

國立中山大學創新創業基金補助與投資管理申請須知

Notes on the Application of Grants and Investments from NSYSU Innovation and Entrepreneurship Fund

106.11.22 本校 106 學年度第 3 次校務基金管理委員會會議通過
107.3.5 本校 106 學年度第 2 學期第 1 次學術協調會修正通過
107.3.7 本校 106 學年度第 2 學期第 1 次行政會議修正通過
107.3.9 本校 106 年度第 1 次校務基金管理委員會修正通過
111.10.5 本校 111 學年度第 1 學期第 3 次行政會議修正通過
111.12.9 本校 111 年度第 3 次校務基金管理委員會修正通過

Approved at the 3rd University Endowment Fund Management Committee meeting on December 9, 2022

一、目的

I. Purpose

國立中山大學（以下簡稱本校）為完善校園創新創業生態，鼓勵本校師生與校友積極參與創新及創業，將校園原生技術及創意加速轉譯進而衍生新創事業，特設立國立中山大學創新創業基金（以下簡稱本基金）。

NSYSU Innovative and Entrepreneurship Fund (hereinafter referred to as the “Fund”) is established to complete a culture of innovation and entrepreneurship on campus, encourage faculty, students, as well as alumni to proactively engage in innovative and entrepreneurship activities, and advance the transformation of university-originated technologies and ideas into startups.

二、承辦單位

II. Authority

國立中山大學全球產學營運及推廣處（以下簡稱產學處）。

The Office of Global Industry-Academe Collaboration and Advancement (OGIACA) shall be the responsible unit.

三、申請資格

III. Qualification

(一) 補助：

(1) Grant:

1. 須為 2 人以上組成之創業團隊（為本處智財新創組培育貨櫃創業團隊者優先獲得補助）。

i. Startup teams shall consist of two or more members, with funding prioritized for those stationed at the NSYSU Startup Quarter managed by the Innovation and Intellectual Property Division (IIPD).

2. 團隊成員須一半（含）以上為本校教師（含已退休及借調教師）、本校在校學生或畢業校友。
- ii. Teams shall have at least half of their members as faculty (including retired and seconded faculty), current students, or alumni of the University.
3. 申請人必須為校園技術、創意主要持有者或擔任營運決策要角。
- iii. Applicant shall be the primary holder of university technologies and ideas, or serve as the chief operation decision-maker in the management.
4. 須具備能商品化之創意產品雛型或創業構想，且為團隊原創，並未抄襲他人。
- iv. Teams shall have their original creative product prototypes or innovative business ideas with commercialization potential, and must not plagiarize from others.

(二) 投資：

(2) Investment:

1. 須為 2 人以上持股組成之新創公司。
- i. Startups shall consist of two or more shareholders.
2. 公司成員組成須一半（含）以上為本校教師（含已退休及借調教師）、本校在校學生或畢業校友。
- ii. Startups shall have at least half of their members as faculty (including retired and seconded faculty), current students, or alumni of the University.
3. 申請人且必須為校園技術、創意主要持有者或擔任營運決策要角（持股達 3 成以上或是擔任副總級以上職位）。
- iii. Applicants shall be the primary holders of university technologies and ideas or serve as the chief operation decision-maker in the management (possessing at least 30% of shares or holding a position of vice president or higher).
4. 須具備能商品化之創意產品雛型或創業構想，且為公司原創，並未抄襲他人。
- iv. Startups shall have their original creative product prototypes or innovative business ideas with commercialization potential, and must not plagiarize from others.

四、申請方式

IV. Application

(一) 申請應備文件（詳如附件）：

(1) Required documents for application (referring to appendixes for details):

1. 申請補助：請繳交國立中山大學創新創業基金補助創業計畫書 1 份。
 - i. Those intending to apply for grants shall submit one copy of the startup proposal for the grant application of NSYSU Innovation and Entrepreneurship Fund.
2. 申請投資：請繳交國立中山大學創新創業基金投資營運計畫書 1 份、公司核准設立公文影本或公司登記證明文件。
 - ii. Those intending to apply for investment shall submit one copy of the business operation plan for investment application of NSYSU Innovation and Entrepreneurship Fund, along with a copy of the official approval for establishment of a company or the company registration certificate.

(二) 申請方式：

(2) Procedure:

1. 申請方應備申請文件（A4 紙本 5 份，電子檔 1 份），於規定期間內寄送電子檔案至本案承辦信箱，紙本親送或掛號郵寄至「80424 高雄市鼓山區蓮海路 70 號產學處智財新創組收」，辦理申請作業。
 - i. Applicants shall prepare the required documents (five printed copies on A4 form and one electronic file). The electronic file shall be sent to the designated email address within the stipulated period, while the printed copies shall be either delivered in person or sent via registered mail to the Innovation Intellectual Property Division of the OGIACA at No. 70, Lianhai Rd., Gushan Dist., Kaohsiung City 80424 for processing.
2. 文件不全、不符規定或逾時繳交者，不予受理，且申請資料概不退還。
 - ii. Applications with incomplete documents, failing to meet certain requirements, or late submissions shall not be accepted, with the submitted documents not returning to the applicants.

(三) 申請時間：原則採隨到隨審，實際申請及審查時間由產學處公告。

- (3) Application timeline: Applications shall be reviewed on an ongoing basis, with the specific application deadlines and review schedule announced by the OGIACA.

五、審查機制

V. Review mechanism

(一) 審查委員：

(1) Committee members

1. 為辦理審查作業，應成立創新創業補助與投資基金管理審查委員會（以下簡稱委員會），委員由校長或副校長擔任召集人，產學處產學長及智財新創組組長為當然委員，另依申請案之領域類別，由校長授權產學處產學長遴選 2 至 3 名校內外具業界實務經驗、創投代表、投資理財專業人士聘任之。
 - i. The review committee of the innovation and entrepreneurship fund for grant/investment management (hereinafter referred to as the “Committee”) shall be established to handle the application review process, with the President or the senior vice president in charge serving as the convener, as well as the vice president of OGIACA and the director of IIPD serving as ex-officio members. Based on the specific field of each case, the vice president of OGIACA authorized by the President shall select two to three members from on/off campus professionals with practical industry experience, venture capital representation, or expertise in investment and financial management.
2. 審查委員須簽署保密及利益迴避條款，以確保維護委員會各項運作及工作流程相關資訊之保密及利益迴避。
 - ii. The Committee members shall sign a confidentiality agreement and conflict of interest declaration to ensure the confidentiality of related information regarding the Committee’s operation and to avoid any conflicts of interest.

(二) 審查重點項目：

(2) The review shall focus on the following key points:

1. 創業構想或產品之創新、創意
 - i. innovation and creativity of business ideas or products
2. 商業模式與技術可行性
 - ii. feasibility of the technology and business model
3. 團隊組成結構與執行力
 - iii. composition and execution capability of the team
4. 市場運作規劃完整度
 - iv. completeness of market operation plan

5. 資金規劃運用合理性

v. rationality of fund planning and utilization

6. 其他：媒體報導、國內外獎項、技術移轉、產學合作、外部投資等有助於佐證技術或創新模式參考資料。

vi. others: media reports, national and international awards, technology transfers, industry-academe collaborations, external investment, and any additional materials conducive to supporting technology or innovative approach

備註：為本校校園產學/技轉/育成案、中山貨櫃創業團隊者，由產學處各組與中心推薦，得優先獲得補助。

Note: Industry-academia collaborations, technology transfers, and incubation projects of the University, as well as startup teams stationed in the NSYSU Startup Quarter may be prioritized for funding when recommended by the OGIACA's divisions or center.

(三) 口頭簡報審查：

(3) Oral presentation review:

1. 委員會議時間與地點將另行寄送電子郵件通知申請方，由審查委員針對團隊之創業計畫書及口頭簡報，進行審查與評分。

i. Applicants shall be notified of the Committee meeting's date and venue via email. The Committee shall review and grade startup teams' proposal and oral presentation during the meeting.

2. 口頭簡報之電子檔案，請依規定時間繳交本案承辦信箱。

ii. The electronic file of the oral presentation shall be submitted to the designated email address within the specified deadline.

3. 經委員會決議，將審查結果簽請校長核定，並將審查結果以電子郵件寄送通知申請方，並公告於產學處網站。

iii. The review results shall be submitted to the President for approval following the Committee's resolution. Once approved, the said results shall be communicated to the applicants via email and announced on the OGIACA website.

六、補助與投資原則

VI. The principles of grant funding and investment

(一) 補助：

(1) Grants:

1. 補助金額：創業團隊採補助形式辦理，每團隊補助額度以 100 萬元整（含稅）為上限，補助與否與額度依委員會決議辦理，並簽請校長核定。
 - i. Grant amount: Startup teams may receive funding in the form of a grant, with a maximum amount of TWD 1 million (inclusive of taxes) per team. The decision to award the grant and the amount shall be made by the Committee and submitted to the President for approval.
 2. 經費核撥：經本校核定補助之團隊，於收到本校通知函後，應出具領據，並設立籌備處之專款專戶，依規定時間向本校辦理請款作業。執行期間以審查委員會核定之期間為限，結案時受補助團隊應檢附經費使用明細表，若尚有賸餘款應全數繳回。團隊補助款之支出憑證應依會計法相關規定妥善保存與銷毀。
 - ii. Fund disbursement: Upon receiving the notification letter from the University, teams approved for grants shall provide the form of payment information, set up a preparatory account, and then proceed with the funding procedure within the stipulated period. Grants shall be used within the period approved by the Committee. The teams shall submit a detailed report on fund expenditure, with any remaining fund fully returned. Receipts for expenditure shall be properly retained and disposed of in accordance with the *Accounting Act* and other relevant regulations.
 3. 通過本校核可後，創業團隊須與本校簽訂合約，履行義務與遵守相關規定，違者取消受補助資格，不得再次申請，並須將補助款繳回。
 - iii. Upon receiving approval from the University, the startup teams shall sign a contract with the University to fulfill their obligations and abide by relevant policies. Failure to do so may result in the revocation of grant eligibility, the prohibition on reapplying, and the requirement to return the allocated funds.

(1) 義務：

(i) Obligations

- a. 獲得補助之期間，需以簡報方式，提供團隊近況、營運績效、市場推廣情況等相關說明與資料，配合產學處定期成效檢視（每半年至少 1 次），實際繳交時程由產學處以電子郵件通知。
 - (a) During the funding period, recipients are required to provide presentations detailing team progress, operational performance, market promotion efforts for regular performance reviews conducted by the OGIACA at least once every six months. The

specific submission timeline shall be notified via email by the OGIACA.

- b. 獲補助之創業團隊需成為中山貨櫃創業團隊，並接受智財新創組創業輔導。
 - (b) Startup teams receiving grants shall join the NSYSU Startup Quarter and receive guidance provided by the IIPD.
 - c. 須配合產學處提供創業之相關成果資料，並同意以文字、影音、圖照等形式分享團隊創業歷程，以進行推廣宣傳。
 - (c) Startup teams shall provide relevant information on their entrepreneurial achievements and agree to share their startup journey in forms such as texts, videos, or photos for promotional and publicity purposes.
 - d. 若決定以該構想成立創業公司，有義務通知本校優先認股，本校持股比例依委員會協議，並簽請校長核定。
 - (d) Startup teams planning to establish a company based on their idea shall notify the University for priority in share subscription. The University's shareholding percentage shall be determined by the Committee and then submitted to the President for approval.
- (2) 若經查明有下列行為者，即取消受補助資格，並向申請方追償已撥付款項，不得有任何異議。
- (ii) Grant eligibility may be revoked if any of the following behaviors are substantiated after investigation, and the allocated funds shall then be reclaimed from the applicants, with no objection accepted.
 - a. 經檢舉或校方查核，證實申請文件有偽造、隱匿之情事發生。
 - (a) The application documents are substantiated as falsified or concealed, either through third-party reports or verification from the University.
 - b. 補助款使用與原規劃內容無相關。
 - (b) The use of the grant is unrelated to the originally proposed plan.
 - c. 申請方涉及重大違法情事，經查明屬實。
 - (c) Applicants are involved in major illegal activities substantiated after investigation.
 - d. 未依相關規定領取補助款作業、未盡義務與違反合約書相關事項。

(d) Startup teams fail to follow relevant procedures for receiving the grant, neglect their obligations, or violate the terms of the contract.

e. 於領取補助後，創業計畫撤銷或團隊解散。

(e) The startup project is canceled, or the team is disbanded after receiving the grant.

4. 每項創意產品或創業構想以成功申請一次補助為限，若經委員會同意則不在此限。創業團隊若需向產學處申請再補助，需由產學處評估核可後，由創業團隊再次提出申請，召開委員會進行審查。

iv. Each creative product or business idea is eligible to receive the grant only once. Nevertheless, this restriction may be lifted with the approval from the Committee. Startup teams intending to reapply for the grant shall first be assessed and approved by the OGIACA before resubmitting their application to the Committee for review.

(二) 投資：

(2) Investment:

1. 投資金額：新創公司採投資（或合資）形式辦理，每公司投資（或合資）額度以 1,000 萬元整為上限，以股權投資方式投資校園技術或創意，總投資（或合資）持股以不超過 49% 為原則，投資（或合資）與否、額度、持股比例依委員會決議辦理，並簽請校長核定。

i. Investment amount: Startups may receive funding through investment (or joint venture), with the funding amount not exceeding TWD 10 million per company and equity holdings limited to no more than 49%. The decision on investment (or joint venture), the amount, and the shareholding percentage shall be made by the Committee, and submitted to the President for approval.

2. 每項創意產品或創業構想以成功申請一次投資為限，若經委員會同意則不在此限。申請方若需向本投資增資，需由產學處評估後，由申請方再提出申請，召開委員會進行審查。

ii. Each creative product or business idea is eligible to receive investment only once. Nevertheless, this restriction may be lifted with the approval from the Committee. Applicants seeking additional applications shall be first assessed by the OGIACA before resubmitting it to the Committee for review.

3. 通過本校核可後，公司須與本校簽訂合約，履行義務與遵守相關規定，違者取消被投資資格，並向公司追償已投資款項，不得有任何異議。

iii. Approved startups must sign a contract with the University to fulfill their rights and obligations. Failure to do so may result in the revocation of investment eligibility, with the invested funds reclaimed from the startups. No objection shall be raised.

(1) 申請方義務：

(i) Obligations:

a. 申請案須申請進駐本校智財新創組。

(a) Startups receiving investment shall be based at the IIPD.

b. 獲得投資起 5 年期間內，每半年須提供成效報告（團隊近況、營運績效、市場推廣情況等相關說明與資料），並於每年年終時提交年度財務報表，實際繳交時程由產學處以電子郵件通知。

(b) During the first five years following the investment, recipients are required to submit biannual performance reports detailing team progress, operational performance, market promotion efforts, and other relevant information, as well as an annual financial statement at the end of each year. The specific submission timelines shall be notified via email by the OGIACA.

c. 須配合產學處提供創業之相關成果資料，並同意以文字、影音、圖照等形式分享團隊創業歷程，以進行推廣宣傳。

(c) Startups shall provide relevant information on their entrepreneurial achievements and agree to share their startup journey in forms such as texts, videos, or photos for promotional and publicity purposes.

(2) 若經查明有下列行為者，即取消被投資資格，並向公司追償已撥付款項，不得有任何異議。

(ii) Investment eligibility may be revoked if any of the following behaviors are substantiated after investigation, and the invested funds shall then be reclaimed from the startups, with no objection accepted.

a. 經檢舉或校方查核，證實申請文件有偽造、隱匿之情事發生。

(a) The application documents are substantiated as falsified or concealed, either through third-party reports or verification from the University.

b. 投資款使用與原規劃內容無相關。

(b) The use of invested fund is unrelated to the originally proposed

plan.

- c. 申請方涉及重大違法情事，經查明屬實。
- (c) Applicants are involved in major illegal activities substantiated after investigation.
- d. 未盡義務與違反合約書相關事項。
- (d) Startups fail to fulfill their obligations or violate the terms of the contract.
- e. 於投資後公司解散。
- (e) Startups dissolved after receiving investment.

七、 創新創業基金補助申請作業流程圖如下圖一，創新創業基金投資申請作業流程圖如下圖二。

VII. Application flowcharts of grants and investments from NSYSU Innovation and Entrepreneurship Fund are shown in Figure 1 and 2, respectively.

八、 國立中山大學產學處保有隨時修改本申請須知之權利。

VIII. The OGIACA of the University reserves the right to amend these application notes at any time.

圖一 創新創業基金補助申請作業流程圖

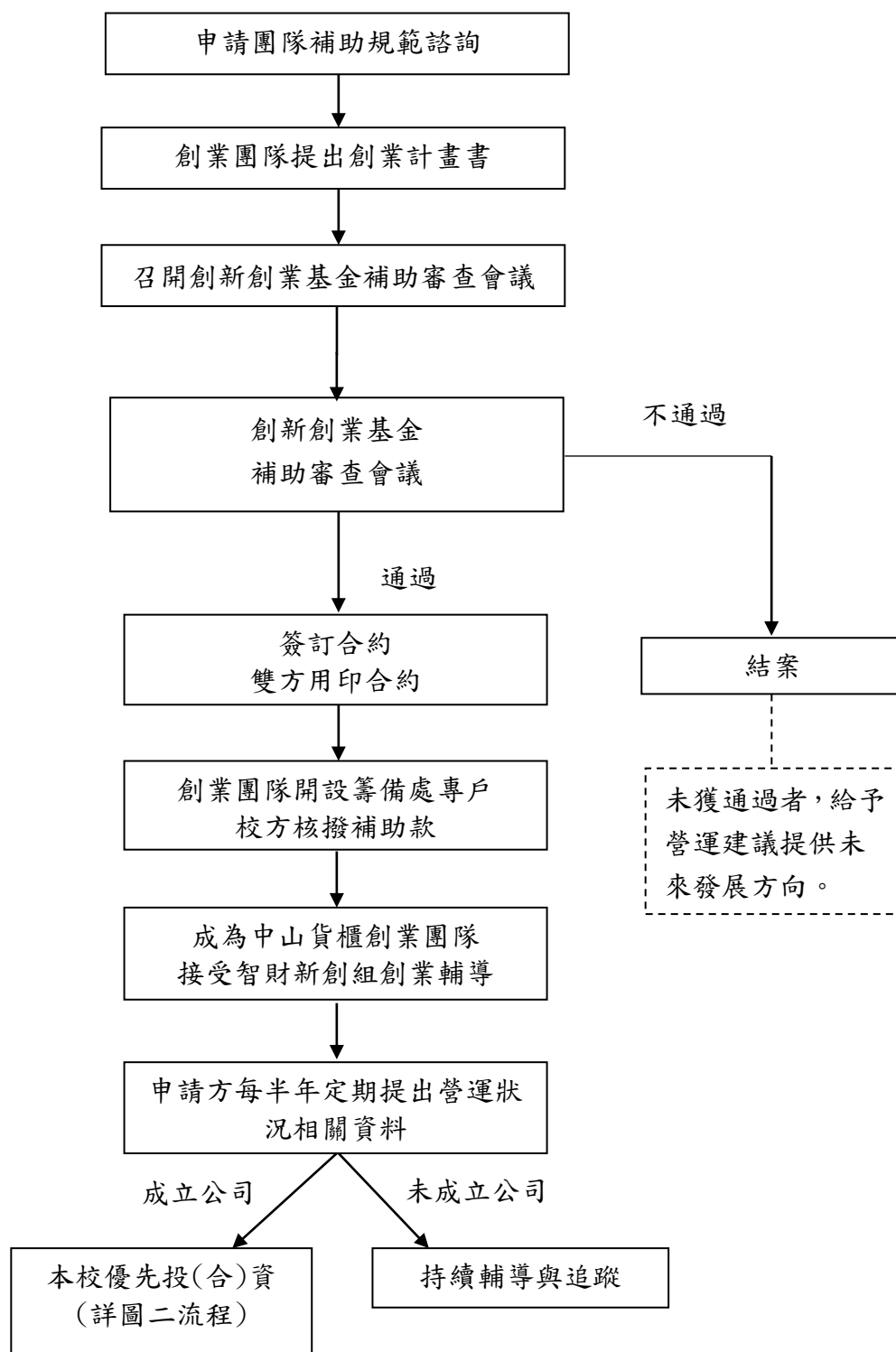
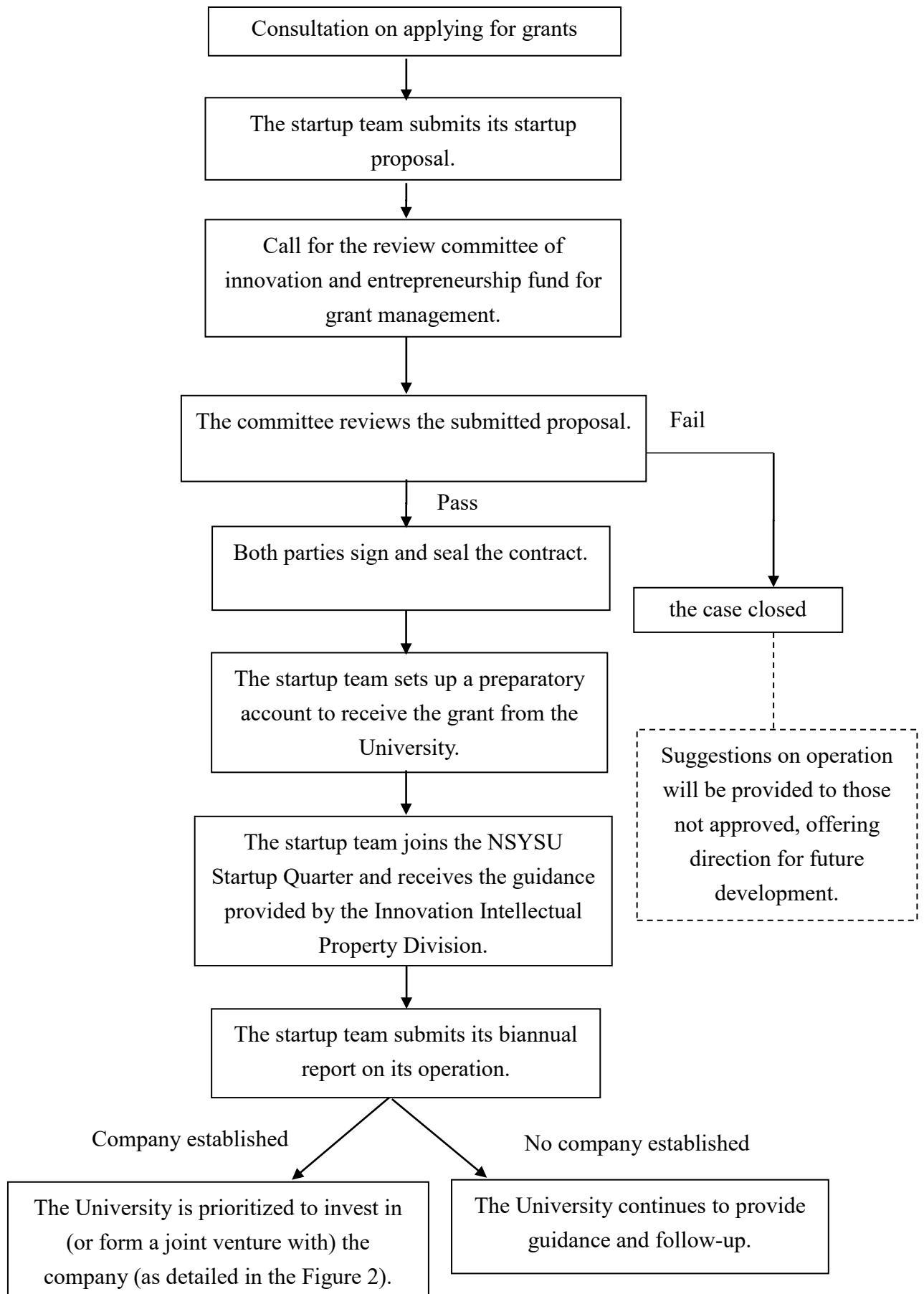


Figure 1 Application Flowchart of Grants from NSYSU Innovation and Entrepreneurship Fund



圖二 創新創業基金投資申請作業流程圖

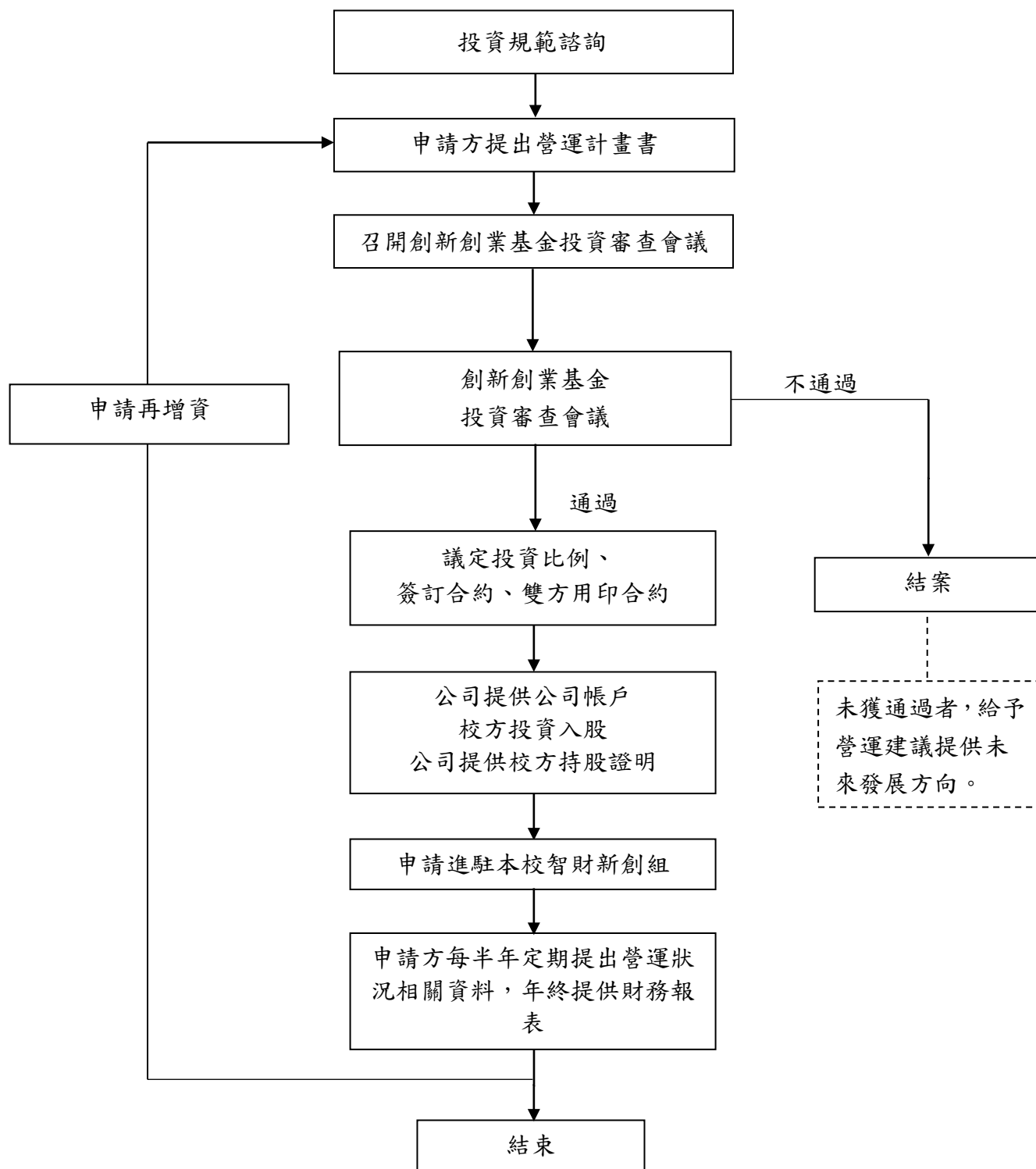


Figure 2 Application Flowchart of Investments from NSYSU Innovation and Entrepreneurship Fund

