**Annex A**

*(to the Guidance Notes)*

#### Proposed Budget for New Proposal for

#### InnoHK Research Clusters

#### Summary

(In HK$ Million rounded to two decimal places)

Budget for the Entire Operating Period: **HK$XXX.XX M**

| **Expenditure Items** | **Entire Operating Period** |
| --- | --- |
| **A. Capital & Fitting-out Costs** | **X.XXM**  (XX% of budget) |
| **B. Non-R&D Costs** |  |
| **C. R&D Costs** |  |
| **D. Administrative Overhead** | (capped at 8% of total of A, B and C) |
| **Research Centre’s / Laboratory’s**  **InnoHK budget ceilings**  *(i.e. A+B+C+D)* |  |

***[Note to Research Centre / Laboratory:*** *The figures above should tally with Appendix 5 of Annex B to the Guidance Notes.]*

#### Detailed Breakdown

(In HK$ Million rounded to two decimal places)

**Number of Years of Operating Period** (N)**: \_\_\_\_\_\_\_\_\_ years**

1. **Capital & Fitting-out Costs**

| **Expenditure Category and Item** | **One-off cost**  (if applicable)  (i) | **Average cost per year**  (if applicable)  (ii) | **Total**  *i.e. (i)+(ii)*x*N* | **Remarks / Justifications** |
| --- | --- | --- | --- | --- |
| **Planning & fitting-out work** | | | | |
|  |  |  |  |  |
| **Major equipment** (*unit cost of HK$0.5M or above)* | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total for (A)** | | |  |  |

**(B) Non-R&D Costs**

| **Expenditure Items** | **One-off cost**  (if applicable)  (i) | **Average cost per year**  (if applicable)  (ii) | **Total**  *i.e. (i)+(ii)*x*N* | **Remarks / Justifications** |
| --- | --- | --- | --- | --- |
| Rental, management fee and other accommodation costs *(Note)* |  |  |  |  |
| Utilities |  |  |  |  |
| Staff cost for administrative staff *(Note)* |  |  |  |  |
| Accommodation support for non-local staff *(Note)* |  |  |  |  |
| Legal and accounting |  |  |  |  |
| Publicity |  |  |  |  |
| Repair and maintenance |  |  |  |  |
| Travelling *(Note)* |  |  |  |  |
| Office and other expenses |  |  |  |  |
| **Total for (B)** | | |  |  |

**(C) R&D Costs**

| **Expenditure Items** | **One-off cost**  (if applicable)  (i) | **Average cost per year**  (if applicable)  (ii) | **Total**  *i.e. (i)+(ii)*x*N* | **Remarks / Justifications** |
| --- | --- | --- | --- | --- |
| **Research Programme (RP) 1:**  **[Title]** (X projects) | | | | |
| - Project Leader(s) *(Note)*  - Research Staff *(Note)*  - Minor Equipment  - Consumables  - Others |  |  |  |  |
| Sub-total of RP1: | | |  |  |
|  | | | | |
| **Research Programme (RP) 2: [Title]** (X projects) | | | | |
| - Project Leader(s) *(Note)*  - Research Staff *(Note)*  - Minor Equipment  - Consumables  - Others |  |  |  |  |
| Sub-total of RP2: | | |  |  |
|  | | | | |
| **Total for (C)**: | | |  |  |

Note: Please make reference to the Standard Rates for Funding at **Appendix** for compiling the budget.

**(D) Research Centre / Laboratory Income** *(To tally with the same KPI)*

| **Research Centre / Laboratory Income Items** | **Total Income in**  **Entire Operating Period** (N) | **Remarks / Justifications** |
| --- | --- | --- |
| Licensing Activities |  |  |
| Industry Contribution |  |  |
| Sponsorship and Donation |  |  |
| Net income from 3rd party projects |  |  |
| Other net income (please specify: ) |  |  |
| **Total for (D)** |  |  |

**Appendix**

**InnoHK - Standard Rates for Funding**

|  |  |
| --- | --- |
| **Expenditure Items** | **Rate / Range for Funding** |
| **Non-R&D operating cost** | |
| Pay for administrative staff | No more than 60% of annual non-R&D operating cost (i.e. excluding capital cost and R&D expenditure of research programmes) |
| Rental (per sq. ft. per month)   * Wet laboratory * Medical laboratory Office * Office * Others (e.g. Robotics Catalysing Centre, co-working space, shared admin office, etc.) | To be provided by HKSTP in due course |
| Management fee (per sq. ft. per month)   * Wet laboratory * Medical laboratory Office * Office * Others (e.g. Robotics Catalysing Centre, co-working space, shared admin office, etc.) | To be provided by HKSTP in due course |
| Accommodation support for non-local personnel  Flat rate per month / per night | No more than $3M per year  The arrangement should not be more favourable than the parent institute or holding company under its existing policy. |
| Travelling | No more than 5% of the total funding under *InnoHK* |

| **Expenditure Items** | **Rate / Range for Funding** |
| --- | --- |
| **R&D expenditure** | |
| ***Pay for R&D staff (Monthly total staff cost including fringe benefits)*** | ***Ceiling (HK$)*** |
| Chair Professor (clinical) | 426,000 |
| Chair Professor (non-clinical) | 307,000 |
| Professor (clinical) | 351,000 |
| Professor (non-clinical) | 241,000 |
| Associate Professor (clinical) | 260,000 |
| Associate Professor (non-clinical) | 188,000 |
| Assistant Professor (clinical) | 189,000 |
| Assistant Professor (non-clinical) | 137,000 |
| Principal Researcher | 115,000 |
| Senior Researcher | 92,000 |
| Researcher / Postdoctoral Fellow | 53,000 |
| Research Assistant | 32,000 |
| Senior Engineer | 106,000 |
| Engineer | 75,000 |
| Assistant Engineer | 53,000 |
| Engineer Trainee | 32,000 |
| Senior Scientist | 95,000 |
| Scientist | 66,000 |
| Principal Analyst / Programmer | 143,000 |
| Analyst / Programmer | 42,000 |
| R&D expenditure incurred outside the R&D Centre under InnoHK\* | No more than 50% of the total R&D expenditure for the research project concerned |

\* If any research work for the R&D Project is to be conducted outside the R&D Centre, including at the premises of the parent institute and collaborators, the R&D Centre shall seek the Government’s prior written approval of such arrangement by providing detailed justifications in the Project Proposal and/or Annual Plans.