**General Provisions for T-Up Excellence Awards 2023**

1. **Objective**

The T-Up Excellence Awards was instituted to reward and recognise A\*STAR secondees who have made significant contributions to the companies they were seconded to under the T-Up Scheme.

1. **Eligibility**

All A\*STAR secondees who underwent secondment to local enterprises under the T-Up scheme are eligible candidates, provided:

1. The nomination is done by the applicant (i.e. the company)
2. The secondment to the local enterprise has been officially completed by 31 March 2023[[1]](#footnote-1).
3. **Selection Criteria**

Nominations will be assessed based on impacts of the T-Up project in the following categories:

1. Growth in technical, innovation and R&D activities (20%)
2. Growth in number of technical staff involved in innovation
3. Setting up of new technical unit(s)/department(s)
4. Growth in investment in technical and R&D activities
5. Continual in-house innovation after T-Up project
6. Others (please elaborate)
7. Growth in product/service offerings, generation of Intellectual Property (IP) and commercialisation (20%)
8. Number of new products/solutions introduced
9. Enhancement to product/processes made
10. Creation of in-house IP (e.g. Patents, know-hows, trademark, industrial design, copyright)
11. Commercialisation of project outcome
12. Others (please elaborate)
13. Growth in business (20%)
14. Growth in market segments and share
15. Growth in sales revenue
16. Others (please elaborate)
17. Improvement in business efficiency (10%)
18. Improvement in productivity, yield etc.
19. Reduction in business costs
20. Reduction in new product development lead time
21. Others (please elaborate)
22. Internationalisation (15%)
23. Successful overseas ventures/projects/partnerships
24. Strengthening of the Singapore brand on the global platform
25. Setting up of new HQs/offices overseas
26. Others (please elaborate)
27. Efforts towards the environment and society (5%)
28. Contributions to environmental sustainability (e.g. reducing carbon footprint, reduction in usage of resources etc.)
29. Contributions to social causes (e.g. project outcome has helped welfare organisations, non-profit organisations etc.)
30. Others (please elaborate)
31. Recognition by external parties (10%)
32. Award(s) from reputable organisation(s)
33. Recognition as new industry standard(s)
34. Others (please elaborate)
35. **Award Structure**
* A maximum of three Excellence awards, and a maximum of three Emerging Talent awards will be given out.
* Each Excellence award winner will receive a cash prize of S$3,000, a plaque and an award certificate. The respective company that the award winner was seconded to will also receive a certificate and a plaque.
* Each Emerging Talent award winner will receive a cash prize of S$1,000 and an award certificate. The respective company that the award winner was seconded to will also receive a certificate.
* The awards will be presented by the Guest-of-Honour to each award winner and their T-Up company during an award ceremony that will take place on SME Tech Day 2023.
1. **Process**
* Nominations are open from **01 April 2023 (Saturday) till 14 May 2023 (Sunday)**.
* The candidate for the award shall be nominated by the applicant (i.e. the company).
* Completed nomination forms should be sent via e-mail and addressed to the Award Secretariat at A-STAR\_GET-Up@hq.a-star.edu.sg. Alternatively, hard copy submissions can be sent via regular mail to:

**Award Secretariat, T-Up Excellence Award 2023**

**c/o Agency for Science, Technology and Research**

**Enterprise Division, Local Enterprise Office (LEO)**

**1 Fusionopolis Way, #14-10, Connexis North Tower**

**Singapore 138632**

* Completed nomination forms must reach the Award Secretariat no later than 14 May 2023.
* The judging panel reserves the right to reject the application if the quality of the entry does not meet the standard requirement.
* It is mandatory for shortlisted secondees and their respective T-Up companies to present at the final judging round in July 2023.
* The winner(s) for the T-Up Excellence Award 2023 would be notified by the Award Secretariat in August 2023.
1. **Guidelines for Nomination Resubmission**
* There are no limitations to the number of nomination resubmissions. (i.e. if the applicant has submitted nominations in previous years, applicant can resubmit the nomination this year) However, projects that were awarded the T-Up Excellence Award in previous years are not eligible for nomination resubmission.
* Applicants intending to put in a nomination resubmission are encouraged to include additional write-ups in any of the judging criteria categories to further support and substantiate their nomination.

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| **A.** | **Nominee Information** |
| **Name**(underline Surname) | **Gender** |
|  | M / F \* |
| **Name of Research Institute** |
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| *\*Please delete as appropriate.* |
| **B.** | **Nominator/Applicant Information** |
| **Name**(underline Surname) | **Gender** |
|  | M / F \* |
| **Name and Address of Organisation** | **Contact Details** |
|  | **Office** |  |
| **Mobile** |  |
| **Designation** | **Email** |  |
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| *\*Please delete as appropriate.* |

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| **C.** | **Supporting Information** |
| 1. | Impact of the T-Up project on the growth of technical, innovation and R&D activities (20%)1. Growth in number of technical staff involved in innovation
2. Setting up of new technical unit(s)/department(s)
3. Growth in investment in technical and R&D activities
4. Continual in-house innovation after T-Up project
5. Others (please elaborate)

*Please substantiate with quantitative evidence, pictures, brochures etc., if any. One-liner answer is unacceptable.* |
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|  | 2. | Growth in product/service offerings, generation of Intellectual Property (IP) and commercialisation (20%)1. Number of new products/solutions introduced
2. Enhancement to product/processes made
3. Creation of in-house IP (e.g. Patents, know-hows, trademark, industrial design, copyright)
4. Commercialisation of project outcome
5. Others (please elaborate)

*Please substantiate with quantitative evidence, pictures, brochures etc., if any. One-liner answer is unacceptable.* |
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|  | 3. | Growth in business (20%)1. Growth in market segments and share
2. Growth in sales revenue
3. Others (please elaborate)

*Please substantiate with quantitative evidence, pictures, brochures etc., if any. One-liner answer is unacceptable.* |
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|  | 4. | Improvement in business efficiency (10%)1. Improvement in productivity, yield etc.
2. Reduction in business costs
3. Reduction in new product development lead time
4. Others (please elaborate)

*Please substantiate with quantitative evidence, pictures, brochures etc., if any. One-liner answer is unacceptable.* |
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|  | 5. | Internationalisation (15%)1. Successful overseas ventures/projects/partnerships
2. Strengthening of the Singapore brand on the global platform
3. Setting up of new HQs/offices overseas
4. Others (please elaborate)

*Please substantiate with quantitative evidence, pictures, brochures etc., if any. One-liner answer is unacceptable.* |
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|  | 6. | Efforts towards the environment and society (5%)1. Contributions to environmental sustainability (e.g. reducing carbon footprint, reduction in usage of resources etc.)
2. Contributions to social causes (e.g. project outcome has helped welfare organisations, non-profit organisations etc.)
3. Others (please elaborate)

*Please substantiate with quantitative evidence, pictures, brochures etc., if any. One-liner answer is unacceptable.* |
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|  | 7. | Recognition by external parties (10%)1. Award(s) from reputable organisation(s)
2. Recognition as new industry standard(s)
3. Others (please elaborate)

*Please substantiate with quantitative evidence, pictures, brochures etc., if any. One-liner answer is unacceptable.* |
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| **D.** | **Declaration by Nominator/Applicant** |
| I/We certify that information provided in the nomination form is accurate and complete, to the best of my/our knowledge.I/We acknowledge and understand that information furnished to the secretariat of the T-Up Excellence Awards can be used or disclosed, where appropriate, for evaluation and reporting purposes*.*Should the person I/we nominated be shortlisted for the award, I/we agree to partake in publicity efforts to profile the winner and the company, whilst keeping the award winner results confidential until public announcement is made.A\*STAR reserves the right, in its sole discretion, and you consent and agree for us to use any photographs and information furnished during and after the judging of the Awards for any legitimate purposes, including corporate branding, publicity and in official reports.Any decisions or disputes arising from participation in the nominations and judging, including the outcome and recipients of the awards shall be finally decided by the judging panel at their sole discretion. A\*STAR reserves the right to refuse to award the Company/RSE/student in the event of any misrepresentation, fraud, suppression of information or the giving of false or misleading statements. A\*STAR reserves the right to amend these Terms & Conditions without giving prior notification or any reasons. |
| **Signature/Name of Nominator/Applicant** | **Company** |
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| **Date** | **Designation** |
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|  | For companies which have participated in the T-Up x SIT IWSP Initiative, please proceed to complete Annex A. |

*Annex A*

**General Provisions for the T-Up x SIT IWSP Internship Awards 2023**

1. **Objective**

The T-Up x SIT IWSP Internship Awards was instituted to reward and recognise SIT students who have made significant contributions to the companies they interned at under the T-Up x SIT IWSP Scheme.

1. **Eligibility**

All SIT students who underwent internship under the T-Up x SIT IWSP Scheme are eligible candidates, provided:

1. The nomination is done by the applicant (i.e. the company), in consultation with the A\*STAR researcher (the mentor) and the SIT academic supervisor.
2. The internship was officially completed by 31 March 2023[[2]](#footnote-2).
3. **Selection Criteria**

Nominations will be assessed based on the student’s contributions to the T-Up project, in the following categories:

1. Quality of Work (33.3%)

Good outcomes derived from:

1. Intern’s commitment to excellence
2. Intern’s initiative to look for ways to improve quality of work
3. Intern’s attention to detail
4. Acquired Job Knowledge (33.3%)

Good outcomes derived from intern’s ability to gain and actively apply technical knowledge acquired during the project

1. Decision Making/Problem Solving (33.3%)

Good outcomes derived from:

1. Intern’s ability to understand problems statements
2. Intern’s ability to initiate practical solutions
3. **Award Structure**
* A maximum of three awards will be given out.
* Each award winner will receive a cash prize of S$500 and an award certificate.
* The respective company and the intern’s A\*STAR mentor will also receive a certificate.
* The awards will be presented by the Guest-of-Honour to each award winner, their A\*STAR mentor and T-Up company during an award ceremony that will take place on SME Tech Day 2023.
1. **Others**

All other provisions will follow that of the T-Up Excellence Awards 2023.

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| **A.** | **Nominee (Intern) Information** |
| **Name**(underline Surname) | **Gender** |
|  | M / F \* |
| **Contact Details** |
| **Email** | **Mobile** |
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| *\*Please delete as appropriate.* |
| **B.** | **Nominator/Applicant Information (Intern’s Work Supervisor from Company)** |
| **Name**(underline Surname) | **Gender** |
|  | M / F \* |
| **Name and Address of Organisation** | **Contact Details** |
|  | **Office** |  |
| **Mobile** |  |
| **Designation** | **Email** |  |
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| *\*Please delete as appropriate.* |
| **C.** | **SIT Academic Supervisor Information** |
| **Name**(underline Surname) | **Gender** |
|  | M / F \* |
| **Name and Address of Organisation** | **Contact Details** |
|  | **Office** |  |
| **Mobile** |  |
| **Designation** | **Email** |  |
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|  | *\*Please delete as appropriate.* |

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| **D.** | **Supporting Information** |
| 1. | Intern’s Quality of Work (33.3%)Please elaborate on how good outcomes were derived from:1. Intern’s commitment to excellence
2. Intern’s initiative to look for ways to improve quality of work
3. Intern’s attention to detail

*Please note that one-liner answer is unacceptable.* |
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|  | 2. | Intern’s Acquired Job Knowledge (33.3%)Please elaborate on how good outcomes were derived from intern’s ability to gain and actively apply technical knowledge acquired during the project.*Please note that one-liner answer is unacceptable.* |
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|  | 3. | Intern’s Decision Making/Problem Solving Abilities (33.3%)Please elaborate on how good outcomes were derived from:1. Intern’s ability to understand problems statements
2. Intern’s ability to initiate practical solutions

*Please note that one-liner answer is unacceptable.* |
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| **D.** | **Declaration by Nominator/Applicant** |
| I/We certify that information provided in the nomination form is accurate and complete, to the best of my/our knowledge.I/We acknowledge and understand that information furnished to the secretariat of the T-Up Excellence Awards can be used or disclosed, where appropriate, for evaluation and reporting purposes*.*Should the person I/we nominated be shortlisted for the award, I/we agree to partake in publicity efforts to profile the winner and the company, whilst keeping the award winner results confidential until public announcement is made.A\*STAR reserves the right, in its sole discretion, and you consent and agree for us to use any photographs and information furnished during and after the judging of the Awards for any legitimate purposes, including corporate branding, publicity and in official reports.Any decisions or disputes arising from participation in the nominations and judging, including the outcome and recipients of the awards shall be finally decided by the judging panel at their sole discretion. A\*STAR reserves the right to refuse to award the Company/RSE/student in the event of any misrepresentation, fraud, suppression of information or the giving of false or misleading statements. A\*STAR reserves the right to amend these Terms & Conditions without giving prior notification or any reasons. |
| **Signature/Name of Work Supervisor** | **Company** |
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| **Date** | **Designation** |
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|  | **Signature/Name of A\*STAR Mentor** | **Research Institute** |
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|  | **Date** | **Designation** |
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|  | **Signature/Name of Academic Supervisor** | **Company** |
|  |  | SIT |
|  | **Date** | **Designation** |
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1. Official completion of secondment refers to the completion of the T-Up project, inclusive of the completion of all related claims. [↑](#footnote-ref-1)
2. Official completion of internship refers to the completion of the internship, inclusive of the completion of all related reports (if required). [↑](#footnote-ref-2)