

Small and Medium Enterprise Administration (SMEA), Ministry of Economic Affairs International Startup Campus Demonstration Program

Subsidy Program for International Accelerators and Entrepreneurship Development Organizations

APPLICATION GUIDE



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Organized by: Small and Medium Enterprise Administration, Ministry of

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Implemented by: Taipei Computer Association, China Productivity Center

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(Please note that, in the event of any change to the content of the Application Guide, the content announced on the Program Website shall take precedence.)

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Small and Medium Enterprise Administration (SMEA), Ministry of Economic Affairs

International Startup Campus Demonstration Program Subsidy Program for International Accelerators and Entrepreneurship Development Organizations APPLICATION GUIDE

I. Program Overview

A. Basis of This Program

In 2016, the Executive Yuan launched the Asia Silicon Valley Development Agency, which is focused on innovation and R&D in the internet-of-things (IoT) industry and improving the innovation and entrepreneurship ecosystem, advancing industry transformation and upgrades, and boosting innovation and entrepreneurship to further drive economic growth. On this basis, the Small and Medium Enterprise Administration set out to transform the Universiade Athletes' Village into an international startup campus with an objective of fusing together industry development, marketing communications, startup investment, and professional resources and guidance needed by entrepreneurs. Centered on the themes of "openness", "startups", and "going global", the program aims to attract international startups and R&D talent to Taiwan so as to expand and enrich the local startup ecosystem and realize a vision of "creating local startups and connecting with the world".

The Small and Medium Enterprise Administration ("SMEA") launched the Subsidy Program for International Accelerators and Entrepreneurship Development Organizations ("the Subsidy") in accordance with the "Subsidy Guidelines for the International Startup Campus Demonstration Program" for the purpose of attracting world-class accelerators, entrepreneurship development organizations, enterprise-based accelerators, and promising startups to establish a presence at Startup Terrace.

B. Purpose of this Program

International Accelerators	To encourage international and domestic accelerators to establish a presence at Startup Terrace for the purpose of providing guidance to and facilitating investments in promising startups as well as to foster a certain level of collaboration with enterprises in Taiwan. The R.O.C. government has arranged to provide subsidies and related measures to achieve these goals. (Startups which received the Startup Terrace 2018 Selection Award can also participate in an accelerator to engage in collaborative incubation.)
Entrepreneurship Development Organizations	To encourage international and domestic talent development organizations to establish a presence at Startup Terrace to facilitate connections between training and development institutions which focus on talent development, startup investment, and guidance and consulting services at the global level and motivate training and development institutions to establish locations in Taiwan or collaborate with enterprises in Taiwan to a certain extent so as to help domestic and foreign incubation teams develop professional capabilities in innovative new technologies and market development and enable startups in the R.O.C. to develop on a more international scale.

C. Types of Subsidies Offered

International Accelerators	A sole proprietorship, partnership, company, or legal person which provides space, facilities, professional consulting, technology transfer, and business service management (BSM) services to help recipients engage in innovative R&D and entrepreneurial development.
Entrepreneurship Development Organizations	Domestic and foreign entrepreneurial development institutions which incubate startup teams that possess innovative new technologies or market potential.

D. Program Duration and Subsidy Budget Itemization Principles

- 1. The requested subsidy amount may not exceed 50% of the total expenditures of the program proposal or the amount of profit-seeking enterprise income tax payable in the current year.
- 2. The subsidy amount may not exceed NTD 10 million per case per year. The Applicant shall set its own program implementation schedule, which shall be divided into 6-month phases. The maximum total duration of the program is 3 years. In the event that an implementation period exceeds 1 year, the program shall be implemented over separate years, and program expenditures shall be reviewed and decided on a year-by-year basis.
- 3. The maximum subsidy amount referred to in the preceding clause shall be progressively decreased in proportion according to the number of months of implementation specified in the schedule of the program proposal.
- 4. The total expenditures of a program proposal shall be inclusive of the government subsidy and self-funded amount. The scope of budget itemization covers various categories including personnel expenses, travel expenses, consumables and raw materials expenses, equipment use and maintenance expenses, expenses for commissioning studies or authentication, and marketing and promotional expenses (see Appendix D: Accounting Categories and Budget Itemization Principles for details).

II. Program Application

A. Eligibility Requirements

- (A) Must be a legally incorporated domestic or foreign sole proprietorship, partnership, company, or legal person which meets the following criteria:
 - 1. The distinction between an "international" accelerator and a "domestic" accelerator is determined based on where the Applicant's actual headquarters are located.
 - 2. Has the ability to accommodate both domestic and foreign cases.
 - 3. Has connections to global industry resource networks.
 - 4. Provides training on various knowledge domains including international law, patents, and finance.
 - 5. Has facilitated investments from international investors in 2 or more startups
 - 6. If the applicant is a legal person, it must be an institution which is approved for establishment by the MOEA.
 - 7. If the applicant is a foreign company, it must incorporate a company in Taiwan after its application has been approved and prior to signing the Program Agreement.
- (B) Where an identical or similar program is used in duplicate applications for relevant subsidies provided by R.O.C. government agencies, such application shall be deemed to not meet the application eligibility requirements, and the associated application documents shall be rejected.
- (C) Enterprises which receive a subsidy shall fulfill the following obligations:

International Accelerators

- 1. The Startup Terrace Residency Agreement (through which a discount is offered for office and housing accommodations during the residency period) must be signed prior to executing the Program Agreement. The residency period is defined as the total program duration plus an additional two years.
- 2. Prior to executing the Program Agreement, the Applicant must employ a minimum of two R.O.C. citizens.
- 3. When applying, the Applicant shall include its program expenses (inclusive of the subsidy and self-funding) or annual business income tax payable.
- 4. The Review Committee shall perform an annual wrap-up review of each program. Assessment criteria will include the number of teams to which guidance was provided; the accuracy, reliability, and reasonableness of cost assessments for operating items and expenses; and results of the four rating items and satisfaction ratings set out below. The process of appropriating subsidy funds will not begin until after this review has been passed; and based on the review results, the subsidy amount for the following calendar year shall be reviewed and decided:
 - (1) Increase in valuation (rating determined according to fundraising activities)
 - (2) Eligible fundraising (rating determined according to the amount of funds raised by startups after establishing residency)
 - (3) Startup satisfaction (rating determined according to the startups' reported satisfaction with the accelerator)
 - (4) Alumni network (rating determined according to feedback from startups at departure)

- (A) Must be a legally incorporated domestic or foreign sole proprietorship, partnership, company, or legal person which meets the following criteria:
 - Foreign enterprises: Must be a foreign company which is recognized in accordance with R.O.C. law, has registered a subsidiary in the R.O.C., and possesses a proven service track record in startup talent development; or is a company which is legally registered and incorporated in the R.O.C. as a foreign company, legal person, or research institution and possesses a proven service track record in startup talent development.
 - 2. Domestic enterprises: Sole proprietorships, partnerships, companies, or legal persons which are legally registered and incorporated in the R.O.C.
- (B) Where an identical or similar program is used in duplicate applications for relevant subsidies provided by R.O.C. government agencies, such application shall be deemed to not meet the application eligibility requirements, and the associated application documents shall be rejected.
- (C) Enterprises which receive a subsidy shall fulfill the following obligations:

1. The Startup Terrace Residency Agreement (through which a discount is offered for office and housing accommodations during the residency period) must be signed prior to executing the Program Agreement. The residency period is defined as the total program duration plus two years.

- 2. Prior to executing the Program Agreement, the Applicant must employ a minimum of two R.O.C. citizens.
- 3. When applying, the Applicant shall include its proposed program expenses (inclusive of the subsidy and self-funding).
- 4. The Review Committee shall perform an annual wrap-up review of each program. Assessment criteria will include the number of startup personnel trained per year; the accuracy, reliability, and reasonableness of cost assessments for operating items and expenses; and content of the four items set out below. The process of appropriating subsidy funds will not begin until after this review has been passed; and based on the review results, the subsidy amount for the following calendar year shall be reviewed and decided:
- (1) Planning of courses on emerging tech and extent of global outreach
- (2) Planning for seed teachers in Taiwan and networking with international instructors
- (3) Startups' satisfaction with training services (rating determined according to the level of satisfaction with the training, as reported by startups)
- (4) Extent of combining the training institution's services with other networking resources (e.g., accelerators, venture capital funding, etc.)

B. Overview of the Application Process

- (A) All matters relating to the Subsidy are handled through an online platform (website to be announced), and applications will be processed on a first-come first-serve basis. The maximum program duration is 3 years.
- (B) The following information must be submitted when applying for the program:
 - 1. Basic Company Information Form (must be completed through the online application system).
 - 2. A single report in PDF format of the Overall Business Plan and 1st Year Program Plan (must be submitted through the online application system; max file size is 3 MB).
 - 3. Scanned photocopies (in PDF or JPG format) of the company registration sheet or business registration, factory registration approval letter, and other relevant documents (all documents must be affixed with the Applicant's official company seal and signature of the responsible person) (must be submitted through the online application system). Foreign companies must

Entrepreneurship Development Organizations

- provide scanned photocopies (in PDF or JPG format) of documentary proof of incorporation bearing relevant authentication (e.g., official company seal and signature of responsible person).
- 4. Documents to demonstrate the operating performance of the international accelerator.
- 5. Original copy of the "Personal Information Collection Notice and Personal Information Agreement" must be signed and submitted (signed by relevant persons participating in this Program including the (1) company's responsible person, (2) project lead, (3) program contact person, and (4) CPA).
- 6. Foreign companies sending application documents via e-mail shall provide Document No. 1 in MS Word (.docx) format; Document No. 2 shall be provided in PowerPoint format (.pptx); and Document Nos. 3 and 4 shall be provided as scanned copies (.pdf or .jpg). The subject header of all e-mail submissions must be written exactly as follows:

Commercial Accelerator Subsidy Program - [NAME OF COMPANY]

(C) Application Checklist:

- 1. When conducting its preliminary review of a submitted application, if the Program Office discovers an omission or other error, the issue must be resolved within one (1) week after the Applicant has been notified of such omission or error. If this deadline is not met, the application will be rejected.
- 2. The Applicant shall submit all application documents necessary for applying for this Program in accordance with these Application Guide. After a submission has been verified by the Program Office to be free of error, a notification e-mail and letter shall be issued to notify the Applicant of the official date of receipt.
- 3. All information submitted to apply for this program will be saved for reference purposes and shall not be returned, irrespective of whether the Applicant passes the review process or whether the Applicant withdraws its application on its own accord.
- (D) Contact person for receiving applications and providing services:

Unit		Address	Telephone number
Contact Person	Business Development Division Project Office of Startup Terrace of the Administration	Mailing address: 10075 3F., No.51, Sec. 2, Chongqing S. Rd., Zhongzheng Dist., Taipei City, Taiwan (R.O.C.). E-mail:ST@cpc.org.tw	

III. Program Review Process

Applications for this Program shall be handled on a first-come first-serve basis. In principle, the Program Office shall complete its review of an application and notify the Applicant of the review results via letter within two (2) months from the official date of receipt; when necessary, the review process may be extended by an additional month.

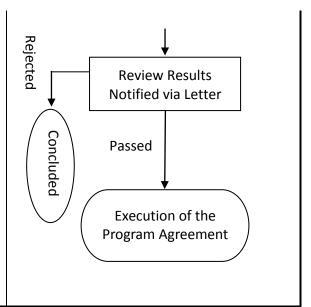
A. Review Procedure

Application Review Procedure Flowchart An eligible company shall prepare information Application required to be submitted for the application, Submitted by ensure that itemized expenditures comply with Notice for submission of additional documents or rejection the Accounting Categories and Budget Company Itemization Principles, and mail the application documents to ST@cpc.org.tw ➤ When conducting its preliminary review of a Rejected submitted application, if the Program Office discovers an omission or other error, the issue must be resolved with one (1) week after the Applicant has been notified of such omission Review of or error. If this deadline is not met, the application will be rejected. Qualifying **Documents** After required application documents are verified to be free of error, a notification e-mail and letter shall be issued to notify the **Passed** Applicant of the official date of receipt. The company shall prepare data for its report along with additional information as needed **Application Officially** (see note below) and shall then present the Received report at the Program Review Meeting. For foreign companies, reviews and presentations can be done by video conferencing. **Program Review** Meeting Note: Additional information will not be accepted after the Program Review Meeting has been concluded. The final recommendation made at the Program Review Meeting is provided to the Steering Committee for verification. Verification Review by the Steering ➤ The application is re-reviewed according to Committee the resolution reached by the Steering Committee during its verification review. After being verified, the results are sent to the MOEA for review and decision. **Review and Decision** by MOEA

➤ After the MOEA has reviewed the application and made a decision, an official notice will be sent to the company with the result of the review.

For foreign companies, result of the review will otherwise be notified via E-mail.

➤ Companies which have passed the review and decision stage are asked to proceed with executing the Program Agreement in accordance with "IV: Execution and Implementation of the Program Agreement".



B. Content to Undergo Review:

After it is determined that the information submitted by the Applicant complies with the "Review of Qualifying Documents", the application will undergo a two-stage review process consisting of a "Program Review" and a "Program Review and Decision", as explained below:

(A) "Program Review":

1. Key Parts of the Program Review:

	(1) Operations system and independent profitability
International	(2) Track record of providing guidance and plan for expected benefits
Accelerators	(3) Conditions of industry funding and resource investment
	(4) Pool of high-quality cases and screening mechanism
	(1) Comprehensiveness and extent of global outreach of training courses
Entrepreneurship	(2) Professional capabilities of members and guidance experience of instructors
Development Organizations	(3) Capacity to provide training and development services
Organizations	(4) Modes of collaboration with companies in Taiwan
	(5) Long-term business operations plan

2. Content of Report for Program Review:

- 1. Description of what makes the program innovative.
- 2. Method for implementing the program (including steps and method for achieving program milestones, intellectual property rights search and management, etc.)
- 3. Framework for delegating authority during program implementation (including a description of outsourced work, where applicable).
- 4. Estimated progress and inspection points for each calendar year of the program.
- 5. Overview of necessary investments of resources (e.g., personnel, time, expenditures, etc.) for each calendar year of the program.
- 6. Anticipated benefits / value-added applications for the industry.
- 7. Reply to the Written Review Opinion.

Content of Report

- 1. A maximum of three representatives may attend the meeting (only one person from an outsourced vendor, consulting agency, or outside consultant is permitted to attend).
- 2. In principle, the report shall be presented by the project lead or the responsible person of the company; if deemed necessary, R&D personnel participating in the program may present the report. If an outsourced vendor, consulting agency, or consultant is needed to provide additional explanations during the Q&A session, approval from the chairman must first be obtained.
- 3. Report to Describe the Program:

The report does not need to be delivered in any specific format, but it should last no longer than 30 minutes. Please ensure that the page/slide count is kept to a reasonable length to accommodate this time limit. Four identical printouts of the "Report" and response to the "Summary of the Written Review Opinion" shall be provided on the day of the meeting.

- 4. Personnel participating in the meeting must show relevant identification and documents proving they are a full-time employee of the company (an identity document and employee insurance policy datasheet or employee pension calculation sheet shall suffice).
- 5. Please bring a laptop on the day of the meeting and arrive 10 minutes early.
- 6. Please do not exchange business cards on the day of the meeting.
- 7. Please present the meeting notice upon entering the location of the meeting.
- 8. To avoid interruptions while the meeting is in progress, please do not take any photographs, video, or audio recordings. In addition, mobile phones must be turned off or switched to silent mode.
- 9. To accommodate the government's policy of reducing the use of disposable eating utensils, meeting attendees are asked to bring their own utensils and cups.

(B) "Program Review and Decision":

The program review recommendation compiled by the Program Office is sent to the MOEA's Steering Committee for verification. After the MOEA has conducted its review and made a decision, the company will be notified of the review results.

The MOEA's Steering Committee review covers the following key points:

- 1. Implementation of the overall program objective.
- 2. Extent to which the program accommodates the aims of government policies.
- 3. Reasonableness of how resources are allocated as a whole.
- 4. Reasonableness of performance indicators such as anticipated results, effects, associated benefits to industry, etc.
- 5. Confirmation of the reasonableness of subsidy expenditure amounts and related rights and interests.

IV. Execution and Implementation of the Program Agreement

A. Execution of the Program Agreement

- (A) The commencement date of the program can begin from the date on which the program documents are submitted; however, the date of submission may not be later than the program commencement date. Where a program is extended into a new calendar year as a result of the review process, the effective date of the Program Agreement may not be dated back to the prior year.
- (B) The Applicant shall set its own program schedule, which shall be divided into 6-month phases. The maximum total duration of the program is 3 years. In the event that an implementation period exceeds 1 year, the program shall be implemented over separate years, and program expenditures shall be reviewed and decided on a year-by-year basis. In principle, the subsidy is allocated over 3 phases to cover annual program expenditures. After the agreement has been signed, the first phase of the subsidy amount will be allocated. Allocation of the second and third phases of the subsidy amount shall be determined according to the terms set out in the subsidy agreement. In the event that the program's annual implementation progress fails to reach 100%, the circumstance shall be handled pursuant to the relevant terms of the agreement. Such failure will be considered as an important reference point when conducting the review and decision process for allocating subsidy expenditures in the following year. The Applicant prepares and formally submits its report and relevant appendices amended according to the resolution made by the review committee, the agreement affixed with the company's seal, and the proof of subsidy to the Program Office in order to execute the agreement and make the requisition of funds.
- (C) The signatory company shall execute the agreement within the allotted time specified in the Notice of Review and Decision; if it is unable to execute the agreement by the deadline, the company shall submit a written explanation of the reason for applying for an extension; after approval, the deadline for executing the agreement may be extended (an extension may be no longer than <u>1</u> <u>month</u>); if the company still cannot meet this deadline, it will be deemed to have forfeited its right to receive the subsidy.

B. Allocation of Subsidy Funds

(A) Allocation Method:

- (a) Where the "proposed program expenditures" are used as the basis for applying for the subsidy and the program's duration is ≤9 months, the program expenditures shall be divided into two phases; the subsidy amount for the first phase (50% of the subsidy) shall be allocated upon execution of the agreement; and the subsidy amount for the second phase (50% of the subsidy) shall be allocated after the work results report has passed review.
- (a) For a program with a duration of >9 months, annual program expenditures shall be divided into three phases, and 15% of the total subsidy amount shall be retained as surety; the remainder of the subsidy and the company's self-funding are grouped into 6-month phases beginning from the effective date of the agreement, and in principle the amounts shall be itemized according to the scheduled number of months. If the final phase is less than 3 months, it shall be incorporated into the Periodic Work Report of the prior phase; amounts to be allocated for each phase must be reviewed and approved by the Review Committee, and the subsidy amount for the following phase may not be approved for allocation unless the cumulative spending rate on expenditures in the current phase is 75% or higher.
- (b) Where "annual business income tax payable" is used as the basis for applying for the subsidy, the subsidy will be allocated after the annual business income tax payable for the first year has actually been declared; however, the allocation amount is limited to the "annual

profit-seeking enterprise income tax payable" which has already been reviewed and approved; if the "annual profit-seeking enterprise income tax payable actually declared" does not meet the amount of "annual profit-seeking enterprise income tax payable which has been reviewed and approved", the amount of the shortage shall be deducted from the subsidy or otherwise recovered.

- (c) The subsidy shall be deposited into an earmarked account under exclusive management, and any cash surplus and all gross interest accrued before tax must be returned to the national treasury.
- (d) Where necessary due to extraordinary factors relating to a review of the MOEA's budget conducted by the Legislative Yuan, a notification may be directly made concerning an adjustment to the amount of the subsidy and/or date on which the subsidy is allocated.
- (B) The subsidy shall be deposited into an earmarked account under exclusive management, and any cash surplus and all gross interest accrued before tax must be returned to the national treasury.
- (C) Where necessary due to extraordinary factors relating to a review of the MOEA's budget conducted by the Legislative Yuan, a notification may be directly made concerning an adjustment to the amount of the subsidy and/or date on which the subsidy is allocated.

C. Program Management and Evaluation

- (a) Pursuant to the terms of the agreement, the signatory company must, prior to receiving funds for the second and third phase of each year, present relevant appendices and an expenditures spending report demonstrating how it has fulfilled its obligations; program expenditures shall be verified and reimbursed according to the subsidy ratio.
- (b) In the event that the signatory company violates any provision of the agreement, and where the violation is investigated and verified by the Program Office, if the signatory company fails to make an improvement within a specified deadline, the agreement may be terminated or rescinded pursuant to the terms stipulated in the agreement.
- (c) Pursuant to the provisions set out in the agreement, the signatory company's work progress and spending circumstances may be subject to periodic inspection, and the signatory company shall cooperate on matters relating to tracking the effects of the program and participate in related presentations and exhibits of results and similar activities for a period of five (5) years after the program is concluded.
- (d) All source documents (including documents relating to self-funding and government subsidies or donations) retained by the signatory company (recipient of the subsidy or donation) must be affixed with the official seal of the commissioning agency and bear the name of the program. Where funds are apportioned over multiple programs, the documents shall be submitted along with a Budget Apportionment Table.

V. Other Important Information and Notices

- A. Research personnel who participate in the program must be officially employed by the company (i.e., must have labor insurance coverage administered by the company); for persons who do not meet the eligibility criteria for labor insurance coverage (i.e., a person who meets seniority requirements or has retired), relevant documentary proof (e.g., occupational injury insurance) must also be submitted; or, if the number of employees in the company is less than 5 persons, relevant documentary proof (e.g., employment insurance) must also be submitted.
- B. To comply with the regulations of the Personal Information Protection Act, all participants in this Program, including the company's responsible person, project lead, program contact person, CPA, R&D personnel, and consultants must sign and submit the "Personal Information Collection Notice and Personal Information Agreement".
- C. To ensure the impartiality and confidentiality of the review process, all members of this Program Office, the Review Committee, and all other relevant personnel have signed confidentiality agreements and comply with the principles of confidentiality and avoidance of conflicts of interest. All review results shall be formally notified by the Program Office.
- D. All information provided and declared by the Applicant shall be consistent with the facts and current circumstances of the Applicant and shall not infringe upon intellectual property, including patent rights, copyrights, trademarks, or business secrets, of any third party; in the event of such infringement, the Applicant shall bear full liability and penalties accordingly.
- E. The Applicant Company must provide a description in its report of key points concerning any relevant government subsidy program(s) which were previously received, the effects of implementation thereof, how the previous case(s) relate to the present application, as well as <u>provide</u> content pertaining to previous program(s) including innovative content, inspection points, and a list of participating personnel.
- F. If any duties are assigned to an outsourced unit during the course of implementing the program, the official agreement entered into with the aforesaid outsourced vendor must be submitted upon executing the Program Agreement (the outsourcing contract must specify the program's implementation period, content, inspection indicators, and itemization and utilization of funds).
- G. In the case of R&D activities carried out during the course of implementing the program which involve "concerted action" as set out in the Fair Trade Act, the Applicant shall separately apply to the Executive Yuan's Fair Trade Commission (FTC) for a permit in accordance with regulations.
- H. In the event that the program for which the Applicant is applying is found to have already received a subsidy from the government, depending on the severity of the circumstances, in addition to rescinding the agreement and recovering the subsidy, the Applicant may be forbidden from applying for a subsidy under this Program for a period of between 1 to 5 years beginning from the date of termination of the agreement.
- I. Beginning from the date of submission of its application, the Applicant may not engage in any improper association or inappropriate promotions in connection with application activities, subsidy programs, and subsidy amounts nor engage in other conduct intended to mislead or misrepresent.
- J. The company may not, as a result of applying for a subsidy under this Program, exaggerate the results of any research and development activities such that a third party or the general public misconstrues the MOEA as having guaranteed the results of such research and development or the quality, safety, or functionality of any product manufactured in connection therewith.

- K. In the event that litigation involving the company arises due to a dispute or other reason which results in a circumstance where a court or administrative enforcement agency issues an enforcement order, relevant action may be taken in conjunction with this Program including discontinuing the performance of the agreement or ceasing allocation of the subsidy.
- L. By accepting a subsidy pursuant to these Application Guide, the Applicant affirms that it shall protect the rights and interests of its employees, realize gender equality, and promote and guarantee employment opportunities for women. The standard for formulating salaries shall be based on academic experience, and there may not be any disparity in such specifications due to gender or physical or mental disability.
- M. In the event that an Applicant's program proposal is reviewed and approved to receive a subsidy and a circumstance is discovered involving a violation of the Program Service Agreement to which the Applicant is a signatory, or where a discrepancy is found in documentary proof used to pass the eligibility review process, the Applicant's eligibility to receive the subsidy shall be immediately revoked.