

Science and Technology Progress Award Application

Form Completion Guidelines

The Application Form for the Science and Technology Progress Award is a fundamental document and the primary basis for award assessment. It must be completed conscientiously and truthfully in strict accordance with the requirements set out in this document.

I. Basic Information

1. Project title: The Chinese title shall not exceed 30 characters. The foreign language title shall not exceed 30 words. The title shall focus on the project's core innovative content and concisely and accurately reflect the principal scientific and technological innovations and characteristics of the project. **Expressions such as “XX Research” shall not be used. The title shall not contain enterprise names or specific product brand names.**

2. Project start & end date: The start date refers to the date on which the project commenced its research work, as marked by project approval, task assignment, contract signing, or similar arrangements. The end date refers to the date on which the overall technology of the project was first applied.

3. Field of science and technology: Fill in the names of disciplines in the same order as the disciplinary categories corresponding to each scientific discovery listed under “IV. Major Scientific and Technological Innovations”.

4. Project funding status: Provide the project title, project number, and task source, listed in order of relevance to the current project. Task sources include: national-level programs; provincial, municipal, or autonomous region programs; science and technology fund support; enterprises; others.

II. Project Summary

This part shall not exceed 1,200 words. It shall include the project's principal technical components, authorized patents, technical and economic indicators, as well as information on application, promotion, and benefits achieved.

For promotional content, provide an objective, accurate, and concise description of the target audience, innovative methods, forms of presentation, content for disseminating scientific and technological knowledge, publication or distribution status, and related

matters.

III. Objective Assessment

This part shall not exceed 2,400 words. Provide an objective, truthful, and accurate assessment focusing on innovativeness, application benefits, and socio-economic value. The assessment shall be supported by objective evidence, primarily including comparisons with relevant domestic and overseas technologies; official technical testing reports, acceptance opinions, and appraisal conclusions issued by relevant authorities; academic evaluation opinions publicly published by domestic and overseas peers in leading academic journals/monographs and proceedings of significant international academic conferences; and major domestic and overseas science and technology awards. **Non-public materials (such as private letters) shall not be used as supporting evidence.**

IV. Major Scientific and Technological Innovations

This part shall not exceed 5 pages. It is the core content of the application form and an important basis for project evaluation and for handling objections.

Focusing on innovativeness, application benefits, and socio-economic value, provide an objective, truthful, and accurate description of the project's background and the creative key and core technical content. Comparisons shall be made with the principal parameters of similar technologies currently available domestically and overseas. Major intellectual property rights and standards/specifications shall also be listed. This part shall not include assessment content.

The scientific and technological innovations shall be listed in order of importance. Before describing each innovation, the name of its subject classification and the reference number(s) of the supporting documentary materials in the appendices shall first be indicated.

For promotional content, provide a concise, accurate, and complete description of innovations in subject selection or content, forms of presentation, innovative methods, and related aspects of the work.

V. Application and Benefits

1. Application details: This part shall not exceed 1,200 words. Provide an overview of the application of the project technology, including the application entities (such as organizations, products, processes, engineering projects, or services) and the scale of application. Key pages of principal supporting documents or a list of supporting materials

shall be provided.

2. Economic, social, and ecological environmental benefits: This part shall not exceed 1,200 words and shall be completed according to the characteristics of the relevant industry field.

Economic benefits shall primarily describe the economic benefits achieved from applying the project technology by the affiliated organization(s) and the organizations listed in the “Implementing Organizations” table. Examples include technical contract income received by universities and research institutes (contract value and actual revenue received); improvements in product or service quality and efficiency achieved by enterprises or other organizations applying the project technology; sales revenue related to the application of the project technology; and cost savings or reductions in energy consumption. **Where economic benefit data is provided, the calculation method shall be specified, and objective supporting documents substantiating the data shall be submitted.**

Social benefits and ecological environmental benefits shall describe the role of the project in promoting scientific and technological progress, protecting natural resources and the ecological environment, enhancing national defense capability, safeguarding national and social security, improving people’s material and cultural life, enhancing health standards, raising scientific and cultural literacy, and cultivating talent.

Supporting materials proving that the overall technology of the project has been implemented, applied, or promoted for at least two years shall be provided.

VI. Major Intellectual Property (IP) Rights and Standards/Specifications

No more than 10 items may be listed. Provide the intellectual property rights and standards/specifications that directly support the establishment of the project’s major scientific and technological innovations and **have been approved or authorized**, listed in order of relevance and importance to the innovations.

For categories other than invention patents, the corresponding fields shall be completed according to the actual circumstances.

The issuance date of patent certificates, publication date of standards/specifications, and publication date of papers shall be **prior to the date on which applications for the award begin to be accepted.**

VII. Previous Science and Technology Awards Received by This Project

Information shall be provided on any science and technology awards granted by national-level, provincial, or ministerial-level, or other science and technology awards established by social organizations with the approval of the Ministry of Science and Technology of the People's Republic of China, as well as science and technology awards established by international organizations and foreign governments.

VIII. Applicant Information

1. Applicant(s): Applicants shall be **inventors** of the achievements listed under “VI. Major Intellectual Property (IP) Rights and Standards/Specifications”, and the **applicant or the entity legally established in Macao or the Cooperation Zone to which the applicant belongs shall hold the intellectual property rights in such achievements**. If an applicant is **not the inventor, the applicant or the entity legally established in Macao or the Cooperation Zone to which the applicant belongs must have obtained transformation rights or authorization to use the relevant technological achievements by way of authorization letter or contract, and shall have participated in subsequent research and development work**. Applicants shall be listed in order of contribution to the project, and the total number shall not exceed five persons.

2. Affiliated organization(s): State the organization **legally established in Macao or the Cooperation Zone** where the applicant carried out the principal research work of this project.

3. Period of involvement in this project: The start date of participation shall be later than the project start date. The end date shall be determined according to the actual circumstances and is not limited by the project completion date.

4. Contribution to the major technological inventions of this project: This part shall not exceed 300 words. The applicant shall specify the substantive contributions made to this project and indicate which technological invention listed under “IV. Major Scientific and Technological Innovations” each contribution corresponds to. For jointly completed technological inventions, the applicant shall clearly describe his/her specific contributions independent of collaborators and indicate the reference number(s) of the supporting materials in the appendices that substantiate the applicant's contributions.

5. Science and Technology Awards previously received by the individual: This part shall not exceed 200 words. Provide the title of the awarded project, name of the award, grade of the award, awarding organization, and date of award.

IX. Appendices

1. Identification documents and relevant supporting documents of the applicant: Identification document(s) of the applicant. Non-Macao residents shall also submit a certificate of enrollment issued by a higher education institution whose main campus is located in Macao, or documentary proof of a Macao SAR work permit.

Electronic version: Submit scanned copies.

Paper version: Submit photocopies consistent with the electronic version.

2. Two letters of recommendation issued by individuals at associate professor level or above (or equivalent position level)

Electronic version: Submit scanned copies.

Paper version: Submit originals.

3. Statement of Intellectual Property Liability: Must be signed by all applicants.

Electronic version: Submit scanned copies.

Paper version: Submit originals.

4. Statement of collaborators' consent to use the outcomes for the relevant award application: Must be signed by all collaborators.

Electronic version: Submit scanned copies.

Paper version: Submit originals.

5. Supporting documents on application and results: These refer to objective materials used to substantiate the application status and results, and shall prove that the overall technology of the project has been implemented, applied, or promoted for at least two years, such as acceptance reports, user reports, technical contracts, sales contracts, or service contracts. Explanations or certificates issued by the application entities may be used as supporting materials and shall bear the official seal of the legal entity. Where economic benefit data is provided, objective supporting documents substantiating the data shall be submitted, such as proof of revenue received or certificates issued by the financial department of the relevant organization.

Electronic version: Submit scanned copies of key pages.

Paper version: Submit photocopies consistent with the electronic version.

6. Major intellectual property (IP) rights and standards/specifications

Electronic version: For invention patents, submit the full specification, including the certificate front page, abstract page, claims, and description; for other categories, submit

the certificate or full text.

Paper version: For invention patents, submit the abstract page of the specification; for other categories, submit certificate copies or the front page.

7. Proof of previously received science and technology awards

Electronic version: Submit scanned copies of award certificates or diplomas.

Paper version: Submit photocopies consistent with the electronic version.

8. Proof of technology transfer or licensing authorization: Where the applicant is not the inventor, the applicant or the entity legally established in the Macao SAR or the Cooperation Zone to which the applicant belongs shall submit an authorization letter or contract proving that the transformation rights of the achievement have been obtained.

Electronic version: Submit scanned copies of the authorization letter or contract.

Paper version: Submit photocopies consistent with the electronic version.

9. Other supporting documents: These refer to materials supporting the project's major scientific and technological innovations, objective assessment, and the applicant's contributions.

Paper version: Submit photocopies consistent with the electronic version.