

## **Guideline on HKBU Innovation Award**

HKBU Innovation Award was established in 2014. It is sponsored by the University Grants Committee (UGC) Knowledge Transfer (KT) funding and the Innovation and Technology Commission (ITC) Promotion of Innovation and Technology Fund, and administered by the Knowledge Transfer Committee (KTC) via the Knowledge Transfer Office (KTO). This Most Promising Innovation of the Year Award is awarded to an innovation resulting from the research outcome of faculty at Hong Kong Baptist University (HKBU) for current academic year, wherein said innovation is judged to be possessing the utmost innovative value along the criteria of:

- Provide leadership contributions in key economic, social, well-being or environmental areas in serving the community;
- Provide significant, sustainable positive impact and/or fundamental change for betterment of the community;
- Provide exemplary contributions towards building the innovative strengths at HKBU;
- Possess the greatest potential to further raise HKBU's good reputation globally.

### **1. Nature of the Award**

1.1 The award shall consist of:

- a. A cash prize HK\$10,000 to the principal nominee without restrictions on the usage
- b. A certificate to be presented to each of the inventors who has contributed to the innovation, and
- c. A trophy – HKBU Innovation Award, which is presented to the principal nominee

### **2. Purpose of the Award**

2.1 The purpose of the award is to recognize innovation by faculty members of HKBU in current academic year that have a positive leadership impact on service to the community.

### **3. Eligibility**

3.1 Any type of innovation, developed by one or more faculty members of HKBU with Intellectual Property Rights (IPRs) under HKBU's name, is eligible.

3.2 An innovation project can only be awarded once. A member is eligible to receive the award in consecutive years for different innovation projects.

- 3.3 Only one nomination form will be considered in respect of the same project. Nominator or applicant must agree among themselves on who shall nominate the project.

#### **4. Administration**

- 4.1 HKBU Innovation Award is sponsored by the University Grants Committee (UGC) Knowledge Transfer (KT) funding and the Innovation and Technology Commission (ITC) Promotion of Innovation and Technology Fund, and administered by the Knowledge Transfer Committee (KTC) via the Knowledge Transfer Office (KTO).

#### **5. Nominations**

- 5.1 Starting from 2020, the previously separated nomination and application procedures will be merged into one single procedure. Either nominator or applicant must fill in the same nomination form (see this guideline 5.4) to apply for the Award.
- 5.2 Nominations shall be solicited by email and electronic submission from all faculty members of HKBU by the Knowledge Transfer Office.
- 5.3 Nominations shall be submitted electronically to the Knowledge Transfer Committee through the Knowledge Transfer Office by the set deadline in the Call for Nomination. They should address the relevance, significance, and quality of the innovation, as well as unique features and particular benefits to the community with supporting documentation, when possible. Nomination packages should be simple and concise; the intent of the award is to recognize the innovation and the innovators, and not to burden the nominator and the Judging Panel with paperwork.
- 5.4 Each nomination for the Innovation Award shall consist of:
- a. A duly completed nomination form<sup>1</sup>, which can be obtained from Knowledge Transfer Office website;
  - b. A set of appendices as indicated in the nomination form
  - c. 3 supporting statements from seconders are required on the nomination form

#### **6. Judging Panel**

- 6.1 Members of the Knowledge Transfer Committee shall form the Judging Panel of the Innovation Award.
- 6.2 The Knowledge Transfer Office shall invite at least one external member to participate as a member of the Judging Panel.

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<sup>1</sup> The nomination form also serves as the application form of HKBU Innovation Award. Interested applicants must complete it to apply for HKBU Innovation Award.

6.3 If a Panel member has been nominated for this award, the Panel Chairman shall appoint another Knowledge Transfer Committee member to serve on the Panel in place of the nominee.

## **7. Selection of the Awardee**

7.1 The criteria by which a nominee innovation shall be evaluated include:

- Provide leadership contributions in key economic, social, well-being or environmental areas in serving the community;
- Provide significant, sustainable positive impact and/or fundamental change for betterment of the community;
- Provide exemplar contributions towards building the innovative strengths at HKBU;
- Possess the greatest potential to further raise HKBU's good reputation globally.

7.2 The Panel shall make its decision based upon the documentation submitted. Each Panel member shall have one vote for each nominated project as stipulated in this guideline 7.3.

7.3 Each Panel member ranks all eligible nominations based on the evaluation criteria. Each criterion has a maximum value of 25 points, with the maximum number of points each nomination could receive being 100.

7.4 The Panel Chairman totals the points from all Panel members, and the winner is the innovation with the highest average score. To receive the award, an innovation must have an average score of 80 points or higher.

7.5 If two or more nominees receive identical scores, the Panel shall decide if more than one award should be given. If necessary, run-off votes may be taken or the Panel Chairman may convene a conference call to resolve the decision.

7.6 If there are no appropriate candidates, the award need not be given in a particular year.

7.7 The Knowledge Transfer Office shall communicate the Panel's decision to the President/Vice Chancellor, the Knowledge Transfer Committee, the Heads and Deans, and the winner/s prior to the award ceremony. Prior notification will allow the winner/s to be present to receive their awards.

7.8 The decision of the Judging Panel is final and non-negotiable.

## **8. Presentation of the Award**

8.1 The award shall be presented to the winner/s by the President/Vice- Chancellor (or his designated representative) in an award ceremony.

## **9. Publicity**

- 9.1 The award shall be publicized through HKBU Communications and Public Relations Office (CPRO) and in University's publications.

Important Note: The Knowledge Transfer Office reserves the right to update the guideline from time to time. Please download the most updated guideline from KTO website before submitting your nominations.