

# APPLICATION GUIDELINES

*Important Note:*

*All the guidelines stipulated herein are subject to change without prior notice. Please contact Student Affairs Office (SAO) for latest updates before submitting your application.*

## **General**

Student Affairs Office (SAO) is responsible for the administration of the Open InnoChallenge (OIC, the “Programme”) and all related enrollment, application, screening, shortlisting, assessment, awarding and follow-up processes of the Programme.

### **Objectives of Scheme**

Open InnoChallenge is an endeavor to promote innovative culture and entrepreneurial spirit amongst OUHK students, aiming to:

- 1) Unleash students’ creativity and innovation;
- 2) Enhance students’ entrepreneurial skills to translate the innovative ideas “into viable operation” for profit or for social good; and
- 3) Strengthen students’ engagement through the sharing of success/failure experience.

## **Application Details**

### **Eligible Applicants**

All OUHK full-time or part-time\* students and recent graduates# are eligible to apply for enrollment in the Programme.

*\*Part-time students who enrolled any courses from academic year 2019/20 onwards are eligible.*

*#Alumni graduated in academic year 2019/20 are eligible.*

### **Application and Assessment Process**

The applicants should complete the training listed as below:

#### **Stage 1: Open InnoCamp – Intensive 2 half-day Training Workshops**

Date: 18 November 2020 (Wednesday) and 20 November 2020 (Friday)

Objectives:

- Nurture design thinking mindset in participants for better idea generation
- Equip participants with lean startup tools to consolidate their ideas

**\*\*The programme is jointly organized by Education for Good and OUHK.**

#### **Stage 2: Open InnoLab (Proof of Concept) – Subsidy Support up to HK\$5,000.00 per Project (by Reimbursement Basis) to Build up Minimum Viable Products (MVP)**

Period: December 2020 to April 2021

Objectives:

- Motivate students to put their ideas into application by developing prototypes with market validation
- Get well-prepared for the Final Presentation at Stage 4

Assessment Criteria: same as Table 1 but priority will be given to student teams who have completed Open InnoCamp. Each successful student team can get:

- Subsidy support up to HK\$5,000.00 per project (by reimbursement basis) to build up their minimum viable products, including prototyping and market testing/validation of their project idea
- Coaching support from Education for Good

How to apply for subsidy support:

1. Complete application form with project details and budget plan
2. Subsidy entitlement will be confirmed via email
3. Obligation of successful teams:
  - ✓ Proceed the MVP before April 2021
  - ✓ Submit a report with concrete proof (e.g. pictures, video) of MVP completed\*\*This report should be endorsed by the coach assigned
  - ✓ Complete a spending summary with relevant receipts attached
  - ✓ MUST submit formal application to Open InnoChallenge (ie Stage 3)

### Stage 3: Application Submission and Internal Screening

The applicants should submit their application via online form on OIC website ([www.ouhk.edu.hk/sao/oic](http://www.ouhk.edu.hk/sao/oic)) and upload all other supporting documents requested on or before the Programme Application Deadline: 3:00pm 19 April 2020 (Monday)

*\*\*Application submitted after the Programme Application Deadline will not be processed.*

- The project teams who have completed Stage 1 (Open InnoCamp) and Stage 2 (Open InnoLab) will be prioritized to the final round of assessment presenting their proposal to Final Judging Panel to compete for the Implementation Fund.
- The new entries in this stage will be evaluated according to the assessment criteria at Table 1.

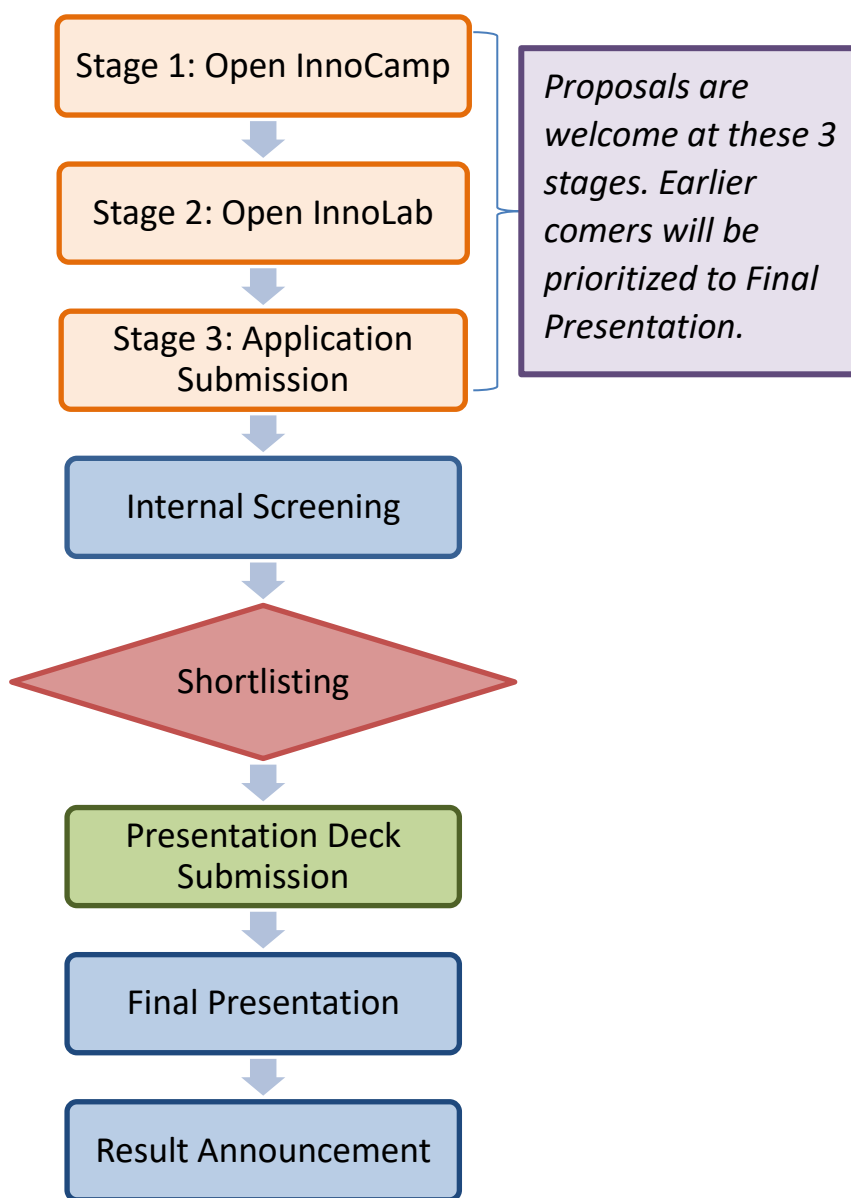
### Stage 4: Final Presentation and Assessment

The shortlisted teams (maximum 15 teams) will present their proposal to Final Judging Panel to compete for the Implementation Fund.

The decision from the Final Judging Panel shall be final and no appeal will be entertained. However, unsuccessful teams may enquire about their results with SAO

and if it is deemed appropriate, SAO shall provide comments from the Panel members to the unsuccessful teams.

**Application and Assessment Process**



**Table 1: Assessment Criteria**

Criteria	Percentage
1. Originality and Creativity	20%
2. Potential Social or Community Impact	20%
3. Implementation Feasibility	15%

4. Potential to be a Sustainable/Scalable Business	15%
5. Team Capability	15%
6. Presentation Quality	15%
Total	100%

**Prize**

1. An Implementation Fund up to HK\$100,000 per project will be awarded to the approved applicants to support their project execution within the Funding Period (i.e. around 12 months after awarded).
2. Multi-disciplinary resources and entrepreneurial support will be provided to facilitate project execution.

**Other Important Notes to Applicants**

**Confidentiality**

Applicants should notice that the information written in their application documents (including but not limited to the application package and subsequent documents to be submitted) shall be disclosed to SAO, the Panel members, and any other parties involved in the operation of OIC. SAO, the Panel members or any other parties involved shall keep the information confidential and shall use the information solely for the purposes of assessment and operation of OIC. No non-disclosure agreement will be signed between the applicants and OUHK, SAO, the Panel members or other parties involved.

**Intellectual Properties**

It is expected that the creative ideas, innovations, technologies, products or services (collectively the Intellectual Properties “IPs” proposed in the proposals originate from the applicants. Should the IPs proposed belong other third parties, the inventors of the IPs must be named in the proposal, and approval or agreement from the inventors for the usage of such IPs shall also be obtained and documented in the proposals.

**Communication**

Communication with applicant, generally via email, will be directed to the Team Leader listed on the application form.

**Implementation Fund**

Each successful team approved by the Panel shall be awarded up to HK\$100,000 Implementation Fund to implement their proposal. The grant of the Fund shall be

subject to further agreement to be signed between the awarded project team and SAO stipulating relevant terms and conditions governing the disbursement and the use of the Fund. The Implementation Fund shall be disbursed by 4 installments subject to reasonable progress made and progress reports to the satisfaction of SAO.

**Disqualification**

SAO reserves the right to disqualify any application that, in its sole judgment, violates the rules of the application or the spirit of OIC.