

Research and Development Facility Project Proposal Outline

Research and Development Facility Phase III Project Proposal Form (Commercialization)

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"/> Food & Beverage	<input type="checkbox"/> Construction	<input type="checkbox"/> Agriculture & Agro-Processing
<input type="checkbox"/> Animation	<input type="checkbox"/> Music	<input 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. Export markets accessed in the past three (3) years:

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

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 this project indicating the goals and objectives.

19. Deliverables for this project:

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

21. Rationale for undertaking this project:

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

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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: Commercialization

25. Brief description of the good/ service developed in Phase II (include information on the innovativeness of the good/ service and information on any user testing that was done):

26. Indicate the intended export market(s) for the product(s) described in item 25 (please indicate the country and specific states/ provinces or region within those countries the company intends to export to):

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27. Indicate if the good/ service mentioned in item 25 meets all the market entry requirements for the intended export markets mentioned in item 26 (e.g. labelling, product testing, regulatory requirements, standards):
28. Briefly describe your commercialization strategy (e.g. distribution strategy, target markets, target audience, end users, channels of distribution etc.):

Section 5: Project Finance Details

29. Total cost of the project undertaking (\$TTD):
30. Itemized breakdown of the cost of the project:
31. Indicate if other sources of funding for this project was explored and the outcome:
32. All other source(s), both internal and external, of funding for this project:
33. Amount of funding sought under the Research and Development Facility:

Section 6: Potential Project Impact

34. Please outline in detail, the potential impact on the company, if any, of the commercialization activities 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 III 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: