Proposal Preparation Guidelines

I. Contents of the Proposal

The proposal must include the following sections:

1. Company Overview: A brief introduction to your organisation.
2. Mentor Network: Details of the mentor pool available for this programme, including their specific areas of expertise and capabilities.
3. Strategic Networks: Details of investor, VC, corporate, and clinical networks that can be leveraged in this programme.
4. Track Record: Case studies or evidence of past experience with similar acceleration projects.
5. Project Team & Structure:
   a. Structure chart for project implementation (roles, responsibilities, and reporting lines).
   b. Profiles of key personnel, highlighting relevant experience from similar projects and specific skills/networks that will enhance the project outcome.
6. Past experiences and track records of similar projects
7. Project Delivery Schedule: A tentative timeline of activities.
8. Price (Quotation):
   a. Specify whether VAT is included or excluded.
   b. **Please submit the unit price per startup to support for phase 2.**
9. Contact Information: Primary point of contact for this proposal.

II. Format

PDF or Microsoft Poser Point

III. Notes

1. Once a proposal has been submitted, it may not be replaced or resubmitted unless requested by JETRO.
2. The proposal should be written in clear, plain English, ensuring that evaluators from non-technical backgrounds can fully understand the content.
3. Contact details must be clearly stated to allow JETRO to make enquiries if necessary.
4. JETRO will not bear any costs incurred in the preparation or submission of the proposal.Once a proposal has been received, it may not be replaced or resubmitted.
5. The proposal needs to be prepared for evaluators without any expertise to be able to evaluate.
6. Contact details need to be clearly stated in the proposal for JETRO to take contact if necessary.
7. JETRO will not bear any costs incurred in the preparation of the proposal.