

# Research and Development Facility Project Proposal Outline

## Research and Development Facility Phase I Project Proposal Form (Research/ Feasibility Study)

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 (or online presence):
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"/> <b>Food &amp; Beverage</b>	<input type="checkbox"/> <b>Construction</b>	<input type="checkbox"/> <b>Agriculture &amp; Agro-Processing</b>
<input type="checkbox"/> <b>Animation</b>	<input type="checkbox"/> <b>Music</b>	<input type="checkbox"/> <b>ICT (Software Development)</b>
<input type="checkbox"/> <b>Fashion</b>	<input type="checkbox"/> <b>Personal Care</b>	<input type="checkbox"/> <b>Paper, Printing &amp; Packaging</b>
<input type="checkbox"/> <b>Household &amp; Industrial Chemicals</b>	<input type="checkbox"/> <b>Other</b>	
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. 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

16. Project name:

17. Brief description of this project indicating the goals and objectives.

18. Deliverables for this project:

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

20. Rationale for undertaking this project:

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21. Type of innovation that will result in undertaking this project:<sup>1</sup>

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

23. 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

24. Risk analysis of project:

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

### Section 4: Research/ Feasibility Study Framework

25. Scope of works for this research/ feasibility study:

26. Research framework and methodological approach to be used in undertaking this research/ feasibility study:

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

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- a. Select the type(s) of research done:  **Primary**       **Secondary**
- b. Select the type(s) of research Instruments used:
- Desk Research**                       **Interviews**                       **Questionnaires**
- Focus Group**                       **Survey**                       **Other**

If other, explain:

27. Explain in detail how the company proposes to use the findings coming out of this research/ feasibility study:

28. Are you aware of any related research that has been done or is being done (by the Company or any other institution) prior to the commissioning of this research/ feasibility study:

**Yes**

**No**

29. If yes to item 29, detail the research that was done and the findings:

## 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:

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Lack of financial resources

Lack of R&D projects

Lack of company - wide R&D culture

Other

If other, explain:

## Section 6: Potential Project Impact

38. Please outline in detail, the potential impact on the company, if any, of this research/feasibility study on the following:

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

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## Section 7: Project Proposal Submission Checklist

- Completed and Signed Phase I 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

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## ATTESTATION CLAUSE

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: