**Attachment1:**

**CIOE Award application form instruction**

The CIOE Award Application Form is the basic technical document and main basis for the review of new products and new technological achievements. It must be truthfully and fully filled out in strict accordance with the prescribed format, columns, and titles. The application form must be printed strictly on standard A4 paper, with the binding side on the left, and the width not less than 25 mm. The font used is arial type 12 points. The application form and its attachments should be assembled after being prepared, and its size and specifications should be consistent with the application form. Do not attach a cover page after binding.

**1, Project basic information**

**Organization:** Mainly refers to the unit with legal personality, if it is a collaborated project, units could le listed out and sorted according to the size of the contribution.

**Project:**  100 words limitation (including symbols) should concisely and accurately reflect the technical content and characteristics of the project. Generally, words such as xx research institutes and company name should be avoided.

 **Project Area:** Refers to which technical topic in the list the applied project belongs to. Choose the professional field from the four categories and tick √ in the following box, which is also the classification of the evaluation expert group.

Keywords: Fill in 3 to 7 keywords closely related to the technical content of the declared project

**Type：**Fill in the corresponding category according to the nature of the project:

1. National Science and Technology Plan: A, National Natural Science Foundation of China; B, National "973" Program; C, National "863" Program; D, National Support Program; E, "Torch" Program; F, National Key New Product Program; G, Spark Program; H. National "SME Innovation Fund" plan; I. Scientific and technological achievements promotion plan; J. International cooperation plan; K. Other national plans.
2. Provincial and ministerial-level plans: a. Supporting plan; b. Torch plan; c. Spark plan; d. Scientific and technological achievements promotion plan; e. New product plan; f. Natural science and youth science fund plan; g. Academic discipline and technology leader plan; h. Technological SME Innovation Fund Plan; i. Key bidding plan; j. Other plans

（3） Others

k. City-level plans with districts and bureau-level plans; i. Optional.

Projects without specific type: fill in i.optional.

**Able to be announced:** If you choose "No", please fill in the details of the security classification, Confidentiality period.

**Project start and end time：**The start time refers to the date of project research and start of development; the end refers to the date when the project passed acceptance, appraisal, or production.

**Intellectual property situation:**Including: 1. Invention (utility model) patent rights 2. Computer software copyright 3. Others; countries (regions) include: China, the United States, Europe, Japan, Hong Kong, Taiwan, and others. If you have passed the acceptance, preliminary review, announcement, and entered the substantive review stage, please fill in in: on substantive review

**Project awards:** Please fill in the scientific and technological awards established by social forces approved by any countries or regions at any level.

**Economic indicators:** Please fill in the sales amount in the 1-3 years before the application. If no actual sales, please fill in the forecast data based on the potential market sales of the project product.

**Organization Name：**An important basis for verifying whether the candidate unit of the declared project meets the conditions for winning, the candidate unit must be a unit with legal personality. The name of the unit should be exactly the same as the name of the official stamp, and the name or abbreviation of an unincorporated unit should not be used.

**Organization Nature:** A. Research institute: A1. Transformation research institute A2. Non-transformation research institute; B. Universities; C. Social organizations; D. Institutions; E. State-owned enterprises; F. Private enterprises; G. Army; H. other.

**Company registration number:** Independent legal person registration number for business units

**Organization code:** Code for independent legal person organization of public institutions

**2, Project Introduction**

**The project introduction** is to publicize and introduce the basic materials of the declared project to home and abroad, and it is also the basis for the experts to evaluate the award. It should be based on the scientific and technological field of the project, the main scientific and technological content, technical indicators, project implementation effects and application promotion status, and main technological innovations to carry out a concise and concise introduction, while not revealing the core technology of the project.

In the final application content, it is necessary to make a commitment to the authenticity of the various data of the project.

**The project introduction** is the main basis for evaluating whether the project meets the award conditions. Therefore, all the explanations, demonstrations and experimental results related to the scientific and technological content of the project should be directly described, and generally should not be expressed in the form of XX attachment. Necessary diagrams and parameter tables must be inserted into the corresponding text nearby and should not be attached separately. The overall idea, technical plan, and implementation effects of the project should be fully explained.

(1) The field of science and technology to which the project belongs. Define and describe the scientific field of the project according to national standards.

(2) Main technical content. The specific technical plan and implementation steps should be elaborated in detail, which theories, technologies and methods have been applied, which key technologies have been overcome, which innovations have been made in technology, and which innovation results have been achieved.

(3) Implementation effect. The degree of transformation, application scope and promotion of the technology should be briefly described.

 ①Technology development projects should highlight the innovation of key technologies or system integration, market competitiveness, degree of achievement transformation, economic benefits achieved, and the role of industry technology progress and industrial structure optimization and upgrading. The comparative advantage of technology.

② Social welfare projects should highlight the innovation of key technologies or system integration, the degree of popularization and application, the social benefits achieved, and the significance to the development of science and technology and social progress.

③Major engineering projects should highlight unity and cooperation, joint research, innovation of key technologies or system integration, technical difficulty and engineering complexity, economic or social benefits achieved, and contributions to promoting the development of science and technology in this field and to economic construction.

(4) Application promotion situation: explain the production, application, promotion situation and expected application prospects of the project.

(5) Main technological innovation. It is the core part of the declared project and declaration form, and it is also the key basis for reviewing and evaluating projects and handling objections. Technological innovations include innovations in technical ideas, key technologies, and system integration, which are the summary and refinement of the detailed technical content of the project in terms of innovation and should be described concisely and concisely.

(6) Commitment to the authenticity of the unit's application materials: truthfully state the unit's declaration of the authenticity of the declared item, no more than 200 words, and the organization's official stamp should be affixed along.

(7) Attachment:

1. **Intellectual property certification:** refers to the authorized intellectual property certification of the project, including invention patents, computer software copyrights, authorization certificates and claims descriptions, etc.;

 2. **Evaluation certificate and industry access certification documents required by laws and regulations (if necessary)**: Refers to the technical appraisal certificate submitted in the appendix of the recommended project, the acceptance (evaluation) opinion of the project acceptance (evaluation) report and the list of committee members, The inspection certificate of the authoritative department and the approval documents required by the state for the relevant industry license approval. For recommended projects involving license approval requirements, such as: new drugs, medical devices, new animal and plant varieties, pesticides, fertilizers, veterinary drugs, food, communication equipment, pressure vessels, standards, etc., the corresponding industry access approval certificate must be submitted, otherwise it will not be submitted for review.

 3. **Other certificates (if necessary)**: Refers to other relevant certificates supporting the scientific and technological innovation of the project and the contributions of the candidates, such as: a scanned copy of the first page of the paper, the first page of the monograph submission, a scanned copy of the copyright page, and the complete personnel list of the acceptance (evaluation) certificate of the scientific and technological project (achievement) , the registration certificate of scientific and technological achievements, etc.