

2024 UK-TW Innovative Industries Programme

Executive Guideline

(for United Kingdom Researchers Visiting Taiwan)

The “UK-TW Innovative Industries Programme (I²P)” is sponsored by the British Office Taipei and aims to strengthen the bilateral Science and Technology collaboration between the UK and Taiwan. This scheme funds researchers from both sides to conduct short-term (**2 weeks to 6 weeks**) R&D activities during the replacement.

The five priority sectors funded by this scheme include but are not limited to:

1. **Smart Technologies** (ex. next generation communication, semiconductor technology and space technology)
2. **Green Energy Technologies** (ex. electric vehicles, hydrogen transportation, renewable energy, future grids and carbon capture utilisation and storage)
3. **Smart Manufacturing**
4. **Biotechnologies** (ex. medical materials and devices)
5. **Service Innovation** (ex. Internet of Things, Big Data, Artificial Intelligence, 5G and 6G)

Application Timeline

	Open Period	Announcement Date
1 st call	June 1 st to July 15 th (12 PM)	August 15 th , 2024
2 nd call	August 1 st to September 30 th (12 PM)	October 31 st , 2024
3 rd call	October 28 th to November 15 th (12 PM)	December 16 th , 2024
The official information of the calls will be posted on the Facebook page of the British Office Taipei (www.facebook.com/britishofficetaipei).		

Placement Fund

The Programme Office will cover 50% of the expenses during the placement period and the other 50% should be provided by the UK Sending Entity. The maximum subsidy per person is £24,800.

Eligibility of the Applicants

An incumbent and full-time employee who is conducting research and development at a UK-registered Entity.

Eligibility of the Entities

- A. Research and technology organisations (RTOs)
- B. Companies
- C. Universities and academic institutions

Please note: In-company replacements are not eligible for this programme.

1. Application Documents

Candidates must submit the following documents:

(Applications should be submitted per individual)

- A. Research Plan (see Attachment 1)
- B. Placement Budget Form (see Attachment 2)

The Taiwan Hosting Entity will receive the sponsorship from the Programme Office and will be responsible for processing the reimbursement of expenses. Therefore, UK applicants **ARE REQUIRED TO** consult and discuss with their Taiwan Hosting Entities regarding the estimate of expenses in Taiwan.

- C. Original copy of Agreement of the UK Sending Entity (see Attachment 3)
- D. Letter of Agreement from the Taiwan Hosting Entity (see Attachment 4)

****All applicants are required to fill in the form and upload Attachments 1-4 via <https://reurl.cc/qVZzIR> before the deadline.****

****Applicants to the 2024 TW-UK CRD must ensure that the research topic for the I2P application must be distinguishable from the 2024 TW-UK CRD topic.****

2. Review Criteria

The review criteria will be based on the applicants' academic performance and capability, research topics and execution feasibility, and the suitability of the Taiwan Hosting Entity. The Programme Office will invite experts and scholars from related fields to review the applications.

- A. The review criteria and weighting are as follows:
 - i. **20%** - The applicant's professional background, outstanding achievements, potential, experiences of attending international activities and the ability of project execution.
 - ii. **10%** - The academic suitability in the respective field of the applicant's UK Sending Entity and the Taiwan Hosting Entity.
 - iii. **35%** - Completeness and feasibility of the research plan (including topic, structure, contents, concepts and methodologies, analysis, etc.)
 - iv. **35%** - Technical complementarity and potential contribution to the bilateral UK-TW collaboration in the respective field.

- B. The results for the 3rd call will be announced by December 16th, 2024 and posted on the Facebook page of the British Office Taipei. The qualified applicants will also be informed individually by email.

3. Execution (Before departure)

After the approval of the proposal and sponsorship, the qualified researchers and their Taiwan Hosting Entities are required to submit the following documents:

- A. The Contract: beginning from the date₂ of the approval announcement, the Taiwan

Hosting Entity is required to sign a contract with the Programme Office (template to be provided by the Programme Office) and to complete the necessary formalities by January 3rd, 2025. Any delay will be considered as the withdrawal of the sponsorship.

- B. Researchers' Itinerary: Researchers must report the departure date and email a copy of their e-tickets to the Programme Office before the date of departure. All placement researchers must finish their research and return to the UK no later than February 28th, 2025.

4. Execution (During placement)

The sponsored researchers must provide the following documents:

- A. The Receipts: the reimbursement will be processed by the Taiwan Hosting Entity and is based on the expenditure incurred during the approved research period, which begins from the departure date and ends on the arrival date to the UK (based on the dates shown on the e-ticket). Researchers are responsible for keeping all receipts of expenditures that meet the requirement of sponsorship and should provide them to the Taiwan Hosting Entity.
- B. The Midterm Report: the researchers with a placement period longer than one month are required to submit an electronic midterm report to the Programme Office at the halfway point of the placement period (see Attachment 5).

5. Execution (Placement completed)

The sponsored researchers must provide the following documents to the Programme Office within **1 month** after the placement is completed:

- A. The Final Report: all sponsored researchers are required to submit an electronic final report after the placement has been completed (see Attachment 6).
- B. The Evaluation of the Placement: this evaluation should be filled in by the UK Sending Entity and Taiwan Hosting Entity (see Attachments 7 & 8).

6. Important rules and obligations

- A. Changes to the research topic, duration, placement budget, early completion, or early termination will require the approval from the British Office Taipei, the Programme Office, and the Sending Entity.
- B. The research achievements made by the sponsored research project are required to acknowledge the support from the **“Department for Science, Innovation & Technology (DSIT) and the UK-TW Innovative Industries Programme”** whenever the related research results are published in international conferences, academic journals, and other public mediums.
- C. If any of the following conditions occur, the sponsorship will be cancelled, and the researcher must return the sponsorship payments obtained from the reimbursement:
- i. The proposed documents (including relevant certificates) are forged or not in compliance with the requirements.
 - ii. The researcher makes changes on the research topic, duration, placement budget, the hosting institution, early completion, or early termination without the

approval of the British Office Taipei, the Programme Office, and the Sending Entity.

- iii. Anyone who violates the law and is indicated and convicted of crimes, sentenced to be in prison by the UK or foreign judiciaries, or deported back to the UK.
- iv. Violation of the laws of the United Kingdom and Taiwan, or behavior and statements by the researcher which damage the benefits of the United Kingdom and Taiwan during the period of the sponsored placement.

D. The sponsored researcher must take full responsibility of the obligations involved with other institutions during the sponsored placement period (such as military or other service obligations).

E. The rights and obligations that the sponsored researcher should comply must be supervised by the UK Sending Entity and Taiwan Hosting Entity during the application process and the placement period. Other principles not stated in the guidelines can be regulated by the UK Sending Entity and Taiwan Hosting Entity. Whenever the sponsored researcher violates these regulations, the Taiwan Hosting Entity has the responsibility of withdrawing and returning the funding to the Programme Office.

7. The “UK- TW Innovative Industries Programme (I²P)” event

All sponsored UK researchers will be expected to attend the I²P celebration event online, which will be hosted by the British Office Taipei in March, 2025. Selected sponsored UK researchers will be requested to give a presentation at the event.

8. Contact information of the Programme Office:

- Email address: **UKTWI2P@itri.org.tw**
- Office phone number and contact person:
Erika Ho (+886-3-5917490), Sean Lin (+886-3-5913596), and Leah Shieh (+886-3-5915817)

Attachment 1: Research Plan

1. General Information

UK Sending Entity/ Department (Unit)			
Name of Applicant		Job Title	
Name of Research			
Period of Placement*	From _____ (Month, Day, Year) to _____ (Month, Day, Year)		
Research Sector	<input type="checkbox"/> Smart Technology	<input type="checkbox"/> Green Energy	<input type="checkbox"/> Smart Manufacturing
	<input type="checkbox"/> Biotechnology	<input type="checkbox"/> Service Innovation	<input type="checkbox"/> Other, please specify _____
Applicant Contact Information	Telephone (Office): Telephone (Mobile): Address: Email:		
Taiwan Hosting Entity	Name: Contact person: Telephone: Address: Email:		

*The sponsored researchers must depart the UK by October 15th (1st call)/ December 31st (2nd call). All placement researchers must finish their research and return to Taiwan no later than February 28th, 2025. Please refer to 3. Execution (Before departure).

2. Please provide the following contents in the research plan:

- A. Abstract of the research plan (maximum 500 words).
- B. Expected influence in economic and technical aspects (maximum 150 words).
- C. **Applicant's Achievements:** Statement of the applicant's achievements in the past 5 years in research, work, and participation of international activities (such as research achievements, personal outstanding performance, awards, recognition records of the participation of the activities held in the UK or worldwide and other pertinent information to facilitate review).
- D. **Research Information:** Background, purpose, research methodology and importance of the overseas research plan.
- E. **Entity Suitability:** Suitability between the UK Sending Entity and the Taiwan Hosting Entity in the respective field of research.
- F. **Bilateral Complementarity:** Bilateral technical complementarity by the research and the contribution to the development in the respective field in Taiwan and the UK.
- G. Expected tasks, results, and relations with future development of the related field of the research plan.
- H. **Timeline & Milestone:** Define work package details, expected realisation date and milestone.

Work Package	Realisation date	Milestone
1	Click or tap to enter a date.	
2	Click or tap to enter a date.	
3	Click or tap to enter a date.	
4	Click or tap to enter a date.	
5	Click or tap to enter a date.	
6	Click or tap to enter a date.	
7	Click or tap to enter a date.	
8	Click or tap to enter a date.	
9	Click or tap to enter a date.	
10	Click or tap to enter a date.	

Attachment 2: Placement Budget Form (Please provide an estimate of the cost that is appropriate and suitable for your project.)

UK applicants **ARE REQUIRED TO** consult and discuss with their Taiwan Hosting Entity regarding the estimate of expenses in Taiwan.

		Item	Amount (NT\$)			<i>Please explain and provide expense calculation in detail (Extend to 2nd page if necessary)</i>
			Cost Borne by the Sending Entity	Cost Borne by the Administrative Office	Total Amount	
Estimated Budget	Travel Expenses	Airfare				<i>Economy Class (i.e. Airline name)</i>
		Relevant Transportation Fee				<i>(i.e. Bus/Train/Subway fare from A location to B location: \$\$ per day/trip)</i>
		Accommodation Fee*				<i>(i.e. XXX Hotel:\$\$ per night, or avg. cost of expected accommodation)</i>
		Meals and Miscellaneous Allowance*				<i>(i.e. \$\$ per day for meals. SIM/roaming: \$\$)</i>
	Operation Expenses					<i>Consultant fee, Training fee, Stationery supplies, Miscellaneous etc.</i>
	Material Expenses					<i>Materials, parts, raw materials, warehouse requisitions, etc., required for the execution plan</i>
	Subtotal					

Attachment 3: Agreement of the UK Sending Entity

Name of the UK Sending Entity							
Name of Applicant		Employee ID number		Email		Phone number	
Department		Unit		Job title			
Applicant's Highest Education	Degree: Department/School:						
Period of Placement	From _____ (Month, Day, Year) to _____ (Month, Day, Year)						
Taiwan Hosting Entity	Name: Address:						
Collaborative Research Topic							
Collaborative Research Duties							
Short Description of the Collaborative Research							
Cost Borne by the Sending entity (Leave blank if not applicable)	Expense incurred from overseas research: Name of the Programme: Code of the Programme: Sponsoring Unit:						
Head of Department/Office (Print and Signature)				Head of Unit (Print and Signature)			

Attachment 4: Letter of Agreement from the Taiwan Hosting Entity

Please include a brief description of the collaboration and the letter must be signed by the Department Head. Example:

Letter of Agreement

[Name of Taiwan Hosting Entity]
[Address]

[Date of letter]

[Reacher's Name]
[Title]
[Name of the UK Sending Entity]
[Address]

Dear [Reacher's name],

This letter serves as a formal agreement between [Name of the Taiwan Hosting Entity] and [Reacher's Name].

COLLEBARTION PURPOSE

[Name of the Taiwan Hosting Entity] and [Reacher's Name] wish to create a mutually beneficial collaboration that will strengthen mission of the_____.

PLACEMENT PERIOD

This placement Period extends from to

RESPONSIBILITIES

Best regards,

Signature Date

Attachment 5: Midterm report

(Both Word & PDF files are required to be submitted to the Programme Office)

Contents should include:

- A. Report Cover
- B. Research Abstract
- C. Progress summary of the research
- D. Reasons for the progress difference between the expected timeline and the actual status, if any.
- E. Experience of conducting placement scheme and the problems that require to be solved.

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1. Report Cover

Report of the UK-TW Innovative Industries Programme

(Midterm)

Name of the research:

UK Sending Entity:

Taiwan Hosting Entity:

Researcher:

Execution Period: From _____ (M/D/Y)
to _____ (M/D/Y)

_____Month ___Day, _____Year

2. Research Abstract

- Abstract
- Keywords

Attachment 6: Final report

Page 1

1. Report Cover

Report of the UK-TW Innovative Industries Programme

(Final)

Name of the research:

UK Sending Entity:

Taiwan Hosting Entity:

Researcher:

Execution Period: From _____(M/D/Y)
to _____(M/D/Y)

____Month ____Day, ____Year

2. Research Abstract

- Abstract
- Keywords

3. Content of the report

- A. Please include preface, research purpose, methods, results and discussion, conclusions, and suggestions (including future direction and development), and other pertinent information.
- B. Please explain in detail and evaluate the influence made by the placement research for the UK and Taiwan.
- i. The academic and application value created from the research results, and the contributions to the respective fields in the future.
 - ii. The contributions and future prospect for the UK and Taiwan entities, and the possibility to expand the research in broader and deeper measures.
- C. Please answer the following questions to evaluate your placement.
- i. How did your research benefit from the placement scheme?
 - ii. Is the approved research time appropriate to your research?
 - iii. Do you have any suggestions to the Programme Office with regards to the preparation time, evaluation measures, or other aspects?

4. Self-Evaluation Table

<p>1. Were the outcomes set in the original research plan achieved?</p> <p><input type="checkbox"/> Outcomes achieved</p> <p><input type="checkbox"/> Outcomes not achieved (please explain below)</p> <p><input type="checkbox"/> Experiment failed</p> <p><input type="checkbox"/> Experiment interrupted</p> <p><input type="checkbox"/> Experiment terminated</p> <p><input type="checkbox"/> Other, please specify:</p>
<p>2. Publishing status of the research results in academic journals or patent application:</p> <p>■ Journal article:</p> <p><input type="checkbox"/> Published, Journal _____</p> <p><input type="checkbox"/> Preparing manuscript</p> <p><input type="checkbox"/> No action</p> <p><input type="checkbox"/> Other, please specify:</p> <p>■ Patent: <input type="checkbox"/> Obtained <input type="checkbox"/> Applying <input type="checkbox"/> No action <input type="checkbox"/> Other, please specify:</p> <p>■ Technology transfer: <input type="checkbox"/> Completed <input type="checkbox"/> In process <input type="checkbox"/> No action <input type="checkbox"/> Other, please specify:</p>

Signature of the researcher: _____

Date: _____

Attachment 7: Evaluation of the Placement (UK Sending Entity)

1. Were the outcomes set in the original research plan achieved?
 - Outcome achieved
 - Outcome not achieved (Please explain below)

2. Please provide your suggestion/opinion regarding the “UK-TW Innovative Industries Programme.”
 - How did your research benefit from this scheme?

 - Do you think this placement period is appropriated for you to obtain the preliminary results?

 - Do you have any suggestions for this placement scheme? Your opinions are valuable and highly appreciated by the Programme Office to improve the quality of future programmes.

Print Name and Signature of the Department Head

Date

Attachment 8: Evaluation of the Placement (Taiwan Hosting Entity)

1. Were the outcomes set in the original research plan achieved?
 - Outcome achieved
 - Outcome not achieved (Please explain below)

2. Please provide your suggestion/opinion regarding the “UK-TW Innovative Industries Programme.”
 - How did your research benefit from this scheme?

 - Do you think this placement period is appropriated for you to obtain the preliminary results?

 - Do you have any suggestions for this placement scheme? Your opinions are valuable and highly appreciated by the Programme Office to improve the quality of future programmes.

Print Name and Signature of the Department Head

Date