

## General Funding Terms of Science Promotion Funding Scheme (April 2019)

1. According to the “By-Laws of The Science and Technology Development Fund” for schools and non-profit organizations, the applying entity must submit the final report, including activity photos or videos, to the Science and Technology Development Fund (hereafter FDCT) within 30 days after the completion of the project. In addition, the applying entity must return the balance (if any) to FDCT.
2. If the final report is submitted on time, the one-time installment / the second installment will be granted after approval. Please note that the one-time installment / the second installment will be cancelled if the report is not submitted on time.
3. Failure to submit the annual report (if any) / the final report and return balance (if any) on time will affect future applications for funding submitted by the applicant.
4. Poor project execution (including activity and financial executions) will affect the applying entity’s future funding application.
5. If the duration of the project is longer than 12 months, an annual report must be submitted within 30 days after completion of each year.
6. Receipts for any expenses, including the teacher allowance receipts with the person in charge’s signature and chop of the applying entity, incurred during the project must be submitted.
7. Whilst executing the project, if there are any alterations that need to be made, these should be presented in a timely manner and by means of a written document to FDCT. The adjusted program, after approval by FDCT, can then be continued in accordance to the altered proposal.
8. The applying entity must clearly specify that the project is supported by FDCT in any open event or exhibition.
9. All the subsidized equipment (if any) belongs to the applying entity and should be clearly specified that they have been supported by FDCT.
10. The applying entity must ensure the subsidized machinery and facilities will be

used in a sustainable manner after the completion of the project.

11. Based on the actual situation of the project, the applying entity can make budget adjustment to buy the same kind of machinery and facilities, consumables and reference books in accordance with the regulation of budget adjustment. The regulation can be found on the website of FDCT.
12. The applying entity shall make good use of the funding in the procurement activities for the project in a legal, reasonable and fair way, and following the principle of optimization of resources, to avoid conflicts of interest.
13. The applying entity should, in principle, contact at least three suppliers for quotations before purchasing an item or service priced at MOP15,000.00 or more, and submit the receipt from the selected supplier to FDCT for reimbursement. If the entity is unable to obtain quotations from three suppliers, it shall present the proof of the selected supplier being the exclusive supplier.
14. On submission of the final report, the applying entity must also submit the student attendance lists. The lists must be signed by each attending students, instructor(s) and principle investigator(s) and be stamped with the chop of the applying entity.
15. On submission of the final report, the applying entity must sort the receipts in accordance with the numerical order in the approval letter.
16. The number of the participating students must match the anticipated number. If there are not enough students participated, the applying entity must write in to FDCT to report the situation.
17. If the ratio between the teachers and students is less than one to five for a particular class, the teachers' allowances for that class will be cancelled.
18. If the attendance of a particular class is equal to or less than half of the anticipated number, the teachers' allowances for that class will be deducted based on the percentage of the attendance.
19. The applying entity must comply with other conditions of the "By-Laws of The Science and Technology Development Fund" for schools and non-profit organizations.

***\*Note: The English version of the document is translated from the Chinese version. Hence, the original Chinese version is to be considered the standard if there is any difference/discrepancy between the two versions.***