

Part A: RAP Innovation Voucher

1. RAP Innovation Voucher is a collaboration programme between Multimedia Development Corporation (MDEC) and Agensi Inovasi Malaysia (AIM) to increase collaboration between Institutions of Higher Learning (IHLs), Research Institutions with Malaysian companies. This programme aims to provide industry exposure to researchers, which will help to facilitate open collaboration between industries and universities. This serves to create a cultural shift in the business community's approach to innovation as companies can tap into experts/talents residing outside the company.
2. The RAP Innovation Voucher is a subsidy valued at Ringgit Malaysia Ten Thousand (RM10,000.00) only.
3. **Eligibility Criteria:** At the time of application, the following eligibility criteria must be fulfilled:
 - a. Company must be at least 50% Malaysian owned companies.
 - b. The proposed project may contain elements of technological innovation leading to commercialisation of innovative products, process and services.
4. The words used in this Guideline have the following meanings:
 - c. “**Applicant**” means Malaysia Status Company with at least 50% Malaysia shareholder;
 - d. “**End of Project**” means fulfilment of project milestones as verified by AIM-MDEC
 - e. “**RAP Innovation Voucher**” means a subsidy valued at Ringgit Malaysia Ten Thousand (RM10,000.00) .
 - f. “**Collaborator**” means Institutions of Higher Learning or Research Institutions or Centre of Excellences.

Part B: Company Information

1. Company Name		
2. Company URL		
3. Company Address		
4. Company No		
5. Contact Person & Designation		
6. Email		
7. Office Telephone		
8. Mobile Telephone		
9. Facsimile		
10. Nature of Business		
11. Paid-up capital		
12. Equity Structure	% Local	% Foreign

Part C: Application Details

<p>1. Information on Collaborator</p> <p>a) Institution Name:</p> <p>b) Payee Name (for the purpose of cheque issuance):</p> <p>c) Project Manager Name & Designation: **For the project manager named in this document, kindly attach his/her curriculum vitae together with the application.</p> <p>d) Email:</p> <p>e) Office Telephone:</p> <p>f) Mobile:</p>	
<p>2. Technology Focus: ** (Please List)</p>	
<p>3. Project Name:</p>	
<p>4. Project Brief:</p> <p><i>Please describe the collaborative service(s) (i.e. scope of work) that will be procured from the Collaborator. Tell us the problem statement that this project is addressing.</i></p> <p>** Please ensure that the collaborative services match with the eligible collaborative services that can be procured via RAP Innovation Voucher.</p>	
<p>5. Project Outcome:</p> <p><i>Please describe the project's measurable outcome / output as described in Project Brief, i.e. sales of x amount</i></p>	
<p>6. Project Benefits:</p> <p><i>Please describe the tangible/intangible benefits of the end project outcome/output i.e. reduced processing time by 30%, cost saving by 30%, increase sales by 30%, projected no of new clients.</i></p>	

7. Project Activities

Please provide the main project activities for the entire project duration. It is advisable that the project duration does not extend beyond 4 months.

No	Activity	Responsibility (See *)	Milestone Title (See Note **)	Duration (Week)	Month 1				Month 2				Month 3				Month 4			
					W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4

Note

*: Please indicate the owner of the activity i.e. Collaborator (IHL/RI/COE) or company.

** : Please be advised to state two milestones, one at mid-project and second milestone at end-project. Provide details of milestones in Section 8.

8. Project Milestones

Please provide the details of project milestones in the table below.

No	Milestone Title (cross reference to no. 7 above)	Delivery timeframe (i.e. end of 1 st month)	Description of measurable deliverables including measurement of improvements if applicable (i.e. prototype developed, test result)
1			
2			

9. Project Costing Summary

Based on scope of work defined in Project Brief section, please provide detailed breakdown of the final and agreed costing chargeable by the Collaborator.

No	Cost items	Estimated cost (RM)	Tell us how the estimated cost is derived
1	i.e. Consultation Fee, Training fee, customisation cost		
2			
3			
	TOTAL		

10. Payment Schedule

Please take note of the following:

- a. The total cost incurred in engaging services should be at least Ringgit Malaysia Thirteen Thousand (RM15,000.00) only, of which Ringgit Malaysia Ten Thousand (RM10,000.00) only is subsidized by RAP Innovation Voucher and the balance to be payable by the participating company.
- b. Payment via RAP Innovation Voucher is made to the Collaborator at the end of project upon fulfillment of the following conditions:
 - the project milestones verified by AIM-MDeC has been delivered
 - AIM-MDeC has received the evidence from the Collaborator to prove that the participating company has paid the balance of project cost
 - Collaborator to invoice AIM-MDeC the voucher amount of RM10,000.

In that regard, please be advised to structure the payment of services rendered to coincide with the two milestones. It is advisable that the participating company pays the Collaborator upon delivery of first project milestone. This payment schedule must be agreed between the Collaborator and participating company.

No	Milestone Title (cross reference to no. 7 above)	Delivery timeframe (i.e. end of 1 st month)	Estimated cost (RM)	Payable by
1				Company
2				RAP Innovation Voucher

11. Roadmap of the project outcome

Kindly share with us the company's plans in the form of roadmap after the completion of this Innovation Voucher project towards commercialisation. Please also identify the potential customers in the commercialisation phase.

Example for illustration purposes only, kindly replace with your product/service roadmap;

Q1 2014	Product packaging
Q2 2014	Product demonstration, promotion and marketing to potential customers. Target to make sales of RM30,000.00

Part D: Statement By the Applicant

For and on behalf of the Applicant, I hereby state that I am duly authorised to submit the application on behalf of the Applicant named above and to provide all information, statements and documents in the application form and related hereto. I hereby confirm that to the best of my knowledge, information and belief all information provided in the application is true and accurate:

- D1. The Applicant is at least 50% Malaysian owned and maintains at least 50% Malaysian ownership till the completion of this project;
- D2. The Applicant understands and agrees that payment RAP Innovation Voucher is made to the Collaborator at the End of Project upon fulfilment of the following conditions:
 - the project milestones verified by AIM-MDeC has been delivered
 - AIM-MDeC has received the evidence from Applicant to prove that the participating company has paid the balance of project cost
- D3. The Applicant does not receive similar incentives from the Government for the same project;
- D4. The Applicant warrants that neither the Applicant, nor any member of the Applicant's immediate family, have any duties or interests that create or might reasonably be anticipated to create, conflict with the Application, except those disclosed in writing to AIM-MDeC before the Applicant submitted the application.

Part E: Supporting Documents

The following documents are submitted in support of the application submitted herein:

- E1. A copy of Collaboration Agreement between the Applicant and Collaborator for the Project
- E2. Curriculum vitae of the project manager from the Collaborator

Part F: Consent and Acknowledgement by Applicant

- F1. The Applicant hereby acknowledges and agrees that AIM- MDeC reserves the right and discretion to assess the application submitted herein and if so deemed appropriate, may request for other information and documents in support of the application herein.
- F2. The Applicant has obtained the approval from the Collaborator with regards to scope of work, IP ownership, payment schedule and project costing.
- F3. AIM-MDeC reserves the right to verify and/or determine and/or obtain clarification and/or confirmation of the content of the application submitted herein with any of the party named in the application.
- F4. The Applicant hereby acknowledges that AIM-MDeC reserves the right and discretion to accept or reject the application herein. AIM-MDeC is not required or bound to provide any reasons for its decisions. The Applicant hereby accepts and agrees that it shall not hold MDeC liable for any statements or decisions made by AIM-MDeC under the RAP Innovation Voucher. The decision made is final and no appeal will be entertained.
- F5. The Applicant recognises that AIM-MDeC will be collecting information and consolidating, reporting and publishing data and information obtained under the RAP Innovation Voucher. In view thereof, the Applicant hereby agrees and authorises AIM-MDeC to disclose and publish information that is (1) contained and available in the public registers; and / or (2) not specifically identifiable to the Applicant.
- F6. The Applicant acknowledges that it shall only utilize the RAP Innovation Voucher for cost and expenses as specified in this plan towards the fulfillment of the project milestones and shall not under any circumstances utilize the RAP Innovation Voucher for any other purpose whatsoever, including but not limited to the payment of any fees, charges or costs incurred in the preparation of the application to AIM-MDeC for the RAP Innovation Voucher.

- F7. The Applicant agrees that, with regard to the personal data relating to individual(s), which are provided to AIM-MDeC in this application form, the Applicant has obtained the following from the relevant individual(s):
- (a) his/her consent for AIM-MDeC to process his/her personal information provided in this application form, and any other additional personal information which may be further provided to AIM-MDeC in connection with this application form;
 - (b) his/her acknowledgment that AIM-MDeC will be processing his/her personal data given for the purpose of the application herein;
 - (c) his/her acknowledgment that he/she is entitled to obtain access to and to request correction of any personal information held by AIM-MDeC and that he/she can request AIM-MDeC to cease processing his/her personal information.

Submitted for and on behalf of: [Applicant]

By

Signature :

Name :

Position :

Dated :

Part G: Consent and Acknowledgement by Applicant

- G1. The Collaborator hereby agrees to the content of the application.
- G2. The Collaborator declares that both Applicant and Collaborator are agreeable to the terms set out in relation to scope of work, IP ownership, payment schedule and project costing.

Signed on behalf of : [signed by Project Manager from Collaborator]

By

Signature :

Name :

Position :

Dated :