 on the attached guideline) and return it to incubator@cityu.edu.hk by 23 April 2014. Otherwise, you have to get the head endorsement for each payment later on.

Reporting

You will be required to submit a half-yearly progress report and a project completion report two months after the project completion. For details of grant management and reporting requirement, please refer to the attached guidelines.

Please feel free to contact me (Email: c.wagner@cityu.edu.hk; Tel.: 3442-5911) for further clarification of the Panel findings.

Best regards
Christian Wagner
Chairman of the Idea Incubator Assessment Panel
Associate Provost (Quality Assurance)

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