**Technology Start-up Support Scheme for Universities (TSSSU)**

**Annex E(i)**

**Request for Material Modifications to the Approved Budget**

**NOTES**

1. Section A to Section C should be completed by the person-in-charge of the start-up funded under TSSSU. Section D should be completed by the respective university unit responsible for TSSSU.
2. Please read the relevant guidelines from the associated university before completing this form.
3. All information provided in the form will be used for project monitoring, statistical analysis, etc. by the Innovation and Technology Commission (ITC) and the associated university. It may be disclosed to other Government departments or third parties, if such disclosure is necessary for the above purposes. This submission denotes that the start-up concerned and the university unit responsible for TSSSU have given explicit consent to such disclosure.

**SECTION A: Particulars of the Start-up***(To be completed by the person-in-charge of the start-up funded under TSSSU)*

|  |  |  |
| --- | --- | --- |
| **TSSSU reference no.** |  |  |
| Name of start-up |  |  |
| Name of the associated university |  | The University of Hong Kong |
| Maximum amount of TSSSU funding approved |  | $ |
| Reimbursable period |  |  |

**SECTION B: Modifications to the Latest Approved Budget**

*(To be completed by the person-in-charge of the funded start-up)*

All fields below should be completed.

1. **Manpower**

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| **Post** | **New Expenditure item?**  *(Tick if yes)* | **Latest Approved Entries**  *(Please fill in N/A if the expenditure item  is to be newly added into the budget)* | | | | **Proposed Modifications** | | | | |
| **No. of Staff**  **(A)** | **Duration (man-months)**  **(B)** | **Monthly Rate or Equivalent**  **(HK$)**  **(C)** | **Total(HK$)**  **(A)x(B)x(C)** | **No. of Staff**  **(A)** | **Duration (man-months)**  **(B)** | **Monthly Rate or Equivalent**  **(HK$)**  **(C)** | **Total(HK$)**  **(A)x(B)x(C)** | **Justifications for the Proposed Modifications** |
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|  |  |  |  | **Sub-total of Original Entries to be Modified** |  |  |  | **Sub-total of Modified Entries** |  |  |

1. **Equipment**

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| **Equipment** | **New Expenditure item?**  *(Tick if yes)* | **Latest Approved Entries**  *(Please fill in N/A below if the expenditure item is to be newly added into the budget)* | | | **Proposed Modifications** | | | |
| **Quantity  (A)** | **Unit Cost (HK$) (B)** | **Total(HK$)**  **(A)x(B)** | **Quantity  (A)** | **Unit Cost (HK$) (B)** | **Total(HK$)**  **(A)x(B)** | **Justifications for the Proposed Modifications** |
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|  |  |  | **Sub-total of Original Entries to be Modified** |  |  | **Sub-total of Modified Entries** |  |  |

1. **Other Direct Costs**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **New Expenditure item?**  *(Tick if yes)* | **Latest Approved Entries**  *(Please fill in N/A below if the expenditure item is to be newly added into the budget)* | | | **Proposed Modifications** | | | |
| **Quantity  (A)** | **Unit Cost (HK$) (B)** | **Total(HK$)**  **(A)x(B)** | **Quantity  (A)** | **Unit Cost (HK$) (B)** | **Total(HK$)**  **(A)x(B)** | **Justifications for the Proposed Modifications** |
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|  |  |  | **Sub-total of Original Entries to be Modified** |  |  | **Sub-total of Modified Entries** |  |  |

**SECTION C: Declaration**

*(To be completed by the person-in-charge of the funded start-up)*

I/We hereby declare that:

1. this request is submitted by *(name of the start-up)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the modifications listed in Section B above \*have been made *(Note: Please also fill in the next sub-item, Section C(2) below.)*/ have not been made;
2. we have made the modifications listed in Section B before receiving the approval from the university with the following reasons (please also state how the modifications can facilitate the start-up to realise the business proposal):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; and

1. all factual information provided in this change request as well as the accompanying information accurately reflects the status of affairs as at the date of submission.

*(\* delete the inappropriate)*

- Chop -

|  |  |  |
| --- | --- | --- |
| Authorised Signature with Company Chop | : |  |
| Name of Person-in-charge | : |  |
| Name of Company | : |  |
| Date (dd/mm/yy) | : |  |

**SECTION D: Approval by the University**

*(To be completed by the respective university unit responsible for TSSSU)*

Please tick the appropriate box to indicate whether the university approves this change request.

🞎 I/We approve this change request from *(name of the start-up)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and consider that the modifications in Section B above are reasonable, proportionate and proper.

🞎 *(Note: Please tick this box if the start-up’s explanation provided in Section C(2) above is to the university’s satisfaction.)* I/We are satisfied with the start-up’s explanations for not seeking the university’s prior approval for the modifications.

🞎 I/We DO NOT approve this change request from *(name of the start-up)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *(Note: In this case, this form needs not be provided to ITC.)*

|  |  |  |
| --- | --- | --- |
| Signature | : |  |
| Name | : |  |
| Post Title | : |  |
| Tel. No. | : |  |
| E-mail | : |  |
| Date (dd/mm/yy) | : |  |