

Document of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

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Notice on Printing and Issuing the *Interim Regulation of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on the Management of Youth Entrepreneurship Workshop*

All units (department) of the SIAT:

In order to determine the basis of the system of youth entrepreneurship workshop, standardize and institutionalize the work of youth entrepreneurship workshop, and improve the effectiveness of project incubation, according to the relevant system of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences, and in combination with the actual operation of youth entrepreneurship workshop, the *Interim Regulation of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on the Management of Youth Entrepreneurship Workshop* is hereby formulated. It has been discussed and approved by the 4th Institute Administrative Affairs Meeting and is now printed and distributed for implementation.

Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

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Interim Regulation of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on the Management of Youth Entrepreneurship Workshop

Chapter 1 General

Article 1 In order to determine the basis of the system of youth entrepreneurship workshop, standardize and institutionalize the work of youth entrepreneurship workshop, and improve the effectiveness of project incubation, according to the relevant system of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT), and in combination with the actual operation of youth entrepreneurship workshop, the management regulation is hereby formulated.

Article 2 The youth entrepreneurship workshop aims to establish and improve the transfer and transformation mechanism of scientific research achievements and teams, and to support and promote the innovation and entrepreneurship of young scientific and technological talents by creating a suitable ecological environment. Its purpose is to explore high-quality technology and teams, establish an atmosphere of innovation and entrepreneurship in the SIAT, and improve the conversion rate of achievements and added value.

Article 3 The youth entrepreneurship workshop has an evaluation committee and a supervisor committee, and an office (Workshop Office) is set up relying on the engineering center.

Article 4 The evaluation committee of the youth entrepreneurship workshop is responsible for the evaluation and guidance before admission of the admitted project, mainly from the team rationality, market demand, technological innovation, engineering feasibility, commercial feasibility and other dimensions to evaluate and guide the project.

Article 5 The supervisor committee of the youth entrepreneurship workshop is responsible for the recruitment of supervisors and the follow-up evaluation of the

admitted project. The curriculum committee is responsible for the planning and implementation of curriculum development and teaching.

Article 6 The Workshop Office is the executive and operation organization of the youth entrepreneurship workshop, which is fully responsible for the operation, management and coordination of the youth entrepreneurship workshop.

Article 7 The youth entrepreneurship workshop provides support services to the team through courses, salons, seminars and supervisor guidance, including but not limited to financial support, office space provision, management training, entrepreneurship counseling, and investment and financing consultation.

Article 8 The Workshop Office is responsible for the management of the team and project implementation.

Chapter 2 Application Conditions

Article 9 All the employees and students of the SIAT who have the intention to start a business can form a team to apply for the fund and resource support of the youth entrepreneurship workshop with the project.

Article 10 Basic conditions of the team leader:

(I) Full-time employee of the SIAT or registered students of the SIAT;

(II) Entrepreneurial enthusiasm, strong communication skills;

(III) Possession of intellectual property rights related to the project or authorization from the owner of the intellectual property rights;

(IV) The student as the leader must be approved by the supervisor and ensure that it does not affect his studies;

(V) Having the experience of product development leader;

(VI) Capable of ensuring full-time participation in project research and development during the project cultivation cycle.

Article 11 The guest students or guest researchers of the SIAT may participate in the project as team members.

Article 12 To apply for entry projects, it is necessary to have good basic technology accumulation and relevant independent intellectual property rights, and to ensure that other people's intellectual property rights are not infringed.

Chapter 3 Project Review

Article 13 The Workshop Office is responsible for the formal review of the application team and its project. The contents of formal review include:

(I) Authenticity of team and project materials;

(II) Authenticity and innovation of intellectual property of the project.

Article 14 After passing the formal review, the team can enter the on-site defense, that is, the review session of the review committee meeting. In the meeting review, various assessment experts give assessment, guidance and independent scoring to the project. According to the average score and considering the budget situation of the current quarter, the Workshop Office will give a list of proposals for admission qualification and the amount of funding, which will be publicized after approval by the Institute Administrative Affairs Meeting.

Article 15 After the publicity is completed, the team shall sign the *Youth Entrepreneurship Workshop Project Admission Commitment Letter* (hereinafter referred to as the "Letter of Commitment") with the SIAT, and is formally admitted after the signature and approval of the head of the center. Teams that are not qualified for admission can still participate in the counseling activities organized by the Workshop Office.

Chapter 4 Project Implementation

Article 16 The management cycle of the team and project in the youth entrepreneurship workshop is divided into three stages, namely, application for admission, presence and appearance. After applying for admission, the team is admitted after the approval of the evaluation committee, and accept the "on-site" cultivation service with a six-month cycle to complete the preparatory work before industrialization. After successful docking with industry or capital, the team can "come out".

Article 17 After the project admission, the cultivation period will not exceed three cycles, and after more than three cycles, the youth entrepreneurship workshop will no longer provide relevant support in principle.

Article 18 After the team is admitted, the Workshop Office will organize a double-election meeting between the project team and the supervisor. According to the results of the double selection, the youth entrepreneurship workshop is responsible for coordinating the project team and the supervisor to complete the matching work. The supervisors who have completed the double-selection match need to sign the counseling agreement, confidentiality agreement and other documents with the SIAT.

Article 19 The Workshop Office shall be responsible for conducting monthly periodic assessment on the work of the project team with the supervisor to ensure the sustainable and stable development of the project team. Supervisors have the responsibility to help young entrepreneurs make good career judgments and entrepreneurial awareness, provide them with experience guidance and technical advice, identify problems in time during counseling, and put forward suggestions for improvement. If the team fails to pass the assessment for three consecutive months, the Workshop Office will terminate its funding and office services.

Article 20 Through entrepreneurship counseling, the project team learns to experience the birth process of new ventures, optimizes the project content, accelerates the engineering development, and completes the writing of the *Business Plan* for entrepreneurship.

Article 21 The intellectual property rights generated by the project belong to the SIAT. During the transfer and transformation of achievements, the Workshop Office shall take the lead and be responsible for the project-related business docking and investment and financing negotiations with the Industrial Resources Division and other functional departments in accordance with the *Management Measures of Shenzhen Institute of Advanced Technology for the Transfer and Transformation of Technological Achievements* and the *Investment Management Measures of Shenzhen Institute of Advanced Technology*, and assist the project team in realizing the transfer or transformation of achievements.

Chapter 5 Team Management

Article 22 All team members of admitted project shall sign the *Admission Commitment Letter* with the Workshop Office, but shall not change their affiliation with the original unit, and shall accept the joint management of the unit and the engineering center, and their salary and welfare expenses shall be borne by the unit in principle.

Article 23 Where there is a need for recruitment/employment after the project is admitted, the Workshop Office shall arrange a special person to be responsible for the relevant information services and process follow-up. The newly recruited personnel are employed in the form of temporary project employment, the personnel relationship is affiliated to the engineering center, and the salary and welfare expenses are shared by the unit to which the team belongs and the start-up workshop, and the specific proportion is determined through consultation.

Article 24 The year-end assessment of team members is conducted in the original unit. The performance appraisal of temporary employees relies on the implementation of the engineering center. In order to encourage each unit to accelerate the transfer and transformation of achievements, after the team is admitted, its personnel equivalent in the original unit is calculated according to 50%.

Article 25 Other personnel management of team members will be carried out in accordance with the relevant personnel systems and management regulations of the SIAT.

Chapter 6 Fund Management

Article 26 Arranging special funds to support admitted projects is an important measure for the SIAT to encourage the industrialization of achievements. According to the results of the project review, the Institute Administrative Affairs Meeting of the SIAT will determine the corresponding amount of funds to support the admitted project, and the Department of Finance will cooperate to implement the timely arrival of the corresponding funds.

Article 27 After signing the *Admission Commitment Letter*, the project team shall carefully prepare the project budget and reasonably arrange the expenditure to ensure the balance of revenue and expenditure and meet the actual needs of completing the project.

Article 28 The Workshop Office is fully responsible for the review of the project budget. After preparing the budget, the team should first report to the Workshop Office, which will strictly review the budget. Once the budget is found to be inconsistent with the actual needs of the project, it has the right to reject the budget plan. The project team shall prepare a separate budget plan for the project and report it again. After the review is passed, an exclusive ARP account for the project shall be set up in the engineering center.

Article 29 Special funds shall be accounted for separately and earmarked for special purposes. In principle, the expenditure scope must be directly related to the project development process, such as material costs, testing and processing costs, fuel and power costs, travel expenses, conference expenses, cooperation and exchange costs, publishing/documentation/information dissemination/intellectual property affairs costs, and shall not be used for capital construction and purchase of fixed assets. Its use and management will be carried out in accordance with the relevant regulations of the Department of Finance.

Article 30 The team leader is fully responsible for the use of special funds. The approval process used is: initiated by the project leader, approved by the head of the engineering center, and approved by the head of the engineering center to continue the process within the SIAT.

Article 31 The Workshop Office has the right to supervise the use of funds. Once it is found that the project team's expenses violate the scope of expenses stipulated in these Management Measures and relevant national financial regulations, it has the right to refuse to borrow or reimburse.

Article 32 According to the project budget, the financial secretary of the engineering center monitors in real time and carries out management analysis to realize the financial management of "pre-budget, in-process supervision and post-feedback".

Chapter 7 Bylaw

Article 33 These Measures shall be implemented as of the date of promulgation, and shall be interpreted by the engineering center of the SIAT.