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# **The K-Lab's Laos Cooperation Support Project Guide 2024**

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**December 2023**



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**【Attachment】 Computer Application Manual**

☐ Background

- The installation and operation of K-Lab facilities in developing countries supports ICT innovation capabilities such as digital competency strengthening education, the discovery of innovative ideas, and the implementation of prototypes suitable to the local circumstances of developing countries, thereby contributing to the nurturing of digital talent and discovery of economic opportunities in the ICT field in developing countries.

\* K-Lab facilities are digital innovation infrastructure that supports the acquisition and experience of digital technologies, including idea discovery and prototype implementation, and creative ICT innovation through the use of digital manufacturing equipment and software and ICT training.

☐ Grounds for Promotion

- Article 5 (Obligations of the State, etc.) of the Framework Act on International Development Cooperation

\* As an official development assistance (ODA) project to contribute to the improvement of the ICT level of developing countries and increase the effectiveness of international development cooperation, it is promoted by the ODA project execution procedures under the Framework Act on International Development Cooperation, such as project discovery according to the demand of the recipient country, feasibility review and approval of ODA project support, and project implementation.

☐ Main Content

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Nurturing digital industry human resources by operating K-Lab digital innovation infrastructure that reflects the local circumstances, digital readiness, and user characteristics of the recipient country, rather than operating a standardized education program after establishing facilities and equipment

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- Establishment of K-Lab digital facilities
  - Installation of equipment and construction of utilization facilities for digital production and the construction and operation of collaborative spaces and educational facilities
- Operation of K-Lab ICT innovation training
  - Operating digital innovation programs such as localized digital production and ICT/SW education suited to the recipient country's situation and that reflect user characteristics
- Promotion of K-Lab cooperation and connection

- Encouraging active participation from the recipient country, and serving as a digital cooperation hub through practical follow-up linkage plans

## II

## Open Call Details



☐ Task Name: Recruitment of an Executing Agency for K-Lab's Laos Cooperation Support Project

☐ Task Period: from the date of conclusion of the agreement to December 31, 2024

\* The agreement shall be signed for one year, and the agreement term shall be from the date of the conclusion of the agreement to the end of the year (December 31) but may change depending on the selection of the organizing agency and the timing of the agreement.

☐ Task Budget: 600 million won for one executing agency (free for all)

☐ Target Location and Partner Organization: Laos (Vientiane)/National University of Laos)

☐ Eligible for Application

- ☐ Corporations capable of realizing the project's objectives of supporting digital competency innovation in developing countries and strengthening the digital cooperation between the two countries and with the will and capacity to install and operate K-Lab

\* Corporations, such as enterprises (small and medium-sized enterprises, middle-standing enterprises, etc.) and for-profit/non-profit organizations, are permitted; consortiums can be formed.

☐ Joint supply

- When forming and participating in a consortium, the roles between the organizing agency and the participating agency shall be clearly distinguished (segregation of duties) in advance and described in detail in the project plan.

☐ Only one institution can be designated as the organizing agency. (Co-organizing is not allowed.)

- (Organizing agency) The subject who supports K-Lab installation and operation (the subject of the agreement)
- (Participating agency) An agency that enters into an agreement with the organizing agency and jointly participates in project implementation

☐ Any institutions applying to the project shall select a general project manager (hereinafter "PM") belonging to the organizing agency and participate in the project.

☐ Details of Tasks to Perform

- ☐ Specialized proposals for the construction and operation of K-Lab facilities to strengthen digital innovation capabilities through the independent operation of the

installed digital innovation infrastructure, sustainable growth, and the expansion of cooperative networks

- \* The K-Lab project shall be operated with annual performance goals for new construction (1st year), pilot operation (2nd year), operational stability (3rd year), the expansion of cooperation (4th year), and the strengthening of independence (5th year).
- \*\* For K-Lab's Laos project, the first step of facility construction and operation was promoted from 2021 to 2023, and the second step of facility operation advancement will be promoted from 2024 to 2025.
- \*\*\* Proposing specialized business needed to advance the operation of digital innovation infrastructure that has been installed and operated in developing countries.

#### ☐ Support Conditions

- A project plan including an advancement operation model and the expected performance must be established based on an analysis of the regional circumstances, industrial characteristics, and users to secure the sustainability and usability of the digital innovative infrastructure.

- \* Any executing agencies shall establish a detailed plan in conformity with the scope and goals of the project.

- The support period is up to two years, but annual performance evaluations shall be conducted to determine whether the support continues for the following year.
- As a result of the annual/interim evaluation, if it is judged that it is difficult to achieve the project purpose or if the performance is very poor, actions such as suspension of the project may be taken, or the agreement may be canceled.
- The future support period and project scale (government subsidies) may change depending on the government policy and budget situation and annual evaluation/interim evaluation results.
- Applicable regulations may change according to government policies and project plans.

- The total project cost shall be made up of government subsidies and private contributions, and the executing agency participating in the project shall pay with private contributions (cash + value in kind) for costs excluding government subsidies from the total project cost.

- Total project cost = Government subsidies (80% or less of total project cost) + Private contributions (20% or more of total project cost)
- Private contributions = Cash (20% or more of private contributions) + Value in kind (80% or less of private contributions)

**< Private Contributions Criteria >**

<b>Item</b>	<b>Government subsidies ratio of total project cost</b>	<b>Cash ratio of private contributions</b>
Executing Agency	80% or less	20% or more

※ The private financing figure (cash + value in kind) shall be rounded up to the nearest million won.

- In cases of participation in the project by a consortium, the project costs for each organizing agency and participating agency shall be appropriately allocated based on the project plan.

\* As the 2024 project implementation plan has not been finalized, the project budget may be subject to change prior to the agreement.

\*\* Project costs that are not reasonable when compared to the project plan may be adjusted when reviewing the agreement documents.

\*\*\* There is no standard for dividing project costs between companies within a consortium, but each company must comply with the minimum private matching ratio (20%).

### III

## Task Scope and Content

### K-Lab's Main Promotion Direction

- **(Nurturing Digital Talent)** Nurturing digital talent and expanding its usage through SW/ICT convergence training, and strengthening digital innovation capabilities beyond K-Lab digital equipment experience or training
- **(Strengthening Digital Linkages)** Securing sustainability by expanding digital cooperation and linkage opportunities so that K-Lab programs and nurtured digital talent can lead the advancement of industries in developing countries
- **(Advancement of Digital Facilities)** Promotion strategy and implementation plans for the advanced operation of K-Lab facilities

### ☐ Establishment of a K-Lab Advanced Operation Model

- The executing agency shall consider local industries and characteristics and the digital acceptance level and must establish a K-Lab advanced operation model that can achieve the annual goal.

- To strengthen the operational stability and sustainable usability of the established digital innovation infrastructure, an advanced operation model implementation plan including promotion details and expected results based on regional/industry characteristics and the analysis of potential users must be provided.
- Securing a foundation for sustainable growth by discovering and promoting cooperation measures with various related organizations and advanced linked projects to raise awareness and promote K-Lab.

\* Nurturing digital talent through education and training in cooperation with educational institutions, local communities, enterprises, industries, and public institutions, and including the discovery and promotion of K-Lab-linked projects for job creation, labor exchanges, etc.

### ○ K-Lab Annual Goals and Achievements

- Establishing a progressive implementation plan that derives and reflects improvement plans after the establishment of an operation plan to achieve annual business goals and performance and self-evaluation



- Presenting a plan for differentiation and efficiency, including setting the main project direction, specialized business goals, and the budget management (formulation) for efficient business operation

\* It is necessary to present the specialized project cost composition ratio and calculation details for project promotion when required.

Year	Goals		Task Scope (Examples)
1st year	Constructing and operating facilities	Newly constructing a K-Lab	• Constructing new facilities
2nd year		Pilot operation of the K-Lab	• Pilot operation of the facilities
3rd year		Expanding K-Lab cooperation	• Facility utilization and network expansion
4th year	Operation advancement	Expanding K-Lab business linkages	<ul style="list-style-type: none"> <li>• Improving the digital production infrastructure (reinforcement of professional specialized operation)</li> <li>• Discovering ICT business or community-linked cooperation</li> <li>• Securing and promoting K-Lab utilization cases</li> <li>• Support for securing K-Lab self-reliance capabilities and expertise</li> </ul>
5th year		Securing sustainable operation capabilities for the K-Lab	<ul style="list-style-type: none"> <li>• Improving the digital production infrastructure (reinforcement of stable and continuous operation)</li> <li>• Equipment maintenance/safety management operation manual (guidelines)</li> <li>• Disseminating ICT business or community-linked cooperation results</li> <li>• Expanding K-Lab utilization case studies and ripple effects</li> <li>• Securing K-Lab faculty expertise and operational independence</li> </ul>

#### ☐ Management Measures for the Sustainable and Efficient Operation of the K-Lab

##### ☐ Management of digital infrastructure advancement

- Preparing and implementing facility reinforcement and operation measures to expand users and utilization
- Establishing (reinforcing) an environment and establishing and supporting an operation plan to strengthen the failure/maintenance/safety management of digital manufacturing equipment
- Advancement operation and management such as identifying local changes in demand for digital equipment and preparing additional construction and utilization plans

- Producing and supporting manuals (guidelines) such as for facility operation and equipment management
- Human resource management plans, such as for forming a dedicated organization and securing specialized personnel to carry out the project (composition/placement/replacement/dispatch of local resident and non-resident personnel, collaboration/role divisions between local and head office personnel, etc.)

#### ○ Strengthening ICT convergence education and digital expertise

- Establishing SW convergence and ICT innovation education planning, operation, connection, and revitalization plans for digital convergence innovation, not just one-time technology education using the K-Lab
- \* Need to secure program operation continuity, including digital talent development and utilization strategies through a digital innovation capability-building program
- Support for strengthening digital innovation capabilities, including practical training for convergence ICT growth, such as basic training on the use of digital manufacturing equipment, creative activities to discover ideas and implement products, prototype production, business mentoring, and preliminary start-up guidance
- \* Need to include business mentoring for trainee idea discovery, prototype production, and commercialization; inducing the influx of trainees through systematic training courses for ICT competency innovation; promoting awareness of the K-Lab
- \* Considering basic training by topic, including usage methods for equipment; safety rules and application techniques; and practical training for convergence, including idea implementation and prototype production
- \* Training and experience in HW/SW-related technologies, from the basic concept of electronic circuit operation using Arduino to design and production to produce products that embody ideas
- Expanding digital talent training programs and linked programs to attract participants
- \* Considering operational measures that can contribute to improving K-Lab performance by nurturing excellent digital talents tailored to the needs of local countries and linking them with employment and start-ups through the operation of K-Lab's regular course program
- Securing self-sustainability by establishing an education system to train professional instructors (operators) and strengthening competency through education
- Operating advanced educational programs, including planning and operating programs to enhance public participation and facility utilization, and parallel online/offline education

○ Expanding networks and raising awareness

- Fostering business cooperation by nurturing and supplying excellent digital talent through job creation, employment and entrepreneurship encouragement, human resource exchanges, and corporate linkage by the K-Lab.
- Establishing a foundation for sustainable operation by building a digital cooperation hub that can operate independently as a collaborative project suited to the local market and industrial environment
- Raising awareness and encouraging expanded use through K-Lab representative event planning and operation such as best-case presentations and performance sharing meetings
- Establishing promotional measures at home/abroad and in the host country to expand K-Lab utilization results and ripple effects

□ **K-Lab Facility Status in Laos**

○ Overview

- Facility name: K-LAB VIENTIANE
- Date of establishment: December 29, 2021
- Location: College of Engineering Campus of the National University of Laos
- Area: 284.58m<sup>2</sup>
- Address:  
Faculty of Engineering, National University of Laos, Sokpaluange Campus,  
Lao-Thai Friendship Road, Sisattanak District, Vientiane Capital, Lao P.D.R



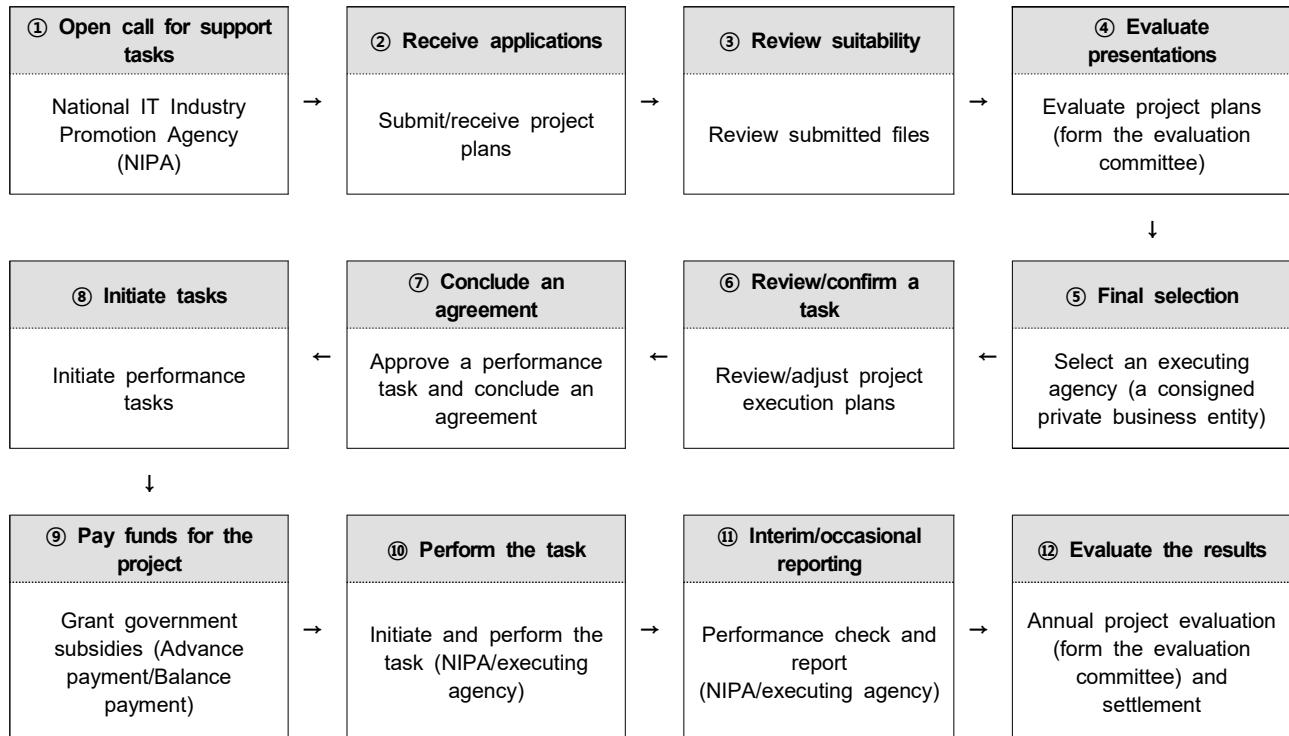
Space Names	Use of Spaces	Photos
Design & Coding Room	It is a place where you can practice 2D/3D design and physical computing coding for practical class time during the curriculum, and when it is not a practical class period, it is a space that can be used for internet or online classes.	
Cooperation pCenter	Office space that can be used for various purposes such as networking and digital cooperation meetings and team working activities.	
CNC Room	In this room, CNC router equipment used for digital manufacturing training is operated. The interior of this room has been divided to prevent noise and dust generated during equipment operation from spreading to other spaces.	
Laser Room	In this room, laser cutters, laser marking machines, and table CNCs used for digital manufacturing training are operated. Ventilation facilities have been installed to safely discharge smoke and dust generated when operating the laser cutters and laser marking machines.	
3D Printer Room	In this room, 3D printers and vinyl cutters used for digital manufacturing training are operated, and ventilators and ventilation facilities have been installed to ensure smooth ventilation when using the 3D printers.	
Conference Room	A space for business discussions or meetings with outsiders	

※ Equipment owned: 3D printer, CNC router, laser cutting machine, laser engraving machine, table CNC, digital embroidery machine, UV printer, vacuum forming machine, etc.

## IV

## Task Selection

### ☐ Project Promotion Process

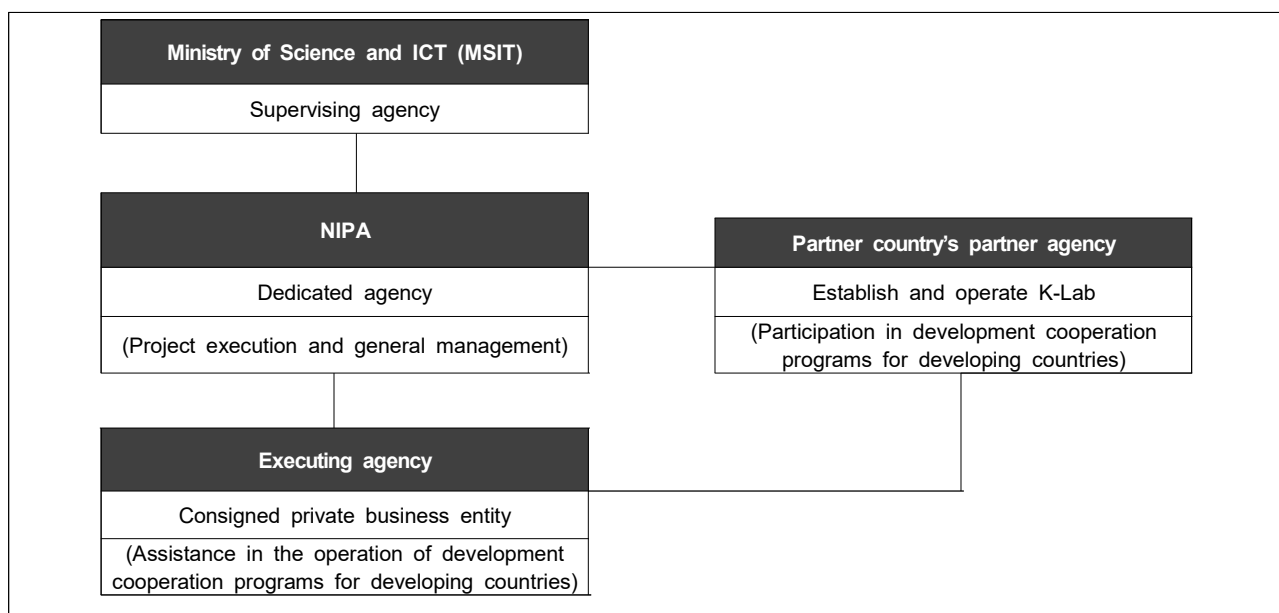


### ☐ Project Schedule (draft)

- Open call for support project and application receipt: : '23. Dec - '24. Jan
- Evaluation (review suitability/announce) and selection : Jan - Feb
- Agreement conclusion : Feb - Mar
- Performing the project : Mar - December

\* The above project schedule is subject to change.

☐ Operation System



☐ Evaluation Procedures

- Final decision through the suitability review by the evaluation committee (evaluate project plan presentations)

Steps	Main Content	Remarks
Review suitability	<ul style="list-style-type: none"> <li>○ Review qualifications for application, such as project plans and letters of commitment, and suitability, such as disqualifications and submitted documents</li> </ul>	NIPA
Evaluate presentations	<ul style="list-style-type: none"> <li>○ Evaluate the project plans comprehensively through presentation evaluation (face-to-face evaluation)</li> <li>○ Evaluate the level of understanding of the task, the promotion system and strategy, the capability of the executing agency, and the capability and conditions for implementing the project.</li> <li>- Forms and operates an evaluation committee of around seven external experts</li> <li>- Calculates evaluation scores for a presentation by calculating the arithmetic average of the remaining evaluation scores excluding the highest and lowest scores among the evaluation scores for each committee member</li> <li>- Among the tasks with a presentation evaluation score of 70 points or more, the ranking of agreement subjects in the order of high scores shall be decided, and in the event of a tie, the tasks with the higher score for the items with the higher points shall be prioritized.</li> </ul>	Evaluation Committee

\* During the presentation evaluation, each PM must make a presentation.

\* The date and place of the presentation evaluation will be announced separately after the open call closes.

□ Evaluation Criteria

Evaluation Items	Details	Points
Level of understanding of the project (30)	<ul style="list-style-type: none"> <li>• Suitability to the project purposes               <ul style="list-style-type: none"> <li>- Are the direction of project and effectiveness of cooperation suitable to the purpose of the project based on an accurate understanding of the business purpose?</li> </ul> </li> </ul>	15
	<ul style="list-style-type: none"> <li>• Appropriateness of the project plan               <ul style="list-style-type: none"> <li>- Is the phased implementation of detailed tasks such as local circumstances, stakeholder consultation, schedule management, and risk management specific and appropriate based on a feasible planning and an operational plan?</li> </ul> </li> </ul>	15
Project distinction (30)	<ul style="list-style-type: none"> <li>• Project originality               <ul style="list-style-type: none"> <li>- Does it have specificity and differentiation between the current status of related fields (As-is) and future development strategies (To-be) of the project target region?</li> </ul> </li> </ul>	15
	<ul style="list-style-type: none"> <li>• Specificity of the project action plans               <ul style="list-style-type: none"> <li>- Are the action plans, including demand analysis, local site analysis, linkage plan, continuous operation, usage expansion plan, social value, etc., specific and proactive?</li> </ul> </li> </ul>	15
Excellence in project performance (20)	<ul style="list-style-type: none"> <li>• Relevance of mid- to long-term operational strategies and performance goals               <ul style="list-style-type: none"> <li>- Are implementation and monitoring for project implementation management, including annual plans and step-by-step implementation strategies, appropriately prepared?</li> </ul> </li> </ul>	10
	<ul style="list-style-type: none"> <li>• Innovativeness of the promotion capability and system               <ul style="list-style-type: none"> <li>- Is it possible to implement the project with excellence in business and technical capabilities to achieve business goals and expertise and a suitable promotion system for deriving results?</li> </ul> </li> </ul>	10
Adequacy of project management (20)	<ul style="list-style-type: none"> <li>• Organizational personnel composition and operation plans for performing agency               <ul style="list-style-type: none"> <li>- Has the feasibility of personnel management, such as dedicated organization, domestic and local personnel input, and linkage plans, been planned?</li> </ul> </li> </ul>	10
	<ul style="list-style-type: none"> <li>• Appropriateness of project cost allocation and management               <ul style="list-style-type: none"> <li>- Are the risk factor analysis and countermeasures, such as the preparation of measures to improve the appropriateness of project cost allocation and the efficiency of execution, project cost execution management transparency, and cost overrun, appropriate?</li> </ul> </li> </ul>	10
Total		100

- ☐ Application Period: December 22, 2023 (Fri) - January 30, 2023 (Tue) 14:00 (at the time of completing computer registration)

\* Postal and in-person applications are not accepted, and the computerized application must be completed before the receipt deadline.

- ☐ Application Method: Computerized application through the NIPA's website and the NIPA SMART (System for Management and Administration of Resource for Target) (online application)

\* NIPA's website (<https://www.nipa.kr>) / SMART (<https://smart.nipa.kr>)

\*\* After downloading the "Project Plan (Form)" from the "Open Call for Project" section, apply through the computer system along with related documents.

#### < Computerized Application Process >

Process	Main Content
(Step 1) ↓	▶ Click "Administrative Support" at the bottom of the center on NIPA's website ( <a href="http://www.nipa.kr">www.nipa.kr</a> )
(Step 2) ↓	▶ <b>Access the SMART. (Log in with your PM's account.)</b> - Sign up (as an individual member) and log in.
(Step 3) ↓	▶ <b>Click on the application menu in the top menu and select the relevant project from among the projects currently being invited.</b> - Click on the project application. (If you click the open call project name, you can double-check the open call details.)
(Step 4) ↓	▶ Check terms and conditions, privacy protection, participation restrictions, etc.
(Step 5) ↓	▶ Enter and save in the order of tabs such as basic project information, purpose and contents, institutional information, participating personnel information, project cost, and attached materials. (Check required input information.) - Intermediate saving is possible, and you can enter at any time until you click the Application Complete button.
(Step 6) ↓	▶ After all data has been entered, click the Submit button to finalize the registered information, and click the <b>Application Complete button to complete the application.</b> - Submitted files do not require a separate printed copy.
(Step 7)	▶ After the application is complete, check the application number.

\* Please refer to the Computer Application Manual for detailed information on the computerized application process.

- ☐ Notes on Application

- ☐ Even if there are omissions/mistakes, etc. in the submitted documents, corrections/changes are not allowed after the submission deadline.

\* All application work, such as content input, correction, and document upload, must be completed by the deadline.



- Signing up at the time of application must be made in the PM's name.
- In principle, the face-to-face evaluation is conducted by the applicant attending and making the presentation, but if he or she does not attend, the applicant may be excluded from selection.
- As inquiries, system access, and document uploads may not be smooth on the application deadline, it is recommended to proceed 2-3 days prior to the deadline (pre-application completion required).

\* All documents must be submitted on time.

\*\* Submitted documents will not be returned.

**< Instructions for Entering Data into the Computerized Application System >**

- ① Since the entered contents are not automatically saved, click the "Save" button from time to time while entering contents.
  - ② Since there may be cases of application failure on the deadline day due to unforeseen reasons, be sure to click the "Submit" button after inputting and saving. (After clicking the Submit button, you must click the pop-up window again to submit.)
  - ③ Even if you click the "Submit" button, you can continue to submit amendments until the deadline.
  - ④ After the deadline, the "Submit" button will not function.
- \* Even though you clicked the "Submit" button on the application page, if the final submission is not processed on the SMART, it will not be recognized as being submitted.

- If false information in the submitted documents is later discovered or if a person who was selected for the project violates the announcement or related regulations, the selection may be canceled and the contract may not be concluded.

\* In cases of unfaithful execution of the project, illegal use or use outside of the purpose of project cost, sanctions in accordance with the guidelines, etc., you may be subject to sanctions such as withdrawal of subsidies, restriction on participation, and collection of claims pursuant to the relevant regulations.

☐ **Preparing the Project Plan and Submitting Documents**

- Prepare the project plan on the form, and submit related materials such as proof of the contents of the project plan as attachments.

Documents for Submission	
<ul style="list-style-type: none"> <li>○ Project plan (application)</li> <li>○ A copy of the corporate registration certificate or business registration certificate</li> <li>○ Written confirmation of intention to participate</li> <li>○ Confirmation of SME·middle-standing enterprise(required for enterprises)</li> <li>○ Management indicators and financial statements</li> </ul>	<ul style="list-style-type: none"> <li>○ A copy of the certificate of national/local tax payment or tax installment payment plan</li> <li>○ Certificate of four major social insurance premium payments</li> <li>○ Written commitment of cash·investment in kind</li> <li>○ Agreement to use personal information of project participants</li> </ul>

☐ Applicable Regulations and Grounds

- ☐ The project shall be carried out and managed in accordance with the rules and guidelines for concluding fund project agreements and project management.

- Fund Administration and Management Regulations, ICT fund project guidelines, etc., are applied.

- o Fund Administration and Management Regulations
  - Communication Promotion Fund Administration and Management Regulations (Notice No. 2022-1 of the MSIT)
  - (MSIT) Broadcasting Communications Development Fund Administration and Management Regulations (Notice No. 2022-2 of the MSIT)
- o ICT Fund Project Detailed Guidelines
  - Guidelines for Fund Project Agreement Conclusion and Project Cost Management, etc. (Directive No. 2023-226 of the MSIT; partially revised and enforced on Jan. 19, 2023)
  - Guidelines for Calculation and Settlement, etc. of Fund Project Costs (Directive No. 2023-225 of the MSIT; partially revised and enforced on Jan. 19, 2023)
  - Guidelines for Fund Project Inspection Plans, etc. (Directive No. 2022-191 of the MSIT)
  - Guidelines for Fund Project Execution Status and Settlement Report, etc. (Directive No. 2021-161 of the MSIT)
  - Guidelines for the Evaluation of Fund Project Results, etc. (Directive No. 2021-159 of the MSIT)
  - Guidelines for Fund Project Performance Management and Utilization, etc. (Directive No. 2022-190 of the MSIT)
  - Guidelines for the Operation, etc. of the ICT Budget Policy Council (Directive No. 2021-157 of the MSIT)

- NIPA's support project management directions

- The National R&D Innovation Act (revised and enforced on Dec. 11, 2022) and the Standards for the Use of R&D Expenses for the National R&D Program (revised and enforced on Dec. 21, 2022) apply mutatis mutandis to any matters related to project execution not specified in the above regulations.

- ☐ Matters and details not included in this Project Guide follow the relevant regulations and guidelines, and if there is any question on the interpretation of the relevant regulations and guidelines, the interpretation of the NIPA shall prevail.
- ☐ For detailed organization of project costs by item, refer to the guidelines for calculating and settling fund project costs.

☐ Subjects excluded from assignment application

- ☐ If the project executing agency (host/participating agency) has any of the following items, it may be excluded from evaluation in the preliminary review process.

1. Bankruptcy of the company
  2. In cases of receiving a disposition for default on national and local taxes, etc., by the tax authorities (provided that companies that have been approved for rehabilitation and companies that have received re-startup funds from the Korea SMEs and Startups Agency, etc., shall be excluded.)
  3. In cases of being listed on the list of debt defaulters in accordance with the Civil Execution Act or registered as a debt defaulter by credit information collection agencies such as the Korea Federation of Banks (provided that companies that have been recognized for their need for revitalization support by the government and public institutions, such as companies that have been approved for rehabilitation and companies that have received re-startup funds from the Korea SMEs and Startups Agency, etc., shall be excluded.)
  4. In the event of applying the commencement of bankruptcy, rehabilitation procedures, or individual rehabilitation procedures (provided that, the cases where debt repayment is being normally made pursuant to the rehabilitation plan or repayment plan approved by the court shall be excluded.)
  5. In cases of full-scale capital erosion as of the date of the latest year's settlement report, provided that the following cases shall be excluded:
    - A. Where the representative director falls under Article 3 subparagraph 1 of the Framework Act on Youth;
    - B. In cases of not full-scale capital erosion if redeemable convertible preferred stocks under Korea International Financial Reporting Standards in the financial statements are converted and recognized as capital in accordance with generally accepted accounting principles.
  6. For a company subject to external audit, if the audit opinion for the latest year's settlement of accounts is "disclaimer" or "adverse"
  7. If the project execution plan submitted by the business entity, etc., is found to be fraudulent or false
  8. If the number of months after the establishment of the organizing agency is less than 12 months (based on the business registration certificate) as of the application deadline
  9. If the company falls under applicants, etc., that the head of the dedicated agency judges that it is not appropriate to include them in the evaluation target
- ※ Based on Article 9 (Review and Evaluation of Project Execution Plans) of the Guidelines for Fund Project Agreement Signing and Project Cost Management

☐ Things to Note when Performing the Task

- ☐ The selected executing agency shall sign an agreement with the dedicated agency (NIPA) within one month of being notified of the selection result, and the government subsidies will be paid in installments twice a year.

\* Subject to change depending on budget grant and securement status

- At the time of the agreement, the executing agency (organizing/participating agency, consortium, etc.) shall submit the performance (guarantee) insurance policy for the government subsidies.
- Only an institution that can manage project costs such as opening a separate project cost account and submitting data can apply for project costs (government contributions and cash financed by the private sector).
- Must actively cooperate with reporting and submitting related data during the project (agreement) period.
  - \* Please familiarize yourself with the project overview, detailed management guidelines such as project budget and accounting, and other specifics and procedures to prepare an informed technical proposal.
  - \*\* Must actively cooperate with related data submission and activities, such as project plan/operation/result reporting, performance indicator (quantitative/qualitative) setting, performance management and monitoring, interim/outcome evaluation, review and approval of project plan changes, project cost payment, etc.
- Outputs such as plans, result reports, and progress reports (to check progress level) for each major activity\* shall be prepared, and active submission of NIPA-requested data is required.
  - \* Initiation report, mid-term inspection, on-site inspection, on-site examination, occasional inspection and monthly report, interim and final report, annual evaluation, performance utilization survey and performance report, etc., which may be added or subtracted depending on the project performance.
- Submit a monthly report on the project action plan and progress.
- The performance utilization period of the project shall be five years from the year the project is completed, and the executing agency shall actively support when the dedicated agency (NIPA) requests cooperation in relation to follow-up measures during the applicable period.
  - \* The dedicated agency may request the submission of performance utilization status for five years after project completion.
- The final evaluation of the project shall be evaluated as a “success” or “failure” by the evaluation committee composed of external experts evaluating the result report submitted at the end of the project.
- A settlement report shall be submitted within two months after the project completion through the project cost accounting settlement review.
- Other matters stipulated in the relevant regulations applicable to support tasks shall be implemented.

☐ Contact for Inquiries

- Project inquiries: Ko Byung-sun in the Global Cooperation Team

(bsko@nipa.kr, ☎ 043-931-5532)

- Computer system-related inquiries: Manager for NIPA's Computerized Reception System  
(smart@nipa.kr, ☎ 070-5151-8239)