**Research and Development Facility**

**Phase I Project Proposal Form**

**(Research/ Feasibility Study)**

This is a compulsory preliminary step in order to determine whether you have a project which might qualify for a Research and Development grant. Please ensure that all Sections and questions are answered as best and as accurately as possible. If a question cannot be answered, please include “not applicable” or “(n/a)”. There is **no guarantee** that a full project proposal submission will be successful.

**Section 1: Company Profile**

1. Registered Company Name:
2. Registered Company Address:
3. Company Website (or online presence):
4. Applicant Name:
5. Position of Applicant within the company:
6. Telephone Contact of Applicant:
7. Email Address of Applicant:
8. Core Business Activity of Company:

[ ]  **Manufacturing** [ ]  **Service Provider**

1. Sector (Please select the appropriate box(es)):

[ ]  **Food & Beverage** [ ]  **Construction** [ ]  **Agriculture & Agro-Processing**

[ ]  **Animation** [ ]  **Music** [ ]  **ICT (Software Development)**

[ ]  **Fashion** [ ]  **Personal Care** [ ]  **Paper, Printing & Packaging**

 [ ]  **Household & Industrial Chemicals** [ ]  **Other**

1. If “other” in item 9, provide details:
2. Summary of Core Business Activity:
3. Average Annual Revenue (Please select the appropriate box):

[ ]  **Under $TTD 1,000,000.00 per annum**

[ ]  **Between $TTD 1,000,000.01 and $TTD 8,000,000.00 per annum**

[ ]  **Between $TTD 8,000,000.01 and $TTD 15,000,000.00 per annum**

[ ]  **Above $TTD 15,000,000.00 per annum**

1. Value of Export Sales in USD (please state the amount for each of the past three [3] years):
2. Value of Local Sales in TTD (please state the amount for each of the past three [3] years):
3. Total number of employees:

Total number of full-time employees –

Total number of part-time employees –

Total number of permanent employees –

Total number of temporary employees –

**Section 2: Project Background**

1. Project name:
2. Brief description of this project indicating the goals and objectives.
3. Deliverables for this project:
4. Intended outcome(s) of undertaking this project:
5. Rationale for undertaking this project:
6. Type of innovation that will result in undertaking this project:[[1]](#footnote-1)
7. The project’s fit with the company’s overall strategic direction:
8. Members of the project team (names, organizations, roles and responsibilities):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Team Member** | **Organization** | **Project Team Member Contact****(Email/ Tel. Number)** | **Role** | **Duties/ Responsibilities** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 3: Project Risk Assessment**

1. Risk analysis of project:

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Risk Description** | **Risk Probability****(High, Medium, Low)** | **Risk Mitigation Strategy** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 4: Research/ Feasibility Study Framework**

1. Scope of works for this research/ feasibility study:
2. Research framework and methodological approach to be used in undertaking this research/ feasibility study:
3. Select the type(s) of research done: [ ]  **Primary** [ ]  **Secondary**
4. Select the type(s) of research Instruments used:

[ ]  **Desk Research** [ ]  **Interviews** [ ]  **Questionnaires**

[ ]  **Focus Group** [ ]  **Survey** [ ]  **Other**

If other, explain:

1. Explain in detail how the company proposes to use the findings coming out of this research/ feasibility study:
2. Are you aware of any related research that has been done or is being done (by the Company or any other institution) prior to the commissioning of this research/ feasibility study:

[ ]  **Yes**

[ ]  **No**

1. If yes to item 29, detail the research that was done and the findings:

**Section 5: Project Finance Details**

1. Total cost of the project undertaking ($TTD):
2. Itemized breakdown of the cost of the project:
3. Indicate if other sources of funding for this project was explored and the outcome:
4. All other source(s), both internal and external, of funding for this project:
5. Amount of funding sought under the Research and Development Facility:
6. Does the company have annual budgeted allocations for Research & Development activities:

[ ]  **Yes**

[ ]  **No**

1. If ‘yes’ to item 35, outline the budgeted amount for the most recent year, the R&D activities undertaken and the outcome of this activity:
2. If no to item 35, please select the appropriate box(es) that explain why there are no budgeted financial resources for R&D activities in the company:

[ ]  **Lack of financial resources** [ ]  **Lack of R&D projects**

[ ]  **Lack of company - wide R&D culture** [ ]  **Other**

If other, explain:

**Section 6: Potential Project Impact**

1. Please outline in detail, the potential impact on the company, if any, of this research/ feasibility study on the following:
* Export Potential
* New Product Development
* Product/ Service quality
* Production Capacity
* Business Growth (inclusive of impact on employment, local revenue generation and export revenue generation)

**Section 7: Project Proposal Submission Checklist**

[ ]  Completed and Signed Phase I RDF Project Proposal Form

[ ]  Company Registration Documents

[ ]  Financial Statements for at Least One (1) Year (preferably audited)

 Inclusive of P/L Statement, Balance Sheet and Cash Flow Statement.

[ ]  Invoices/ Quotes for the works to be done

**ATTESTATION CLAUSE**

I of make oath and say that the contents of this

 **(NAME)** **(ADDRESS)**

application are true and correct to the best of my knowledge, information and belief.

Name (Block Letters):

Signature:

Date:

1. An innovation is a new or improved product or process that differs significantly from previous products or processes and is made available to users. Generally, it spans four (4) areas: (1) product, (2) process, (3) marketing and (4) organizational. [↑](#footnote-ref-1)