

**PEOPLE'S COUNCIL  
OF DA NANG CITY**

**SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness**

No.: 54/2024/NQ-HDND

*Da Nang, December 13, 2024*

**RESOLUTION**

**Regulations on the procedures, processes, conditions, quantity, contents,  
and levels of non-refundable support from the state budget for the  
development of innovative startup projects in Da Nang City**

**THE PEOPLE'S COUNCIL OF DA NANG CITY  
TERM X, 2021–2026, THE 21<sup>ST</sup> SESSION**

*Pursuant to the Law on Organization of Local Government dated June 19, 2015; the Law Amending and Supplementing a Number of Articles of the Law on the Government Organization and the Law on the Organization of Local Government dated November 22, 2019;*

*Pursuant to the Law on Promulgation of Legal Documents dated June 22, 2015, and the Law Amending and Supplementing a Number of Articles of the Law on Promulgation of Legal Documents dated June 18, 2020;*

*Pursuant to the Law on Science and Technology dated June 18, 2013;*

*Pursuant to the Law on the State Budget dated June 25, 2015;*

*Pursuant to Decree No. 163/2016/ND-CP dated December 21, 2016 of the Government detailing the implementation of a number of provisions of the Law on the State Budget;*

*Pursuant to the Law Amending and Supplementing a Number of Articles of 11 Laws Related to Planning dated June 15, 2018;*

*Pursuant to Point d, Clause 1, Article 14 of Resolution No. 136/2024/QH15 dated June 26, 2024 of the National Assembly on the organization of the urban government model and the pilot implementation of a number of special mechanisms and policies for the development of Da Nang City;*

*At the proposal of the People's Committee of the city in Submission No. 274/TTr-UBND dated November 29, 2024 on regulations on the procedures, processes, conditions, quantity, contents, and levels of support from the state budget to implement support for the development of innovative startup projects in Da Nang City; the Appraisal Report No. 317/BC-HDND dated December 10, 2024 of the Economic and Budget Committee of the City People's Council; and the opinions expressed by delegates of the City People's Council at the meeting.*

**HEREBY RESOLVES:**  
**Chapter I**  
**GENERAL PROVISIONS**

**Article 1. Scope of regulation**

This Resolution stipulates the procedures, processes, conditions, quantity, contents, and levels of non-refundable support from the state budget for the development of innovative startup projects in Da Nang City as provided in Point d, Clause 1, Article 14 of Resolution No. 136/2024/QH15 dated June 26, 2024 of the National Assembly on the organization of the urban government model and the pilot implementation of a number of special mechanisms and policies for the development of Da Nang City.

**Article 2. Subjects of application**

Individuals, groups of individuals (hereinafter referred to as individuals), and organizations having innovative startup projects in Da Nang City, and other relevant organizations and individuals.

**Article 3. Interpretation of terms**

1. An innovative startup project is a production or business project based on the exploitation of intellectual property, technology, or new business models, with the ability to grow rapidly.

2. Innovative startup projects at the pre-incubation, incubation, and acceleration stages at intermediary organizations to complete ideas; complete and develop products or expand markets and connect with investors. Projects at these stages may or may not have established enterprises.

a) An innovative startup project at the pre-incubation stage is a project in the stage of completing ideas through activities such as research on products/services/solutions, validation of ideas, market research, and development of a feasible plan for product/service/solution development.

b) An innovative startup project at the incubation stage is a project in the stage of developing products/services/solutions and completing business models and development strategies through activities such as: consulting, connecting with components of the innovative startup ecosystem, innovation and startup support services, facilities, and other resources.

c) An innovative startup project at the acceleration stage is a project that already has products/services/solutions and customers and needs to expand markets and seek investors through activities such as: consulting, connecting with components of the innovative startup ecosystem, especially venture capital funds, innovation and startup support services, facilities, and other resources.

3. An innovative startup project at the enterprise development stage is a project that already has products/services/solutions and customers and is

developing products and expanding markets. At this stage, the project has formed and developed an innovative startup enterprise.

4. The advance support method is the method of providing support before task implementation based on the appraisal of the task proposal to be implemented.

5. The post-implementation support method is the method of providing support after project implementation based on the appraisal of achieved results and relevant supporting documents.

#### **Article 4. Principles of support**

1. Support for development must ensure the principles of publicity, transparency, equality, and non-duplication.

2. Organizations and individuals having innovative startup projects as prescribed in Clause 2, Article 3 of this Resolution shall be supported through intermediary organizations supporting innovative startups (hereinafter referred to as intermediary organizations).

3. Innovative startup enterprises having innovative startup projects as prescribed in Clause 3, Article 3 (hereinafter referred to as enterprises) shall be directly supported by the Department of Science and Technology.

4. The State does not provide development support for projects in business lines prohibited from investment.

5. In cases where an organization, individual, or enterprise is eligible for incentives and support under multiple innovative startup support policies, they may choose the policy with the highest and most favorable level of support.

6. The duration of support for tasks under the advance support method shall not exceed 12 months per task.

#### **Article 5. Conditions for support**

1. Organizations and individuals having innovative startup projects must meet the following condition: at the time of registration, they have not received any funding from the city budget for the content proposed for support corresponding to the proposed support stage of the project.

2. Enterprises and intermediary organizations must satisfy the condition in Clause 1 of this Article and comply with obligations regarding taxes to the State and social insurance for employees.

3. Intermediary organizations must have legal entity status established in accordance with Vietnamese law and conduct innovative startup support activities in Da Nang City.

4. Enterprises must be registered and established in Da Nang City.

5. In cases where an enterprise chooses to apply for project development support under the post-implementation support method, the relevant project documents and invoices must fall within the effective period of this Resolution

and must be issued no more than 36 months prior to the date of submission of the support application dossier.

## **Chapter II**

### **CONTENTS AND LEVELS OF SUPPORT FOR THE DEVELOPMENT OF INNOVATIVE STARTUP PROJECTS**

#### **Article 6. Contents and levels of support for the development of innovative startup projects at the pre-incubation, incubation and acceleration stages at intermediary organizations**

##### 1. Contents of support

a) Support for direct labor remuneration for organizations and individuals implementing innovative startup projects;

b) Support for costs for organizations conducting project selection activities; costs for hiring experts; innovative startup support services (including marketing and promotion of products and services; evaluation and valuation of intellectual property, technology and enterprises; consultancy, development, application and certification of management systems; legal consultancy; intellectual property); costs for using technical facilities, incubation facilities and co-working spaces; costs for incubation, research and development, technology completion, and pilot production of innovative startup products.

##### 2. Levels of support

###### a) Projects at the pre-incubation stage

The support level under Point a, Clause 1 of this Article is VND 10 million/project;

The support level under Point b, Clause 1 of this Article is VND 20 million/project.

###### b) Projects at the incubation stage

The support level under Point a, Clause 1 of this Article is VND 20 million/project;

The support level under Point b, Clause 1 of this Article is VND 40 million/project.

###### c) Projects at the acceleration stage

The support level under Point a, Clause 1 of this Article is VND 30 million/project;

The support level under Point b, Clause 1 of this Article is VND 50 million/project.

#### **Article 7. Contents and levels of support for innovative startup projects at the enterprise development stage**

##### 1. Contents of support

a) Support for direct labor remuneration for implementing innovative startup projects;

b) Support for costs for hiring experts; innovative startup support services (including marketing and promotion of products and services; evaluation and valuation of intellectual property, technology and enterprises; consultancy, development, application and certification of management systems; legal consultancy; intellectual property); costs for using technical facilities, incubation facilities and co-working spaces; costs for incubation, research and development, technology completion, and pilot production of innovative startup products.

## 2. Levels of support

a) Support for direct labor remuneration for implementing innovative startup projects up to a maximum of VND 400 million/project.

The cost estimate norms for labor remuneration shall be applied in accordance with Point a, Clause 1, Section II of the Regulation promulgated together with Resolution No. 58/2023/NQ-HDND dated September 21, 2023 of the People's Council of Da Nang City on cost estimation norms for implementation of science and technology tasks using the state budget in Da Nang City.

b) Levels of support for costs of hiring experts for consultancy, coaching, training and coordination in research and development of innovative startup projects

Support for hiring domestic experts: maximum support of VND 15 million/expert. In cases where it is necessary to hire specialized experts for a long period (30 days or more), the maximum support is VND 40 million/expert;

Support for hiring international experts: enterprises shall, based on job requirements, negotiate expert hiring fees, clearly justify the necessity and results of hiring experts, and evaluation criteria for expert performance as the basis for approval of the quantity and level of funding for hiring experts under lump-sum contracts.

c) The level of support for costs of innovative startup support services is up to a maximum of VND 200 million/project, including:

Support for marketing and promotion of products and services; evaluation and valuation of intellectual property, technology and enterprises; consultancy, development, application and certification of management systems; legal consultancy: maximum support of VND 150 million/project;

Implementation shall comply with current regulations on state budget expenditure regimes and norms (if any), and payment shall be made in accordance with contracts and actual incurred expenses within the approved budget;

Support for intellectual property activities, including: support of VND 35 million/protection title for inventions/utility solutions/new plant varieties domestically; support of VND 15 million/protection title for applications for protection of industrial designs and trademarks domestically; support of VND 60

million/protection title for inventions, utility solutions, industrial designs, trademarks and new plant varieties abroad.

d) Levels of support for the use of technical facilities, incubation facilities and co-working spaces:

Support for costs of using equipment at technical facilities, incubation facilities and co-working spaces, but not exceeding VND 50 million/year/enterprise;

Support for rental costs at incubation facilities and co-working spaces, but not exceeding VND 15 million/month/enterprise. The maximum support duration is 12 months/enterprise;

Support for costs of renting digital spaces and online support services for innovative startup enterprises, with a maximum support level of VND 10 million/month/enterprise. The maximum support duration is 12 months/enterprise.

Implementation shall comply with current regulations on state budget expenditure regimes and norms (if any), and payment shall be made in accordance with contracts and actual incurred expenses within the approved budget.

đ) Support for pilot production, prototype development and technology completion for project development for innovative startup enterprises, with a maximum support level of VND 300 million.

Implementation shall comply with current regulations on state budget expenditure regimes and norms (if any), and payment shall be made in accordance with contracts and actual incurred expenses within the approved budget.

3. The total level of support in accordance with Clause 2 of this Article shall not exceed VND 1 (one) billion/project.

### **Chapter III**

## **AUTHORITY AND PROCEDURES FOR REVIEWING APPLICATIONS FOR SUPPORT**

### **Article 8. Authority to decide on support**

The Director of the Department of Science and Technology shall decide on support for the contents specified in Articles 6 and 7 of this Resolution.

### **Article 9. Procedures for reviewing applications for support for the development of innovative startup projects at the pre-incubation, incubation and acceleration stages at intermediary organizations and innovative startup projects at the enterprise development stage under the pre-support method**

#### **1. Implementation procedures**

a) Organizations and individuals having innovative startup projects as prescribed in Clause 2, Article 3 of this Resolution register to participate in pre-incubation, incubation and acceleration programs at intermediary organizations. Intermediary organizations organize the selection of innovative startup projects to

support the development of innovative startup projects at the pre-incubation, incubation and acceleration stages;

b) Annually, the Department of Science and Technology announces the receipt of dossiers proposing support for the development of innovative startup projects so that intermediary organizations and enterprises may be informed and propose support tasks;

c) Intermediary organizations and enterprises with innovative startup projects submit dossiers proposing support tasks for the development of innovative startup projects to the Department of Science and Technology;

d) The Department of Science and Technology receives complete and valid dossiers from the dossier receiving and result-returning division;

đ) The Department of Science and Technology establishes a Council to evaluate dossiers proposing support tasks.

Within 20 (twenty) working days from the date of receipt of dossiers, the Department of Science and Technology organizes a Council to evaluate dossiers proposing support tasks. Provisions on the establishment of the Council are specified in Appendix I attached to this Resolution.

Based on the results of the Council's work, within 05 (five) working days, the Department of Science and Technology requests intermediary organizations/enterprises to supplement and clarify the proposed contents and relevant dossiers (if any). The time limit for supplementing and finalizing dossiers is a maximum of 15 (fifteen) working days.

In case of non-support, the Department of Science and Technology issues a written notice of the dossier review results to the organization or enterprise.

e) The Department of Science and Technology establishes a Cost Appraisal Team.

Within 30 (thirty) working days from the date of receipt of the task explanation completed in accordance with the Council's opinions, the Department of Science and Technology establishes a Cost Appraisal Team and organizes appraisal of the support funding. Provisions on the establishment of the Cost Appraisal Team are specified in Appendix I attached to this Resolution.

g) Within 05 (five) working days from the date of receipt of the completed dossier in accordance with the conclusions of the Cost Appraisal Team, the Department of Science and Technology issues a Decision approving the implementing unit and the support funding (according to Form 04.QDPD in Appendix II attached to this Resolution), and signs the Contract on support funding for task implementation.

2. Number of dossiers: 01 set.

3. Components of the dossier include:

a) The original Application for support (according to Form 01.DDN in Appendix II attached to this Resolution);

b) A certified copy of the Establishment Decision or the Enterprise Registration Certificate of the intermediary organization or enterprise proposing the task. In cases where information can be searched and retrieved from the national database on enterprise registration, the organization is not required to submit the Enterprise Registration Certificate;

c) The original task explanation according to Form 02.TMNV-TCTG (for intermediary organizations) and Form 03.TMNV-DN (for enterprises) in Appendix II attached to this Resolution;

d) The original or a certified copy of the document certifying compliance with tax obligations and social insurance obligations for employees.

4. Method of implementation:

a) Submission of dossiers

Intermediary organizations and enterprises proposing tasks submit dossiers to the Department of Science and Technology by one of the following methods:

Direct submission at the dossier receiving and result-returning division of the Department of Science and Technology;

Submission via public postal services;

Online submission.

b) Return of results

Results are returned directly at the dossier receiving and result-returning division of the Department of Science and Technology.

5. Time limit for settlement: 60 (sixty) working days.

6. Competent authority:

a) Implementing agency: Department of Science and Technology.

b) Decision-making authority: Department of Science and Technology.

7. Result: Decision on support of the Department of Science and Technology or a written notice of dossier review results.

#### **Article 10. Evaluation and acceptance of results of support tasks for the development of innovative startup projects**

1. Implementation procedures

a) Before the expiry of the contract, the intermediary organization or enterprise in charge of task implementation submits a dossier requesting evaluation and acceptance to the Department of Science and Technology.

In cases of force majeure where the task cannot be continued, the intermediary organization or enterprise in charge of task implementation submits a dossier requesting termination of task implementation to the Department of Science and Technology.

b) The Department of Science and Technology receives complete and valid dossiers from the dossier receiving and result-returning division;

c) The Department of Science and Technology establishes a Council for evaluation and acceptance of tasks.

Within 20 (twenty) working days from the date of receipt of dossiers, the Department of Science and Technology decides to establish a Council for evaluation and acceptance of implementation results. Provisions on the establishment of the Council are specified in Appendix III attached to this Resolution.

In cases where the task implementation results are evaluated as satisfactory, within 07 working days, the intermediary organization or enterprise in charge of task implementation is responsible for revising and supplementing according to the Council's comments (if any).

In cases where the task implementation results are evaluated and classified by the Council as unsatisfactory or the task is terminated, the Council for evaluation and acceptance determines the causes leading to non-completion or termination of the task.

d) Approval of task implementation results

Within 10 (ten) working days from the date of receipt of complete and satisfactory dossiers, the Department of Science and Technology issues a Decision recognizing the task implementation results (according to Form 07.QDCN in Appendix II attached to this Resolution).

For task implementation results evaluated and classified as unsatisfactory or tasks that are terminated, the Department of Science and Technology issues a Decision on refund of funds to the state budget and proceeds to recover the support funds, specifically as follows:

The intermediary organization or enterprise in charge of task implementation must refund to the state budget the entire amount of funds already allocated but not yet used.

For the portion of funds already used:

In cases due to objective causes (natural disasters, fires, accidents, or objective causes related to technology, the market, and other objective causes as determined by the Council for evaluation and acceptance): no refund of the funds already used is required;

In cases due to subjective causes: the implementing organization must refund to the state budget 20% of the total state budget funds that were properly used. In cases due to subjective causes and where it is not proven that the funds were properly used: 100% of the funds already used must be refunded.

Based on the minutes of evaluation and acceptance of the Council and the Decision recognizing the task implementation results / Decision on refund of

funds to the state budget, the Department of Science and Technology carries out contract liquidation procedures.

2. Number of dossiers: 01 set.

3. Components of the dossier include:

a) The original document requesting evaluation and acceptance / termination of task implementation (Form 05.DNNT in Appendix II attached to this Resolution);

b) The original report on task implementation results (Form 06.BCKQ in Appendix II attached to this Resolution);

c) The original report on settlement of the use of funds;

d) Other dossiers and documents related to intermediate products according to the task explanation and the signed support contract (if any).

4. Method of implementation:

a) Submission of dossiers: Intermediary organizations/enterprises submit dossiers to the Department of Science and Technology by one of the following methods:

Direct submission at the dossier receiving and result-returning division of the Department of Science and Technology;

Submission via postal services and public postal services;

Online submission.

b) Return of results: Directly at the dossier receiving and result-returning division of the Department of Science and Technology.

5. Time limit for settlement: 30 (thirty) working days.

6. Competent authority:

a) Implementing agency: Department of Science and Technology.

b) Decision-making authority: Department of Science and Technology.

7. Result: Decision recognizing the task implementation results or a written notice of task implementation results of the Department of Science and Technology.

**Article 11. Procedures for reviewing applications for support for innovative startup projects at the enterprise development stage under the post-support method**

1. Implementation procedures

a) Submission of dossiers: Enterprises having innovative startup projects submit dossiers requesting support directly to the Department of Science and Technology. The dossier components shall comply with Clause 3 of this Article.

b) The Department of Science and Technology receives complete and valid dossiers from the dossier receiving and result-returning division.

c) The Department of Science and Technology establishes a Dossier Appraisal Team.

Within 15 (fifteen) working days from the date of receipt of dossiers, the Department of Science and Technology establishes a Dossier Appraisal Team and organizes appraisal of the dossiers. Based on the results of the Appraisal Team's work, within 05 (five) working days, the Department of Science and Technology requests the enterprise to supplement and clarify the project contents and relevant dossiers (if any). The time limit for supplementing and finalizing the dossier is a maximum of 10 (ten) working days. Provisions on the establishment of the Appraisal Team are specified in Appendix III attached to this Resolution.

d) Within 30 (thirty) working days from the date the enterprise completes the dossier supplementation, the Department of Science and Technology organizes a Council to evaluate the dossiers requesting support. Provisions on the establishment of the Council are specified in Appendix III attached to this Resolution.

đ) Within 10 (ten) working days from the date of the Council meeting, the Department of Science and Technology issues a Decision on funding support (according to Form 8.HTKP in Appendix II attached to this Resolution), signs the Support Contract or issues a written notice of results to the proposing unit.

2. Number of dossiers: 01 set.

3. Dossier components:

a) In case an enterprise having an innovative startup project proposes support according to the content specified at Point a, Clause 2, Article 7 of this Resolution, or consolidates multiple contents specified in Clauses 1 and 2, Article 7 of this Resolution, the dossier components include:

The original Application for support (according to Form 01.DDN in Appendix II attached to this Resolution);

A certified copy of the Enterprise Registration Certificate. In cases where information can be searched and retrieved from the national database on enterprise registration, the organization is not required to submit the Enterprise Registration Certificate;

Certification of compliance with tax obligations and social insurance obligations for employees (original or certified copy);

The original Report on results of development of the innovative startup project according to Form 06.BCKQ in Appendix II attached to this Resolution.

b) In case an enterprise having an innovative startup project proposes support for only part of the contents specified in Clauses 1 and 2, Article 7 of this Resolution, the dossier components include:

The original Application for support (according to Form 01.DDN in Appendix II attached to this Resolution);

A certified copy of the Enterprise Registration Certificate. In cases where information can be searched and retrieved from the national database on enterprise

registration, the organization is not required to submit the Enterprise Registration Certificate;

Certification of compliance with tax obligations and social insurance obligations for employees (original or certified copy);

The original Report on results of activities of hiring experts for consulting, coaching, training, and cooperation in research and development of the innovative startup project and supporting evidentiary documents for the proposed support content specified at Point b, Clause 2, Article 7 of this Resolution;

The original Report on results of implementation of marketing and promotion activities for products and services and supporting evidentiary documents for the proposed support content specified in the first indent of Point c, Clause 2, Article 7 of this Resolution;

A certified copy of the protection certificate for inventions, utility solutions, industrial designs and trademarks, and new plant varieties for the proposed support content specified in the second indent of Point c, Clause 2, Article 7 of this Resolution;

A certified copy of the Contract for hiring and using technical facilities, incubation facilities, and co-working spaces; the Report on results of production and business activities of the innovative startup project during the period of using technical facilities, incubation facilities, and co-working spaces for the proposed support content specified at Point d, Clause 2, Article 7 of this Resolution;

The Report on results of implementation of trial production activities, making prototypes, and completing technology for the proposed support content specified at Point d, Clause 2, Article 7 of this Resolution.

#### 4. Method of implementation:

a) Submission of dossiers: The proposing unit submits dossiers to the Department of Science and Technology by one of the following methods:

Direct submission at the dossier receiving and result-returning division of the Department of Science and Technology;

Submission via postal services and public postal services;

Online submission.

b) Return of results: Directly at the dossier receiving and result-returning division of the Department of Science and Technology.

5. Time limit for settlement: 60 (sixty) working days.

#### 6. Competent authority:

a) Implementing agency: Department of Science and Technology.

b) Decision-making authority: Department of Science and Technology.

7. Result: Decision approving support of the Department of Science and Technology or a written notice of the results of reviewing the application for support.

## **Chapter IV**

### **IMPLEMENTATION**

#### **Article 12. Funding for implementation of the policy**

##### **1. Sources of funding**

The funding for implementation shall be balanced from the state budget allocated in the annual state budget estimates for the Department of Science and Technology. The Department of Science and Technology shall organize implementation and carry out settlement in accordance with current regulations.

##### **2. Principles for use of funding**

a) Funding for implementation of the policy shall be ensured for expenditures on activities supporting the development of innovative startup projects and for expenditures on organizing appraisal and evaluation of applications for support, in accordance with the city's policies on support for innovative startups.

b) Organizations, individuals, and enterprises using funding to support the development of innovative startup projects must use such funding for proper purposes and in compliance with prescribed regimes, and shall be subject to inspection and supervision by competent authorities; they shall carry out settlement of the supported funding in accordance with current regulations.

#### **Article 13. Effectiveness**

This Resolution takes effect from January 01, 2025.

In case the legal normative documents cited in this Resolution are amended, supplemented, or replaced by other legal normative documents, the provisions of the amending, supplementing, or replacing documents shall apply.

#### **Article 14. Organization of implementation**

The People's Committee of the city is responsible for:

a) Balancing and allocating the annual budget to implement this Resolution in accordance with law; periodically reporting the results of implementation of this Resolution at the year-end sessions of the City People's Council.

b) Assigning the Department of Science and Technology to take responsibility for and act as the focal point in implementing and guiding the policy; receiving dossiers; selecting, appraising, approving and carrying out support activities in accordance with this Resolution. Assigning the Director of the Department of Science and Technology to decide on the establishment of the Council and to promulgate the working forms of the Council.

2. In case there are changes or adjustments to the order and procedures for implementation of the policy contents, the People's Committee of the city shall submit them to the City People's Council for consideration and adjustment as appropriate.

3. Individuals, innovative startup enterprises, and intermediary organizations shall be responsible for the truthfulness and accuracy of the information in the dossiers proposing support for the development of innovative startup projects.

4. The Standing Committee of the City People's Council, the Committees of the City People's Council, the groups of deputies, and the deputies of the City People's Council shall supervise the implementation of this Resolution.

5. Request the Viet Nam Fatherland Front Committee of the city to coordinate in supervising the organization and implementation of this Resolution to ensure effective results.

This Resolution was adopted by the Da Nang City People's Council, Term X, 2021-2026, at its 21<sup>st</sup> Session, on December 13, 2024.

***Recipients:***

- Standing Committee of the National Assembly;
- The Government; the Office of the President;
- Ministry of Finance; Ministry of Science and Technology;
- Department for Examination of Legal Normative Documents – Ministry of Justice;
- Department of Legal Affairs – Ministry of Science and Technology;
- Standing Committee of the Municipal Party Committee;
- National Assembly Deputies' Delegation of the city;
- Advisory and assisting agencies of the City Party Committee;
- Standing Committee of the City People's Council;
- City People's Committee; the Viet Nam Fatherland Front Committee of the city;
- Committees of the City People's Council;
- Deputies of the City People's Council;
- Office of the National Assembly Deputies' Delegation and the City People's Council;
- Office of the City People's Committee;
- Departments, agencies, and mass organizations of the city;
- District and district-level Party Committees; District People's Committees; Viet Nam Fatherland Front Committees of districts; Hoa Vang District People's Council;
- Party Committees and People's Committees of wards and communes; People's Councils of communes;
- Da Nang Newspaper; Da Nang City Police Special Supplement; Da Nang Radio and Television Station; Vietnam Television Center (VTV8); City Web Portal.
- Archived, Chairperson of the People's Council.

**CHAIRPERSON**  
(Signed and sealed)  
**Ngo Xuan Thang**

## **APPENDIX I**

### **COMPOSITION, WORKING METHODS, PROCEDURES AND EVALUATION CRITERIA OF THE APPRAISAL COUNCIL FOR ASSESSING APPLICATION DOSSIERS AND THE ORGANIZATION FOR APPRAISING FUNDING FOR THE IMPLEMENTATION OF TASKS TO SUPPORT THE DEVELOPMENT OF INNOVATIVE STARTUP PROJECTS IN DA NANG CITY**

*(Issued together with Resolution No. 53/2024/NQ-HDND dated December 13, 2024 of the Da Nang City People's Council)*

#### **A. THE APPRAISAL COUNCIL**

##### **I. COMPOSITION**

The Appraisal Council (the Council) for proposed support is established by the Director of the Department of Science and Technology and consists of from 05 to 09 members, including a Chairperson, 01 Vice Chairperson, and members who are experts in science and technology, innovative startups, or representatives of relevant management agencies and specialized agencies.

##### **II. WORKING METHODS**

1. A meeting of the Council shall be conducted only when at least two-thirds ( $2/3$ ) of its members are present, including the Chairperson or the Vice Chairperson.

2. Members of the Council are responsible for studying the documents provided by the Department of Science and Technology and preparing their comments and assessments on the task proposal explanation.

3. The Council operates in accordance with the principle of democratic centralism. Conclusions of the Council shall be adopted when more than three-quarters ( $3/4$ ) of the members present agree, either by open voting or secret ballot.

4. Differing opinions of members shall be compiled by the scientific secretary of the Council for discussion and voting by the Council. Each member shall bear individual responsibility for his/her opinions and collective responsibility for the conclusions of the Council.

##### **III. WORKING PROCEDURES**

1. The administrative secretary reads out the decision on the establishment of the Appraisal Council, introduces the composition of the Appraisal Council and the delegates attending the meeting.

2. The Appraisal Council discusses and agrees on its working principles and elects the scientific secretary of the Appraisal Council.

3. The Appraisal Council conducts the appraisal of dossiers:

Members of the Appraisal Council present their comments and assessments of the dossiers based on the criteria in the appraisal score sheet for the proposed support tasks.

The scientific secretary reads out the written comments of absent members (if any) for the Appraisal Council to consider and refer to;

The Appraisal Council discusses and evaluates each dossier according to the prescribed appraisal criteria. During the discussion, the Appraisal Council may raise questions to members of the Appraisal Council or to the intermediary organizations regarding their comments.

4. The Appraisal Council elects the vote-counting committee and scores the dossiers proposing support tasks:

The Appraisal Council elects a vote-counting committee consisting of 03 (three) members who are members of the Appraisal Council, including 01 Head of the vote-counting committee and 02 (two) members.

The Appraisal Council scores according to the criteria and scoring scale;

The administrative secretaries of the Appraisal Council assist the vote-counting committee in consolidating the appraisal results of the Appraisal Council members.

5. The intermediary organization proposed by the Appraisal Council to perform the task must have a dossier with an average total score of at least 70/100 points; in which each mandatory criterion must be rated as “pass” by at least two-thirds (2/3) of the Appraisal Council members.

6. The Appraisal Council publicly announces the appraisal and scoring results and adopts the minutes of the Appraisal Council meeting.

7. The Appraisal Council discusses in order to reach agreement on its recommendations.

8. The administrative secretary finalizes the minutes of the Appraisal Council meeting.

9. The Appraisal Council approves the minutes of the meeting.

#### **IV. CRITERIA FOR APPRAISING PROPOSED SUPPORT TASK DOSSIERS**

##### **1. Mandatory criteria for intermediary organizations and enterprises proposing support tasks**

a) For intermediary organizations

The head must have at least 01 (one) year of experience in investment consulting, finance, support, or enterprise development;

Must have a framework program for incubation, training, coaching, and consulting for innovative startups, or have the capacity to cooperate with other organizations and individuals to implement the task.

b) For innovative startup enterprises, the following criteria must be met:

The operating period must not exceed 05 (five) years from the date of first issuance of the Enterprise Registration Certificate;

Must not have conducted a public offering of securities in the case of joint-stock companies;

Must produce and conduct business in products and services based on the exploitation of technology, intellectual property, digital assets, or new business models with high growth potential, or satisfy one of the criteria specified in Article 20 of Decree No. 80/2021/ND-CP dated 26 April 2021 of the Government detailing and guiding the implementation of a number of articles of the Law on Support for Small and Medium-Sized Enterprises.

Based on the criteria for innovative startup enterprises, the Appraisal Council shall determine innovative startup enterprises according to one of the following methods:

- Selecting enterprises that have won national or international awards for innovative startups or for innovative products or projects; or have been granted protection titles for inventions; or have been granted Certificates of Science and Technology Enterprises, High-Technology Enterprises, or High-Technology Application Enterprises.

- Selecting enterprises that have been invested in or committed to investment by innovative startup investment funds; or have been supported or committed to be supported by co-working spaces, innovative startup support organizations, service providers, incubators, business accelerators, or innovation centers in accordance with investment law.

- The Appraisal Council shall consider and evaluate enterprises based on the above criteria on the basis of the enterprises' proposed support task dossiers.

**2. Criteria for appraising task outlines for intermediary organizations**

a) Capacity and experience of the organization/individual implementing the task (maximum 30 points)

- Capacity and experience of the intermediary organization proposing the task;

- Capacity and experience of the individual acting as task leader;

- Financial capacity, technical and material facilities, and capacity of the host organization, partners, personnel, and innovative startup experts participating in task implementation.

b) Assessment of task contents (maximum 40 points)

- Ability to meet customer demand and market growth scale;

- Feasibility, consistency, and conformity with practical needs;

- Degree of suitability of the task implementation plan;

- Suitability and capacity of the host organization, task leader, and personnel implementing the task to meet task implementation requirements.

c) Level of linkage with other components of the innovative startup ecosystem (maximum 10 points)

- Plan for coordination with other innovative startup support units during and after task implementation;

- Plan for collaboration with other stakeholders in the ecosystem to expand the impact scope of the task.

d) Level of impact on the innovative startup support ecosystem (maximum 20 points)

- Scope and number of beneficiaries from task implementation;

- Scope of impact of task results on the innovative startup support ecosystem.

### **3. Criteria for appraising task outlines for innovative startup enterprises**

a) Capacity and experience of the enterprise/individual acting as task leader (maximum 30 points)

- Human resource capacity: professional capacity and experience of founders, management board, and staff of the enterprise; advisory experts and key partners domestically and internationally, etc.;

- Financial and technological capacity: fixed capital, working capital, value of intellectual property, value of technology, enterprise value as self-assessed or assessed by other organizations; value of fundraising/divestment transactions already conducted; operating results; awards and titles related to startups, innovation, technology, intellectual property, quality standards, and community development contributions achieved, etc.

b) Assessment of task contents (maximum 40 points)

- Assessment of market demand;
- Assessment of the solution's ability to meet market demand;
- Assessment of the product/service/business model.

c) Necessity of State support, impact of the task on socio-economic life, and risk control capability (maximum 30 points)

- Risk control capability and sustainability of the task;
- Economic, social, cultural, and environmental impacts, and promotion of innovation arising from the development of new products/services/business models of the host organization and participating organizations and individuals.

## **B. THE APPRAISAL TEAM FOR FUNDING**

### **I. COMPOSITION**

The Appraisal Team for funding consists of 05 members, including:

1. One (01) Head of the Appraisal Team for funding, who is the Chairperson or Vice Chairperson of the Appraisal Council for task outlines;
2. Four (04) members who are representatives of departments and units under the Department of Science and Technology or other units related to the task contents.

### **II. WORKING METHODS**

1. A meeting of the Appraisal Team must have at least two-thirds (2/3) of its members present, including the Head of the Appraisal Team.
2. Members of the Appraisal Team are responsible for studying the documents provided by the Department of Science and Technology and preparing their comments and assessments on the task budget.
3. The Appraisal Team works under the principle of democratic centralism. Its conclusions are adopted when more than three-quarters (3/4) of the attending members agree, by direct voting or secret ballot.
4. Divergent opinions of members are consolidated by the scientific secretary of the Appraisal Team for discussion and voting. Members of the Appraisal Team bear individual responsibility for their opinions and collective responsibility for the conclusions of the Appraisal Team.

### **III. WORKING PROCEDURES**

1. The administrative secretary reads out the decision on the establishment of the Appraisal Team, introduces the composition of the Appraisal Team and the delegates attending the meeting.

2. The Head of the Appraisal Team presents the main requirements and key contents regarding the appraisal of the task budget.

3. Members of the Appraisal Team provide comments on the task contents and the budget for task implementation.

4. Members of the Appraisal Team present their appraisal opinions.

5. The administrative secretary assists the Appraisal Team in finalizing the appraisal minutes.

6. The Appraisal Team approves the working minutes.

#### **IV. CONTENTS FOR APPRAISING THE TASK BUDGET**

1. Conformity between workload and the total estimated budget;

2. Degree of rationality in allocating the estimated budget to activities;

3. Degree of rationality in the contents and support cost norms from the state budget;

4. Degree of rationality in allocating the estimated budget within a consortium (if any);

5. Degree of compliance with counterpart funding and funds mobilized from non-state budget sources.

## **APPENDIX II**

### **FORMS FOR IMPLEMENTING TASKS TO SUPPORT THE DEVELOPMENT OF INNOVATIVE STARTUP PROJECTS**

*(Issued together with Resolution No. 54/2024/NQ-HDND dated December 13,  
2024 of the People's Council of Da Nang City)*

1. Form 01.DDN: Application for support.
2. Form 02.TMNV-TCTG: Task outline for supporting the development of innovative startup projects for intermediary organizations.
3. Form 03.TMNV-DN: Task outline for supporting the development of innovative startup projects of enterprises.
4. Form 04.QDPD: Decision on the host unit and support funding.
5. Form 05.DNNT: Written request for acceptance of the task supporting the development of innovative startup projects.
6. Form 06.BCKQ: Guidelines for writing the final report of the task.
7. Form 07.QDCN: Decision on recognition of task implementation results.
8. Form 08.HTKP: Decision on financial support.

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**

**APPLICATION FOR SUPPORT**

To: Da Nang City Department of Science and Technology

1. Name of the intermediary organization/enterprise requesting support:
2. Address:
3. Telephone:
4. Fax:
5. E-mail:
6. Legal representative:  
Full name:  
Position:
7. Enterprise identification number:
8. Request for consideration of support:
9. Attached documents:

(1)

(2)

We hereby commit that the dossiers submitted to the Department of Science and Technology are true and accurate and that we have not received any funding support from the state budget for the contents proposed for support.

**Recipients:**

As above;

Archived:

....., date ... month ... year ...

**AUTHORIZED REPRESENTATIVE  
OF THE INTERMEDIARY  
ORGANIZATION/ENTERPRISE**

*(Signature, full name and seal)*

-----  
1. The Secretary shall read the Decision on establishment of the Council and introduce the Council members and attending delegates.

**EXPLANATORY STATEMENT OF THE TASK FOR DEVELOPING  
INNOVATIVE STARTUP PROJECTS AT THE PRE-INCUBATION /  
INCUBATION/ACCELERATION STAGE IN YEAR ...**

*(For intermediary organizations proposing the task)*

<p><b>1. Name of the task</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>2. Information on the organization implementing the task</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>2.1. Host organization (also the lead organization of the consortium, if any)</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>2.1.1. <i>Name and head office address</i></p>
<p>2.1.2. <i>Leadership of the organization</i></p> <p><i>(Full name, position, email, telephone number, address)</i></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>2.1.3. <i>Capacity of the head of the host organization (also the head of the consortium, if any)</i></p> <p>.....</p> <p>.....</p>
<p>2.1.4. <i>Task leader</i></p> <p><i>(Full name, position, email, telephone number, address)</i></p> <p>.....</p> <p>.....</p>

<p><i>2.1.5. Contents and results of the organization's activities in supporting innovative startups</i></p> <p>.....</p> <p>.....</p>
<p><b>2.2. First consortium member organization (if any)</b></p>
<p><b>2.2.1. Name and head office address</b></p> <p>.....</p> <p>.....</p>
<p><b>2.2.2. Leadership of the organization</b> <i>(Full name, position, email, telephone number, address)</i></p> <p>.....</p> <p>.....</p>
<p><b>2.2.3. Main members participating in task implementation</b> <i>(Full name, position, email, telephone number, address)</i></p> <p>.....</p> <p>.....</p>
<p><b>2.2.4. Contents and results of the organization's activities in supporting innovative startups</b></p> <p>.....</p> <p>.....</p>
<p><b>2.3. Second consortium member organization (if any)</b></p>
<p><b>2.3.1. Name and head office address</b></p> <p>.....</p> <p>.....</p>
<p><b>2.3.2. Leadership of the organization</b> <i>(Full name, position, email, telephone number, address)</i></p> <p>.....</p> <p>.....</p>
<p><b>2.3.3. Main members participating in task implementation</b> <i>(Full name, position, email, telephone number, address)</i></p> <p>.....</p> <p>.....</p>

2.3.4. *Contents and results of the organization's activities in supporting innovative startups*

.....  
.....

**3. Brief description of the task**

*(objectives and main contents of the activities of the proposed task)*

.....  
.....  
.....

**4. Human resources and financial resources, and technical facilities used to implement the task**

*(Summary of the capacity and experience of the organization's staff and employees, the network of experts participating in the implementation of the main contents of the task; results, awards and titles related to innovative startup support that have been achieved; financial resources and technical facilities permitted to be exploited and used to implement the task, enclosed with supporting documents)*

.....  
.....  
.....

**5. Overview of practical needs**

*(Analysis of strengths, weaknesses, opportunities and challenges regarding the current capacity and needs of stakeholders in the innovative startup support ecosystem and the ability to meet those needs)*

.....  
.....  
.....

**6. Solutions**

*(Analysis of the proposed solutions based on the analysis of practical needs; clearly stating the novelty in the approach, measures, implementation methods, and conditions ensuring the feasibility of the solutions)*

.....  
.....

**7. Role of consortium member organizations (if any)**

*(Clearly state the main activities carried out by the lead organization and the consortium member organizations in implementing the task; the coordinating role and responsibilities of the lead organization and the head of the consortium; the plan for assignment, coordination, supervision, inspection of activities and evaluation of task implementation results of the consortium member organizations)*

.....  
 .....  
 .....

**8. Activity contents, expected products, and results of task implementation**

*(Specify the main activity contents and relevant data as a basis for estimating the budget; the support contents in accordance with Article 5 of Resolution No. ..../2024/NQ-HDND of Da Nang City)*

8.1. Main implementation contents	8.2. Activities	8.3. Explanation
Content 1	Activity 1	
	Activity 2	
	Activity 3 ...	

**8.4. Timeline and implementation schedule of the task**

Content, activity	Results to be achieved/ Products obtained	Implementation time (Month ...)	Implementing unit (for consortium)
<b>Content 1:</b>			
Activity 1:			
Activity 2:			
<b>Content 2:</b>			
Activity 1:			
Activity 2:			
<b>Content 3:</b>			
Activity 1:			
Activity 2:			

**8.5. Results of task implementation**

*(For acceptance evaluation)*

Clearly state the number of projects supported by stages (pre-incubation, incubation, acceleration).

**8.6. Products**

*(For acceptance evaluation and contract liquidation, for example: incubation program framework, training materials, reports of mentors and experts accompanying projects; reports on project development during the incubation process, ...)*

**9. Sustainability of the task implementation process**

*(Analyze subjective and objective risk factors and risk control measures; plans for scaling up the model, transferring and exploiting the products/results of task implementation)*

.....  
.....

**10. Effectiveness achieved and linkages and cooperation with other actors in the ecosystem**

*(Impacts and effectiveness in terms of socio-economic and science and technology aspects; linkages and cooperation activities with other actors domestically and internationally)*

.....  
.....

**11. Participation in other support projects**

*(Clearly state projects, programs and schemes that have received funding from the central and local state budget, and internationally funded projects that the lead organization and consortium member organizations have implemented, are implementing, or have submitted applications to participate in)*

**12. Total estimated budget for task implementation**

.....  
.....

**12.1. Counterpart funding of the implementing organization**

*(Clearly state the counterpart funding of the lead organization and consortium member organizations, enclosed with financial supporting documents)*

.....

*12.3. Funding mobilized from other sources*

*(Specify in detail the expected funding sources)*

.....  
.....

*Date ... month ... year 20...*

**TASK MANAGEMENT UNIT**  
*(Signature, full name of the leader  
and seal)*

*Date ... month ... year 20...*

**LEAD ORGANIZATION**  
*(Signature, full name of the leader  
and seal)*

*Date ... month ... year 20...*

**CONSORTIUM MEMBER  
ORGANIZATION (IF ANY)**  
*(Signature, full name of the leader  
and seal)*

**TASK LEADER**

*(Full name, signature)*







**EXPLANATORY REPORT ON THE TASK OF SUPPORTING THE DEVELOPMENT OF AN INNOVATIVE STARTUP PROJECT AT THE ENTERPRISE DEVELOPMENT STAGE, YEAR .....**

*(For enterprises with innovative startup projects)*

<p><b>1. Task title</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>2. Information about the organization in charge of implementing the task</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><i>2.1. Name and head office address of the organization in charge of implementing the task</i></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><i>2.2. Operating period (date of first issuance of the Business Registration Certificate)</i></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><i>2.3. Charter capital: .....</i></p>
<p><i>2.4. Founding members, management board</i> <i>(Full name, position, email, telephone number, address)</i></p> <p>.....</p> <p>.....</p>
<p><i>2.5. Production and business activities related to the task</i></p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><i>2.6. Information on organizations and individuals participating in the implementation of the task</i> <i>(Full name, head office address of the individual/organization and the head of the organization; brief description of the activities of the individuals and organizations participating in the implementation of the task)</i></p> <p>.....</p> <p>.....</p>

**3. Brief description of the task proposed for support**

*(Objectives and main activities)*

.....  
.....  
.....  
.....

**4. Capacity to implement the task**

*4.1. Human resource capacity*

*(Professional capacity and experience of founders, management board, staff/employees of the enterprise; advisors and key partners domestically and internationally)*

.....  
.....

*4.2. Financial and technological capacity*

*(Fixed capital, working capital, value of intellectual property assets, value of technology, enterprise value self-assessed by the enterprise or assessed by other organizations, value of capital-raising/divestment transactions already conducted, operating results, awards and titles related to startups, innovation, technology, intellectual property, quality standards, and contributions to community development achieved)*

.....  
.....

**5. Overview of market demand**

*(Analysis of the current situation and forecast of demand of the target market at national and international levels; opportunities and challenges in addressing market problems)*

.....  
.....  
.....

**6. Solutions**

*(Analysis of approaches to solving problems related to the target market, customer needs, competing products/services; measures to respond to competitors and forecasts of market trend changes at national and international levels)*

.....  
.....

**7. Product/service and business model**

*(Novelty, feasibility and distinct value of the product/service; creativity and scalability of the business model; technological solutions and intellectual property exploited and used; market and target customers; main distribution*

channels; growth rate of market scale; number of customers/users, volume of products/services consumed; revenue growth rate)

.....  
 .....  
 .....  
 .....

**8. Activity contents, expected products and results of task implementation**  
 (State the main activity contents and relevant figures as a basis for cost estimation, and the support contents in accordance with Article 6 of Resolution No. .... / 2024/NQ-HDND of Da Nang City)

Example:

*Content 1: Support for direct labor costs*

*Activity 1: Research, assessment and analysis of customer needs*

*Activity 2: Design of product and service models, ...*

*Content 2: Support for costs of hiring experts for consulting, coaching, training, and coordinating research and development of innovative startup projects*

*Activity 1: Hiring domestic experts*

*Activity 2: Hiring international experts*

*Content 3: Support for costs of using innovation startup support services*

*Activity 1: .....*  
 .....

8.1. Main implementation contents	8.2. Activities	8.3. Explanation
Content 1	Activity 1	
	Activity 2	
	Activity 3 ...	

**8.4. Timeline and implementation schedule of the task**

**8.5 Product**

Content, activity	Results to be achieved/ Products obtained	Implementation time (Month ...)	Implementing unit (for consortium)
<b>Content 1:</b>			
Activity 1:			
Activity 2:			
<b>Content 2:</b>			
Activity 1:			
Activity 2:			

<b>Content 3:</b>			
Activity 1:			
Activity 2:			

*(For the purpose of acceptance evaluation and contract liquidation)*

.....  
 .....

**9. Risk control capability and sustainability of the task**

*(Analyze subjective and objective risk factors and risk control measures; development directions for new products/services and scaling up the business model in domestic and international markets, thereby demonstrating financial sustainability.)*

.....  
 .....

**10. Necessity of State support for the task**

*(Summarize the plan, objectives, and roadmap for market scale development and the necessity of State support; estimate the value of benefits generated for beneficiaries of the new products/services/business models; impacts on socio-economic, cultural and environmental aspects, and promotion of innovation arising from the development of new products/services/business models by the host organization and participating organizations and individuals.)*

.....  
 .....

**11. Participation in other support projects**

*(Clearly state the projects, programs and schemes that have received financial support from the central and local state budget, internationally funded projects, and credit-loan projects in which the host organization and participating organizations/individuals have participated, are participating, or have submitted applications to participate.)*

.....  
 .....

**12. Total estimated budget for task implementation**

.....  
 .....

**12.1. Counterpart funding of the enterprise**

*(The enterprise's counterpart funding, enclosed with documents proving financial capacity.)*

.....
.....
<i>12.2. Funding proposed for support from the state budget</i>
.....
.....
<i>12.3. Funding mobilized from other sources</i> <i>(Clearly specify the sources of funding expected to be mobilized.)</i>
.....
.....

*Date ... month ... year 20...*  
**TASK MANAGEMENT UNIT**  
*(Signature, full name of the leader  
and seal)*

*Date ... month ... year 20...*  
**LEAD ORGANIZATION**  
*(Signature, full name of the leader  
and seal)*

**TASK LEADER**  
*(Full name, signature)*







**PEOPLE'S COMMITTEE  
OF DA NANG CITY  
DEPARTMENT OF SCIENCE  
AND TECHNOLOGY**

**SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness**

No.: /QD-SKHCHN

*Da Nang, day .... month .... year 20....*

**DECISION**

**Re: Approving the host organization and funding support for the development of an innovative startup project in the year ...**

**DIRECTOR OF DA NANG DEPARTMENT  
OF SCIENCE AND TECHNOLOGY**

*Pursuant to Decision No. 17/2023/QD-UBND dated June 2, 2023 of the People's Committee of Da Nang City promulgating the regulations on functions, tasks, powers and organizational structure of the Da Nang Department of Science and Technology;*

*Pursuant to Resolution No. .../.../NQ-HDND dated .../.../2024 of the City People's Council on stipulating the order, procedures, conditions, quantity, contents and level of non-refundable support from the state budget for the development of innovative startup projects in Da Nang City;*

*Pursuant to the meeting minutes dated ... of the Council for appraisal of the task explanation on development of the innovative startup ecosystem in the year ...;*

*Pursuant to .....*

*At the proposal of the Head of the Technology Management Division and the Head of the Planning and Finance Division of the Department of Science and Technology,*

**DECIDES:**

**Article 1.** To approve the host organization and funding support for implementation of the task as follows:

- Host organization: ...
- Implementation period: ...

Total estimated budget for implementation of the task: ....., including:

- Funding requested for support from the state budget: ...
- Counterpart funding of the organization implementing the task: ...
- Funding mobilized from other sources: 0 VND.

**Article 2.** The above-mentioned funding support shall be provided from the budget source ..... of the Department of Science and Technology.

**Article 3.** The host organization is responsible for organizing the implementation of the task, carrying out the information and reporting regime, finalizing the settlement of funds in accordance with current regulations, and delivering the products in full compliance with the regulations.

**Article 4.** The host organization, the Task Leader, the Head of the Technology Management Division, and the Head of the Planning and Finance Division of the Department of Science and Technology shall be responsible for implementing this Decision./.

***Recipient:***

- As Article 4;
- Archives; .....

**DIRECTOR**

**NAME OF HOST  
ORGANIZATION**

**SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness**

No.: .../...

Da Nang, day ... month ... year 20...

Re: Request for evaluation and  
acceptance of the task .....

To: Da Nang City Department of Science and Technology

The host organization of the task respectfully requests the Department of Science and Technology of Da Nang City to organize the evaluation and acceptance of the results of the task on supporting the development of an innovative startup project as follows:

Task name:

Host organization:

Participating organization(s) (if any):

Task leader:

Contract No.<sup>(2)</sup>:

Implementation period under the contract: from ... to ...

Adjusted/extended period (*if any*) until: ...

Enclosed with this official letter is the dossier for task evaluation, including:

1. Original copy of the Report on evaluation of task implementation results;
2. Copy of the contract and task outline (explanatory statement);
3. Results and products of task implementation;
4. Minutes of inspection and evaluation of the task implementation progress (if any);
5. Other documents (if any).

Number of dossiers:

01 set (*original*) with full documents as listed above;

01 electronic copy of the above reports recorded on an optical disc (PDF format, without security settings).

Proposed time and venue for organizing the evaluation and acceptance: ...

Sincerely./.

**Recipient:**

- As above;

.....

**THE HOST ORGANIZATION**

(*Name of leader, signature and seal*)

**PARTICIPATING ORGANIZATION IN TASK IMPLEMENTATION**

(*Name of leader, signature and seal*)

<sup>1</sup> Specify clearly the task name as stated in the approved explanatory statement and contract.

<sup>2</sup> Specify clearly the number of the signed contract.

**TASK RESULT REPORT**

The consolidated task result report is a document summarizing the implementation process and the results achieved when the task reaches its completion deadline for the purpose of acceptance evaluation. After being revised in accordance with the conclusions of the Evaluation Council, the report is used for recognition of task results, contract liquidation, and archival in accordance with regulations.

**A. REPORT STRUCTURE**

The structure of the report includes three parts: the opening part, the main part, and the concluding part, and is presented in the following order:

Opening part	Front cover Inner cover Acknowledgements (if necessary) Table of contents List of tables, charts, and figures List of abbreviations, symbols, and terms used in the report
Main part	Introduction Main content of the report Conclusions and recommendations Plan for implementation of task results References
Concluding part	Appendices Back cover

**I. OPENING PART**

1. Front cover

Includes the following information:

Full name of the host organization.

Name of the task.

Full name of the task leader.

Place and time of completion of the report.

Inner cover (*see template in Section C*)

The content and layout are similar to the Front cover; however, this page additionally includes:

List of main implementers (write full names and names of their affiliated institutions); List of main coordinating units (if any); Implementation period and implementation budget (clearly stating funding sources).

### 3. Acknowledgements (if deemed necessary)

Present acknowledgements of the author(s)/authoring team to organizations and individuals who provided assistance during the research process.

### 4. Table of contents

The table of contents includes a list of all subdivisions of the report and appendices together with page numbers. In addition, it may also include a list of figures and tables.

### 5. List of tables, charts, and figures

Includes a list of all tables, charts, graphs, drawings, and images used in the report together with their page numbers.

### 6. List of abbreviations, symbols, and terms

Includes a glossary explaining abbreviations, letter symbols, notation symbols, units, and terms used in the report. Note: present symbols and abbreviations first (first column), followed by the full terms (second column).

## **II. MAIN PART**

### 1. Introduction

This section is written as a separate part and is not numbered as a section or chapter.

Briefly introduce the formation of the task; concisely present the objectives and contents of the task; the significance of the task; and the issues that the task needs to address.

Market demand overview (*Analyze the current situation and forecast demand of the target market at national and international levels; opportunities and challenges in addressing market problems for the task's products.*)

Solution (*Analyze approaches to solving issues related to the target market, customer needs, competing products/services, measures to cope with competitors, and forecast trends of market changes at national and international levels.*)

Products/services and business model (*Novelty, feasibility, and differentiated value of the products/services; creativity and scalability of the business model; technological solutions and intellectual property exploited and used; target market and customers; main distribution channels; market scale growth rate; number of customers/users, volume of products/services consumed; revenue growth rate.*)

## 2. Main contents of the report

The main contents of the report are divided into parts or chapters with sequential numbering and must cover the following aspects: theory, results, discussion, or recommendations.

In the main contents of the report, the following must be presented:

Implementation results and discussion:

+ Specifically present the implemented contents in accordance with the contract.

+ Present, analyze, and evaluate the results achieved. Draw conclusions for each content.

+ Generalize and comprehensively evaluate the results obtained from the task compared with the explanatory outline.

+ Focus on describing and analyzing the main products of the task, and their applicability and development potential.

*(Quantity and quality of products.)*

3. Conclusions and recommendations: Presented as a separate part and not numbered as a section or chapter.

In this part, concisely present conclusions drawn from the task contents; evaluate achieved/not-yet-achieved results of the task in relation to product development for the enterprise and socio-economic effectiveness.

## 4. Plan for implementation of task results

Presented as a separate part and not numbered as a section or chapter.

This part specifically presents the plan to continue developing the company's products in the coming period.

## 5. References

References are usually presented in the following order:

Author(s)/Title/Publication details.

Example:

Dinh Xuân Linh, Than Duc Nha. Techniques for cultivating and processing edible and medicinal mushrooms. Hanoi: Hanoi Agriculture Publishing House; 2010.

Hanna JN, McBride WJ, Brookes DL, Shield J, Taylor CT, Smith IL, et al. Hendra virus infection in a veterinarian. *Med J Aust.* 2006 Nov 20; 185(10):562–64.

The list of references is arranged in the order of citation or in alphabetical order in the report, regardless of Vietnamese, English, French, etc. Documents in foreign languages must be kept in the original language, not transliterated or translated. For documents written in less commonly known foreign languages, an additional Vietnamese explanation may be added for each reference. Limit the use of theses, dissertations, information from the internet, and textbooks as references.

### **III. CONCLUDING PART**

#### 1. Appendices

The appendices include survey tables, data calculation tables, forms, photographs, diagrams, technological processes, drawings, etc. that are necessary to illustrate or support the report.

#### 2. Back cover

### **B. PRESENTATION OF THE REPORT**

The report shall be bound as a book with a hard cover; printed on one side of A4 paper; font size 13 or 14; Times New Roman font; line spacing 1.3 or 1.5 lines; left margin 3.5 cm, right margin 2.0 cm, top margin 2.0 cm, and bottom margin 2.0 cm. Page numbers shall be centered at the bottom of the page.

Numbering system: The report is divided into Parts or Chapters (using Roman numerals). Under each Part/Chapter are Major Sections (using Roman numerals) and Subsections (using Arabic numerals). Subsections shall be numbered with a maximum of four digits.

Example: 1.2.3.4 indicates Subsection 4 of Subsection group 3, belonging to Section II of Chapter I.

Do not mix Roman numerals and Arabic numerals (e.g., Chapter I followed by Section 1.1 or Subsection 1.1.2).

Tables, charts, figures, graphs, formulas, etc.:

The numbering of tables, figures, graphs, formulas, and equations must correspond to the Part/Chapter number.

Example: Figure 2.4 means Figure No. 4 in Chapter II.

The order number and title of tables and charts are placed above the table or chart.

The order number and title of figures and graphs are placed below the figure or graph.

The order number of formulas and equations is placed in parentheses on the right side of the same line.

The font size of the order number and title shall be the same as the font size used in the report.

All tables, figures, data, and statements taken from other sources must be fully cited and listed in the References.

References and citations:

When writing the report, if the content relates to a reference, the reference number in the References list shall be placed in square brackets [ ] after that content.

When quoting verbatim a passage of fewer than two sentences or four typed lines, use quotation marks at the beginning and end of the quoted part.

If the quotation is longer, separate it into a distinct paragraph, indent the left margin by an additional 2 cm, and do not use quotation marks. After the quoted paragraph, place square brackets indicating the reference number according to the References list.

Citations shall follow the reference numbering in the References list and be placed in square brackets; if necessary, include the page number, for example: [15, p.314–315].

For content cited from multiple different documents, the number of each document shall be placed independently in separate square brackets in ascending order, for example: [19], [25], [41], [42].

Units of measurement:

Legal units of measurement of Viet Nam must be used. If other units are used, their converted values must be provided and placed in parentheses ( ).

Report style: Sentences should be simple, concise, and brief. Use clear and precise wording, and avoid expressions that may lead to multiple interpretations by the reader.

## C. SUB-COVER PAGE TEMPLATE

### HOST ORGANIZATION

#### FINAL REPORT ON TASK RESULTS SUPPORTING INNOVATIVE STARTUP ENTERPRISES

*Task name:*

*Task leader:*

Members participating in the task:

Implementation period: (as stated in the Contract)

Budget: (as stated in the Contract)

Cooperating research organization(s) (if any):

*Da Nang, month ..... year .....*

DA NANG CITY PEOPLE’S COMMITTEE  
DEPARTMENT OF SCIENCE  
AND TECHNOLOGY

SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness

No.: /QD-SKHCHN

Da Nang, day month year 202...

**DECISION**

**Re.: The recognition of results of implementation  
of the task of supporting the development of innovative startup projects**

**DIRECTOR OF DA NANG CITY DEPARTMENT OF  
SCIENCE AND TECHNOLOGY**

*Pursuant to Decision No. 17/2023/QD-UBND dated June 02, 2023 of the People’s Committee of Da Nang City on promulgating the regulations on the functions, tasks, powers and organizational structure of the Department of Science and Technology of Da Nang City;*

*Pursuant to Resolution No. .../NQ-HDND dated .../.../2024 of the People’s Council of the City on regulations on procedures, order, conditions, quantity, contents and non-refundable support levels from the state budget for the development of innovative startup projects in Da Nang City;*

*Pursuant to the meeting minutes dated ... of the Council for appraisal of the explanatory report of the task on developing the innovative startup ecosystem in ...;*

*Pursuant to .....*

*At the proposal of the Head of the Technology Management Division and the Head of the Planning and Finance Division of the Department of Science and Technology.*

**HEREBY DECIDES:**

**Article 1.** To recognize the results of implementation of the task of supporting the development of the innovative startup ecosystem: “ ..... ”

Implementing organization:

Task leader:

Participating organization(s) (if any):

Classified as:

**Article 2.** The Department of Science and Technology is responsible for keeping the dossiers and publicly announcing the results of task implementation.

**Article 3.** The implementing organization and the task leader are responsible for retaining all dossiers and documents, carrying out information and reporting regimes in accordance with current regulations, and applying the results of the task implementation.

**Article 4.** This Decision takes effect from the date of signing.

**Article 5.** The implementing organization, participating organization(s), and relevant organizations and units; the Head of the Technology Management Division and the Head of the Planning and Finance Division of the Department of Science and Technology shall be responsible for the implementation of this Decision.

***Recipients:***

- As in Article 5;
- Archives, ...

**DIRECTOR**

DA NANG CITY PEOPLE'S COMMITTEE  
**DEPARTMENT OF SCIENCE  
AND TECHNOLOGY**

**SOCIALIST REPUBLIC OF VIETNAM**  
Independence - Freedom - Happiness

No.: /QD-SKHCHN

Da Nang, day month year 202...

**DECISION**

**Re.: The provision of financial support for the development  
of innovative startup projects**

**DIRECTOR OF DA NANG CITY DEPARTMENT OF  
SCIENCE AND TECHNOLOGY**

*Pursuant to Decision No. 17/2023/QD-UBND dated June 02, 2023 of the People's Committee of Da Nang City on promulgating the regulations on functions, tasks, powers and organizational structure of the Department of Science and Technology of Da Nang City;*

*Pursuant to Resolution No. .../NQ-HDND dated .../.../2024 of the People's Council of the City on regulations on procedures, order, conditions, quantity, contents and levels of non-refundable support from the state budget for the development of innovative startup projects in Da Nang City;*

*Pursuant to the meeting minutes dated ... of the Council for appraisal of dossiers requesting support;*

*Pursuant to ...;*

*At the proposal of the Head of the Technology Management Division and the Head of the Planning and Finance Division of the Department of Science and Technology.*

**HEREBY DECIDES:**

**Article 1.** To provide financial support for the development of innovative startup projects for .....

**Article 2.** The supported funding shall be allocated from the annual science and technology non-business funds of the Department of Science and Technology of Da Nang City. The projects and enterprises shall be legally responsible for the declared contents in their dossiers and for managing and using the supported funds in accordance with current regulations.

**Article 3.** The Head of the Technology Management Division, the Head of the Planning and Finance Division, and relevant units shall be responsible for implementing this Decision.

**Recipients:**

- As in Article 3;
- Archives, ...

**DIRECTOR**

**Appendix III**  
**COMPOSITION, WORKING METHODS, WORKING PROCEDURES,  
AND EVALUATION CRITERIA OF THE COUNCIL FOR  
EVALUATION AND ACCEPTANCE OF TASKS SUPPORTING THE  
DEVELOPMENT OF INNOVATIVE STARTUP PROJECTS AND  
DOSSIERS REQUESTING SUPPORT FOR INNOVATIVE STARTUP  
PROJECTS AT THE ENTERPRISE DEVELOPMENT STAGE UNDER  
THE POST-SUPPORT METHOD**

*(Promulgated together with Resolution No. 54/2024/NQ-HDND dated  
December 13, 2024 of the People's Council of Da Nang City)*

**A. THE COUNCIL FOR EVALUATION AND ACCEPTANCE OF  
TASKS**

**I. COMPOSITION**

The Council for evaluating dossiers requesting support for innovative startup projects at the enterprise development stage under the post-support method shall be established by the Director of the Department of Science and Technology and shall consist of 07–09 members, including a Chairperson, 01 Vice Chairperson, and Council members who are experts in science and technology and innovative startups or representatives of relevant management agencies and specialized agencies.

**II. WORKING METHODS**

1. A meeting of the Council shall be valid only when at least 2/3 (two-thirds) of the Council members are present, including the Chairperson or the Vice Chairperson.

2. Council members are responsible for studying the documents provided by the Department of Science and Technology and preparing comments and assessments on the dossiers of task implementation results.

3. The Council works in accordance with the principle of democratic centralism. Conclusions of the Council shall be adopted when more than 3/4 (three-quarters) of the attending Council members agree, by direct voting or secret ballot.

4. Differing opinions of members shall be compiled by the scientific secretary of the Council for discussion and voting by the Council. Council members bear individual responsibility for their opinions and collective responsibility for the Council's conclusions.

**III. WORKING PROCEDURES**

1. The administrative secretary of the Council states the reason for the meeting, reads the decision on the establishment of the Council and introduces the attending delegates; announces the deadline for submission of acceptance dossiers;

and announces the principles for scoring and classification of tasks by voting method.

2. The Chairperson of the Council, or the Vice Chairperson (in case the Chairperson is absent), presides over the Council meeting.

3. The Council elects 01 member as the scientific secretary of the Council.

4. The scientific secretary of the Council reads out written evaluation comments of absent members (if any) for reference by the Council.

5. The Council discusses, comments on, and officially evaluates the results of task implementation in accordance with the signed contract.

6. The Council evaluates and classifies the task. Council members assess task results using the prescribed evaluation forms. The Council conducts classification by secret ballot.

7. The Council meeting shall have a Vote-Counting Committee. The Vote-Counting Committee consists of 03 persons: a representative of the agency/unit organizing the Council, the administrative secretary of the Council, and the scientific secretary of the Council.

The Vote-Counting Committee and the agency organizing the evaluation and acceptance of the task are responsible for keeping confidential all information relating to scoring and classification by Council members.

8. Conclusions of the Council:

a) The Chairperson or Vice Chairperson summarizes opinions and concludes on the evaluation of task implementation results.

b) The Council discusses and approves each conclusion of the Council.

c) The secretary announces the scoring and classification results after compiling the opinions of Council members.

d) In case the task result is evaluated as “Not achieved”, the Council considers and determines the completed work compared with the contract as a basis for competent management agencies to review and handle.

#### **IV. EVALUATION CRITERIA OF THE COUNCIL**

1. Evaluation of the consolidated final report.

2. Evaluation of the quantity and volume of products.

3. Evaluation of product quality.

4. Evaluation of the time of submission of the acceptance dossier.

5. Classification of tasks:

a) Excellent: When 100% of product criteria are rated excellent and the consolidated final report is rated at least satisfactory.

b) Satisfactory: when simultaneously meeting the following requirements:

- All criteria on quality and types of products are at least satisfactory;

- At least 3/4 of the criteria on volume and quantity of products are rated “Satisfactory” or higher (products failing to meet volume or quantity must still achieve at least 3/4 of the ordered amount);

- The consolidated final report is rated “Satisfactory” or higher.

c) Not achieved: not falling under the two cases above or when the acceptance dossier is submitted more than 06 months late.

## **B. APPRAISAL TEAM AND THE APPRAISAL COUNCIL FOR DOSSIERS REQUESTING SUPPORT FOR THE DEVELOPMENT OF INNOVATIVE STARTUP PROJECTS UNDER THE POST-SUPPORT METHOD**

### **I. APPRAISAL TEAM**

#### **1. Composition**

The Appraisal Team for dossiers shall consist of 03–05 members, including:

One (01) Head of the Appraisal Team who is a leader of the Department of Science and Technology or a leader of a specialized division under the Department of Science and Technology in charge of innovative startup activities; Other members are representatives of divisions and units under the Department of Science and Technology or other units related to the content of the task.

#### **2. Working methods**

a) A meeting of the Appraisal Team must have at least 2/3 of its members present, including the Head of the Appraisal Team.

b) Members of the Appraisal Team are responsible for studying the documents and preparing comments and assessments of the task dossier.

c) The Appraisal Team works in accordance with the principle of democratic centralism. Conclusions of the Appraisal Team are adopted when more than 3/4 (three-quarters) of the attending members agree, by direct voting or secret ballot.

d) Differing opinions of members shall be compiled by the secretary of the Appraisal Team for discussion and voting. Members of the Appraisal Team bear individual responsibility for their opinions and collective responsibility for the conclusions of the Appraisal Team.

#### **3. Working procedures**

a) The secretary reads the decision on the establishment of the Appraisal Team and introduces the members of the Appraisal Team and the attending delegates.

b) The Head of the Appraisal Team states the main requirements and contents of the appraisal of the dossier requesting support.

c) Members of the Appraisal Team give their appraisal opinions.

d) The Appraisal Team approves the minutes of the meeting.

#### **4. Contents of appraisal of the dossier requesting support**

1. Components of the dossier requesting support;
2. Preliminary comments on the contents and budget of the project as a basis for reporting to the Appraisal Council.

## **II. APPRAISAL COUNCIL FOR DOSSIERS REQUESTING SUPPORT**

### **1. Composition**

The Appraisal Council for tasks is established by the Director of the Department of Science and Technology and consists of 05–07 members, including a Chairperson, 01 Vice Chairperson (if necessary), and members who are experts in innovative startups or representatives of relevant management agencies and specialized agencies.

### **2. Working methods**

a) A meeting of the Council must have at least 2/3 of the Council members present, including the Chairperson or Vice Chairperson.

b) Council members are responsible for studying the documents provided by the Department of Science and Technology and preparing comments and assessments of the dossier requesting support.

c) The Council works in accordance with the principle of democratic centralism. Conclusions of the Council are adopted when more than 3/4 (three-quarters) of the attending Council members agree, by direct voting or secret ballot.

d) Differing opinions of members shall be compiled by the secretary of the Council for discussion and voting. Council members bear individual responsibility for their opinions and collective responsibility for the Council's conclusions.

### **3. Working procedures**

a) The secretary of the Council states the reason for the meeting, reads the decision on the establishment of the Council and introduces the attending delegates; reports an overview of the applicant unit; and announces the principles for evaluating the dossier requesting support.

b) The Chairperson of the Council or the Vice Chairperson (in case the Chairperson is absent) presides over the Council meeting.

c) The Council elects 01 member to act as the Council secretary.

d) The Council secretary reads out written evaluation comments of absent members (if any) for the Council's reference.

đ) The Council discusses, comments on, and evaluates the dossier requesting support for the development of innovative startup projects.

e) The Council scores the dossier. Council members evaluate the dossier according to the prescribed scoring scale recorded on the evaluation forms. The Council conducts scoring by secret ballot.

g) The Council meeting shall have a Vote-Counting Committee. The Vote-Counting Committee consists of 03 persons: a representative of the agency/unit

organizing the Council, the administrative secretary of the Council, and the scientific secretary of the Council.

h) The Vote-Counting Committee and the agency organizing the evaluation and acceptance of tasks are responsible for keeping confidential all information relating to scoring and evaluation by Council members.

i) Conclusions of the Council:

- The Chairperson or Vice Chairperson summarizes opinions and concludes on the evaluation results of task implementation for each content specified in the meeting minutes template.

- The Council discusses and approves each conclusion of the Council.

- The scientific secretary announces the scoring results and classification after compiling the opinions of Council members.

### **III. EVALUATION CRITERIA FOR DOSSIERS REQUESTING FINANCIAL SUPPORT FOR THE DEVELOPMENT OF INNOVATIVE STARTUP PROJECTS UNDER THE POST-SUPPORT METHOD**

1. Criteria for evaluating enterprises

Implemented in accordance with point b, clause 1, Section IV, Part A of Appendix I enclosed with this Resolution.

2. Criteria for evaluating projects

a) Novelty, creativity, and sustainable development capacity of the project.

b) Appropriateness between workload and implementation budget;

c) Reasonableness in the allocation of funds for activities;

d) Reasonableness in contents and norms of financial support from the state budget;

đ) Level of adequacy of counterpart funding and funds mobilized from non-state budget sources.

3. Level of funding proposed by the Council for support