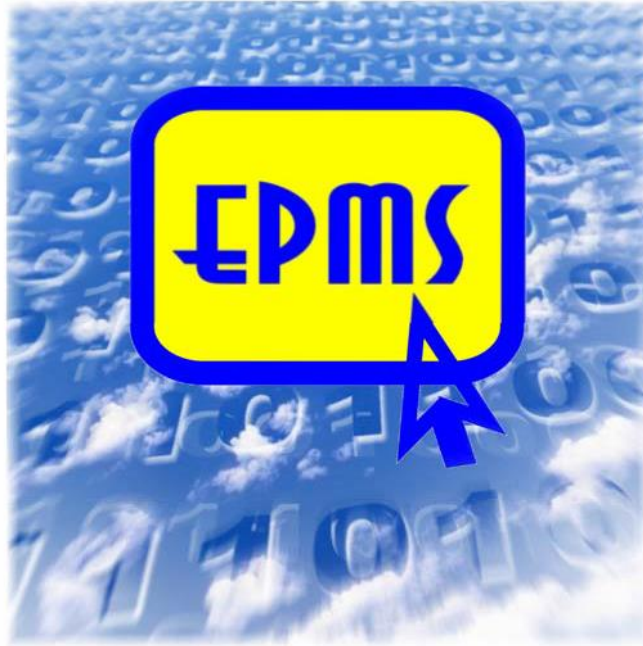


**Submit report and deliverable
for Approved QEF Project
at your fingertips**



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

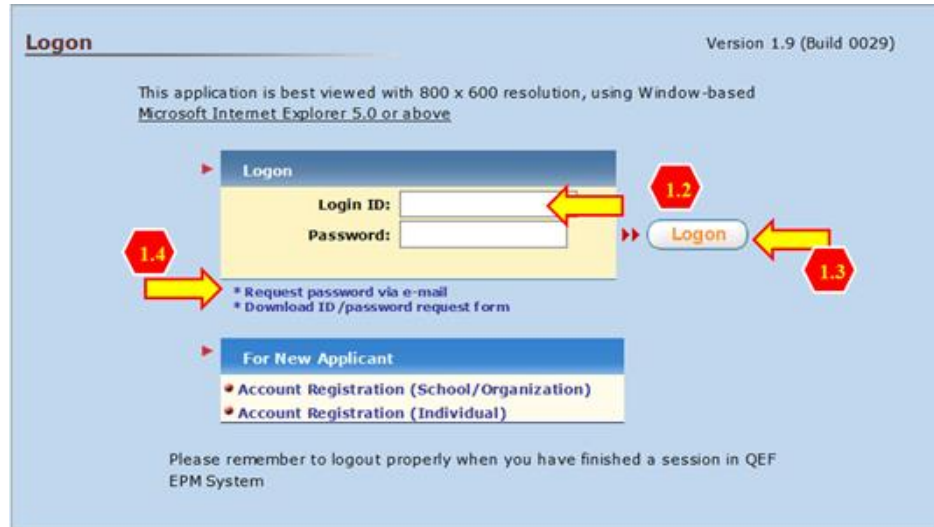



(7) Receive Acknowledgement from QEF

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 Internet Explorer 7.0+ or above. Press  to enter.

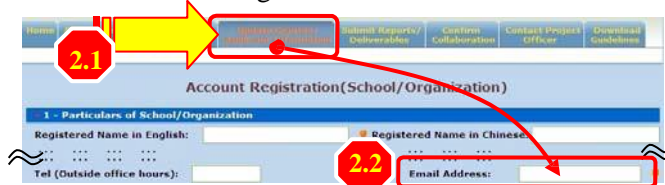


- 1.2) Enter the Login ID and password.
- 1.3) Press  to enter.
- 1.4) If you have forgotten your password, press “Request password via e-mail” and EPMS will send a password to your registered e-mail account.

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.

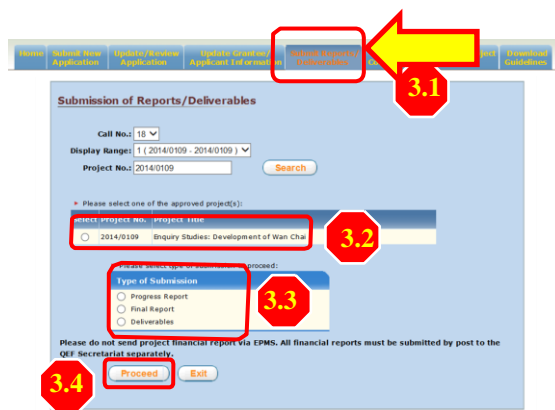


3


Submit reports/deliverables

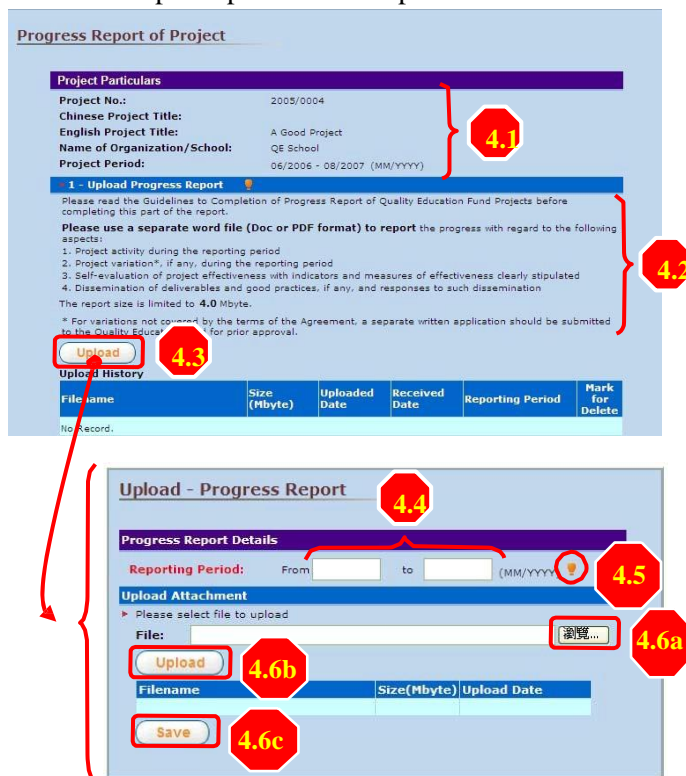
Read “Guidelines to Completion of Progress/Final Report of Quality Education Fund Projects” in the “Download Guidelines” area of the EPMS.

- 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  to continue.



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.



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.

Filename	Size (Mbyte)	Uploaded Date	Received Date	Reporting Period	Mark for Delete
Progress Report 2005-0004.doc	0.02	23/11/2005 12:41	23/11/2005	01/09/2005 31/03/2006	<input type="checkbox"/> Delete

Title	Filename	Size (Mbyte)	Sub-category	Uploaded Date	Date of Submission	Mail In	Mark for Delete
Student's Project Work	Memoircover1.jpg	0.03	Student Artwork	23/11/2005 12:52	23/11/2005	No	<input type="checkbox"/> Delete

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>

