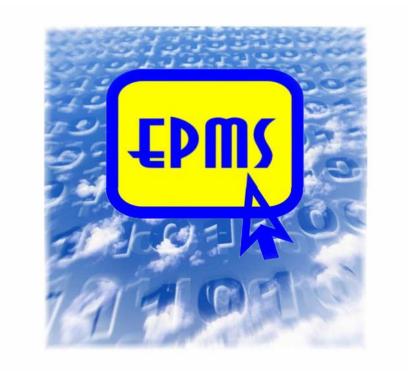
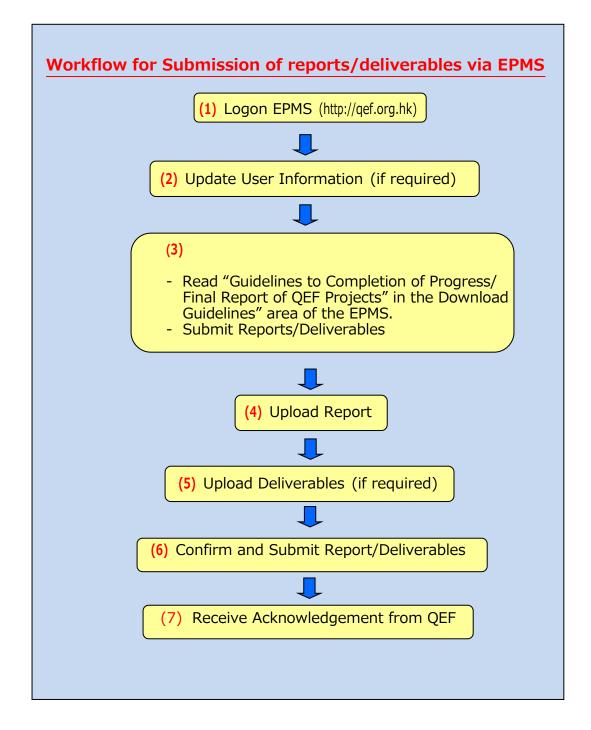
# Submit report and deliverable for Approved QEF Project at your fingertips





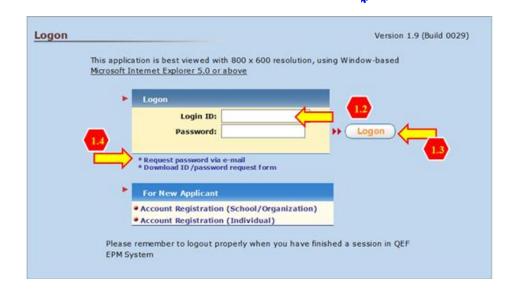
The Electronic Project Management System (EPMS) is a one-stop, user-friendly platform for applicants and grantees to submit applications for QEF and reports/deliverables of approved projects via the Internet. To establish better communication, all grantees have to submit their reports/deliverables via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





### 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 Internet Explorer 7.0+ or above . Press to enter.



- 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.

## Update user information (if required)

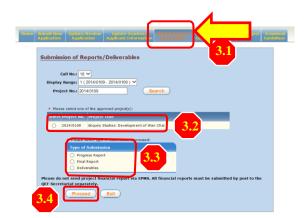
- 2.1) Press "**Update Grantee/Applicant Information**" on the top menu bar.
- 2.2) Update information as required, in particular the active e-mail addresses of the project leader and the head of school/organisation.



# 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.





## 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 **e** are mandatory.
- 4.6) Press (a) **Browse**, (b) **Upload** and (c) **Save**
- 4.7)

to upload and save the selected file. You will receive a message "Saved Successfully" when the upload process is completed. Progress Report of Project Project Particulars Project Particulars Project No.: Chinese Project Title: English Project Title: Name of Organization/School: Project Period: A Good Project QE School 06/2006 - 08/20 1 - Upload Progress Re se read the Guidelines to Completion of Progress Report of Quality Education Fund Projects before pleting this part of the report. use a separate word file (Doc or PDF form at) to re si est activity during the reporting period ect variation\*, if any, during the reporting period -evaluation of project effectiveness with indicators remination of deliverables and good practices, if a port size is limited to 4.0 Mbyte. d by the terms of the Agree 4.3 d) Size (Mbyte) Uplo Date Rece **Reporting Period** Upload - Progress Report Progress Report Details **Reporting Period:** Fro to Upload Attachment Please select file to uploa 瀏覽... File: Size(Mbyte) Upload D **Upload deliverables** 

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

Upload - Deliverables	
Deliverables Details	
If the deliverables will be submitted by mail, plane select the Mail In check box.	
Deliverable Title:	
Mail In:	
Sub-category: - Select -	7
Date of Submission: 23/11/2005 (DD/MM/YYYY)	
Upload Attachment	
Please select file to upload	
File: 瀏覽	ล
(Upload) 5.3b	r
Filename Size(Mbyte) Upload Date	
nichame Size(hbyte) optod bate	
(Save) 5.3c	

- 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.

#### **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.

Filename		Size (Mbyt	e) Uploaded Date	Received Date	Reportin Perior	g for Dele
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				6		Delete
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	ment size for deliver	ables is limite	d to <b>8.0</b> Mbyte.		<u>र</u>	
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Title	Filename	Size (Mbyte)	Sub-category		Date of Submission	Mail Mar In Dele
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Student's Project Work						
Project						Delete
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Project Work	5.3					

#### **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:(2) QEF website:

2921-8833 http://qef.org.hk

