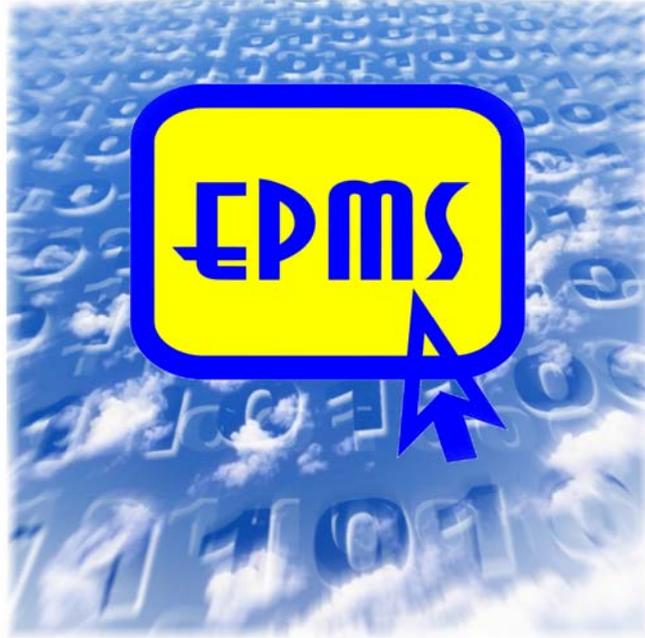


**Submit report and deliverable
for Approved QEF Project
at your fingertips**



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 with projects approved in or beyond the 8th Call have to submit their reports/deliverables via EPMS.

Workflow for Submission of reports/deliverables via EPMS

Pre-requisites (obtain logon information & read “Guidelines to Completion of Progress/Final Report” in QEF’s website)

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

(2) Update User’s Information (if required)

(3) Submit Reports/Deliverables

(4) Upload Report

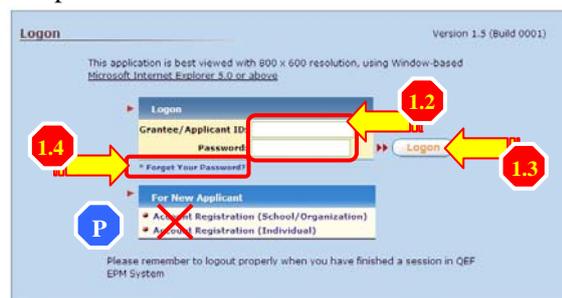
(5) Upload Deliverables (if required)

(6) Confirm and Submit Report/Deliverables

(7) Receive Acknowledgment from QEF

P Pre-requisites - Before submitting your report, you should:

- ▶ Check your Grantee/Applicant ID and password. Creation of a new account is not required.
- ▶ Read the “Guidelines to Completion of Progress/Final Report” in QEF’s website (<http://qef.org.hk>), and have all documents, including the reports and deliverables, ready for upload.



1 Logon EPMS

- 1.1) Enter QEF's website <http://qef.org.hk> with Internet Explorer 5.0 or above and press **EPMS** to enter.
- 1.2) Enter Grantee/Applicant ID and password.
- 1.3) Press **Logon** to enter.
- 1.4) If you have forgotten your password, press “**Forget Your Password?**” and EPMS will send a password to your registered e-mail account.

2 Update user's information (if required)

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

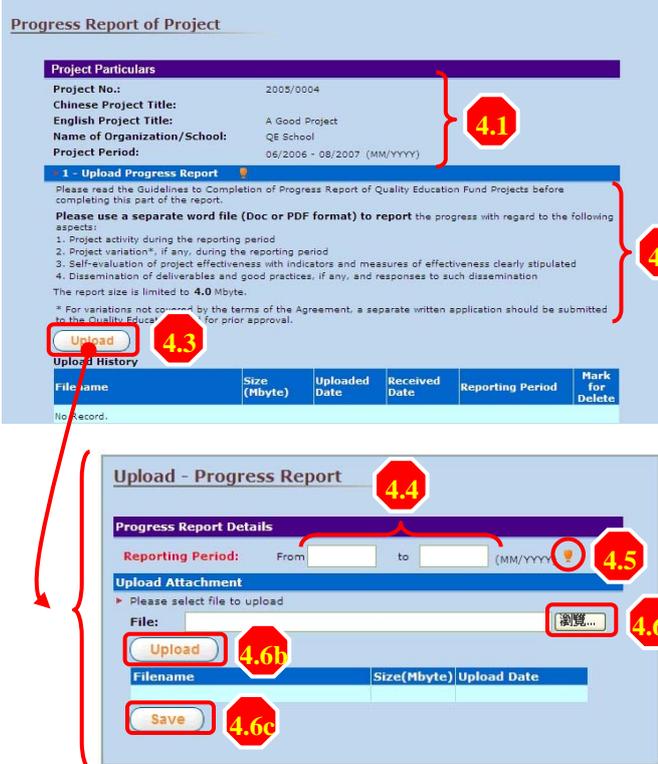
3 Submit reports/deliverables

- 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.

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; however EPMS only accepts files in pdf/doc format and not larger than 4 Mbyte in file size.
- 4.4) Specify a reporting period of 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:

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 **4.0 Mbyte**.

* For variations not covered by the terms of the Agreement, a separate written application should be submitted to the Quality Education 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: [] **瀏覽...**

Upload

Filename	Size(Mbyte)	Upload Date

Save

5 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, please select the Mail In check box.

Deliverable Title: []

Mail In:

Sub-category: - Select -

Date of Submission: 23/11/2005 (DD/MM/YYYY)

Upload Attachment

Please select file to upload

File: [] **瀏覽...**

Upload

Filename	Size(Mbyte)	Upload Date

Save

- 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 but 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 all the uploaded files are correct; you cannot replace the file(s) once you have pressed the ‘**Submit**’ button.
- 6.3) Press **Submit** to save and complete the submission process.

The screenshot displays the EPMS submission interface. It features two main sections: 'Upload History' and '2 - Upload Deliverables'. The 'Upload History' section contains a table with columns for Filename, Size (Mbyte), Uploaded Date, Received Date, and Reporting Period. A red callout box labeled '6.1' points to a 'Delete' button next to a row in this table. The '2 - Upload Deliverables' section includes a note about the 8.0 Mbyte attachment limit and an 'Upload' button. Below this is another table with columns for Title, Filename, Size (Mbyte), Sub-category, Uploaded Date, and Date of Submission. A red callout box labeled '6.3' points to a 'Submit' button at the bottom of the page. Another red callout box labeled '6.1' points to 'Mail In' and 'Mark for Delete' options in the 'Upload Deliverables' table.

7 **Receive acknowledgement from QEF**

- 7.1) A message “**Submitted Successfully**” will be displayed once all the files are received by EPMS.
- 7.2) E-mail will be sent to applicant’s registered e-mail account to acknowledge the receipt of the files.

7.1 System Message

▶ Submitted Successfully. Acknowledgement has been sent.

Useful Information

- (1) FAQ of EPMS: <http://qef-epms.edb.gov.hk/faq.pdf>
- (2) EPMS trial website: http://trial.qef-epms.edb.gov.hk/ESC_Trial/
- (3) QEF Hotline: 2921-8833
- (4) QEF website: <http://qef.org.hk>

