

Hong Kong Baptist University
HKBU Inno Realisation Fund 2025-26
Application Checklist

(Please print this out and include it as the cover page of your application)

Please (✓) where appropriate

STEP 1 – Full set of Application (including **ALL** items from (a) to (g) below) must be submitted to ***kto_funding@hkbu.edu.hk*** via email by providing the zipped folder in Google Drive link with share access with ***kto_funding@hkbu.edu.hk*** by **5:00 pm (Hong Kong Time), 21-Apr-2025.**

Please double check all items before submitting your application.

	Hard Copies (✓)	Soft Copies (✓)	Zipped Folder
(a) Application Form		a) In PDF Format (with signatures) <i>file name – [a. company name Annex A]</i>	
		b) In WORD Format (without signatures) <i>file name – [a. company name_Annex A]</i>	
(b) Agreement between the applicant and the collaborating organisation(s) on the sharing of the royalties or intellectual property rights or any other sorts of income to be generated from the applicant (if applicable)		In PDF Format <i>file name – [b. company name_agreement]</i>	
(c) CVs of all team members (using KTO template)		In PDF Format <i>file name – [c. company name CVs]</i>	
(d) Certificate of Incorporation under the Companies Ordinance (if any)		In PDF Format <i>file name – [d. company name_CI]</i>	
(e) Business Registration Certificate (if any)		In PDF Format <i>file name – [e. company name_BR]</i>	
(f) Business proposal		In PDF Format <i>file name – [f. company name_business proposal]</i>	
(g) HKBU IRF Checklist and Endorsement Form i. (For PIC) HKBU IRF Checklist and Endorsement Form (if applicable) ii. (For Other Team Member) HKBU IRF Checklist and Endorsement Form (if applicable)		In PDF Format (with signatures) <i>file name – [01a - company name_PIC endorsement form]</i> <i>file name – [01b - company name_member endorsement form]</i>	
(h) Identity proof of significant team member(s) for applicant i. HKBU staff: staff ID card; <i>or</i> ii. HKBU student: student ID card; <i>or</i> iii. HKBU alumni: certificate of graduation		In PDF Format <i>file name – [02 - company name_ID]</i>	