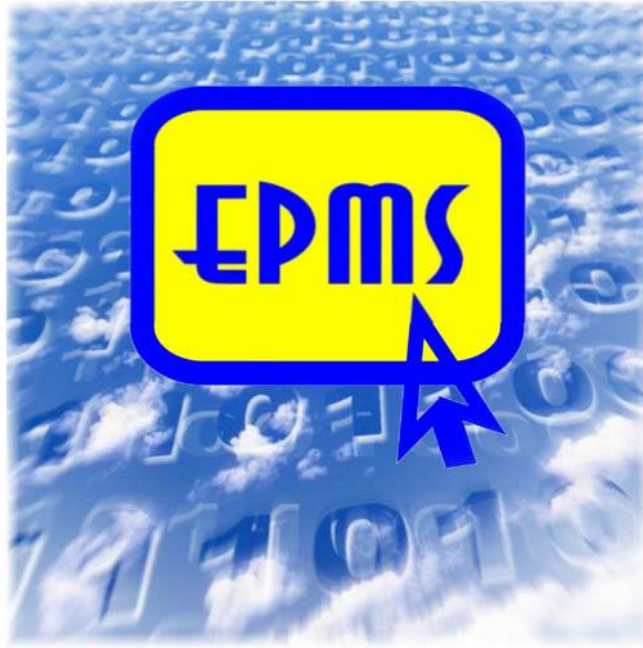


**Submit report and deliverable
for Approved QEF Project
at your fingertips**



Quality Education Fund

The Electronic Project Management System (EPMS) is a one-stop, user-friendly platform for applicants and grantees to submit applications for QEF and reports/deliverables of approved projects via the Internet. To establish better communication, all grantees have to submit their reports/deliverables via the EPMS.

Workflow for Submission of reports/deliverables via EPMS

(1) Logon EPMS (<http://qef.org.hk>)



(2) Update User Information (if required)



(3)

- Read "Guidelines to Completion of Progress/Final Report of QEF Projects" in the Download Guidelines" area of the EPMS.
- Submit Reports/Deliverables



(4) Upload Report



(5) Upload Deliverables (if required)



(6) Confirm and Submit Report/Deliverables



(7) Receive Acknowledgement from QEF

1

Logon EPMS

- 1.1) Before submitting your report/deliverables, please check your Login ID and password. Creation of a new account is not required. Enter the QEF website <http://qef.org.hk> with Gf i g.'Ej tqo g"qt"Tk ghqz. Press **EPMS** to logon to the system.

- 1.2) Enter the Login ID and password.
- 1.3) Press **Logon** to enter.
- 1.4) If you have forgotten your password, press **“Request password via e-mail”** and EPMS will send a password to your registered e-mail account.

2

Update user information (if required)

- 2.1) Press **“Update Grantee/Applicant Information”** on the top menu bar.
- 2.2) Update information as required, in particular the active e-mail addresses of the project leader and the head of school/organisation.

3

Submit reports/deliverables

Read “Guidelines to Completion of Progress/Final Report of Quality Education Fund Projects” in the “Download Guidelines” area of the EPMS.

- 3.1) Select **“Submit Reports/Deliverables”** on the menu bar.
- 3.2) Select one of the approved project(s) for which report/deliverable(s) has/have to be submitted.
- 3.3) Select the type of submission.
- 3.4) Press **Proceed** to continue.

Submission of Reports/Deliverables

Call No.: 18

Display Range: 1 (2014/0109 - 2014/0109)

Project No.: 2014/0109

Please select one of the approved project(s):

2014/0109 Enquiry Studies: Development of Wan Chai

Type of Submission:

Progress Report

Final Report

Deliverables

Please do not send project financial report via EPMS. All financial reports must be submitted by post to the QEF Secretariat separately.

Process Exit

4 Upload report

- 4.1) Check whether the “Project Particulars” are correct.
- 4.2) Read guidelines for preparing the report.
- 4.3) Press **Upload** to upload the completed report. Please note that the EPMS only accepts files in pdf/doc format and with a file size not larger than 4 Mbyte.
- 4.4) Specify a reporting period for the report.
- 4.5) All fields marked with are mandatory.
- 4.6) Press (a) **Browse**, (b) **Upload** and (c) **Save** to upload and save the selected file.
- 4.7) You will receive a message “Saved Successfully” when the upload process is completed.

Progress Report of Project

Project Particulars

Project No.: 2005/0004

Chinese Project Title:

English Project Title: A Good Project

Name of Organization/School: QE School

Project Period: 06/2006 - 08/2007 (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:

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

The report size is limited to 4.0 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

File name	Size (Mbyte)	Uploaded Date	Received Date	Reporting Period	Mark for Delete
No record.					

Upload - Progress Report

Progress Report Details

Reporting Period: From to (MM/YYYY)

Upload Attachment

Please select file to upload

File:

Upload

Filename

Size(Mbyte)

Upload Date

Save

5 Upload deliverables

- 5.1) Fill in the “Deliverable Title”, “Sub-category” and “Date of Submission”.

5.2) Mark the item as “**Mail-in**” if it is to be submitted by mail later.

5.3) Press (a) **Browse** , (b) **Upload** and (c) **Save** to upload and save the selected file(s). Although there is no restriction on the file type and quantity of deliverables, each file must not be larger than 8 Mbyte.

6 Confirm and submit report/deliverables

- 6.1) You can mark and press **delete** to delete an uploaded file in case you have saved a wrong file.
- 6.2) Please check and confirm that all the uploaded files are correct. You cannot replace the file(s) once the ‘**Submit**’ button is pressed.
- 6.3) Press **Submit** to save and complete the submission process.

7 Receive acknowledgement from OEF

7.1) A message “**Submitted Successfully**” will be displayed once all the files are received by EPMS.

7.2) An e-mail message will be sent to applicant’s registered e-mail account to acknowledge the receipt of the files.

Useful Information

- (1) QEF Hotline: 2921'8833
 (2) QEF website: <http://qef.org.hk>

