Electronic Project Management System

Submit report and deliverable for Approved QEF Project at your fingertips
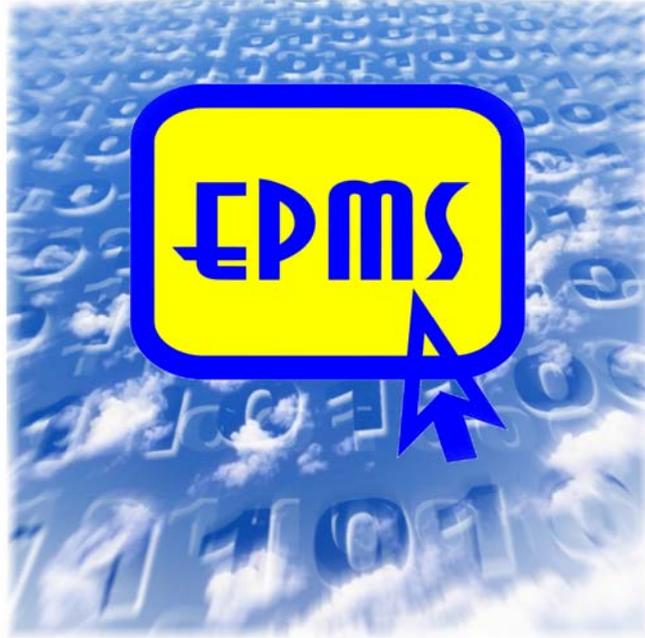
Quality Education Fund

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.
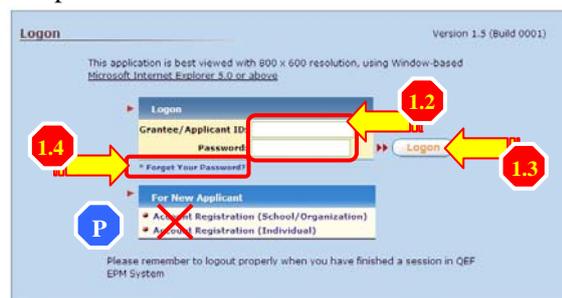
1. Logon EPMS

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.

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 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.

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.

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