

INDUSTRY-SPONSORED FINAL YEAR PROJECT (IS-FYP)

Detailed Procedure

Step 1:

Identify the Supervisor, Students, and Company.

Step 2:

The Supervisor will inform the student and the company about the administrative fee if they wish to proceed with the project:

- SGD \$5,000 admin fee if using the NTU agreement template.
- SGD \$10,000 admin fee if need to amend the NTU agreement template or use the company's template, which will cause an additional legal review process.

Step 3:

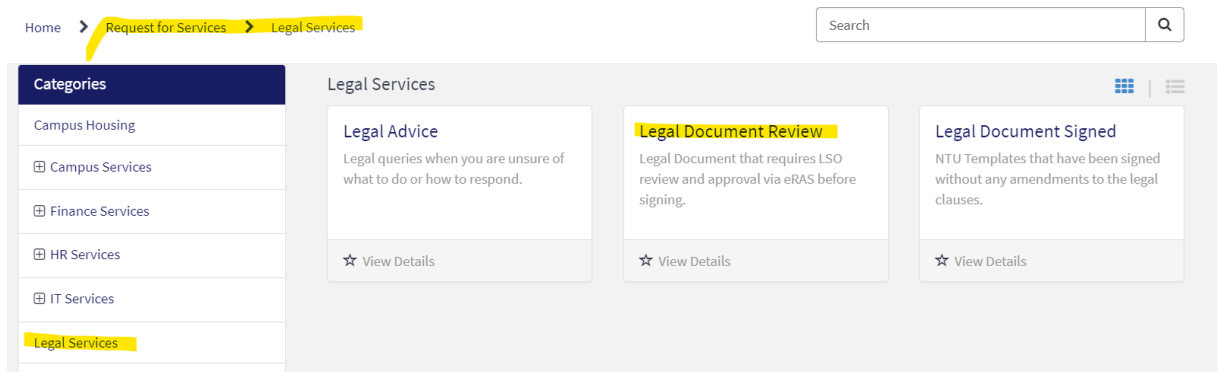
The Supervisor will collaborate with the Company to complete the IS-FYP agreement:

- Fill in the required information in the agreement.
- Provide full project details under "SCHEDULE 1" in the agreement.
- Supervisor needs to be fully aware of the terms and condition and project scope.

Step 4:

Once the agreement is completed, the Supervisor will need to initiate a legal ticket on ServiceNow for the agreement's legal review and follow up with the necessary process:

- Here is the submission link: https://ntuadminonestop.servicenow.com/ntusp?id=sc_category&sys_id=0e2383cddb77b046ef8f00ebf961903



The screenshot shows the ServiceNow interface for Legal Services. The breadcrumb trail is Home > Request for Services > Legal Services. A search bar is visible in the top right. The left sidebar lists categories: Campus Housing, Campus Services, Finance Services, HR Services, IT Services, and Legal Services (highlighted). The main content area, titled 'Legal Services', contains three cards: 'Legal Advice' (with a description and a 'View Details' link), 'Legal Document Review' (with a description and a 'View Details' link), and 'Legal Document Signed' (with a description and a 'View Details' link').

Step 5:

Upon approval from the legal office, the Supervisor, Students, and Company can proceed with signing the agreement.

Step 6:

The Supervisor will inform SCSE Finance once the agreement has been signed, and for Finance to follow up with the necessary payment.

Important Note:

Please prepare the proposal to fit into the following online proposal submission system:

DETAILS

1. Project Title
max=200 chars

2. Category

- Hardware Only
- Hardware & Software (Mostly Hardware)
- Hardware & Software (Mostly Software)
- Software Only

3. Project Type

- Design & Implementation
- Research & Development
- Others (please describe in project)

4. Project Summary
max=200 words

5. Specific Details
(max=100 words)

Design Element

OR Research Element