Electronic Project Management System
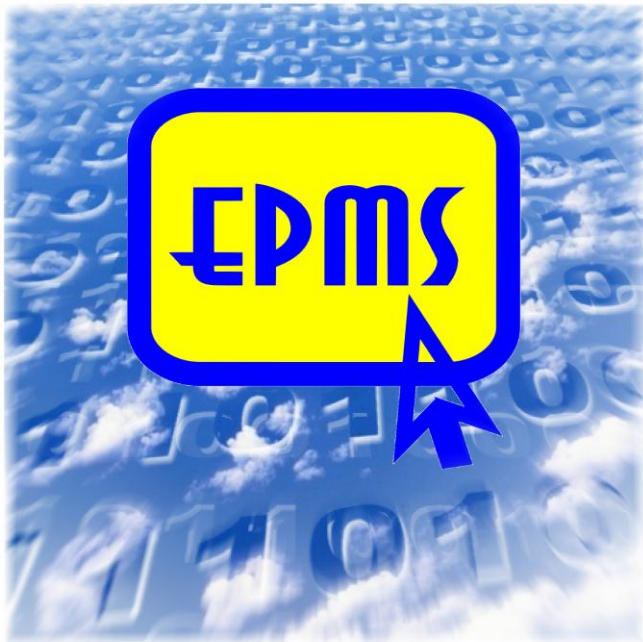
Submit applications for the Quality Education Fund at your fingertips

Applications for the Quality Education Fund can be submitted throughout the year via EPMS

Quality Education Fund

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.

Workflow for Submission of QEF Applications via EPMS

Pre-requisites (obtain logon information & read "Guide to Applicants" in QEF's website)

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

(2) Update user's information (if required)

(3) Submit new application

(4) Attach project summary and proposal

**(5)** Enter collaborating/participating organization'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 and 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" in QEF's website (http://qef.org.hk), and have all documents, including the project proposal, project summary and all other attachments, ready for upload.
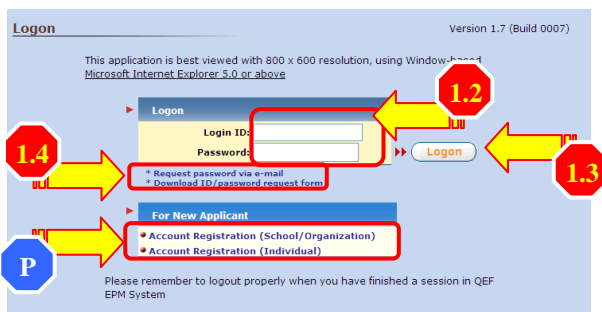
1 Logon EPMS

1.1) Enter QEF's website, http://qef.org.hk with Internet Explorer 5.0 or above and press [EPMS] to enter.

1.2) Enter Applicant 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 the password to your registered e-mail account. You can also download the ID/password request form, complete and return it to the QEF Secretariat.
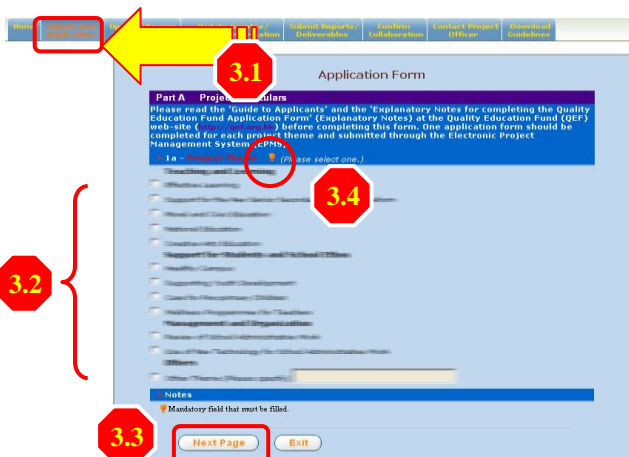
2 Update Applicant's information (if required)

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

2.2) Update information as required, such as the name of the head of organization/school, especially your active e-mail address.
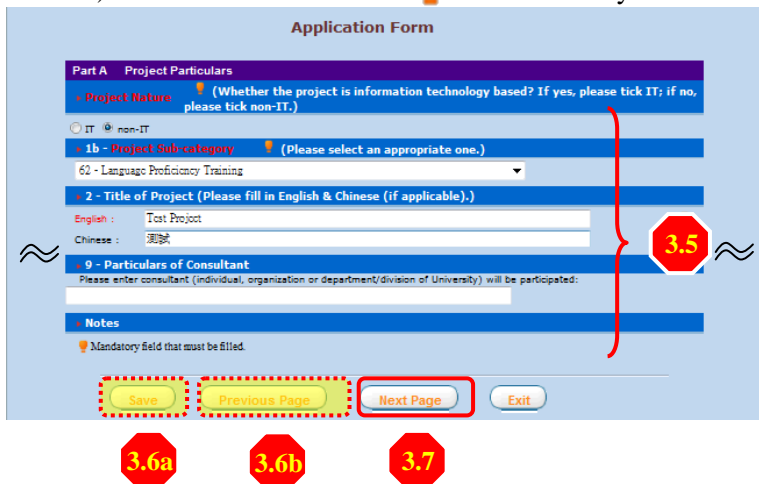
Account Registration(School/Organization)

1 – Particulars of School/Organization

Registered Name in English: Quality School | Registered Name in Chinese: 優質學校

2 – Particulars of Head of School/Organization

Name in English: Leung (Surname) | Name in Chinese: 梁 (Surname)
(Given Name) | (Given Name)

Title: Mr | others (pl...) | Email Address:
Tel (Outside office hours):

3 Submit new application

3.1) Select "**Submit New Application**" on the menu bar.
3.2) Select one project theme.

Application Form

Part A Project Particulars

Please read the 'Guide to Applicants' and the 'Explanatory Notes for completing the Quality Education Fund Application Form' (Explanatory Notes) at the Quality Education Fund (QEF) web-site (...) before completing this form. One application form should be completed for each project theme and submitted through the Electronic Project Management System (ePMS).

1a – Project Theme (Please select one.)

Notes
Mandatory field that must be filled.

3.3) Press **Next Page** to continue.
3.4) 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

3.6a | 3.6b | 3.7

3.5) Type in all the required information.

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.

4 **Attach project summary and proposal**

4.1) You can download the project summary template and explanatory notes if necessary.

4.2) Press **Upload** to upload the completed one-page project summary. The document uploaded 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 for uploading of the project proposal.

4.8) For applications with grant sought not exceeding $150,000, you can download the proposal template from the EPMS. Press **Upload** to upload the completed six-paged project proposal. The documents uploaded should be in pdf format.
(Note: To facilitate the processing of applications for grant sought not exceeding $150,000, the EPMS will be upgraded. Until further notice on the QEF website, applications for grant sought not exceeding $150,000 should be submitted via email (qef@edb.gov.hk)

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/organization, then press **Search** to acquire the school/organization's information from the EPMS database.

5.2) Press the arrow to expand the drop down list, then select the collaborator from the search results.

Press $\boxed{\textbf{Add}}$ to append the collaborator selected to the invitation list.

5.3)   You can mark and press $\boxed{\textbf{Delete}}$ to delete any collaborator entered wrongly in the list.

5.4)   Repeat steps 5.1 to 5.3 until your list is complete.

Confirmation Procedures for Invited Collaborators

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

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

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

(iii) Press download to get the Project Summary for reference before confirming their participation. For details of the project, they can contact the applicant.

(iv) Click confirm and **Submit** their decision if they want to participate in the project.

6 **Confirm and Submit Proposal**

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

    6.2)   Click "Confirmed" 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 once you have pressed the **Submit** button; you can press **Print** to print it as a record.

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

Useful Information

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

(2)   FAQ of EPMS: https://qef-epms.edb.gov.hk/ESC/faqE.pdf

(3) EPMS trial website: http://trial.qef-epms.edb.gov.hk/ESC_TRIAL/

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

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