**Requirements for an Application, Review, and Onboarding System for an Innovation Hub**

**APPLICATION SYSTEM**

1. **User-Friendly Interface:**
   * An intuitive and easy-to-navigate online application portal.
   * Clear instructions and guidelines on the application process.
2. **Comprehensive Application Form:**
   * Personal and contact information of the applicant.
   * Detailed description of the innovative idea or startup.
   * Business plan including market analysis, target audience, and financial projections.
   * Information on the team, including roles, expertise, and experience.
3. **Supporting Documents:**
   * Upload functionality for supporting documents such as business plans, pitch decks, prototypes, and any relevant certifications.
4. **Automated Acknowledgment:**
   * Immediate acknowledgment email upon submission of the application.
   * Information on the next steps and timeline for review.
5. **Data Security:**
   * Ensure the application system complies with data protection regulations.
   * Secure storage and transmission of sensitive information.

**REVIEW SYSTEM**

1. **Review Panel:**
   * A diverse panel of experts from various fields including business, technology, finance, and industry-specific experts.
2. **Evaluation Criteria:**
   * Clear and transparent criteria for evaluating applications, including innovation potential, feasibility, market potential, and team capability.
3. **Scoring System:**
   * A standardized scoring system to ensure consistency and fairness in the evaluation process.
4. **Feedback Mechanism:**
   * Constructive feedback provided to all applicants, highlighting strengths and areas for improvement.
5. **Decision Notification:**
   * Timely communication of the review outcome to all applicants.
   * Detailed next steps for successful applicants.

**ONBOARDING SYSTEM**

1. **Welcome Packet:**
   * Comprehensive welcome packet including information about the hub, resources available, rules and regulations, and contact information.
2. **Orientation Program:**
   * An orientation session introducing new members to the hub’s facilities, services, and community.
   * Overview of the support services including mentorship, and networking events.
3. **Resource Allocation:**
   * Assignment of office space, equipment, and access to shared resources.
   * Introduction to the administrative support system.
4. **Mentorship Matching:**
   * Matching new founders with mentors based on their industry, needs, and stage of development.
5. **Community Integration:**
   * Opportunities for new members to engage with the hub community through networking events, workshops, and social activities.

**MONITORING AND EVALUATION SYSTEM OF INNOVATION FOUNDERS IN AN INNOVATION HUB**

1. **Regular Progress Reports:**
   * Founders submit regular progress reports detailing milestones achieved, challenges faced, and upcoming goals.
   * Standardized report templates to ensure consistency.
2. **Performance Metrics:**
   * Define clear performance metrics such as product development stages, market validation, user acquisition, revenue growth, and funding secured.
3. **Mentor Feedback:**
   * Regular feedback sessions with assigned mentors to provide guidance and track progress.
   * Documenting mentor observations and recommendations.
4. **Periodic Reviews:**
   * Quarterly or bi-annual reviews by the hub management to assess progress against predefined milestones.
   * In-depth review meetings to discuss progress, pivot strategies, and resource needs.
5. **Surveys and Feedback:**
   * Regular surveys to gather feedback from founders about the support services provided by the hub.
   * Use feedback to improve hub services and address any issues.
6. **Dashboard and Analytics:**
   * A centralized dashboard for tracking key performance indicators (KPIs) of all startups within the hub.
   * Data analytics to identify trends, measure impact, and inform strategic decisions.
7. **Success Stories:**
   * Documenting and sharing success stories of startups that have made significant progress or achieved notable milestones.
   * Use these stories for promotional activities and to inspire other founders.
8. **Exit Interviews:**
   * Conduct exit interviews with founders who graduate or leave the hub to understand their experience and gather insights on the effectiveness of the hub’s support system.

By implementing these comprehensive systems, an innovation hub can ensure a structured, transparent, and supportive environment for startups, fostering their growth and success.