

# National Taiwan Normal University Innovation & Incubation Center Regulations for the Implementation of Guidance Work

Amendments passed during the 1st Advisory Committee meeting on November 5, 2009

## Article 1 Basis

The National Taiwan Normal University (NTNU) Innovation & Incubation Center (hereinafter referred to as the “Center”) Regulations for the Implementation of Guidance Work (hereinafter referred to as the “Regulations”) was established in accordance with Article 7 of the National Taiwan Normal University Innovation & Incubation Center Establishment Guidelines.

## Article 2 Purpose

The Center aims to fully utilize the research and development resources of NTNU, strengthen collaboration with industries in the region, and provide companies and individuals with software/hardware resources needed for entrepreneurship and product innovation, so as to help startups grow strong.

## Article 3 Application Requirements

Any company is eligible for application if it meets the standards of an SME in the Republic of China, has innovative technologies or products or a prototype, and has less than 5 employees.

## Article 4 Application and review timeframe

- I. The Center will announce application plans at appropriate times based on the situation, and will handle applications in accordance with the review regulations.
- II. The Center will send a written notice of review results for each application. For applications that are not approved, the applicant may submit an appeal within one month based on review opinions. If the application is still not approved after appeal, the applicant may not submit a similar application within six months after receiving appeal results.

## Article 5 Review Procedures

- I. Preliminary review: The Center's project managers review the applications document and qualifications of applicants.
- II. Second review: The project leader or director appoints review committee members to assist with the review. When the Review Committee is conducting the review, the applicant's representative is requested to be on site to give a presentation and answer questions. Applications that pass the review will be submitted to the president for approval, and the contract signing procedures will be carried out.

Article 6 Required documents for application and review

The following documents must be prepared for application:

- I. One residency application form
- II. One photocopy of profit-seeking enterprise registration
- III. Six copies of the SME business proposal
- IV. One statement of consent for review

Review items include:

- I. Application qualifications.
- II. Innovation and economic benefits of main technology or products.
- III. Feasibility and plasticity of business proposal.
- IV. Ambition of team members, time invest, and chance for success.
- V. Financial evaluation for the next two to three years.
- VI. Evaluation of feasibility for collaboration with NTNU.
- VII. Comprehensive evaluation of requirements of the application.

Article 7 Residency and incubation management

- I. The applicant must move into the Center within one month after receiving the written notice of approval to move in. If the applicant needs to delay moving in due to special circumstances, the applicant must gain approval in advance. If the applicant fails to move in within the specified period it will be deemed as having forfeited residency, and the applicant may not submit another application within one year after receiving review results.
- II. After the application from a natural person is approved, the applicant must complete legal procedures for company registration within six months after the contract signing.
- III. SMEs shall sign a Residency and Incubation Guidance Agreement before moving into the Center.
- IV. SMEs shall comply with the Center's Regulations for Management and Exit Evaluation, as well as other regulations of NTNU during their residency in the Center.
- V. SMEs shall engage in the following industry-academia collaboration projects with departments or professors of NTNU while they are in the Center, such as industry-academia collaboration projects or formally hire NTNU professors or researchers as project consultants.

Article 8 Fee Collection

- I. The Center may reference the market price and NTNU regulations when collecting fees for space use and maintenance from resident SMEs, and sign contracts with the resident companies for compliance when using spaces in the Center.
- II. The Center may coordinate institutions to provide services to resident SMEs free of charge, at a discount, or compensation other than cash.

Article 9 Incubation Time Limit and Moving Out

- I. The period for incubating SMEs is limited to one year. If necessary, however, SMEs may sign a new contract after submitting a written application that is approved.
- II. Resident SMEs may submit a written application to graduate in advance and move out of the Center in advance due to actual requirements. The Center may also notify a resident SME of contract termination in writing and specify a deadline for moving out in accordance with the Regulations for Guidance Management and Exit Evaluation.

Article 10 Any matters that are not addressed in these Regulations shall be governed by relevant regulations.

Article 11 These Regulations are implemented with the approval of the Center's Advisory Committee. Any future amendments are subject to the same procedure.