

# **Guidelines on Procurement, Reimbursement, and Report Completion for Scientific Research Platform Funding**

## **Science and Technology Development Fund**

**March 26, 2026**

1. Receipts or invoices must be made out to the funded entity or platform. However, for travel and conference expenses, they may be made out to the funded entity or platform, the platform leader, or a platform member.
2. Invoices for purchases made in the Chinese mainland that are recognized by the State Taxation Administration must be provided. If such invoices are unavailable and the payment amount equals or exceeds MOP 1,000, proof of payment from the funded entity is required.
3. Prices must be expressed in Macau patacas (MOP). Otherwise, they must be converted to MOP.
4. Invoices or receipts must include the names of both parties to the transaction, the name of the product or service, the date of issuance, the payment slip number, the amount, and a stamp. If necessary, the supplier's contact information should also be provided, including their address, phone number, and email address.
5. Only expenses incurred during the funding period specified in the Funding Agreement are eligible for reimbursement. If the agreement does not specify a funding period, expenses incurred from the application date to the project completion date may be reimbursed.
6. Any adjustments to expenses on equipment, facilities, consumables, or services must be accompanied by a detailed justification and supporting quotations, where applicable.

7. Local Researcher Allowance: Submit proof of bank transfer or a signed receipt from the researcher, along with identification documents and a resume. (Acceptable identification documents include a Macao resident identity card, a non-resident worker's identification card, or a student ID card with valid dates. If the document does not display valid dates, additional documents proving that the individual is legally conducting research in Macao during the funding period must be provided.)
8. External Expert Consultancy Fee: Submit proof of bank transfer or a signed receipt from the expert, along with identification documents and a resume.
9. All research outcomes must meet the following conditions to be considered valid:
  - a. Papers must be published under the name of the funded platform by its research members and must include the corresponding file number.
  - b. The funded entity must be one of the rights holders of the research outcomes (e.g., patents and software/hardware copyrights).
  - c. Research outcomes must be generated during the funding period.
10. Conference and travel expenses include reasonable costs related to round-trip transportation, local transportation, room and board, conference registration, and travel insurance. The following conditions must be met:
  - a. The relevant personnel must be members of a platform or of a Macao-based enterprise (or project) currently being incubated by a transformation-oriented platform.
  - b. Conference attendance: Official conference materials detailing the conference name, location, and date must be provided, along with the conference agenda and copies of the proceedings, if available.

- c. Business travel: A travel report for the relevant personnel detailing the events, locations, and dates must be provided.
  - d. Itineraries for the aforementioned purposes must begin or end in Macao, Hong Kong, or Guangdong Province; otherwise, expenses will not be reimbursed. However, an exception applies if the interval between two consecutive events is very short, and travel to the next event occurs within 48 hours of the conclusion of the previous one.
11. The declaration section for related-party transactions in the report must be marked “Yes” or “No” and cannot be left blank. If “Yes” is selected, the relevant transaction details must be provided.
  12. Procurement for the platform must adhere to the principles of legality, reasonableness, impartiality, and efficient use of resources. Related-party transactions involving conflicts of interest should be avoided. If such a transaction occurs, it must be fully justified, for example, by demonstrating a significant market price advantage or irreplaceability, and supported by any necessary documents explaining the rationale for the transaction. The Science and Technology Development Fund (FDCT) will then conduct a final evaluation and review. Requests for quotations from at least two non-related suppliers are required for transactions with the same related party where the cumulative estimated or actual amount (over the entire funding period) reaches MOP 100,000 or more.
  13. In principle, contracts should be awarded to the lowest bidder during procurement activities. Otherwise, a reasonable explanation must be provided. If the FDCT does not accept the explanation, reimbursement will be based on the lowest bid.
  14. Intellectual property expenses include patent application costs and maintenance fees for the first five years after a patent is granted. The

maximum funding amount is MOP 100,000 for each Chinese patent and MOP 250,000 for each foreign patent.

15. The FDCT reserves the right to amend and interpret this document.

Note: This text applies to platforms approved on or after April 1, 2026, and serves as a reference for those approved prior to this date.