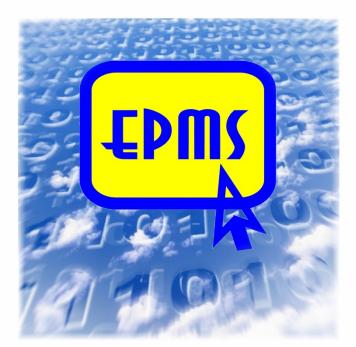
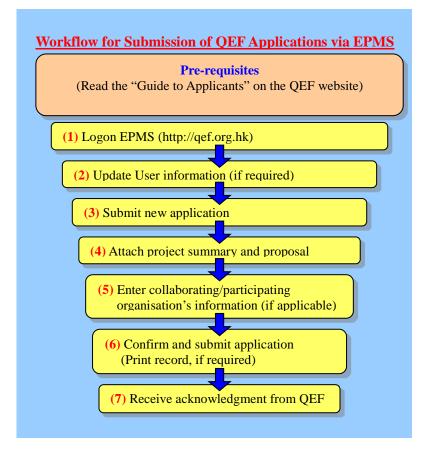
Submit applications for the Quality Education Fund at your fingertips



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

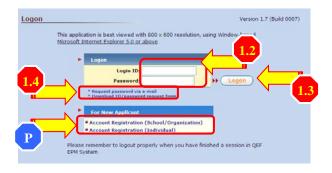


The Electronic Project Management System (EPMS) is a one-stop, user-friendly platform for applicants and grantees to submit applications for Quality Education Fund (QEF) and reports of approved projects via the Internet. Starting from September 2006, QEF applications can only be submitted via EPMS. Submission by other means e.g. by post, by fax, by email or in person will not be accepted.



Pre-requisites - Before submitting your application, you should:

- Create a user account/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" on the QEF website (<u>http://qef.org.hk</u>), and have all documents, including the project proposal, project summary and all other attachments, ready for upload.





Logon EPMS

- 1.1) Enter the QEF website, <u>http://qef.org.hk</u> with Internet Explorer 7.0 or above and press 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 the tab "**Update Grantee/Applicant Information**" on the top menu bar.
- 2.2) Update information as required, such as the name of the head of organisation/school, your active e-mail address etc.

	tor 2.1 Account Registration (School/Organization)					
	1 - Particulars of School/Or	rganization				
	Registered Name in English:	Quality School	🥊 Registered Name in Chir	iese: 優質學校	1	
\approx	2 - Particulars of Head of School/Organization					
	Name in English:	Ltung (Surname)	Name in Chinese:	(Surname)	•)	
	Title Tel (Outside office hours):	Mr 👻 🔮 others (pl		monitaritari		

Submit new application

3

6

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

(Note: If your application involves more than one theme, choose the one that best describes the major focus of your proposed project.)

	The Andrew Constant
	3.1 Application Form
	3.2 Notes Text Prop. dom Prove Prop. Content of the Content of
	 B) Press Next Page to continue. A) All fields marked with are mandatory.
	Application Form
(tA Project Particulars toject Nature (Whether the project is information technology based? If yes, please tick IT; if no, please tick non-IT.) r • non-IT b Project Sub-sategory · Language Proficiency Training - Title of Project (Please fill in English & Chinese (if applicable).)
	lieft : Test Project nese : 測試 - Particulars of Consultant asse enter consultant (individue), organization or department/division of University) will be participated:
	lotes Mandatory Seld that must be filled.
	Save Previous Page Next Page Exit
	3.6a 3.6b 3.7

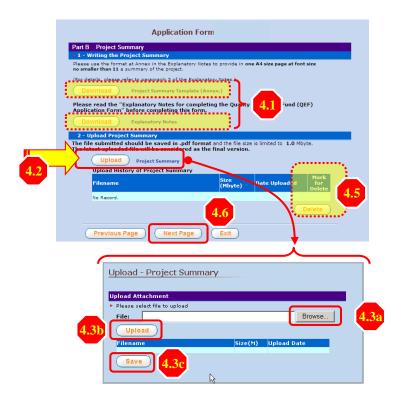
3.5) Type in all the required information. Validation error(s) will be listed to prompt the user to fill in all the mandatory fields.

(Note: If you wish to submit a <u>collaborative</u> 'Joyful@School' mini application, please select '38 - Collaborative ''Joyful@School'' Application' for the field 'Project Sub-category'.)

- 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.

Attach project summary and proposal

- 4.1) You can download the Guide to Applicants, Explanatory Notes for Completing the QEF Application Form and the Project Summary Template in the "Download Guidelines" area.
- 4.2) Press **Upload** to upload the one-page project summary which 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 to upload the project proposal.
- 4.8) For applications with grant sought not exceeding \$200,000, you can download the proposal template from the EPMS. Press Upload to upload the completed six-page project proposal. The documents to be uploaded should be in pdf format.

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/organisation, then press **Search** to acquire the school/organisation's information from the EPMS database.
- 5.2) Press the arrow to expand the drop down list, then select the collaborating/participating school/organisation from the search results.



5.3) Press (Add) to append the organisation selected to the invitation list.

(Note: If you wish to submit a <u>collaborative</u> 'Joyful@School' mini application, please press 'Add As Collaborator' or 'Add As Beneficiary School' to append the collaborator / beneficiary school selected to the invitation list.)

- 5.4) To delete an organisation from the list, select the organisation and press **Delete**.
- 5.5) Repeat steps 5.1 to 5.3 until your list is completed.

Confirmation Procedures for Invited Collaborators

An e-mail message will be sent to the invited reminding them collaborators to confirm their collaboration via EPMS. They can logon the EPMS with their own account and: Press "Confirm Collaboration" on the top menu (i) bar. (ii) Click a project to view the project summary. (iii) Press download to view/save the Project Summary for reference before confirming. For details of the project, please contact the applicant. (iv) Click the checkbox to confirm collaboration/ participation in the project submitted by the applicant. Press(Submit) to confirm collaboration. A(i) Confirm Invitation of Collaboration roject No. Project Titl Name in English Chinese Project A(ii) Exit **Confirm Invitation of Collaboration** Invitation of Collaboration Details Project No.: 2006/0027 Project Title: Grant Sought: 3000000 .(iii me in English: 📷 me in Chinese: = iect Period: 09/2006 - 08/200 collaborate/participate in the project Afiv d by the Appli Previous Page Exit

Confirm and Submit Proposal

- 6.1)Read the clauses under the part on declaration carefully.
- 6.2) Click the "Confirmed" checkboxes to indicate your agreement to the relevant clauses.
- 6.3)Press (Submit) to save and complete the submission process.

	Application Form	
	Part E Declaration	
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	Previous Page Submit Exit	



7 Receive acknowledgement from QEF

- 7.1) A summary of the submitted information will be displayed after the Submit button is pressed. Press (Print) to print a record of your application.
- 7.2) An e-mail message will be sent to your registered e-mail account to acknowledge the receipt of your application.

