



## **USER MANUAL**

### **Electronic Project Management System (EPMS)**

**For the  
Quality Education Fund  
Education Bureau**

Version: 2.0

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## User Manual on EPMS

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# 1 Introduction

## 1.1 Summary of EPMS

Electronic Management System (EPMS) is used as a computerized system integrated with the existing QEF FoxPro system for electronic submission of applications and enhanced communication with applicants. It is also a media for transferring all the information of the applicants to the QEF Cyber Resources Centre (QCRC).

The following processes summarize the number of stages in the system:


- ( i ) Applicant creates applicant account online before applying the proposed project;
- ( ii ) Applicant is authenticated before entering the web system;
- ( iii ) Applicant creates a project and enter all the information online related to the proposed project;
- ( iv ) System validates the entered project details and other related information that created by the applicant;
- ( v ) Applicant uploads all the required project proposal/attachments;
- ( vi ) System sends acknowledgement once the application is submitted;
- ( vii ) QEF user exports the project data to the QEF FoxPro system after the application deadline;
- ( viii ) QEF Project Officers examine the project in the QEF System;
- ( ix ) QEF user imports project approval status and related information to ES&C;
- ( x ) Applicant updates the report record online;
- ( xi ) Applicant uploads reports/deliverables;
- ( xii ) Different Reminders are generated by system to alert applicant to provide Progress Report/Final Report;
- ( xiii ) QEF user invokes the program to transfer the project related information and deliverables to the Cyber Resources Centre (QCRC);
- ( xiv ) Backend function to provide facilities to change different types of system parameter.

## 2 Chinese and English Version

This section provides an interface for user to select the preferred language and to logon into the EPMS system, hereby, system is used thorough this manual.

Before logon into the system, user can select either English or Chinese language by clicking the corresponding selection. Default version is English. While user clicking the system logo or the “Enter” button to enter into the system, the default version is used.

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ENGLISH | 中文版 | 



# QEF Electronic Management System

Enter

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### 3 Registration and Login Module

This section facilitates both organizations and individual applicants to become members of the system. After registration, all applicants can logon into the system using their own login ID and password.

Both school/organization and individual can select the “Account Registration (School/Organization)” and “Account Registration (Individual)” respectively.

For those already registered, they can click the “Logon” button after inputting their valid login ID and password.

The screenshot displays a web interface for logging in. At the top left, the word "Logon" is underlined. At the top right, it says "Version 1.9 (Build 0020)". Below this, a message states: "This application is best viewed with 800 x 600 resolution, using Window-based Microsoft Internet Explorer 5.0 or above". The main content area features two primary sections. The first is a "Logon" box with a blue header and a yellow body, containing "Login ID:" and "Password:" labels next to input fields, and a "Logon" button to the right. Below this box are two links: "\* Request password via e-mail" and "\* Download ID/password request form". The second section is "For New Applicant" with a blue header and a yellow body, containing two radio button options: "Account Registration (School/Organization)" and "Account Registration (Individual)". At the bottom, a note reads: "Please remember to logout properly when you have finished a session in QEF EPM System".








### 3.1 School/Organization Registration

For school and organization, they must provide information of those mandatory fields in order to submit their registration. The default value of Session is Whole Day.





After registering successfully, applicant must provide certified copy of ID Proof /Organization Certificate within 7 days of the application and send to QEF Secretariat for verification by mail or in person.

#### Account Registration(School/Organization)




**1 - Particulars of School/Organization**

<b>Registered Name in English:</b>	<input type="text"/>		<b>Registered Name in Chinese:</b>	<input type="text"/>	
For school applicant, please provide:	<input type="text"/>	(6 digits only)	<b>Session:</b>	Whole Day <input type="button" value="v"/>	
<b># School Number:</b>	(# Please refer to the EDB website: <a href="http://www.edb.gov.hk/index.aspx?nodeid=510&amp;langno=1">http://www.edb.gov.hk/index.aspx?nodeid=510&amp;langno=1</a> )				
<b>Applicant Sector:</b>	-Select- <input type="button" value="v"/> 				
<b>Correspondence Address in English:</b>			<b>Correspondence Address in Chinese:</b>		
<b>Flat/Building:</b>	<input type="text"/>		<b>Region:</b>	<input type="text"/>	
<b>Street:</b>	<input type="text"/>		<b>District:</b>	<input type="text"/>	
<b>District:</b>	<input type="text"/>		<b>Street:</b>	<input type="text"/>	
<b>Region:</b>	<input type="text"/>		<b>Flat/Building:</b>	<input type="text"/>	
<b>Tel (Office):</b>	<input type="text"/>		<b>Fax:</b>	<input type="text"/>	
<b>Website (URL):</b>	<input type="text"/>				


**2 - Particulars of Head of School/Organization**

<b>Name in English:</b>	<input type="text"/>	(Surname) 	<b>Name in Chinese:</b>	<input type="text"/>	(Surname)
	<input type="text"/>	(Given Name) 		<input type="text"/>	(Given Name)
<b>Title</b>	-Select- <input type="button" value="v"/>  others (please specify):		<input type="text"/>		
<b>Tel (Outside office hours):</b>	<input type="text"/>		<b>Email Address:</b>	<input type="text"/>	

**3 - Account Details**

<b>Applicant ID:</b>	<input type="text"/>		<b>Password (at least 6 alphanumeric):</b>	<input type="text"/>	
(Please insert your own ID)	(at least 2 characters)		<b>Retype Password:</b>	<input type="text"/>	

**Notes**

 Mandatory field that must be filled.

### 3.2 Individual Registration

For individual, they must provide information of those mandatory fields in order to submit their registration.

After registering successfully, the applicant must provide certified copy of ID Proof /Organization Certificate within 7 days of the application and send to QEF Secretariat for verification by mail or in person.

#### Account Registration (Individual)

**▶ 1 - Details of Individual**

<p><b>Name in English:</b> <input type="text"/> (Surname)  <input type="text"/> (Given Name) </p> <p><b>Title</b> <input type="text"/> - Select -  <b>others (please specify):</b> <input type="text"/></p> <p><b>Tel (Office):</b> <input type="text"/> </p> <p><b>Tel (Home/Mobile):</b> <input type="text"/></p> <p><b>Correspondence Address in English:</b></p> <p><b>Flat/Building:</b> <input type="text"/></p> <p><b>Street:</b> <input type="text"/> </p> <p><b>District:</b> <input type="text"/> </p> <p><b>Region:</b> <input type="text"/> </p>	<p><b>Name in Chinese:</b> <input type="text"/> (Surname) <input type="text"/> (Given Name)</p> <p><b>Fax:</b> <input type="text"/></p> <p><b>Email Address:</b> <input type="text"/> </p> <p><b>Correspondence Address in Chinese:</b></p> <p><b>Region:</b> <input type="text"/></p> <p><b>District:</b> <input type="text"/></p> <p><b>Street:</b> <input type="text"/></p> <p><b>Flat/Building:</b> <input type="text"/></p>
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**▶ 2 - Account Details**

<p><b>Applicant ID:</b> <input type="text"/> </p> <p><small>(Please insert your own ID) (at least 2 characters)</small></p>	<p><b>Password (at least 6 alphanumeric):</b> <input type="text"/> </p> <p><b>Retype Password:</b> <input type="text"/> </p>
---	--

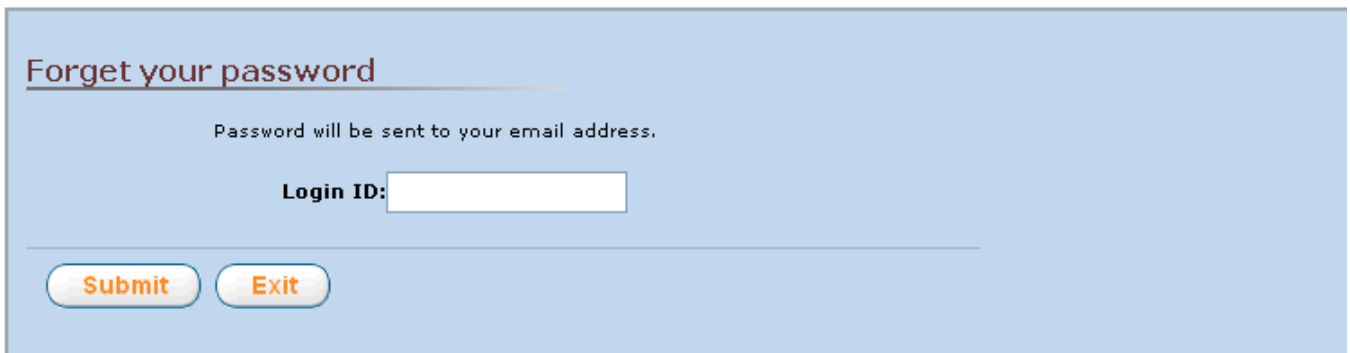
**▶ Notes**

Mandatory field that must be filled.

### 3.3 Forget Password

In case, applicants forget their password, they can click the “Request password via e-mail” on the Logon page to retrieve their current password. Applicants should input their valid login ID, after that, email will be sent to the email address that used in registration.

After users logon into the system, they must change password in order to protect his/her privacy. Alert message will be pop-up after users logon and logout of the system.



The screenshot shows a web form titled "Forget your password" on a light blue background. Below the title is a horizontal line. Underneath, the text "Password will be sent to your email address." is displayed. A label "Login ID:" is positioned to the left of a white rectangular input field. At the bottom of the form, there are two buttons: "Submit" and "Exit", both with orange text and rounded rectangular shapes.



## 4 Applicant, Project Proposal and Browsing Module

This section allows applicants to submit new application, update or review existing applications of the current call as well as update their account information.

### 4.1 Submit New Application

Applicants can click the “Submit New Application” tab to create new application. All mandatory fields must be input, otherwise, error messages will be displayed and applicants cannot save their current application details. To proceed, click the “Next Page” or click the “Exit” to back to the home page.

The screenshot displays the 'Application Form' interface. At the top, the title 'Application Form' is centered. Below it, a purple header bar contains 'Part A Project Particulars'. A blue box provides instructions: 'Please read the 'Guide to Applicants' and the 'Explanatory Notes for completing the Quality Education Fund Application Form' (Explanatory Notes) at the Quality Education Fund (QEF) web-site (<http://qef.org.hk>) before completing this form. One application form should be completed for each project theme and submitted through the Electronic Project Management System (EPMS)'. Below this, a blue bar indicates '1a - Project Theme' with a warning icon and '(Please select one.)'. The form lists several categories with radio button options: 'Learning and Teaching' (Catering for Learners' Diversity, Effective Learning and Teaching of Languages, Enhancing Learning & Teaching, and Assessment Literacy with a view to Enhancing Student Learning Outcomes, Using e-learning (IT) for Effective Learning, Values Education, Creative Arts and Culture Education), 'Support for Students and School Ethos' (Healthy Lifestyle and Positive Development of Students, Support for Students with Diverse Needs, Promoting Whole Child Development in Kindergarten Education), 'Management and Organisation' (Supporting Effective School Management and Leadership, Teacher Development and Wellness for Promoting Schools as Learning Organisations), and 'Others' (Other Theme (Please specify) with a text input field). A blue bar at the bottom contains 'Notes' with a warning icon and 'Mandatory field that must be filled.'. At the very bottom, there are two buttons: 'Next Page' and 'Exit'.

After filling in all the information of Part A, user can either click the “Save” or the “Next Page” button to save all the information. Clicking the “Previous Page” can return to the page that just visit.

**8 - Particulars of Project Leader**

**Name in English:** A  (Surname) **Name in Chinese:**  (Surname)  
 BC  (Given Name)  (Given Name)

**Title:** - Select -  others (please specify):

**Post in School / Organization:**

**Tel. No. (Office Hours):** 21236035 **Fax No.:**

**Tel. No. (Outside Office Hours):**  **Email Address:** paigef1@edb.gov.hk

**9 - Particulars of Consultant**

Please enter consultant (individual, organization or department/division of University) will be participated:

**10 - Information of previously funded QEF projects**

Please list the three latest QEF approved projects undertaken by the applicant :

Project No. 1.  2.  3.

*Additional requirement for 'Built-on Projects':*  
 Please list the previously funded QEF project(s) on which this application is based:

Project No.

Project No.	Mark for Delete
No Record.	
<input type="button" value="Delete"/>	

Have attended briefing sessions organized by QEF over the past three years.  Yes  No

Have attended consultation sessions organized by QEF over the past three years.  Yes  No

Have attended proposal writing workshops organized by QEF over the past three years.  Yes  No

**Notes**

Mandatory field that must be filled.

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For Part B, applicant can click the “Download” button to download the Project Summary Template or Explanatory Notes. Click “Open” or “Save” to open that document or save it into your local drive.

**Application Form**

**Part B Project Summary**

**1 - Writing the Project Summary**

Please use the format at Annex in the Explanatory Notes to provide in **one A4 size page at font size no smaller than 11 a summary of the project. The file submitted should be saved in .pdf format. Applications will not be accepted if the project summaries are found to have exceeded the page limit.**

(For details, please refer to paragraph 3 of the Explanatory Notes.)

**Download** Project Summary Template

Please read the "Explanatory Notes for completing the Quality Education Fund (QEF) Application Form" before completing this form.

**Download** Explanatory Notes

**2 - Upload Project Summary**

The file submitted should be saved in **.pdf format** and the file size is limited to **1.0 Mbyte**. The latest uploaded file will be considered as the final version.

**Upload** Project Summary

**Upload History of Project Summary**

Filename	Size (Mbyte)	Date Uploaded	Mark for Delete
No Record.			

**Delete**

**Previous Page** **Next Page** **Exit**



When applicant clicks the “Upload” button, the upload page will be pop-up. Click the “Browse” button to select the desired file for upload, then click the “Upload” button, the file will be uploaded to the system and click the “Save” button in order to confirm to save the file and back to Part B.


**Application Form**

**Part B Project Summary**

**1 - Writing the Project Summary**

Please use the format at Annex in the Explanatory Notes to provide in **one A4 size page at font size no smaller than 11 a summary of the project. The file submitted should be saved in .pdf format. Applications will not be accepted if the project summaries are found to have exceeded the page limit.**

**Microsoft Internet Explorer**

 Before uploading the file, you may wish to print and check the project summary to ensure that  
 -the number of pages is 1; and  
 -the font size is not smaller than 11.

確定

**2 - Upload Project Summary**

The file submitted should be saved in **.pdf format** and the file size is limited to **1.0 Mbyte**. The latest uploaded file will be considered as the final version.

**Upload** Project Summary

**Upload History of Project Summary**

Filename	Size (Mbyte)	Date Uploaded	Mark for Delete
No Record.			

**Delete**

**Previous Page** **Next Page** **Exit**

**Upload - Project Summary**

**Upload Attachment**

▶ Please select file to upload

**File:**  **Browse...**

**Upload**

Filename	Size(M)	Upload Date

**Save**

After saving the document, the uploaded document can be seen on the upload history. More than one documents can be uploaded, however, the latest uploaded file will be considered as the final version. Applicants should upload the Project Summary before submitting their application.

## Application Form

**Part B Project Summary**

**1 - Writing the Project Summary**

Please use the format at Annex in the Explanatory Notes to provide in **one A4 size page at font size no smaller than 11 a summary of the project. The file submitted should be saved in .pdf format. Applications will not be accepted if the project summaries are found to have exceeded the page limit.**

[Download](#) Project Summary Template

Please read the "Explanatory Notes for completing the Quality Education Fund (QEF) Application Form" before completing this form.

[Download](#) Explanatory Notes

**2 - Upload Project Summary**

The file submitted should be saved in **.pdf format** and the file size is limited to **1.0 Mbyte**. The latest uploaded file will be considered as the **final version**.

**Upload History of Project Summary**

Filename	Size (Mbyte)	Date Uploaded	Mark for Delete
My project summary.pdf	0.05	15/04/2008 10:45	<input type="checkbox"/>

---

[Previous Page](#)   [Next Page](#)   [Exit](#)

The mechanism of Part C is same as Part B. Also, applicants must upload their Project Details in order to submit their application successfully.

## Application Form

**Part C Project Details**

**Please provide details of the proposed project in no more than 15 A4 size pages with single line spacing at font size no smaller than 11 and submit the file saved in .pdf format through the EPMS. Applications will not be accepted if the project details are found to have exceeded the page limit.**

The project details should cover the goals and objectives, conceptual framework, needs assessment, applicant's capability, targets and expected number of beneficiaries, extent of teachers' and principals' involvement in the project, implementation plan with time-line, budget with detailed breakdown, evaluation parameters and method, expected deliverables and outcomes, dissemination / promotion activities and sustainability of the outcomes of the project.

(For details, please refer to paragraphs 4 to 32 of the Explanatory Notes.)

**Upload Project Details**

**The file submitted should be saved in .pdf format and the file size is limited to 4.0 Mbyte. The latest uploaded file will be considered as the final version.**

Upload    Project Details

**Upload History of Project Details**

Filename	Size (Mbyte)	Date Uploaded	Mark for Delete
No Record.			

Delete

---

Previous PageNext PageExit

For applications with grant sought not exceeding \$150,000, applicants can click the “Download” button to download the Project Proposal Template or Explanatory Notes. Click “Open” or “Save” to open that document or save it into your local drive. Applicants must upload their project proposal in order to submit that application successfully.

## Application Form

**Part C Project proposal**

Please provide a project proposal in no more than 6 A4 size pages with single line spacing at font size no smaller than 11 and submit the file saved in .pdf format through the EPMS. Applications will not be accepted if the project details are found to have exceeded the page limit.

Download Project Proposal Template

Please read the "Explanatory Notes for completing the Quality Education Fund (QEF) Application Form" before completing this form.

Download Explanatory Notes

**Upload Project proposal**

The file submitted should be saved in .pdf format and the file size is limited to 4.0 Mbyte. The latest uploaded file will be considered as the final version.

Upload Project proposal

**Upload History of Project proposal**

Filename	Size (Mbyte)	Date Uploaded	Mark for Delete
No Record.			

Delete

Previous Page
Next Page
Exit

Applicant can click the “Retrieve School Information” button after inputting the School Number and Session. If record has been found, details of the corresponding school/organization will be shown. Then click the “Add” button to add that school/organization as your collaborator.

Also, applicant can mark the checkbox and click the “Delete” button to remove that organization from your collaborating list.

### Application Form

**Part D Details of Collaborating / Participating Organizations**

▶ Please provide a list of schools and organizations which has / have agreed to collaborate / participate in the proposed project. The nominated schools and organizations should be requested to confirm their collaboration / participation through the EPMS within 14 days from the date of submission of the application. Should no confirmation be made, the schools and organizations concerned will not be counted as valid collaborators / participants.

You can enter a school number or partial name of school/organization to search for collaborator registered under EPMS:

School Number:

Name of Collaborating / Participating Parties:

Select Collaborating/Participating School/Organization:

The following organization(s) has/have confirmed to collaborate/participate in the proposed project.

Name of Organization(s)	Name of Supervisor/Head	School No.	Session	Status	Confirmed Date	Mark for Delete
No Record.						

If the name of the collaborator is not available in the above, you can press "Supplementary List" to enter collaborators' information manually. As information entered in the supplementary list may require additional checking and verification, extra time will be required to process your application.

---



Applicant can click the “Save” button to save all the details that have input. When applicant wants to submit the application, all the “Confirmed” checkboxes must be checked and then click the “Submit” button.

If there are error messages shown, applicant must correct all the errors in order to submit it successfully.

## Application Form

**Part E Declaration**

- (a) I confirm that the applicant organization is not undertaking / participating in any QEF projects of the same project type as at the commencement date of the project under application.  Confirmed
- (b) I confirm that the proposed project does not duplicate those I have been conducting / will conduct using other government funding.  Confirmed
- (c) If the project is funded or subsidized by the QEF, I pledge to participate actively in all the promotion, dissemination and publicity activities in respect of the project.  Confirmed
- (d) I understand that all products / deliverables, including the records, database and materials developed in the proposed project shall remain the exclusive property of the QEF.  Confirmed
- (e) I confirm that in implementing the proposed project, I will not infringe any copyright or other intellectual property rights of any party.  Confirmed
- (f) I certify that all the information given in this application is true and accurate. I understand that if I wilfully give any false information or withhold any material information, the application will become void. Any grant approved will be withheld and any payment made must be refunded to the QEF.  Confirmed

**Additional Requirement for School Applicant:**

- (g) I understand that upon approval of the project, I shall be required to produce documentary proof of endorsement by the School Management Committee / Incorporated Management Committee that the project aligns with the needs and development of the school and the project is supported by teachers.  Confirmed

**Note:**

**All applications for the QEF should be submitted via the EPMS. If the applicants are schools or organizations, these applications, once submitted, are regarded as already endorsed by the head or supervisor of the school / the head of the organization on behalf of the school /organization.**

Previous PageSubmitExit

After submitting successfully, the Submission Acknowledgment will be shown and email acknowledgement will be sent to the head of your organization. Applicant can also click the “Print” button to print out that acknowledgement. After finishing this step, you have created your own application and submit it successfully.

Application Form

**Part A - Project Particulars**

**1 - Project Nature** (Please choose 'IT' if the application is related to Information Technology.)  
 IT  non-IT

**2 - Project Sub-category** (Please select an appropriate one.)  
 - Select -

**3 - Title of Project** (Please fill in English & Chinese (if applicable).)  
 English:   
 Chinese:

**4 - Grant Request**  
 \$  (Please round up to the nearest hundred dollar.)

**5 - Project Period**  
 From 1st day of  (mm/yyyy) To last day of  (mm/yyyy)  
Commencement date End date

**6 - Qualifying Sector**  
 Pre-primary  Primary  Secondary  Special

**7 - Applicant Sector**  
 Kindergarten

**7 - Particulars of Applicant**

(a) Name of Organization/Individual  
 English: A-one Kindergarten  
 Chinese: 第一幼稚園  
 For school applicant, please provide:  
 School Number: 216504 Sessions: Whole Day

(b) Name of Head of School/Organization  
 Title: Ma  
 Name in English: Ma (Surname) Ma (Given Name)  
 Name in Chinese: 馬 (Surname) 瑪 (Given Name)

(c) Correspondence Address  
 English: G/F, Kam Hon House  
 Choi Hung Estate  
 Wong Tai Sin  
 Kowloon  
 Chinese: 九龍  
 葵涌樓下  
 彩雲邨  
 翼大樓

(d) Tel. No. (Office Hours): 23204880 (Outside Office Hours):  
 Fax No.: 23204880 Email Address: mailqef@yahoo.com

**8 - Particulars of Project Leader**

Name in English:  (Surname)  (Given Name) Name in Chinese:  (Surname)  (Given Name)  
 Title: - Select - others (please specify):   
 Post in School / Organization:   
 Tel. No. (Office Hours):  Fax No.:   
 Tel. No. (Outside Office Hours):  Email Address:

**9 - Particulars of Consultant**  
 Please enter consultant (individual, organization or department/division of University) will be participated:

**10 - Information of previously funded QEF projects**  
 Please list the three latest QEF approved projects undertaken by the applicant:  
 Project No. 1.  2.  3.   
 Additional requirement for "Business Projects":  
 Please list the previously funded QEF project(s) on which this application is based:  
 Project No.    

Project No.	Mark for Delete
No Record.	<input type="button" value="Delete"/>

 Have attended briefing sessions organized by QEF over the past three years.  Yes  No  
 Have attended consultation sessions organized by QEF over the past three years.  Yes  No  
 Have attended proposal writing workshops organized by QEF over the past three years.  Yes  No

**Notes**  
 Mandatory field that must be filled.

If applicants have reached the maximum collaboration/application(s) in the current call, they cannot create any applications again. Error message will be shown like this:

**Validation Error(s)**

🚫 Since you have reached the maximum collaboration/application(s) in the current call, the new application cannot be created.

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**Welcome**

**Mr orange orange** , welcome to the QEF EPM System

This system provides the following functions:

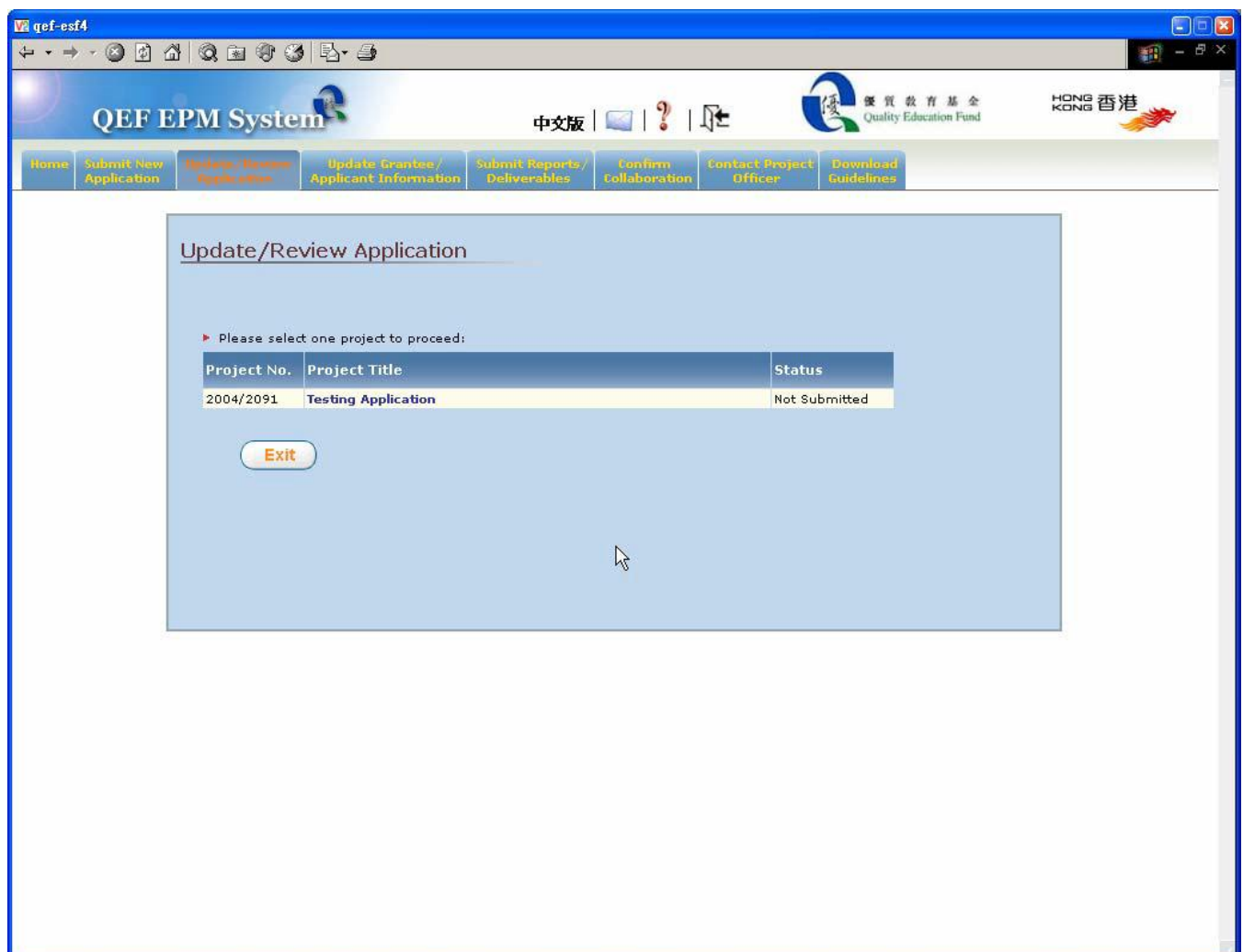
- ▶ [Submit New Application](#)
- ▶ [Update/Review Application](#)
- ▶ [Update Grantee/Applicant Information](#)
- ▶ [Submit Reports/Deliverables](#)
- ▶ [Contact QEF Project Officer regarding approved project](#)
- ▶ [Download Application Guidelines/Templates](#)

## 4.2 Update/Review Application

Applicants can update or review their applications by clicking the “Update/Review Application” tab. All the application belongs to your organization will be shown. Clicking the Project Title can open the specified application and start the modification.

For those applications has Status other than “Not Submitted”, applicant cannot save or even submit that application again unless Resubmission Right has been granted by the Project Administrator.

After selecting the project, please refer to the section 4.1 for all the steps for completion.



The screenshot displays the 'Update/Review Application' interface of the QEF EPM System. The page features a navigation menu with options like 'Home', 'Submit New Application', 'Update/Review Application', 'Update Grantee/Applicant Information', 'Submit Reports/Deliverables', 'Confirm Collaboration', 'Contact Project Officer', and 'Download Guidelines'. The main content area contains a heading 'Update/Review Application' and a prompt: 'Please select one project to proceed:'. Below this is a table with the following data:

Project No.	Project Title	Status
2004/2091	Testing Application	Not Submitted

An 'Exit' button is located below the table.

### 4.3 Update Grantee/Applicant Information

Applicants can update their organization information by clicking the tab “Update Grantee/Application Information” on the menu bar. To ensure save the information successfully, all the mandatory fields must be input.

Home	Submit New Application	Update/Review Application	<b>Update Grantee/ Applicant Information</b>	Submit Reports/ Deliverables	Confirm Collaboration	Contact Project Officer	Download Guidelines
------	------------------------	---------------------------	--	------------------------------	-----------------------	-------------------------	---------------------

#### Applicant Profile (Individual)

**1 - Details of Individual**

<b>Name in English:</b>	<input type="text" value="orange"/> (Surname)	<b>Name in Chinese:</b>	<input type="text" value="橙"/> (Surname)
	<input type="text" value="orange"/> (Given Name)		<input type="text" value="汁"/> (Given Name)
<b>Title</b>	<input type="text" value="- Select -"/>	<b>others (please specify):</b>	<input type="text" value="123"/>
<b>Tel (Office):</b>	<input type="text" value="12312312"/>	<b>Fax:</b>	<input type="text" value="12421412"/>
<b>Tel (Home/Mobile):</b>	<input type="text" value="99999999"/>	<b>Email Address:</b>	<input type="text" value="name@isp.com"/>
<b>Correspondence Address in English:</b>		<b>Correspondence Address in Chinese:</b>	
<b>Flat/Building:</b>	<input type="text" value="11/F"/>	<b>Region:</b>	<input type="text" value="新界"/>
<b>Street:</b>	<input type="text" value="ABC Street"/>	<b>District:</b>	<input type="text" value="沙田"/>
<b>District:</b>	<input type="text" value="Shatin"/>	<b>Street:</b>	<input type="text" value="石門"/>
<b>Region:</b>	<input type="text" value="NT"/>	<b>Flat/Building:</b>	<input type="text" value="11樓"/>

**2 - Account Details**

<b>Applicant ID:</b>	<input type="text" value="orange"/>	<b>Password (at least 6 alphanumeric):</b>	<input type="password" value="XXXXXXXX"/>
		<b>Retype Password:</b>	<input type="password" value="XXXXXXXX"/>

**Notes**

Mandatory field that must be filled.

## 5 Reports and Project Deliverables Module

This section provides an interface for the applicants to submit their Progress Report, End-of-Project Report and Deliverables after their applications have been approved.

Applicant can click the “Submit Reports/Deliverables” tab to do reports/deliverables submission. This function enable only applications have been approved.

First of all, applicant should select one Project No. and then select the Type of Submission. Finally, click the “Proceed” button to the next page for submission. Click the “Exit” button can return to the home page.

Submission of Reports/Deliverables

▶ Please select one of the approved project:

Select	Project No.	Project Title
<input type="radio"/>	2004/2091	Testing Application

▶ Please select either type of submission to proceed:

Type of Submission

- Progress Report
- End-of-Project Report
- Deliverables

## 5.1 Submit Progress Report

After selecting an application, applicant can click the “Upload” button to upload the Progress Report which should be in DOC or PDF format. The system did not allow other type of documents to be uploaded.

When applicant wants to delete the uploaded Progress Report, the Mark for Delete checkbox of that report should be checked and then click the “Delete” button. If the Progress Report has been submitted already, deletion of that report is not allowed.

### Progress Report of Project

**Project Particulars**

**Project No.:** 2004/2091  
**Chinese Project Title:**  
**English Project Title:** Testing Application  
**Name of Organization/School:** EMB Org  
**Project Period:** From 09/2004 to 06/2005 (MM/YYYY)

**1 - Upload Progress Report**

Please read the Guidelines to Completion of Progress Report of Quality Education Fund Projects before completing this part of the report.

**Please use a separate word file (Doc or PDF format) to report** the progress with regard to the following aspects:

1. Project activity during the reporting period
2. Project variation\*, if any, during the reporting period
3. Self-evaluation of project effectiveness with indicators and measures of effectiveness clearly stipulated
4. Dissemination of deliverables and good practices, if any, and responses to such dissemination

The report size is limited to **8.0** Mbyte.

**Upload**

**Upload History**

Filename	Size (M)	Uploaded Date	Received Date	Reporting Period	Mark for Delete
ProgressReport.doc	0.02	09/09/2004 12:10	09/09/2004	01/10/2004-31/12/2004	<input type="checkbox"/>

**Delete**

Before uploading an attachment, “Reporting Period” should be selected; otherwise, applicant even selects a document and clicks the “Upload” button, nothing will be uploaded. If uploaded successfully, the details of the file will be shown and click the “Save” button can save and return to the “Progress Report of Project” page and that record will be added to the “Upload Progress Report” upload history.

**Upload - Progress Report**

**Progress Report Details**

**Reporting Period:** 04/2007 - 04/2007

**Upload Attachment**

Please select file to upload

**File:**  瀏覽...

Upload

Filename	Size(Mbyte)	Upload Date

Save

After uploading the Progress Report, applicant can use the same way to upload or delete the deliverables. Applicant also cannot delete the deliverables after the “Submit” button has been clicked.

**2 - Upload Deliverables**

For variations not covered by the terms of the Agreement, a separate written application should be submitted to the Quality Education Fund for prior approval.

Total attachment size for deliverables is limited to **2.0** Mbyte.

Upload

Title	Filename	Size (M)	Sub-category	Uploaded Date	Received Date	Mail In	Mark for Delete
Computer Lesson	video.rm	0.01	Progress Report / Activity Report	09/09/2004 12:18	09/09/2004	No	<input type="checkbox"/>

Delete

**Notes**

Mandatory section.

Submit Exit

Before uploading a deliverable, all the mandatory fields should be filled; otherwise, applicant even selects a document or other attachments and clicks the “Upload” button, nothing will be uploaded. If




uploaded successfully, the details of the file will be shown and click the “Save” button can save and return to the “Progress Report of Project” page and that record will be added to the “Upload Deliverables” upload history.

### Upload - Deliverables


---


#### Deliverables Details

▶ If the deliverables will be submitted by mail, please select the Mail In check box.

**Deliverable Title:**  

**Mail In:**

**Sub-category:**  

**Received Date:**  (DD/MM/YYYY) 

#### Upload Attachment

▶ Please select file to upload

**File:**

Filename	Size(M)	Upload Date

## 5.2 Submit End-of-Project Report

After selecting an application, applicant can click the “Upload” button to upload the End-of-Project Report which should be in DOC or PDF format. The system did not allow other type of documents to be uploaded.

When applicant wants to delete the uploaded End-of-Project Report, the Mark for Delete checkbox of that report should be checked and then click the “Delete” button. If the End-of-Project Report has been submitted already, deletion of that report is not allowed.


The upload mechanism is same as the one of Upload of the Progress Report.

### Final Project

---

**Project Particulars**

<b>Project No.:</b>	2006/0098
<b>Chinese Project Title:</b>	
<b>English Project Title:</b>	Apply qef-校園智能卡
<b>Name of Organization/School:</b>	Division of Science, Mathematics and Computing
<b>Project Period:</b>	07/2007 - 06/2008 (MM/YYYY)

**1 - Upload Final Report** 

Please read the Guidelines to Completion of Final Report of Quality Education Fund Projects before completing this part of the report.

**Please use a separate word file (Doc or PDF format) to report** the progress with regard to the following aspects:

1. Attainment of objectives
2. Project impact on learning effectiveness, professional development and school development
3. Cost-effectiveness - a self-evaluation against clear indicators and measures
4. Deliverables and modes of dissemination; responses to dissemination
5. Activity list
6. Difficulties encountered and solutions adopted

The report size is limited to **8.0** Mbyte.

\* For variations not covered by the terms of the Agreement, a separate written application should be submitted to the Quality Education Fund for prior approval.

**Upload**

**Upload History**

Filename	Size (Mbyte)	Uploaded Date	Received Date	Reporting Period	Mark for Delete
No Record.					

**Delete**

After uploading the Final Report, applicant can use the same way to upload or delete the deliverables. Applicant also cannot delete the deliverables after the “Submit” button has been clicked.

The upload mechanism is same as the Upload Deliverables of Progress Report.

2 - Upload Deliverables

Total attachment size for deliverables is limited to **8.0** Mbyte. chinese

Upload

Title	Filename	Size (Mbyte)	Sub-category	Uploaded Date	Date of Submission	Mail In	Mark for Delete
No Record.							

Delete

Notes

Mandatory section.

Submit Exit

### 5.3 Submit Deliverables

After selecting an application, applicant can click the “Upload” button to upload the deliverables.

When applicant wants to delete the uploaded Deliverables, the Mark for Delete checkbox of that deliverable should be checked and then click the “Delete” button. If the Deliverable has been submitted already, deletion of that deliverable is not allowed.

The upload mechanism is same as the one of Upload Deliverable of the Progress Report.

#### Deliverables

---

**Project Particulars**  
**Project No.:** 2006/0098  
**Chinese Project Title:**  
**English Project Title:** Apply qef-校園智能卡  
**Name of Organization/School:** Division of Science, Mathematics and Computing  
**Project Period:** 07/2007 - 06/2008 (MM/YYYY)

**1 - Upload Deliverables**  
Total attachment size for deliverables is limited to **2.0** Mbyte.

Title	Filename	Size (Mbyte)	Sub-category	Uploaded Date	Date of Submission	Mail In	Mark for Delete
No Record.							

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## 6 Confirm Collaboration Module

This section provides an interface for the applicant to confirm the Invitation of Collaboration. When other organization or individual has invited you, you can find a record on the tab “Confirm Collaboration” page.

Applicant can know that organization or individual detailed information by selecting the “Project Title” or click the “Exit” button to return to the home page.

Confirm Invitation of Collaboration

▶ Please select one project to proceed

Project No.	Project Title	Name in English	Name in Chinese	Grant Sought(HK\$)	Project Period	Status
2004/2081	UML Project	Mr EMB Individual	獨立先生	0	12/2004- 12/2005	Confirmed

Exit

Applicant can click the “Download” button to download the Project Summary of that organization or individual. When applicant wants to confirm that invitation, the Declaration checkbox must be checked and then click the “Submit” button. When returning to the “Confirm Invitation of Collaboration” page, that invitation status has been changed to “Confirmed”.

It is not allowed to submit the invitation after the project deadline of that invitation application.

**Confirm Invitation of Collaboration**

**Invitation of Collaboration Details**

Please be informed that your organization is invited to collaborate/participate in the following project:

**Project No.:** 2004/2081  
**Project Title:** UML Project  
**Grant Sought:** 0  
**Name in English:** Mr EMB Individual  
**Name in Chinese:** 獨立先生  
**Project Period:** From 12/2004 to 12/2005  
**Project Summary:** [Project Summary](#) **Download**

**Declaration**

I confirm that I/my organization will collaborate/participate in the project submitted by the Applicant.

**Previous Page** **Submit** **Exit**

## 7 Contact Project Officer Module


This section provides an interface for the applicant to send enquiry about the project to the Project Administrator.

Applicant should select a project before sending the email. Application has been approved can be selected only. Also, the Subject and Content should not be empty in order to send out successfully. Applicant can also upload any attachments. Clicking the “Exit” will return to the home page.

Home	Submit New Application	Update / Review Application	Update Grantee / Applicant Information	Submit Reports / Deliverables	Confirm Collaboration	Contact Project Officer	Download Guidelines
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### Project Enquiry


▶ 1 Select Project for Enquiry

**Select Project:**  

**English Project Title:**

**Chinese Project Title:**

▶ 2 Enquiry Details


**Subject:**  

**Content:**

**Attachment:**  (Maximum Size: 7.0 MB)

**Uploaded File:**

▶ Notes

 Mandatory field. Must be filled.

## 8 Download Guidelines Module

This section provides all the guidelines for download. Applicant can click on the desired guideline to save it or just right click on the required item to save it to your local drive.

<a href="#">Home</a>	<a href="#">Submit New Application</a>	<a href="#">Update/Review Application</a>	<a href="#">Update Grantee/ Applicant Information</a>	<a href="#">Submit Reports/ Deliverables</a>	<a href="#">Confirm Collaboration</a>	<a href="#">Contact Project Officer</a>	<a href="#">Download Guidelines</a>
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### Download Guidelines/Templates


- ▶ **For Application**
  - [Guide to Applicants](#)
  - [Explanatory Notes for Completing Application Form](#)
  - [Project Summary Template](#)
- ▶ **For Project Management**
  - [Guideline for Completing the Progress Report](#)
  - [Progress Report Template](#)
  - [Guideline for Completing the Final Report](#)
  - [Final Report Template](#)
- ▶ **For Financial Management**
  - [Guideline for Completing the Interim Financial Report](#)
  - [Interim Financial Report Template](#)
  - [Guideline for Completing the Final Financial Statement](#)
  - [Final Financial Statement Template](#)
  - [Guideline for Assets Register](#)
  - [Assets Register Template](#)

Please move to the required item and right-click to save it to your local computer

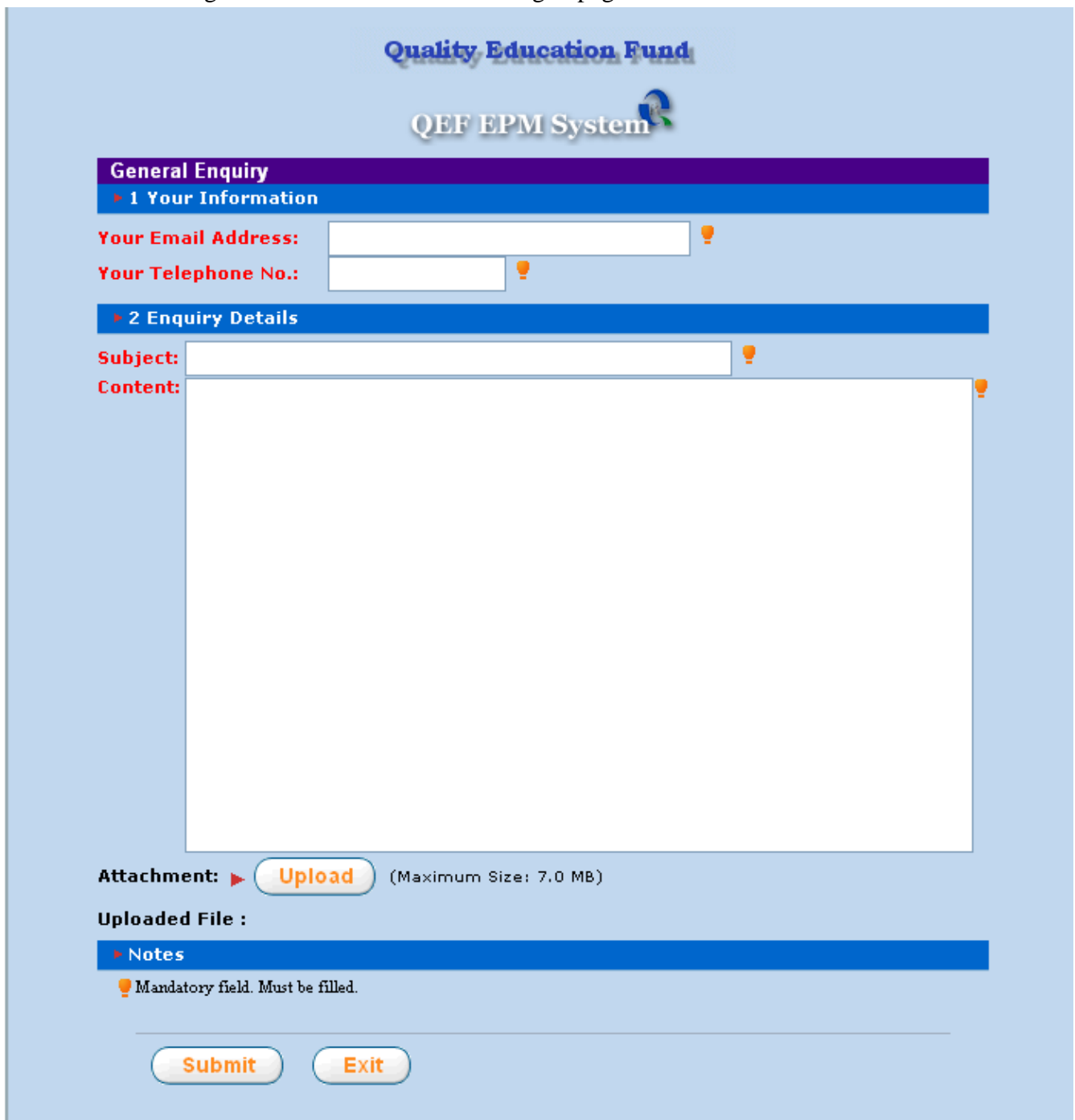


## 9 General Enquiry Module

This section provides an interface for the general user to send enquiry to the system. User can click

“” icon on the top menu bar.

General users should fill in all the mandatory fields before send out the mail. They can also upload any attachments. Clicking the “Exit” will return to the logon page.




The screenshot shows the 'General Enquiry' interface of the 'Quality Education Fund (QEF) EPM System'. The page has a light blue background. At the top, the text 'Quality Education Fund' is displayed in blue, with 'QEF EPM System' below it in a larger, stylized font. The main content area is divided into sections by blue bars with white text: 'General Enquiry', '1 Your Information', and '2 Enquiry Details'. Under '1 Your Information', there are two input fields: 'Your Email Address:' and 'Your Telephone No.:', both with orange lightbulb icons indicating they are mandatory. Under '2 Enquiry Details', there are two input fields: 'Subject:' and 'Content:', both with orange lightbulb icons. Below the 'Content:' field is an 'Attachment:' section with an 'Upload' button and the text '(Maximum Size: 7.0 MB)'. Below that is an 'Uploaded File :' section. At the bottom, there is a 'Notes' section with a blue bar and a legend: an orange lightbulb icon followed by the text 'Mandatory field. Must be filled.'. At the very bottom, there are two buttons: 'Submit' and 'Exit'.

## Miscellaneous

This section states all the miscellaneous functions including online help and logout.

For FAQ, applicant can click “” icon to download the FAQ.

For online help, applicant can click “” icon to download the online help.

We really recommend applicant can logout by clicking “” but not only just close the Internet Explorer.



## 10 Quick Start

- (1) [Overview](#), please refer to Section 1.1
- (2) [How to register as an user](#), please refer to Section 3.1 and 3.2
- (3) [How to retrieve a forgotten password](#), please refer to Section 3.3
- (4) [How to submit an application](#), please refer to Section 4.1
- (5) [How to invite an collaborator/participant](#), please refer to Section 4.1
- (6) [How to accept as an invitation of collaboration](#), please refer to Section 6
- (7) [How to revise an application](#), please refer to Section 4.2
- (8) [How to submit reports and deliverables](#), please refer to Section 5
- (9) [How to revised applicant's information](#), please refer to Section 4.3
- (10) [How to make enquiries regarding this system](#), please refer to Section 9
- (11) [How to contact project officer regarding individual project](#), please refer to Section 7