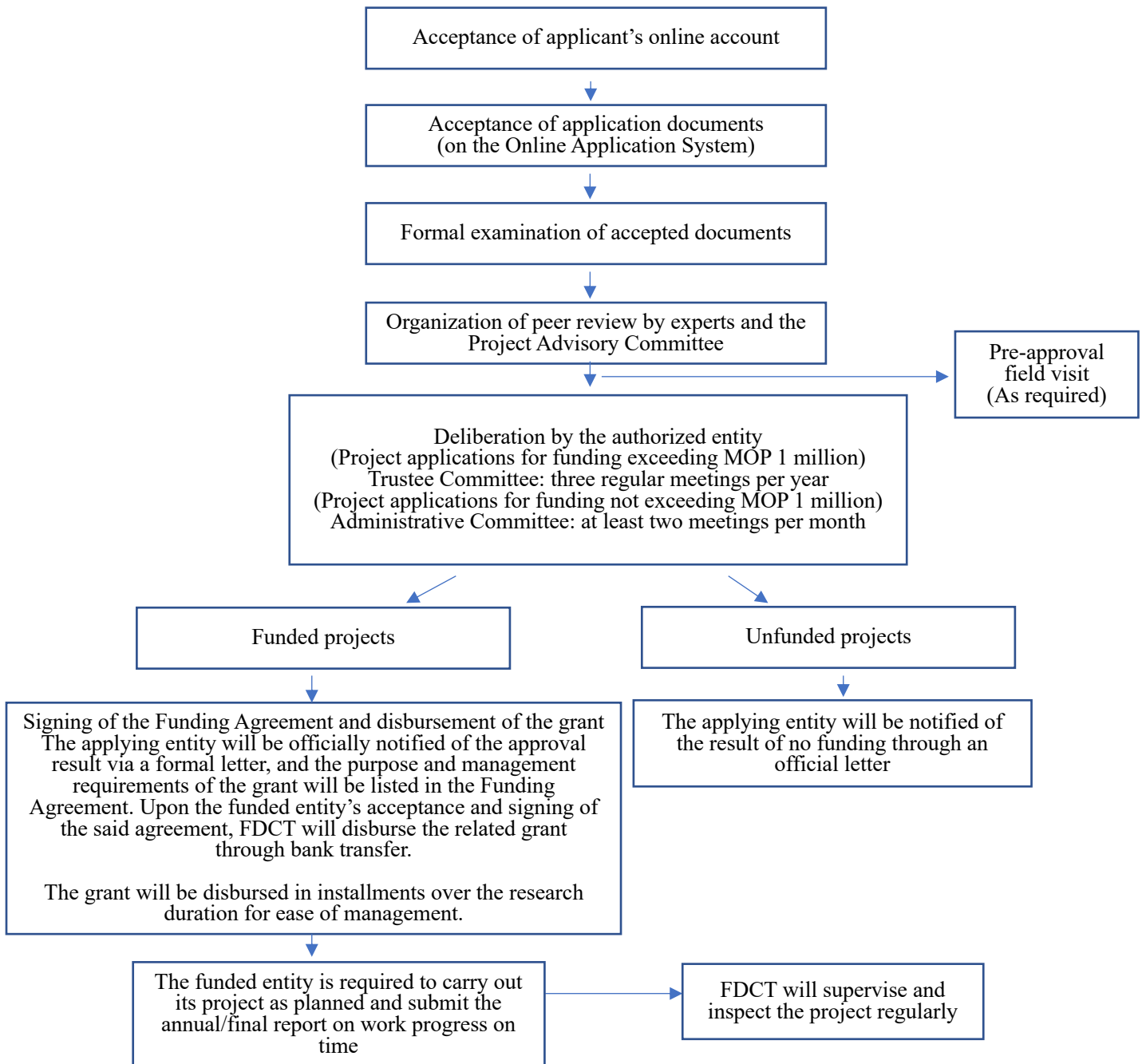


**General Guidelines for Project
Management
of the Science and Technology
Development Fund of the Macao
Special Administrative Region
(March 2024)**

Chapter I General

- Article 1 These Guidelines are hereby established to standardize and enhance the management of projects funded by the Science and Technology Development Fund (hereinafter referred to as “FDCT”).
- Article 2 These Guidelines apply to all projects funded by FDCT through funding schemes, except research platform funding schemes.
- Article 3 FDCT has aligned its efforts with the technological development policies of the Macao Special Administrative Region (Macao SAR) by funding projects that enhance the Macao SAR’s capacities and competitiveness in scientific research and innovation.
- Article 4 For project management, FDCT will fulfill the following responsibilities:
1. Formulate and publish funding schemes and related guidelines;
 2. Accept project applications;
 3. Organize the Project Advisory Committee and experts to review projects;
 4. Conduct preliminary analysis and deliberation on projects;
 5. Approve projects within its authority;
 6. Manage and supervise the implementation of funded projects.
- Article 5 The process to apply for, follow up on, and approve grants for projects is as follows:



Chapter II Instructions for Funding Application

Article 6 FDCT formulates funding schemes and related guidelines in accordance with the Macao SAR government's policy address.

Article 7 FDCT mainly accepts funding applications for the following projects:

1. Projects which facilitate the prevailing development of science and technology;
2. Projects which assist enterprises enhance their productivity and competitiveness;
3. Research and development (R&D), promotional and innovative projects in favor of industrial development;
4. Research projects which facilitate commercialization of research findings;
5. Projects which promote external scientific and technological cooperation;
6. Technology transfer projects which are prioritized to drive the economic development of the community;
7. Patent application.

Article 8 Scope of target groups:

1. Local higher education institutions under the supervision of the Macao SAR government;
2. Laboratories or other entities engaged in scientific and technological R&D in the Macao SAR;
3. Private non-profit organizations registered in the Macao SAR;
4. Commercial entrepreneurs or enterprises registered in the Macao SAR;
5. Researchers engaged in R&D activities in the Macao SAR.

The scope of target groups eligible for funding is specified in each funding scheme.

Article 9 Types of projects eligible for application:

In accordance with the classification of the Organization for Economic Cooperation and Development (OECD), projects eligible for application are divided into the following types:

1. Fundamental research: projects undertaken to obtain new knowledge of the basic theories of phenomena and observable facts;
2. Applied research: innovative projects with specific aims, undertaken to promote the application of the results of fundamental research;
3. Experiment and development: projects with practical applications, undertaken for the introduction of useful products, materials, devices, technics, systems, services, etc., specifically including industry-

university-research collaboration, enterprises' R&D and clinical research projects.

- Article 10 Application period: Specified in each funding scheme.
- Article 11 Funding methods and duration: Applicants shall specify the funding methods and total amounts they apply for. The funding duration for each project should generally not exceed the period specified in the relevant funding scheme.
- Article 12 General provisions for applying for funding:
1. Eligible expenditures include:
 - (1) Personnel expenses incurred for project implementation;
 - (2) Expenditures on new machinery and equipment acquired by any means exclusively for the purpose of project implementation;
 - (3) Costs of consumables, reagents and equipment maintenance, and other expenses generated from project implementation;
 - (4) Direct costs of patent application.
 2. Ineligible expenditures include:
 - (1) Expenses for the establishment of the funded entity;
 - (2) Expenditures of personnel other than those specified in subparagraph (1) of the preceding paragraph;
 - (3) Utilities, telephone fees and other similar expenditures;
 - (4) Hospitality costs;
 - (5) Acquisition of vehicles, except for experimental purposes;
 - (6) Expenses of constructing, acquiring, and amortizing immovable property;
 - (7) Amortization of expenses for new machinery and equipment not covered by subparagraph (2) of the preceding paragraph.
- Article 13 Composition of application documents (application dossier):
For each separate application, the applicant shall register an account and complete the corresponding application form on the Online Application System of FDCT, then submit all necessary basic application documents as per the requirements of the form, including:
1. Identifying particulars and relevant supporting documents of the applying entity;
 - (1) University applicants shall submit the identifying particulars and relevant supporting documents of the applying entity, as well as the identity document of the responsible person of the applying entity.
 - (2) Association applicants shall submit the registration certificate of the association issued by the Identification Services Bureau

within 1 year and the list of members of its governing body, the latest charters of the association published in the Official Gazette and the identity document of the responsible person of the applying entity.

(3) Enterprise applicants shall submit the business registration certificate issued within 3 months and the identity document of the responsible person of the applying entity.

(4) Individual applicants shall provide a valid Macao identity card.

2. Certificates (issued within 3 months) proving that the applying entity is not in arrears with tax or social security contributions in the Macao SAR;

3. Letters of introduction or recommendation issued by reputable entities in the fields of science, technology and innovation

4. Data (if any) on other projects funded by public funds and other pending applications submitted by the same applying entity for funding purposes;

5. Identity information and resumes of the principal investigator (PI) and members of the project team, with data on the time allocated to the implementation of the project by each person;

6. A general description of the proposed project, in particular a project summary, indicating the objectives of the project and the benefits after its implementation, as well as other information significant to the project review (including an application proposal with detailed description of the project. The detailed amounts of project budget shall be specified in the application proposal. The budget consists of two parts: the amount applied from FDCT and the self-owned funds invested by the applying enterprise. The amounts listed in the two parts shall meet the conditions of “Eligible expenditures” prescribed in Article 5.)

7. The detailed description of a project shall include:

(1) Project name;

(2) Main discipline;

(3) Objectives;

(4) Duration;

(5) Programme and timetable;

(6) Methods and total amount of funding requested;

(7) Budget and budget statement;

(8) Financing plan, with an indication of other funding sources other than the funding requested;

(9) Expected realization indicators, namely publications, papers, reports, training, models, software, pilot installations, prototypes, and patents.

8. Statement of responsibility for the project: The applying entity shall take responsibility for the authenticity and accuracy of the

submitted application documents and declare that it is the original creator of the project.

9. Additionally, FDCT will require applicants to submit additional attachments based on other application conditions specified in each application guideline to funding schemes, with particular attention to the following attachments for funded projects:

- (1) Joint funded projects: The lead applicant in Macao shall consult with the mainland co-applicant on the research contents, research plans, division of research tasks, etc., and sign a cooperation agreement or memorandum, then submit the application to FDCT by the application deadline.
- (2) Enterprise innovation and R&D projects: The applicant shall submit a copy of Profits Tax - Incomes Declaration (Form M1) issued within 1 year, etc.
- (3) Industry-university-research collaborative projects for enterprises: The proposed project has been successfully matched through the “Online Industry-University-Research Matching Platform” of FDCT, and the applicant shall submit a copy of Profits Tax - Incomes Declaration (Form M1) issued within 1 year, and a cooperation agreement signed with its partner.

* The above documents shall be submitted as e-documents through the Online Application System.

Article 14 Application submission formats

The above documents shall be completed and submitted through the Online Application System. The document submission formats are as follows:

1. Applying entities with electronic signatures shall submit the application documents through the Online Application System of FDCT;
2. In addition to submitting the application documents through the Online Application System of FDCT, applying entities without electronic signatures shall download the application documents and submit them to FDCT after affixing signatures and seals on or before the deadline.

Paper documents submitted to: Room K, 11/F, the Macau Square, No.43-53A Avenida do Infante D. Henrique, Macao

Article 15 FDCT will complete the formal examination of the application materials within 14 working days from the project application deadlines to verify the following:

1. Inspect that project dossiers are correct and complete
2. Determine compliance with application eligibility and conditions;

and

3. Assess adherence to relevant specific requirements.

Article 16 The number of project applications shall adhere to the following requirements:

1. PIs can undertake FDCT-funded ongoing research projects, which shall be implemented as per Attachment 1 – the *Regulations on the Undertaking of FDCT-Funded Research Projects by Principal Investigators*.

2. There is no restriction on participating in research projects as a project member. However, within the same timeframe, personnel hired for projects (including but not limited to researchers, and graduate students, among others) may only receive the personnel expense granted for one FDCT-funded research project.

Article 17 Each project only has one PI. If project members and the PI are not from the same organization, the project members shall be deemed as external advisors, while their organizations shall be considered collaborative research institutions. Identity documents and resumes, or cooperation agreements shall be submitted for deliberation.

Article 18 Processing of personal data: All personal data provided to FDCT is solely for funding approval and follow-up purposes and can only be accessed and corrected in writing by data subjects. To facilitate investigations or audits, funded parties shall allow FDCT to share their personal data with authorized departments or judicial authorities as per the law.

Article 19 Applicants shall comply with the application guidelines. If applying in the name of an institution, the applicant shall submit a written application to FDCT through the applying entity he/she is affiliated with. The applicant shall be responsible for the authenticity of the submitted application materials.

Article 20 FDCT will require applicants to resubmit relevant materials within 15 days in case of any non-conformance with the basic application documents specified in Article 12, Chapter II. In case of any overdue resubmission, the application will be archived.

Article 21 Applicants are prohibited from making false statements, providing false data, or using other unlawful means to obtain grants.

Article 22 If an applicant intends to withdraw the application, the applicant shall immediately send a written notice to FDCT and the application will be considered terminated with immediate effect.

Article 23 Applications that do not enter review procedures

In the following situations, applications will be considered failing to pass the formal examination and thus do not enter review procedures. The applying entity will be notified of the decision to reject such an application and reason for non-acceptance through an official letter upon approval by the authorized entity:

1. The applying entity does not meet the requirements of target groups for funding and eligibility for application.
2. The self-owned investment does not meet the requirements of types and scope of funding.
3. The application dossier does not meet the requirements.
4. Several funding applications are submitted for the same project concurrently or the same project has been previously funded by FDCT.
5. The number of ongoing research projects undertaken by PI exceeds the maximum number of projects allowed as prescribed by the *Regulations on the Undertaking of FDCT-Funded Research Projects by Principal Investigators* issued by FDCT.
6. PI is not eligible for submitting a new funding application.
7. The applicant is included in the list of compulsory collection and overdue return of FDCT.
8. The applicant fails to supplement and correct relevant data after being notified or the submission is overdue.
9. The applicant violates the existing laws and regulations or fails to protect the safety and legitimate rights and interests of participants.

Article 24 This chapter only outlines general provisions for funding applications. For additional provisions, please refer to the statutes of various funding schemes.

Chapter III Project Approval

Article 25 For any project application that has passed the formal examination, a review will be conducted based on the content of the application form, the amount requested, and relevant review requirements.

1. The relevant general criteria are as follows:
 - (1) Project implementation and expected research findings;
 - (2) The applying entity's ability to implement the project;
 - (3) Project feasibility and work plan;
 - (4) Soundness of budget;
 - (5) Other criteria set out in funding schemes.

2. The following criteria are applied to review depending on the project type:
 - (1) Fundamental research: scientific value and cutting edge of the project;
 - (2) Applied research: practicality and application prospect of the project;
 - (3) Experiment and development: real-life application, advancement level of technical performance indexes and social or economic benefits.
3. When applying the review criteria, special attention will be paid to the following:
 - (1) The results obtained in previously funded projects in which the applying entity or its project team participated, in relation to the funding amount received;
 - (2) The non-overlap of objectives between the proposed project and other ongoing projects, with public financial support, in which members of the project team participate;
 - (3) Budgetary restraint in relation to the proposed activity and other sources of funding available to the applying entity;
 - (4) Any similar studies or results carried out or obtained in countries or regions outside the Macao SAR.

Article 26 Peer reviews by external experts: To obtain opinions from peer experts to improve the accuracy of the reviews for some highly complex projects and projects requiring higher amounts, the Administrative Committee may invite external peer experts to review the projects that comply with the following application conditions, in addition to the Project Advisory Committee's members:

1. If the amount required by any project exceeds MOP 1 million, three external peer experts should be invited to participate in the review;
2. For projects specified in the above paragraph 1, if the average annual amount required exceeds MOP 1 million, five external peer experts should be invited to participate in the review;
3. In exceptional cases, additional arrangements for reviews by external peer experts through correspondence should be made by the Administrative Committee.

Article 27 Reviews by the Project Advisory Committee: The Administrative Committee of FDCT is responsible for convening review meetings of the Project Advisory Committee, and FDCT can establish multiple Project Advisory Committees at the same time. The members of each Project Advisory Committee are selected by the Administrative Committee from a list of project advisors approved by the Trustee Committee, based on the professional nature and technical field of the projects under deliberation.

Five to seven advisors from relevant professional fields will be invited.

1. Members of the Project Advisory Committee shall individually prepare opinion reports and, if necessary, grade each application based on the review criteria set out in the preceding article and any specific funding guidelines and by taking into full consideration any opinions from external experts.
2. For some highly complex projects, the Administrative Committee may invite experts, who are considered beneficial to the work of the Project Advisory Committee, to attend meetings and provide their opinions.
3. The Administrative Committee may require PIs to attend review meetings for a better understanding of the project applications.
4. Members of the Project Advisory Committee responsible for providing opinions shall submit their opinion reports (if any) back to FDCT within 15 days after the end of the meetings.

Article 28 The Administrative Committee of FDCT will deliberate on the applications based on the Macao SAR government's policy address, the provisions of funding schemes, opinion reports and any available grades from the expert advisors, as well as any review opinions from external experts.

1. For project applications requiring no more than MOP 1 million, the Administrative Committee will make a decision for funding approval after giving full consideration to the opinion reports and any available grades from the Project Advisory Committee, and any review opinions from external experts.
2. For project applications requiring more than MOP 1 million, the application dossier shall be attached with the opinion reports from the Administrative Committee, opinion reports and any available grades from the Project Advisory Committee, and any review opinions from external experts. Such applications shall be approved by the supervisory entity within the scope of powers delegated to it, after being deliberated and approved by the Trustee Committee. The scope of powers delegated to the supervisory entity is as follows:
 - (1) The supervisory entity shall approve the project applications requiring more than MOP 1 million but less than MOP 30 million;
 - (2) The Chief Executive shall approve the project applications requiring more than MOP 30 million.

Article 29 For approved projects, a Funding Agreement will be prepared according to the review opinions of experts and the amount of approved funding, etc., and the applicant or applying entity will be notified in writing of the basic information, funding amount, eligible expenditures, ineligible

expenditures, and funding conditions, among others.

Article 30 All project reviews shall be carried out in accordance with the relevant regulations on review withdrawal and confidentiality.

Chapter IV Funding Types, Funding Ceilings and Funding Scope

Article 31 The types of projects eligible for funding applications, the funding ceilings, and the categories of eligible expenditures:

Type of Funded Project	Funding Ceiling for Each Project (MOP)	Categories of Eligible Expenditures
Funding Scheme for Scientific Research and Innovation (Type A)	\$3,000,000.00	Allowance for local researchers, fees for external expert advisors, expenditures on new machinery and equipment, costs of consumables, reagents and equipment maintenance, collaboration/cooperation expenses, other expenses generated from project implementation (e.g. fees for conference attendance, fees for research trips, fees for publication/ documentation)
Funding Scheme for Scientific Research and Innovation (Type B)	\$3,000,000.00	
Funding Scheme for Scientific Research and Innovation (Type C)	\$5,000,000.00	
Funding Scheme for Enterprise Innovation and R&D (Type A)	\$1,000,000.00	
Funding Scheme for Enterprise Innovation and R&D (Type B)	\$3,000,000.00	
Funding Scheme for Enterprise Innovation and R&D (Type C)	\$5,000,000.00	
Funding Scheme for Innovation and Technology Promotion	\$500,000.00	
Funding Scheme for Industry-University-Research Partnership for Enterprises	\$250,000.00 (If the technology provider is a local university, the funding ceiling is \$500,000.00)	
Funding Scheme for Key R&D Projects	The funding ceiling for each project is stipulated in the Application Guideline	
Joint Funding Scheme for FDCT-MOST Projects	\$2,500,000.00	
Joint Funding Scheme for NSFC-FDCT Projects	\$2,500,000.00	
Joint Funding Scheme for FDCT-GDST Projects	\$1,300,000.00	

Joint Funding Scheme for FDCT-FCT Projects	\$1,000,000.00	Allowance for Macao researchers, expenditures on new machinery and equipment, costs of consumables, reagents and equipment maintenance, other expenses generated from project implementation (e.g. fees for conference attendance of Macao researchers, fees for research trips of Macao researchers, fees for publication/documentation)
Funding Scheme for Scientific Researchers in R&D	\$720,000.00	Allowance for scientific researchers in R&D

Article 32 The funding ceilings and scope of eligible expenditures (the funding ceilings and scope of funding for the *Funding Scheme for Scientific Researchers in R&D* are defined within that scheme):

Category of Eligible Expenditures	Applicable Scope	Expenditure Item	Max. No.	Funding Ceiling (MOP)	Funding Scope
Allowance for local researchers/ Allowance for Macao researchers ^{#1}	Applicable for non-commercial entities	Undergraduate	The funded full-time researchers should in principle be no more than 5	7,500.00 /person/month	---
		Postgraduate		10,000.00 /person/month	---
		Doctoral student		12,500.00 /person/month	---
		Postdoctoral researcher		25,000.00 /person/month	---
		Research assistant		20,000.00 /person/month	---
		Resident doctor		9,000.00 /person/month	---
		Assistant professor/ research assistant professor/ attending doctor		10,000.00 /person/month	---
		Associate professor/ deputy director consultant		11,000.00 /person/month	---
		Full professor/ director consultant		13,000.00 /person/month	---
		Chair professor		15,000.00 /person/month	---
Allowance for local researchers/ Allowance for Macao researchers ^{#2}	Applicable for enterprises	Allowance for local researcher/technician (Master's or Bachelor's degree)		20,000.00 /person/month	
		Allowance for local researcher/technician (Doctoral degree)		30,000.00 /person/month	
Fees for external expert advisors	Applicable for non-joint funded projects	External expert advisor	2 persons on average per year	30,000.00 /person/year	Fees for external expert advisors

New machinery and equipment	Applicable for all projects	New machinery and equipment	---	Depending on the project-related discipline	New machinery and equipment that must be purchased for R&D purpose
Costs of consumables, reagents and equipment maintenance	Applicable for all projects	Costs of consumables, reagents and equipment maintenance	---	Depending on the project-related discipline	Consumables, reagents and test fees necessary for R&D purpose
Other expenses generated from project implementation	Applicable for non-joint funded projects	Fees for conference attendance (Conferences – the mainland, HK, Taiwan)	2 persons on average per year	8,000.00 /person/time	Including expenses for conference registration, transportation, food, accommodation (hotel: standard room, air ticket: economy seat, meal allowance: capped at 300/person/day, excluding hospitality costs)
		Fees for conference attendance (International conferences – Asia)		16,000.00 /person/time	
		Fees for conference attendance (International conferences – Europe/Americas/Africa/Oceania)		20,000.00 /person/time	
		Fees for research trips (Research trips – the mainland, HK, Taiwan)	2 persons on average per year	6,000.00 /person/time	Including expenses for transportation, food, accommodation for local researchers at the destination (hotel: standard room, air ticket: economy seat, meal allowance: capped at 300/person/day, excluding hospitality costs)
		Fees for research trips (International trips – Asia)		12,000.00 /person/time	
		Fees for research trips (International trips – Europe/Americas/Africa/Oceania)		15,000.00 /person/time	
Other expenses generated from project implementation	Applicable for all joint funded projects	Fees for conference attendance of Macao researchers (Conferences – the mainland, HK, Taiwan)	2 persons on average per year	8,000.00 /person/time	Including expenses for conference registration, transportation, food, accommodation (hotel: standard room, air ticket: economy seat, meal allowance: capped at 300/person/day, excluding hospitality costs)
		Fees for conference attendance of Macao researchers (International conferences – Asia)		16,000.00 /person/time	
		Fees for conference attendance of Macao researchers (International conferences – Europe/Americas/Africa/Oceania)		20,000.00 /person/time	
Other expenses generated from project implementation	Applicable for joint funded projects (excluding	Transportation fees for Macao researchers commuting to and from the co-applicants (inside Guangdong)	6 persons on average per year	2,000.00 /person/time	Only including fees for round-trip and transportation at the destination, air ticket (if any): economy

	joint funded projects with Portugal)	Transportation fees for Macao researchers commuting to and from the co-applicants (outside Guangdong)		4,500.00 /person/time	seat, accommodation fee thereof: borne by the co-applicant.
		Living allowance for personnel of the mainland co-applicants in Macao (excluding transportation fees commuting to and from Macao)	6 persons on average per year	1,500.00 /person/day (8 days at most)	Only including fees for food, accommodation and transportation in Macao, reimbursed in the form of allowance, excluding transportation fees commuting to and from Macao.
Other expenses generated from project implementation	Applicable for joint funded projects with Portugal	Fees for research trips of Macao researchers (Research trips – the mainland)	2 persons on average per year	6,000.00 /person/time	Including expenses for transportation, food, accommodation for Macao researchers at the destination (hotel: standard room, air ticket: economy seat, meal allowance: capped at 300/person/day, excluding hospitality costs)
		Fees for research trips of Macao researchers (International trips – Asia)		12,000.00 /person/time	
		Fees for research trips of Macao researchers (International trips – Europe/Americas/Africa/Oceania)		15,000.00 /person/time	
Other expenses generated from project implementation	Applicable for all projects	Fees for publication/documentation	---	10,000.00 /piece	---
Other expenses generated from project implementation	Applicable for non-joint funded projects	Review fees for project conclusion	---	10,000.00 /person (3 persons at most)	Invite the third-party peer experts to conduct the final review

Note^{#1}: It refers to those who can legally work or study in Macao

Note^{#2}: It refers to those who can legally work in Macao

Chapter V Objections to Approval Results

Article 33 If funded parties have objections to any funding approval decisions, they may, in accordance with Article 149 of the *Administrative Procedure Code*, submit a statement of objections within 15 days from the day following the receipt of FDCT's notice, or pursuant to Article 25 of the *Administrative Litigation Code*, file a judicial appeal to the Administrative Court within 30 days. However, disagreements with the academic judgment of the review experts cannot be used as a basis for submitting a

statement of objections.

Article 34 Funded parties shall not request an increase in the funding amount.

Chapter VI Grants for Funded Projects

Article 35 If funded parties agree to the funding results and terms, they shall sign and return the relevant Funding Agreements to FDCT within 15 days from the receipt of the notification letters and the agreements. A funded party's failure to sign a Funding Agreement within the stipulated period will be considered as a waiver of the grant.

Article 36 Grants for projects will be issued after the applying entities submit the signed funding agreements (unless otherwise specified in the grant decision). They are primarily disbursed to the bank accounts designated by the funded entities via bank transfer in installments. Grants will be disbursed as per the periods and conditions specified below (Grants for enterprise projects are disbursed as per the scheme's requirements):
The first installment will be disbursed after funded entities submit signed agreements, but before projects start;
The second/third installment will be disbursed after funded entities submit annual/final reports and receive approval.

Chapter VII Instructions for Follow-up and Implementation of Funded Projects

Article 37 Announcement of funding results:

1. The names of funded projects, PIs, funded parties, and the amounts granted will be published quarterly by the Public Assets Management and Supervision Bureau of the Macao SAR (DSGAP).
2. Monthly updates on grants and their follow-up will be made on the "Autonomous Fund Data Integration System" of DSGAP, to facilitate supervision over the funding statistics of FDCT.

Article 38 Funded entities and PIs shall monitor and carry out research projects as per the eligible expenditures and terms stipulated in the signed funding agreements.

Article 39 Matters Requiring Reporting

Funded entities and PIs shall carry out projects according to their submitted plans. If any of the following changes occur in a funded project, the funded entity shall report the change according to the *Application Form for the Modifications of Scientific Research Project* of FDCT and obtain FDCT's approval before implementation.

1. The funded party shall not change the PI without authorization during the implementation of project. In case of any of the following circumstances, an application for changing the PI or terminating project funding application may be timely submitted to FDCT for its approval. FDCT may also directly decide to terminate project funding according to the following circumstances:
 - (1) The person is no longer affiliated with the applying entity;
 - (2) The person is unable to continue the research work;
 - (3) There are acts of plagiarism or fraudulence in scientific research.
2. Funded entities and PIs shall ensure the stable operation of their project teams. The management of project members shall comply with the following requirements:
 - (1) Changes in the number of funded project members, either additions or reductions, are not allowed without authorization. Any changes shall be reported by PIs to FDCT. New members shall submit their identity documents and resumes.
3. Project extension
 - (1) Applications for project extension can only be made to FDCT independently after the final annual report is submitted;
 - (2) Only one project extension application is permitted, with a maximum duration of 12 months;
 - (3) For extension applications approved by FDCT, the funded party shall submit the relevant reports on or before the submission deadline specified in FDCT's response letter.
 - (4) The funding duration provided for each project will not exceed five years. However, for projects that cannot be completed within five years due to force majeure, the Administrative Committee may exceptionally grant an extension of up to one year upon application.
4. Equipment purchase
 - (1) For research projects lasting two years or more, if the expenses for equipment purchase have not been fully reimbursed within the period of the final annual report submission and no reasonable explanation is provided, the funded amount for equipment expenses will be deducted.
5. Expense adjustment
6. Cancellation of commenced projects

Article 40 Site inspection and supervision

1. FDCT shall conduct site inspection on the implementation of the funded project prior to the submission of the annual report (if any)/final report by the funded entity, particularly to oversee whether the funded party utilizes the approved grants for the designated purposes as determined in the grant decision, including but not limited to, instruments, consumables, hired personnel, etc., and whether the project is executed as planned.
2. To perform its supervisory functions, FDCT has the authority to require funded parties to provide necessary data and assistance, including cooperating with the site inspections and audits.

Article 41 Provisions for annual/final assessment:

1. The templates of annual and final project reports can be downloaded on FDCT's website.
2. PIs shall organize the implementation of research activities as per the project proposals. They shall record the implementation progress of funded projects and use such information to complete the annual progress reports or final reports, so that FDCT can conduct interim (if any) and final assessments. Specifically, for expenditures on personnel hiring, the identity data and time related to the research personnel shall be specified, and research activities shall be conducted within Macao. Copies of local student ID cards or legitimate local work permits shall be submitted.
3. If funded parties submit the above-mentioned annual work progress reports (if any) and final reports on time, the annual funding grants will be disbursed after the approval of these reports. If funded parties fail to submit annual reports (if any) and final reports on time, the annual budgetary funds will be canceled and the granted funds will be refunded. Failure to return the funds may lead to legal proceedings initiated by FDCT in the Court of Macao Special Administrative Region to recover the funds. This may affect future funding applications.
4. Interested party transactions: project-related procurements shall be conducted in accordance with the principles of legality, fairness and wise use of resources, and interested party transactions with a conflict of interest are not allowed. If the interested party transaction is justified, such as having significant market price advantage or irreplaceability, at least 1 non-interested vendor shall be provided for price inquiry and comparison, and clarification is needed for the rationality of the interested party transaction that wins the bid, for the final evaluation and review by FDCT. Besides, parties with a potential conflict of interest shall not participate in the procurement procedures.

5. Agreed-upon Procedures Report: According to the *Guidelines for the Inspection of Funded Activities or Projects* issued by DSGAP, PIs for university projects or entities/natural persons for non-university projects, who have received cumulative funding equal to or exceeding MOP 1 million under the same funding scheme in the same year, shall report the projects' conclusion within 90 days after the conclusion of all the above-mentioned funded projects through the reporting system and submit agreed-upon procedures reports. Refer to Attachments 2 and 3 in these Guidelines for the guidelines and template on the agreed-upon procedures.
6. Non-local residents (if any) conducting project research in Macao shall submit supporting documents for legitimate employment in Macao, except as provided for in Article 4 of the *Regulation on Prohibition of Illegal Work*, Administrative Regulation No. 17/2004 on June 14. This article stipulates that for those providing professional, advisory, academic, or other services, the period of their stay in Macao, either continuous or discontinuous, cannot exceed 45 days every six months.
7. If a researcher is a student, the amount granted shall depend on FDCT's provisions on student allowances.
8. Within the same timeframe, personnel hired for projects (including researchers, and graduate students, among others) may only receive the personnel expense granted for one FDCT-funded research project.
9. Within 90 days from the expiration of the project funding duration, a project conclusion report and a financial report on the use of project grants shall be submitted to FDCT for deliberation. If research findings are obtained, the relevant tables and attachments of research findings shall also be submitted. PIs shall be responsible for the authenticity of conclusion materials.
10. All research findings of projects (including transfer or transformation of products or intellectual property rights, external collaboration, establishment of commercial organizations, increase in project output value, talent training, and publication of papers, etc.), as well as equipment purchased with funding (if any), shall be clearly disclosed when being made public and labeled as "Funded by the Science and Technology Development Fund of the Macao SAR" with the corresponding file numbers during the public disclosure. Additionally, proactive reports shall be made to FDCT.

Article 42 Supporting documents attached to the final report: When submitting the final progress summary report, funded parties shall include supporting documents on project implementation, including but not limited to the following:

1. Statement of expenditures;

2. Catalog of project research findings: any published or accepted papers and their index, other listed research findings and certificates, copies of these documents shall be attached;
3. Statistical list of project research findings;
4. A brief introduction to the transformable scientific and technological research findings of project;
5. If a research project is completed in cooperation with others, the latest cooperation agreement shall be submitted;
6. Relevant proofs of expenditures (shall be arranged in the sequence according to the Item No. mentioned on the list of expenditure);
 - (1) For those claiming for local researchers' allowances, receipts declared with their personal signature or transfer vouchers shall be attached, together with relevant valid identity document (such as Macao ID or work permit, etc.) and their resumes.
 - (2) For those claiming for fees for external expert advisors, receipts declared with their personal signature or transfer vouchers shall be attached, together with relevant valid identity document (such as valid identification from their hometown or passport, etc.) and their resumes.
 - (3) For those claiming for expenses for conference attendance or research trips, the relevant invitation letters and a copy of the relevant catalogue of the conference papers shall be attached.

Article 43 Application for extension of report submission: If the report cannot be submitted within the required period due to force majeure or other reasons not attributable to the funded entity, the funded entity shall notify FDCT within 7 working days from the date of occurrence of the relevant fact.

Article 44 FDCT will review the submitted annual/conclusion materials. If they meet the requirements for project conclusion, FDCT will approve the conclusion of projects and notify the applying entities or applicants in writing. FDCT will request modifications or resubmissions in the following cases:

1. The submitted materials are incomplete;
2. The submitted financial reports and receipts for funded expenses are incomplete or do not meet the requirements;
3. Other situations not meeting FDCT's requirements.

Article 45 For projects whose conclusion report is deemed as non-compliant (i.e., projects where the result output rate at the final acceptance stage is below 50% compared to the expected results mentioned in the original application proposal), FDCT will issue written warnings to the PIs of funded projects and indicate that the PIs are not allowed to submit new

project applications within one year from the date of the final decision made by FDCT.

Article 46 FDCT will annually publish the data on the results of projects approved for conclusion.

Chapter VIII Obligations of Funded Entity

Article 47 The funded entity shall fulfill the following obligations:

1. Accept the supervision and cooperate with FDCT in monitoring the use of funds, including the inspection of relevant revenues and expenditures and financial conditions, and agree that FDCT has the right to record in writing, filming, photography and other forms throughout the project process, as well as the permanent free use right of all relevant outputs.
2. In any publicity activities, press releases and promotional materials related to the project, indicate that the project is “Supported by the Science and Technology Development Fund of the Macao SAR” or “Support Institution: Science and Technology Development Fund of the Macao SAR”, and report to FDCT for filing.
3. Agree that FDCT shall publish the basic data, project summary and publicly available research findings of the funded project on the website of FDCT and other public documents.
4. Provide valid and authentic documents and make a declaration.
5. Prudently and rationally plan and organize the funded project.
6. Comply with the terms set out in the *Funding Agreement* signed with FDCT.
7. Submit the report referred to in the preceding article on time, and if the report cannot be submitted on time due to force majeure or other reasons not attributable to the funded entity, FDCT shall be notified within seven working days from the date of occurrence of the relevant fact.
8. Use the funds exclusively for the designated purpose.
9. Refund the funds that were not used for their intended purpose.
10. Projects funded by FDCT shall not accept funding from other public funding schemes or programs.
11. Ensure that the content of the funded project and the project implementation procedures do not violate the law, nor do they infringe any rights of others.

Chapter IX Consequences of Violation of Obligations

- Article 48 If a funded entity violates the obligations set forth in the preceding article, FDCT may make the following decisions depending on the nature and severity of the violation of obligations by the funded entity:
1. For the funds that have been granted but not yet released, the release shall be suspended or appropriate restrictions shall be imposed when calculating the actual release amount.
 2. Cancel the funds already granted in whole or in part, and require the funded entity to refund the relevant funds.
 3. Include the involved principal investigator in the Violation List, and deny the funding application submitted by the involved principal investigator within one year.
 4. No funds shall be granted.

Chapter X Circumstances That May Lead to Penalties

- Article 49 The consequence referred to in paragraph 1 of the preceding article shall apply in particular in the case that the funded entity violates the provisions set forth in paragraphs 6-8 of Article 47.
- Article 50 The consequences referred to in paragraphs 2-3 of the preceding article shall apply in particular in the following cases:
1. The funded entity violates the provisions set forth in paragraph 5 of Article 47 and causes serious risks or damage to participants or public interests, especially public safety or social order;
 2. The funded entity intentionally violates the obligations set forth in paragraphs 1-4 and 6-8 of Article 47, which is not a slight negligence judged by FDCT;
 3. The funded entity violates the provisions set forth in paragraphs 9-11 of Article 47.
- Article 51 If the final report of project is deemed as non-compliant in accordance with Article 45, FDCT has the right to impose penalties in certain circumstances in paragraph 3 of Article 48 on the involved principal investigator.
- Article 52 The consequence referred to in paragraph 4 of Article 48 shall apply in particular in the case that the funded entity violates the provisions set forth in paragraph 9 of Article 47 or Articles 53-54 while applying for project

funding.

Chapter XI Refund and Compulsory Collection of Funding

Article 53 If the funding is canceled in whole or in part, the funded entity shall refund the amount received within the notified period.

Article 54 If the funded entity fails to return the funding that shall be refunded to FDCT within the specified period, the Financial Services Bureau shall impose compulsory collection in accordance with the provisions of tax enforcement procedures.

Chapter XII Dispute

Article 55 The applicant may dispute the decision in accordance with the provisions of the *Administrative Procedure Code*.

Chapter XIII Maintaining Communication with Other Government

Entities

Article 56 To ensure the proper allocation and utilization of public funds, FDCT may check with other government entities for relevant application information provided by applicants.

Article 57 When necessary, the competent department has the right to access, audit, or verify the authenticity of the data submitted by applicants and whether the procedures for supervising the use of public money are appropriate. Applicants are required to respect, fully cooperate with, and provide real-time assistance to the personnel of relevant competent departments in their investigation work, and promptly provide and present relevant financial statements, receipts, and other documents.

Chapter XIV Other Notes

Article 58 All application data shall be used for the purpose of schemes only.

Applicants shall ensure that the documents and data submitted are accurate and error-free. Once submitted, they will not be returned.

- Article 59 Any matter not covered in schemes shall be governed by the current laws: the *Public Financial Aid System of the Macao Special Administrative Region*, the *Statutes of the Fund for the Development of Science and Technology*, the *Funding Regulations of the Science and Technology Development Fund*, the *Guidelines for the Inspection of Funded Activities or Projects* issued by DSGAP, the *General Guidelines for Project Management of the Science and Technology Development Fund*, the *Guidelines on Agreed-Upon Procedures for Scientific Research Projects*, as well as the *Funding Agreement* signed after project approval.
- Article 60 For information regarding schemes, applicants may visit the office of FDCT to request it in person or access the website (<https://www.fdct.gov.mo/>) to download the relevant information.
- Article 61 If the content of the application involves any unlawful infringement of the rights of others, the applicant shall bear all responsibilities. FDCT also reserves the right to pursue legal actions against the applicant.
- Article 62 Making false statements will not only result in the loss of eligibility for the application but may also entail other legal consequences.
- Article 63 FDCT reserves the right to revise and interpret the aforementioned content.
- Article 64 Enquiries
Telephone: 2878 8777
E-mail of Project Funding Department: saf@fdct.gov.mo
Address: Room K, 11/F, the Macau Square, No.43-53A Avenida do Infante D. Henrique, Macao.

Attachment 1: Regulations on the Undertaking of FDCT-Funded Research Projects by Principal Investigator

Attachment 2: Guidelines on Agreed-Upon Procedures for Scientific Research Projects

Attachment 3: Agreed-upon Procedures Report Template

Attachment 1

Regulations on the Undertaking of FDCT-Funded Research Projects by Principal Investigator

1. Every Principal Investigator (PI) can undertake no more than 3 funded research projects concurrently. The maximum numbers allowed of different types of projects for the undertaking are as follows:

Type	Max No. of Projects
<ul style="list-style-type: none">• Funding Scheme for Scientific Research and Innovation, Funding Scheme for Innovation and Technology Promotion	3 in total
<ul style="list-style-type: none">• Funding Scheme for Enterprise Innovation and R&D, Funding Scheme for Industry-University-Research Partnership for Enterprises	3 in total
<ul style="list-style-type: none">• Joint funding schemes	1 for each
<ul style="list-style-type: none">• Funding Scheme for Key R&D Projects*	1

* For the subject's PI only

2. Applications under the patent funding scheme are not subject to the above limitation.
3. Projects under application are considered as ongoing projects.
4. If a PI has undertaken the maximum number of projects allowed, the PI can file another application 90 days before the closing date of one of the ongoing projects. FDCT stops processing any new application from the PI who fails to submit the final report on time, until the relevant report is submitted to FDCT.
5. FDCT rejects new application from the PI who fails to submit the final report on time.

Attachment 2

Science and Technology Development Fund

Guidelines on Agreed-Upon Procedures for Scientific Research

Projects

(for projects funded since 2023)

To align with the requirements set forth in No.001/GPSAP/AF/2023 *Guidelines for the Inspection of Funded Activities or Projects* (hereinafter referred to as the “Inspection Guidelines”) issued by the Office for the Planning of the Supervision of the Public Assets (GPSAP) of the Macao SAR, and ensure that public financial funding is reasonably used in relevant activities or projects and that related equipment and facilities are properly utilized, managed and maintained, the Science and Technology Development Fund (hereinafter referred to as “FDCT”) has developed the Guidelines on Agreed-Upon Procedures for Scientific Research Projects, aiming to assist the Funded Party in clearly understanding the financial management regulations that apply to funded projects and strengthen FDCT’s oversight and verification of financial expenditures on funded scientific research projects.

In situations where the principal investigators (PIs) of higher education institution projects and the entities or natural persons of non-higher education institution projects participate in the same funding scheme and the cumulative amount of funds granted reaches or exceeds MOP 1 million in the current year, it is necessary to employ certified public accountant (CPA), certified public accountants (CPAs), accountant who can provide accounting and tax services, and accounting company which can provide accounting and tax services for the above-mentioned funded projects, and submit the corresponding agreed-upon procedures reports. Additionally, the corresponding completion declarations shall be filed through the application system of FDCT within 90 days following the conclusion of the projects.

I. Requirements for income and expenditure vouchers

According to the requirements stipulated in the Inspection Guidelines, the Funded Party shall properly organize and retain the following materials:

1. Income vouchers:

- (1) Funds granted by public departments or entities: Relevant income vouchers, such as documents issued by public departments or entities (detailing the name of the Funding Party, name of the Funded Party, name of the funded activity or project, date of issuance, and amount), bank transfer notices, deposit

vouchers, etc.

- (2) Funds granted by private entities/institutions or natural persons: Relevant income vouchers, such as documents regarding the reception of funds (detailing the name of the Funding Party, name of the Funded Party, name of the funded activity/project, date of issuance, and amount), receipts, bank transfer notices, deposit vouchers, etc. If such income vouchers are not available, the Funded Party may provide relevant records or proofs of receipt as evidence. The relevant documents shall include the contact information of the Funding Party, such as address, telephone number, email, etc.
 - (3) Other income (including but not limited to sales and service income, group fees, application fees and registration fees): Relevant income vouchers, such as invoices, receipts or stubs (detailing the names of the Buyer and the Seller, name of the product or service, date of issuance, voucher number and amount), bank transfer notices, deposit vouchers, etc.
2. Expenditure vouchers:
- (1) Expenditures on companies or institutions: Relevant expenditure vouchers, such as invoices or receipts issued by the company or institution, detailing the names of the Buyer and the Seller, name of the product or service, date of issuance, voucher number, amount, and the contact information of the Seller, such as address, telephone number, email, etc., or the contact materials that contain details about the associated company or institution indicated by the Funded Party. If the leased property is involved, in addition to the information mentioned above, the invoices or receipts shall include the information on the address of the property.
 - (2) Expenditures on local researchers and external expert advisors: Relevant documents shall detail the names, ID numbers, working hours, and monthly/hourly salaries of researchers as well as project numbers, names, and receipt or transfer certificates. Moreover, the signature and seal of the financial department for confirmation as well as the name and title of the confirming person shall be attached to the corresponding documents.
 - (3) Expenditures on natural persons except for those mentioned above: Relevant expenditure vouchers, such as receipts (detailing the names of the Buyer and the Seller, name of the product or service, date of issuance, voucher number, amount, and the contact information of the Seller, such as address, telephone number, email, etc., or the above-mentioned contact materials indicated by the Funded Party) provided by the natural persons, the Form M/7 for occupational tax (detailing the names of the customer and the issuer, name of the service, tax number of the issuer, date of issuance, voucher number, and the business and amount contained in the occupational tax articles attachment).
3. Other provisions concerning original documents:

- (1) Bills, invoices and receipts shall be issued sequentially, and any cancelled receipts shall be kept properly;
- (2) When the receipts or expenses listed on an original voucher involve a discount, the actual amount paid shall be indicated;
- (3) In case of transactions not using pataca (MOP), the Funded Party shall specify the name of the currency used and the exchange rate;
- (4) If the original voucher is missing or the data is incomplete, the Funded Party shall provide a written statement, and the responsible individual or authorized financial executive shall sign and date the pertinent documents to validate the explanation;
- (5) If there is a need to alter the information on the original voucher, the corresponding product or service provider shall update the details in accordance with the actual situation and apply their official seal to the area where modifications have been made;
- (6) If any transaction involves a conflict of interest arising from interested party transactions, in other words, the vendor or the interested party of product procurement or service provision falls under one of the following situations:
 - a. The Funded Party (natural person) is a shareholder of the vendor, or a member of the administrative organ of the vendor;
 - b. The spouse/lineal relative/in-law/any collateral relative or in-law within second degree of consanguinity of the Funded Party (natural person)/any person who lives with the Funded Party under a common economy, or a project member of the funded project, is the vendor, or a shareholder of the vendor, or a member of the administrative organ of the vendor;
 - c. The project member of the funded project, shareholder/member of the administrative organ of the Funded Party (legal person) of projects undertaken by non-higher education institutions, or the spouse/lineal relative/in-law/any collateral relative or in-law within second degree of consanguinity of the above-mentioned parties/any person who lives with them under a common economy, is the vendor, or a shareholder of the vendor, or a member of the administrative organ of the vendor;
 - d. The Funded Party (legal person) is a shareholder of the vendor.

The Funded Party shall state the facts on the income and expenditure vouchers. In addition, the Funded Party shall provide the contact information on the related transaction party, present at least one non-interested vendor for price comparison, and explain the rationality of the interested party transactions

II. Elements of external inspection

1. Acceptance of external inspections and implementation of agreed-upon procedures

In addition to preparing the final report in accordance with the Inspection Guidelines, the Funded Party shall employ a CPA, CPAs, accountant who can provide accounting and tax services, and accounting company which can provide accounting and tax services to execute the agreed-upon procedures and prepare and issue a report on the implementation of these procedures. The Funded Party shall also submit the report through the application system of FDCT within 90 days following the conclusion of the projects.

2. Signing of the business agreement

The Funded Party shall sign a business agreement with the CPA, CPAs, accountant who can provide accounting and tax services, and accounting company which can provide accounting and tax services employed. The agreement shall include the following elements:

- (1) The purpose of entrusting to conduct the agreed-upon procedures;
- (2) Financial information on the agreed-upon procedures to be implemented, such as income, expenditures, and the resulting balance;
- (3) The nature, time, and scope of the agreed-upon procedures to be implemented;
- (4) The specific agreed-upon procedures to be implemented, such as inquiries and analyses, observations, inspections, external confirmations, recalculations, comparisons, and verification;
- (5) The report sample;
- (6) Restrictions on the distribution and utilization of the report. The users of the report, including the Funded Party, FDCT, and the supervisory entity or regulatory authority, shall be listed.

If the CPA, CPAs, accountant who can provide accounting and tax services, and accounting company which can provide accounting and tax services employed possess the requisite professional competence and there are reasonable standards of judgment, the Funded Party shall specify in the business agreement the implementation of agreed-upon procedures for other financial information and non-financial information with the CPA, CPAs, accountant who can provide accounting and tax services, and accounting company which can provide accounting and tax services by referring to the Inspection Guidelines and applicable agreed-upon procedure guidelines.

3. Inspection plan for the implementation of agreed-upon procedures

The Funded Party shall ask the CPA, CPAs, accountant who can provide accounting and tax services, and accounting company which can provide accounting and tax services employed to conduct inspections according to the following conditions:

(1) Check original income and expenditure vouchers:

A. Income vouchers: Check all income related to the project.

B. Expenditure vouchers:

a. Personnel expenditures: Verify all personnel expenditures, and verify the authenticity of their signatures and seals.

b. Non-personnel expenditures: Verify whether the amount of the sample and relevant descriptions are consistent with those given in the supporting document. The supporting documents may include invoices, purchase contracts, or other documents. For each detail list, the standard and quantity for the selected sample of other non-personnel expenditure items are as follows:

b1. All expenditure items with a single transaction of MOP 50,000 or more shall be checked;

b2. Remaining expenditure items with a single transaction less than MOP 50,000 shall undergo random inspection, and the total amount of samples selected shall not be less than 20% of the total amount of the associated expenditure items;

b3. If the total amount of samples selected constitutes 50% or more of the total amount of other non-personnel expenditure items following the completion of the procedures in b1 and b2, additional sampling will not be necessary;

b4. If the total amount of samples selected does not reach 50% of the total amount of other non-personnel expenditure items following the completion of the procedures in b1 and b2, it is necessary to continue to randomly check the expenditure items with a single amount less than MOP 50,000 until the total amount of the samples selected reaches 50% of the total amount of other non-personnel expenditure items.

(2) Sending of the confirmation letter: For a single transaction with an amount of MOP 1 million or more, the confirmation letter shall be sent.

(3) On-site inspection: In addition to the above-mentioned inspections and sending of the confirmation letter, on-site inspection procedures shall also be conducted if there are expenditures on engineering or equipment procurement and the amount of a single transaction reaches MOP 1 million or more.

4. Documents that shall be provided by the Funded Party

The Funded Party shall provided the CPA, CPAs, accountant who can provide accounting and tax services, and accounting company which can provide accounting and tax services employed with the following documents:

- (1) The funding regulations, funding schemes, and other guidelines formulated by FDCT;
- (2) The notice of funding approval, the application documents, and any documentation about modifications, if any, to the funded activity or project;
- (3) The completed final report requested by FDCT and a copy of the final report prepared in accordance with the Inspection Guidelines of GPSAP;
- (4) All income and expenditure vouchers;
- (5) List of fixed assets (if applicable).

5. Notes on the implementation of agreed-upon procedures

The Funded Party shall request the CPA, CPAs, accountant who can provide accounting and tax services, and accounting company which can provide accounting and tax services employed to follow the funding regulations, funding schemes, and pertinent guidelines when implementing the agreed-upon procedures. The Funded Party shall also request them to adhere to applicable agreed-upon procedure standards, accounting standards, codes of ethics, other accounting profession standards, and relevant guidelines.

6. Agreed-upon procedures report template

The Funded Party shall ensure that the report prepared by the CPA, CPAs, accountant who can provide accounting and tax services, and accounting company which can provide accounting and tax services is made in accordance with the agreed-upon procedures report template (see attachment) and can be adjusted as necessary.

The agreed-upon procedures report shall include the following:

- (1) Title;
- (2) Recipient;
- (3) State the financial information as to the Agreed-upon Procedures;
- (4) State that the Agreed-upon Procedures are determined through negotiation with specific entities;
- (5) State that the Agreed-upon Procedures have been executed in accordance with the provisions of relevant standards and the requirements of the business agreement;
- (6) State that the certified public accountant or the accountant who provides accounting and tax services is not independent, where applicable;
- (7) State the purpose of the Agreed-upon Procedures;

- (8) List all specific procedures executed;
- (9) Report the results of the Agreed-upon Procedures, including a detailed description of identified errors and exceptions;
- (10) State that the executed Agreed-upon Procedures do not constitute an audit or review, and that the certified public accountant or the accountant who provides accounting and tax services does not provide any assurance conclusion;
- (11) State that the certified public accountant or the accountant who provides accounting and tax services may reach other report results if, audits, reviews, or procedures other than the Agreed-upon Procedures, are executed;
- (12) State that the use of the report is restricted to specific entities;
- (13) State that the report is only relevant to the specific financial data on which the Agreed-upon Procedures are executed and shall not apply to the overall financial statements, if applicable;
- (14) Signature of the CPA or the accountant who provides accounting and tax services;
- (15) Name of the CPA or the accountant who provides accounting and tax services;
- (16) Name of the CPAs or accounting company that provides accounting and tax services, where applicable;
- (17) Report date; and
- (18) Place of issuance.

Attachment 3

Science and Technology Development Fund

Agreed-upon Procedures Report Template

(for projects funded since 2023)

To (Name of the Funded Party):

We/I have been commissioned by _____ (name of the Funded Party) to execute the procedures listed below for submitting the _____ (Year) Final Report of _____ (funded activity or project) of _____ (name of the Funded Party). These procedures have been approved by the Board of Directors/Management of _____ (name of the Funded Party) and comply with the *Funding Regulations of the Science and Technology Development Fund*, the relevant funding schemes and application guidelines (if any), the relevant funding terms of the *Funding Agreement*. According to the *Funding Regulations of the Science and Technology Development Fund*, the relevant funding schemes and application guidelines (if any), the relevant funding terms of the *Funding Agreement*, and the requirements of *Guidelines for the Inspection of Funded Activities or Projects* issued by the Office for the Planning of the Supervision of the Public Assets (GPSAP) of the Macao SAR, it is the responsibility of the Board of Directors/Management of _____ (name of the Funded Party) to prepare the Execution Report and the Income and Expenditure Report. We/I have the responsibility to execute the Agreed-upon Procedures and report the results thereof in accordance with the Business Agreement and the *Guidelines for the Inspection of Funded Activities or Projects* and _____ (the agreed-upon procedure standards, accounting standards, codes of professional ethics, and other practicing standards in accounting).

I. Procedures executed

1. Check the actual current income of each item listed in the Income and Expenditure Report as follows:
 - 1.1. Check all income from the Funding Party. Verify whether the relevant income vouchers [such as documents, bank transfer notices, deposit receipts, etc. issued by (name of the Funding Party) detailing (name of the Funding Party/Funded Party, name of the funded activity or project, date of issuance, amount)] are consistent with the contents and amounts of the Income and Expenditure Report.
 - 1.2. Spot check all other income (including but not limited to funds granted by private entities/institutions or natural persons, sales and service income, group fees, application fees and registration fees). Verify whether the relevant income vouchers [such as documents regarding the reception of

funds (detailing the name of the Funded Party, name of the funded activity or project, date of issuance, and amount), invoices, receipts, stubs, bank transfer notices, deposit vouchers, etc.] are consistent with the contents and amounts of the Income and Expenditure Report.

2. Check the actual current expenditure of each item listed in the Income and Expenditure Report as follows:

2.1. Verify whether all expenditures on relevant personnel in the Income and Expenditure Report are consistent with the actual amount, and verify their authenticity of the signatures and seals.

2.2. Spot check the expenditures, for on-personnel expenditures, verify whether the amount of the sample and relevant descriptions are consistent with those given in the supporting document. The supporting documents may include invoices, purchase contracts, or other documents. For each detail list, the standard and quantity for the selected sample of other non-personnel expenditure items are as follows:

2.2.1. All expenditure items with a single transaction of MOP 50,000 or more shall be checked;

2.2.2. Remaining expenditure items with a single transaction less than MOP 50,000 shall undergo random inspection, and the total amount of samples selected shall not be less than 20% of the total amount of the associated expenditure items;

2.2.3. If the total amount of samples selected constitutes 50% or more of the total amount of other non-personnel expenditure items following the completion of the procedures in 2.2.1 and 2.2.2, additional sampling will not be necessary;

2.2.4. If the total amount of samples selected does not reach 50% of the total amount of other non-personnel expenditure items following the completion of the procedures in 2.2.1 and 2.2.2, it is necessary to continue to randomly check the expenditure items with a single amount less than MOP 50,000 until the total amount of the samples selected reaches 50% of the total amount of other non-personnel expenditure items.

_____ (quantity) samples are taken, without violations of the next paragraph. Verify whether the relevant expenditure vouchers (detailing the names of the Buyer and the Seller, name of the service or product, date of issuance, voucher number and amount) are consistent with the contents and amounts of the Income and Expenditure Report.

2.3. Verify whether the expenditure items fall within the scope of “funded expenditure items” as detailed in the Funding Agreement and the documents of amendment items for projects approved by FDCT (if any).

2.4. In terms of the following expenditures, relevant documents shall be checked, including:

2.4.1. Check expenditures on local researchers and external expert advisors, check valid identification documents of the funded parties,

- check whether the relevant documents detail the names, ID numbers, working hours, and monthly/hourly salaries of all funded parties as well as project numbers, names, and receipt or transfer certificates, check the signature and seal of the financial department for confirmation as well as the name and title of the confirming person;
- 2.4.2. Collaboration/cooperation expenditures: Check whether the receipt is provided by the other party and stamped and signed.
 - 2.4.3. Expenditures on conference trips/research trips: Check whether the travel report has been provided and the expenditures were incurred during the trip.
- 2.5. A confirmation letter shall be sent, where the amount of a single transaction reaches MOP 1 million or more, with a total of ____ (quantity). Moreover, on-site inspection procedures shall be executed, if the amount of a single transaction reaches MOP 1 million or more, with a total of ____ (quantity). Verify whether the relevant expenditure vouchers are consistent with the contents and amounts of the Income and Expenditure Report.
 - 2.6. In the spot checks, where there is a voucher in the Form M/7 for occupational tax provided by a natural person (detailing the names of the customer and the issuer, name of the service, tax number of the issuer, date of issuance, voucher number, and the business and amount contained in the occupational tax articles attachment), check whether the relevant expenditure vouchers are consistent with the contents and amounts of the Income and Expenditure Report.
 - 2.7. In the spot checks, if there are other receipts issued by natural persons (in addition to the names of the Buyer and the Seller, name of the service or product, date of issuance, voucher number and amount, contact information of the issuer shall also be provided), verify whether the relevant expenditure vouchers are consistent with the contents and amounts of the Income and Expenditure Report.
 - 2.8. In the above-mentioned inspection samples, it is found that ____ (quantity) vouchers (including invoices or receipts) are not the original ones. After verifying the signature and date of the document signed by the responsible individual or authorized financial executive on behalf of (name of the Funded Party) and clarifying the reasons for the absence of relevant documents, it is confirmed that there is no inappropriateness.
 - 2.9. In the above-mentioned inspection samples, it is found that ____ (quantity) vouchers have been modified by the provider of the product or service, and it has been checked whether the modified part is stamped with the seal of the provider of the product or service.
 - 2.10. In the above-mentioned inspection samples, ____ (quantity) suspicious and undeclared interested party transactions have been found, the Funded Party has been requested to provide the valid original vouchers (quotation from at least one non-interested vendor). It is found that ____ (quantity) suspicious interested party transactions lack valid supporting documents. After

verifying the signature and date of the document signed by the responsible individual or authorized financial executive on behalf of (name of the Funded Party) and clarifying the reasons for the absence of relevant documents, it is confirmed that there is no inappropriateness.

2.11. In the inspection of valid original documents (quotation from at least one non-interested vendor) provided for a total of ____ (quantity) declared interested party transactions, it is found that ____ (quantity) interested party transactions lack valid supporting documents. After verifying the signature and date of the document signed by the responsible individual or authorized financial executive on behalf of _____ (name of the Funded Party) and clarifying the reasons for the absence of relevant documents, it is confirmed that there is no inappropriateness.

II. After execution of the above-mentioned procedures, the results are as follows:

- 1) _____
- 2) _____

As the above-mentioned procedures do not constitute an assurance service executed in accordance with (name of applicable auditing and reviewing standards), we/I do not express any assurance opinion on the report.

This report is intended solely for the purpose stated in the Business Agreement and is not to be used for any other purposes. We/I assume no responsibility or liability for any other person with respect to the contents of this report. This report relates only to the above-mentioned reports and does not apply to the overall financial statements of the Funded Party.

Name of Certified Public Accountant/Accountant Who Can Provide Accounting and Tax Services

Name of Certified Public Accountants /Accounting Company Which Can Provide Accounting and Tax Services (if applicable)

Date: