

Research and Development Facility Project Proposal Outline

Research and Development Facility

Phase II Project Proposal Form

(Development Activity for a New Product or Service/ Prototype/Proof-of-Concept)

This is a compulsory preliminary step in order to determine whether you have a project which might qualify for a Research and Development grant. Please ensure that all Sections and questions are answered as best and as accurately as possible. If a question cannot be answered, please include "not applicable" or "(n/a)". There is **no guarantee** that a full project proposal submission will be successful.

Section 1: Company Profile

1. Registered Company Name:
2. Registered Company Address:
3. Company Website:
4. Applicant Name:
5. Position of Applicant within the company:
6. Telephone Contact of Applicant:
7. Email Address of Applicant:
8. Core Business Activity of Company:
 Manufacturing **Service Provider**
9. Sector (Please select the appropriate box(es)):

<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Construction	<input type="checkbox"/> Agriculture & Agro-Processing
<input type="checkbox"/> Animation	<input type="checkbox"/> Music	<input checked="" type="checkbox"/> ICT (Software Development)
<input type="checkbox"/> Fashion	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Paper, Printing & Packaging
<input type="checkbox"/> Household & Industrial Chemicals	<input type="checkbox"/> Other	
10. If "other" in item 9, provide details:
11. Summary of Core Business Activity:
12. Average Annual Revenue (Please select the appropriate box):

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- Under \$TTD 1,000,000.00 per annum
- Between \$TTD 1,000,000.01 and \$TTD 8,000,000.00 per annum
- Between \$TTD 8,000,000.01 and \$TTD 15,000,000.00 per annum
- Above \$TTD 15,000,000.00 per annum

13. Value of Export Sales in USD (please state the amount for each of the past three [3] years):

14. Value of Local Sales in TTD (please state the amount for each of the past three [3] years):

15. Company organizational chart:

16. Total number of employees:

- Total number of Full-Time Employees –
- Total Number of Part – Time Employees –
- Total Number of Permanent Employees –
- Total Number of Temporary Employees –

Section 2: Project Background

17. Project name:

18. Brief description of the project and its goals and objectives:

19. Deliverables for this project:

20. Intended outcome(s) of undertaking this project:

21. Rationale for undertaking this project:

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22. Type of innovation¹ that will result in undertaking this project:

23. The project's fit with the company's overall strategic direction:

24. Members of the project team (names, organizations, roles and responsibilities):

Project Team Member	Organization	Project Team Member Contact (Email/ Tel. Number)	Role	Duties/ Responsibilities

Section 3: Project Risk Assessment

25. Please complete the table:

Risk	Risk Description	Risk Probability (High, Medium, Low)	Risk Mitigation Strategy

Section 4: Project Market Demand/ Export Potential

26. Outline, in detail, using empirical evidence, the potential market size (both local and export market size) for the product/ service being developed:

¹ An innovation is a new or improved product or process that differs significantly from previous products or processes and is made available to users. It spans four (4) areas: (1) product, (2) process, (3) marketing and (4) organizational.

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27. Identify and justify the target export markets for the product/ service that is being developed:
28. Who are the end users for this product/ service being produced/developed:
29. Outline the company's commercialization strategy (marketing campaigns, promotional activities, sales execution strategy, pricing strategy, revenue generating model) to expand and/or enter into the export markets identified in item 27:

Section 5: Project Finance Details

30. Total cost of the project undertaking (\$TTD):
31. Itemized breakdown of the cost of the project:
32. Indicate if other sources of funding for this project was explored and the outcome:
33. All other source(s), both internal and external, of funding for this project:
34. Amount of funding sought under the Research and Development Facility:
35. Does the company have annual budgeted allocations for Research & Development activities:
 Yes
 No
36. If 'yes' to item 35, outline the budgeted amount for the most recent year, the R&D activities undertaken and the outcome of this activity:
37. If no to item 35, please select the appropriate box(es) that explain why there are no budgeted financial resources for R&D activities in the company:
 Lack of financial resources Lack of R&D projects
 Lack of company - wide R&D culture Other

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If other, please explain:

Section 6: Potential Project Impact

38. Please outline in detail, the potential impact, if any, of this new product/service development on the following:

- Export Potential
- New Product/Service Development
- Product/Service Quality
- Production Capacity
- Business Growth (inclusive of impact on employment, local revenue generation and export revenue generation)
- Company Growth Strategy

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Section 7: Project Proposal Submission Checklist

- Completed and Signed Phase II RDF Project Proposal Form
- Company Registration Documents
- Financial Statements for at Least One (1) Year (preferably audited)
Inclusive of P/L Statement, Balance Sheet and Cash Flow Statement.
- Invoices/ Quotes for the works to be done

ATTESTATION CLAUSE



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I _____ of _____ make oath and say that the contents of
this _____
(NAME) (ADDRESS)
application are true and correct to the best of my knowledge, information and belief.

Name (Block Letters):

Signature:

Date:

(Must be signed by senior management of the applying company)