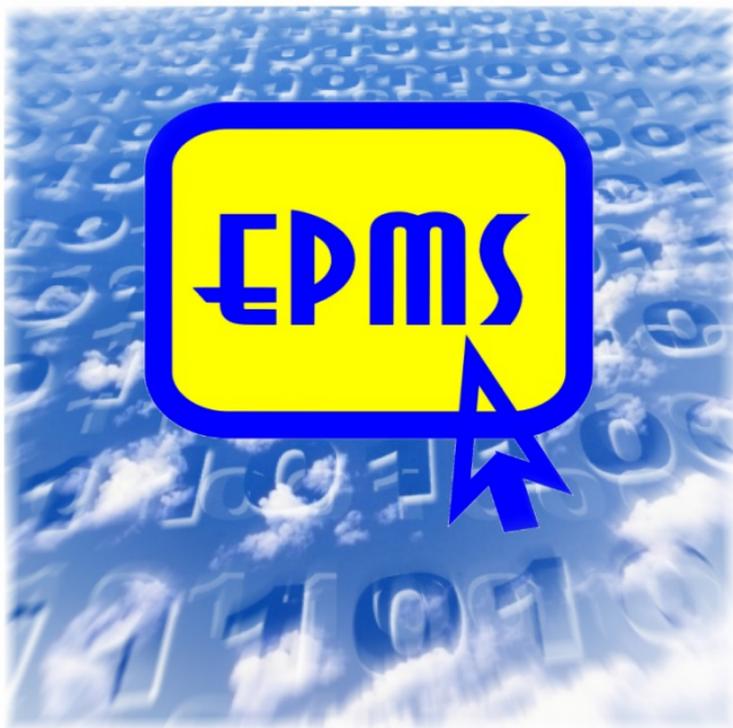


# Electronic Project Management System

**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. 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.**

## Workflow for Submission of QEF Applications via EPMS

### Pre-requisites

(Read the “Guide to Applicants” on the QEF website)

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

(2) Update User information (if required)

“Priority Themes” and  
“My Pledge to Act” applications

(3A) Submit a new application

(4A) Attach project summary  
and proposal

“Dedicated Funding Programme  
for Publicly-funded Schools”  
applications

(3B) Submit a new application

(4B) Attach project proposal

(5) Enter collaborating/participating  
organisation’s information (if applicable)

(6) Confirm and submit application  
(Print record, if required)

(7) Receive acknowledgment from QEF

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### 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 (<http://qef.org.hk>), and have all documents, including

the project proposal and project summary (if applicable), ready for upload.



## 1 Logon EPMS

- 1.1) Enter the QEF website, <http://qef.org.hk> with Internet Explorer 7.0 or above and press  to enter.
- 1.2) Enter Applicant 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 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.



If you are applying for a “Priority Themes” project or a “My Pledge to Act” project, please refer to Section 3A and 4A. If you are applying for a “Dedicated Funding Programme for Publicly-funded Schools” project, please refer to Section 3B and 4B.

### 3A Submit new application

- 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 screenshot shows the 'Application Form' interface. At the top, a navigation menu has 'Submit New Application' highlighted with a red box and a yellow arrow pointing to it, labeled '3.1'. Below the menu, the form is titled 'Application Form' and 'Part A Project Particulars'. The text in the form includes instructions to read the 'Guide to Applicants' and 'Explanatory Notes' before completing the form. A red circle labeled '3.4' highlights a dropdown menu for selecting a project theme. A red bracket labeled '3.2' encompasses the entire form area. At the bottom, a 'Notes' section contains a warning icon and the text 'Mandatory field that must be filled'. Below this, a 'Next Page' button is highlighted with a red box and labeled '3.3', and an 'Exit' button is also visible.

- 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.

3.6a
3.6b
3.7
3.5

Save
Previous Page
Next Page
Exit

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 “My Pledge to Act” application, please select ‘41 – My Pledge to Act’ 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.

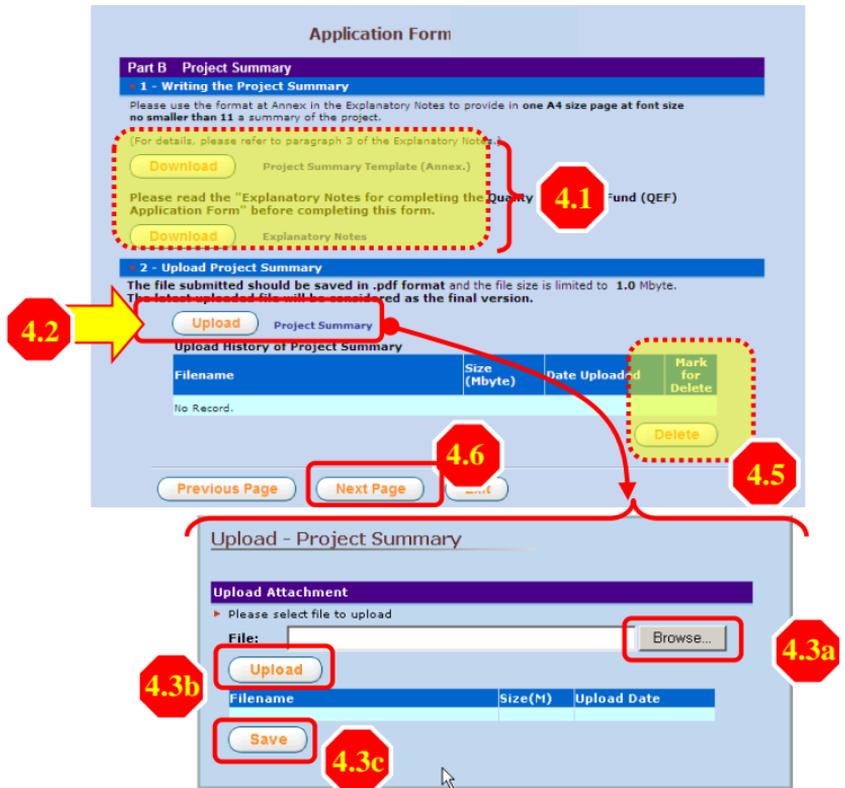
3.7) After filling in all the required information, press **Next Page** to continue.

## 4A

### **Attach project summary (if applicable) and proposal**

4.1) You can download the Guide to Applicants, Explanatory Notes for Completing the QEF Application Form, Project Summary Template and other information related to application from the QEF website.

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 QEF website. Press **Upload** to upload the completed six-page project proposal. The documents to be uploaded should be in pdf format.  
(Note: If you wish to submit a “My Pledge to Act” application, you can download the proposal template specifically designed for the “My Pledge to Act” funding programme from the QEF website.)



- 3.5) If you wish to submit a 'Dedicated Funding Programme for Publicly-funded Schools' application, please select '40 - Dedicated Funding Programme for Publicly-funded Schools' for the field 'Project Sub-category'. Please indicate whether the project is related to 'Learning and Teaching' and/or 'Student Support', as well as whether construction works and/or purchase of supplies/equipment are involved in the project.
- 3.6) Type in all the required information. Validation error(s) will be listed to prompt the user to fill in all the mandatory fields.
- 3.7) You can save the information entered for future use or press [Previous Page](#) to return to the pages saved.
- 3.8) After filling in all the required information, press [Next Page](#) to continue.

**4B****Attach project proposal**

- 4.1) You can download the Guide to Applicants for the Dedicated Funding Programme for Publicly-funded Schools and other information related to application from the QEF website.
- 4.2) Press **Upload** to upload the project proposal which should be in **pdf** format.

**Application Form**

**Part C Project Details**

Please provide a project proposal in A4 size with single line spacing at font size no smaller than 11 and submit the file saved in .pdf format through the EPMS.

A proposal template for the Dedicated Funding Programme for Publicly-funded schools can be downloaded from the Quality Education Fund website.

Please read the "The Dedicated Funding Programme for Publicly-funded Students - Guide to Applicant" before completing the form.

**Download** Dedicated Funding Programme for Publicly-funded Schools - Guide to Applicants **4.1**

**Upload Project Details**

The file submitted should be saved in .pdf format and the file size is limited to 4.0 Mbyte. The latest uploaded file will be considered as the final version.

**4.2** **Upload** Project Details

**Upload History of Project Details**

Filename	Size (Mbyte)	Date Uploaded	Mark for Delete
No Record.			

**4.5** **Delete**

**4.6** **Next Page**

**Previous Page** **Next Page** **Exit**

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**Upload - Project Details**

**Upload Attachment**

Please select file to upload

File:  **4.3a** **瀏覽...**

**4.3b** **Upload**

Filename	Size(Mbyte)	Upload Date

**4.3c** **Save**

- 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.

**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/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.

**Application Form**

**Part D Details of Collaborating / Participating Organizations**

Please provide a list of schools and organizations which has / have agreed to collaborate / participate in the proposed project. The nominated schools and organizations should be requested to confirm their collaboration / participation through the EPMS within 14 days from the date of submission of the application. Should no confirmation be made, the schools and organizations concerned will not be counted as valid collaborators / participants.

You can enter a school number or partial name of school/organization to search for collaborator registered under EPMS:

5.1a School Number:

Name of Collaborating / Participating Parties:  5.1b

5.1c

Select Collaborating/Participating School/Organization:

5.2 abc kindergarten (Whole Day)

abc kindergarten (Whole Day)

ABC Primary School (Whole Day)

abc's (Whole Day)

Dr. LeeABC

5.3

The following organization(s) has/have confirmed their participation in the proposed project:

Name of Organization(s)	Name of Supervisor/Head	School No.	Session	Status	Mark for Delete
No Record.					

5.4

- 5.3) Press **Add** to append the organisation 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

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

- (i) Press “**Confirm Collaboration**” on the top menu 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.

The screenshot displays the EPMS interface for confirming collaboration. The top navigation bar includes options: Home, Submit New Application, Update/Review Application, Update Grantee/Applicant Information, Submit Reports/Deliverables, **Confirm Collaboration** (highlighted with a red box and a yellow arrow pointing to it), and Contact Project Officer. A red octagon with 'A(i)' is positioned next to the 'Confirm Collaboration' menu item.

The main content area is titled "Confirm Invitation of Collaboration" and contains a table with the following columns: Project No., Project Title, Name in English, Name in Chinese, Grant Sought (HK \$), Project Period, Status, and Confirmed Date. A red box highlights the first row of the table, and a red octagon with 'A(ii)' is placed over it. An "Exit" button is located below the table.

Below the table, a red arrow points to a second screenshot of the "Confirm Invitation of Collaboration" page. This page shows "Invitation of Collaboration Details" for a specific project. The details include: Project No.: 2006/0027, Project Title: [redacted], Grant Sought: 3000000, Name in English: [redacted], Name in Chinese: [redacted], Project Period: 09/2006 - 08/2007, and Project Summary: Project Summary. A red octagon with 'A(iii)' is placed over the details, and a red box highlights the "Download" button.

At the bottom of the second screenshot, there is a "Declaration" section with a checkbox and the text: "I confirm that I/my organization will collaborate/participate in the project submitted by the Applicant." A red octagon with 'A(iv)' is placed over the checkbox. Another red octagon with 'A(v)' is placed over the "Submit" button. "Previous Page" and "Exit" buttons are also visible at the bottom.

**6**

## 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.

The screenshot shows a web form titled "Application Form" with a section "Part E Declaration". There are three rows of text, each followed by a "Confirmed" checkbox. A red dashed box highlights the checkboxes, with a red octagon labeled "6.2" next to it. Below the text, there are three buttons: "Previous Page", "Submit", and "Exit". The "Submit" button is highlighted with a red box and a red octagon labeled "6.3".

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## 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.

### Useful Information

- (1) QEF Hotline: 2921 8833
- (2) QEF website: <http://qef.org.hk>

