Submit applications for the Quality Education Fund at your fingertips
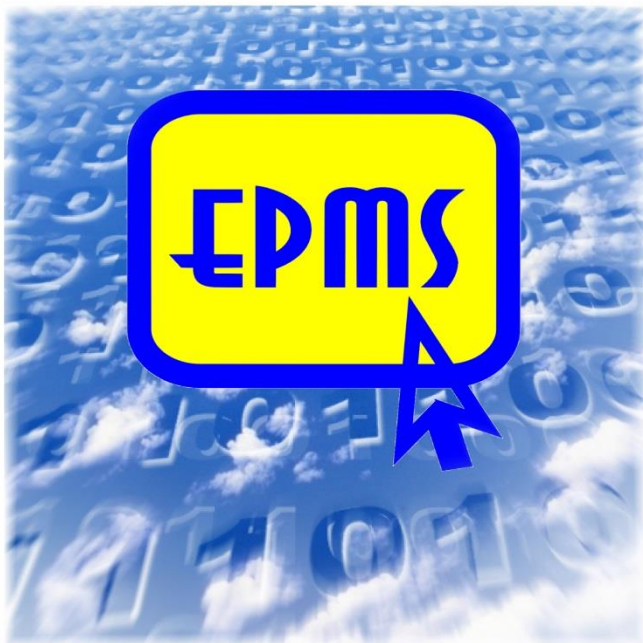
Applications for the Quality Education Fund can be submitted throughout the year via EPMS

The Electronic Project Management System (EPMS) is a one-stop, user-friendly platform for applicants and grantees to submit applications for Quality Education Fund (QEF) and reports of approved projects via the Internet. QEF applications can only be submitted via EPMS. Submission by other means e.g. by post, by fax, by email or in person will not be accepted.

Workflow for Submission of QEF Applications via EPMS

Pre-requisites
(Read the "Guide to Applicants" on the QEF website)

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

(2) Update User information (if required)

(3) Submit new application

(4) Attach project summary and proposal

**(5)** Enter collaborating/participating organisation's information (if applicable)

(6) Confirm and submit application (Print record, if required)

(7) Receive acknowledgment from QEF

P **Pre-requisites - Before submitting your application, you should:**

▶ Create a user account/register as a user or use the logon information provided by the QEF Secretariat to check your Grantee/Applicant ID and password.

▶ Read the "Guide to Applicants" on the QEF website (http://qef.org.hk), and have all documents, including the project proposal, project summary and all other attachments, ready for upload.
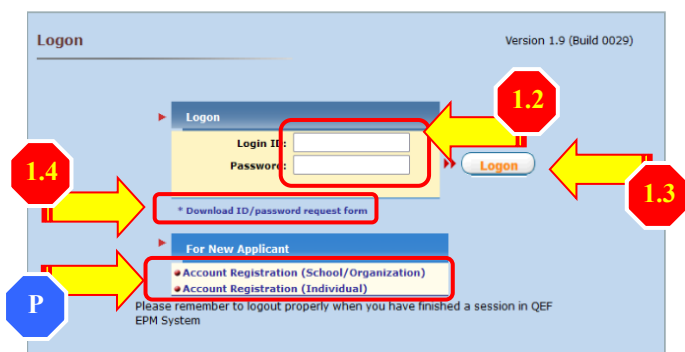
1 **Logon EPMS**

1.1) Enter the QEF website, http://qef.org.hk with Edge, Chrome or Firefox and press [EPMS] to logon to the system.

1.2) Enter Applicant ID and password.

1.3) Press **Logon** to enter.

1.4) You can download the ID/password request form, complete and return it to the QEF Secretariat.

2 **Update Applicant's information (if required)**

2.1) Press the tab "**Update Grantee/Applicant Information**" on the top menu bar.

2.2) Update information as required, such as the name of the head of organisation/school, your active e-mail address etc.

3a **Submit new application (Non-DFP application)**

3.1) Select "**Submit New Application**" on the menu bar.

3.2) Select one project theme.

(Note: If your application involves more than one theme, choose the one that best describes the major focus of your proposed project.)

3.3) Press **Next Page** to continue.

3.4) All fields marked with 🖑 are mandatory.

3.5) Type in all the required information. Validation error(s) will be listed to prompt the user to fill in all the mandatory fields.

3.6) You can save the information entered for future use or press **Previous Page** to return to the pages saved.

3.7) After filling in all the required information, press **Next Page** to continue.

3b **Submit new application of the Dedicated Funding Program for Publicly-funded Schools**

3.8) Select "**Submit New Application**" on the menu bar.

3.9) Select one project theme.
(Note: If your application involves more than one theme, choose the one that best describes the major focus of your proposed project.)

3.10) Press **Next Page** to continue.

3.11) All fields marked with 🛑 are mandatory.

Application Form

Part A   Project Particulars

> Project Nature   (Whether the project is information technology based? If yes, please tick IT; if no, please tick non-IT.)

○ IT   ● non-IT

> 1b - Project Sub-category   (Please select an appropriate one.)

62 - Language Proficiency Training

> 2 - Title of Project (Please fill in English & Chinese (if applicable).)

English :   Test Project

Chinese :   測試

> 9 - Particulars of Consultant

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

> Notes

Mandatory field that must be filled.

Save   Previous Page   Next Page   Exit

3a.5   3a.6i   3a.6ii   3a.7

3.12) Type in all the required information. Validation error(s) will be listed to prompt the user to fill in all the mandatory fields.

3.13) You can save the information entered for future use or press **Previous Page** to return to the pages saved.

3.14) After filling in all the required information, press **Next Page** to continue.

4   <u>**Attach project summary and proposal**</u>

4.1) You can download the Guide to Applicants, Explanatory Notes for Completing the QEF Application Form and the Project Summary Template in the "Download Guidelines" area.

4.2) Press **Upload** to upload the one-page project summary which should be in **pdf** format.

4.3) Press **Browse** , **Upload** and **Save** to upload and save the selected file in the system.

4.4) You will receive a message "**Save Successfully**" when the upload process is completed.

4.5) You can mark and press **Delete** to delete an uploaded file in case you have saved a wrong file.

4.6) Press **Next Page** to continue.

4.7) Repeat steps 4.2 to 4.6 to upload the project proposal.

4.8) For applications with grant sought not exceeding $200,000, you can download the proposal template from the EPMS. Press **Upload** to upload the completed six-page project proposal. The documents to be uploaded should be in pdf format.

5 **Enter collaborating/participating parties' information**
(skip this step if not applicable)

5.1) You can either enter a school number or a partial name of the school/organisation, then press **Search**

> to acquire the school/organisation's information from the EPMS database.

5.2) Press the arrow to expand the drop down list, then select the collaborating/participating school/organisation from the search results.

5.3) Press (**Add**) to append the organisation selected to the invitation list.

5.4) To delete an organisation from the list, select the organisation and press (**Delete**).

5.5) Repeat steps 5.1 to 5.3 until your list is completed.

Confirmation Procedures for Invited Collaborators

A An e-mail message will be sent to the invited collaborators reminding them to confirm their collaboration via EPMS. They can logon the EPMS with their own account and:

(i) Press "**Confirm Collaboration**" on the top menu bar.

(ii) Click a project to view the project summary.

(iii) Press download to view/save the Project Summary for reference before confirming. For details of the project, please contact the applicant.

(iv) Click the checkbox to confirm collaboration/ participation in the project submitted by the applicant. Press Submit to confirm collaboration.

6 **Confirm and Submit Proposal**

6.1) Read the clauses under the part on declaration carefully.

6.2) Click the "Confirmed" checkboxes to indicate your agreement to the relevant clauses.

6.3) Press **Submit** to save and complete the submission process.

7 **Receive acknowledgement from QEF**

7.1) A summary of the submitted information will be displayed after the **Submit** button is pressed. Press **Print** to print a record of your application.

7.2) An e-mail message will be sent to your registered e-mail account to acknowledge the receipt of your application.

Useful Information

(1) QEF Hotline: **2921 8833**

(2) QEF website: http://qef.org.hk

優質教育基金
Quality Education Fund