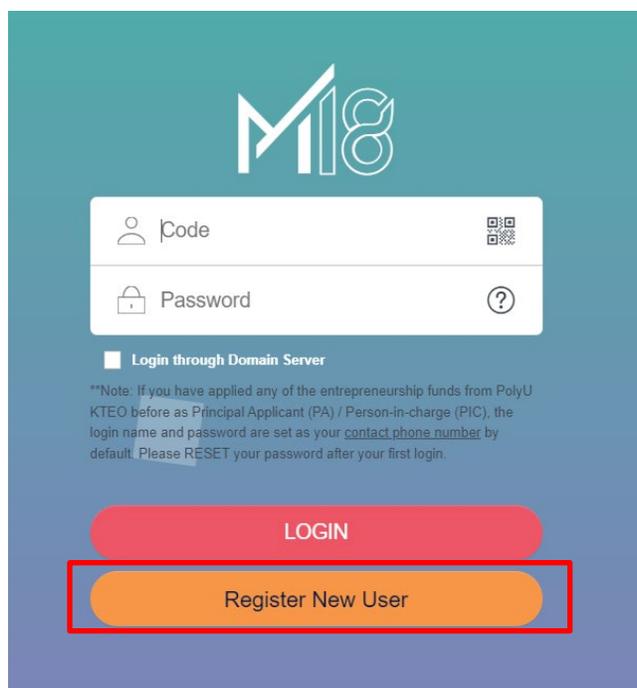


GBA Startup Postdoc Programme 2023 Online Application Manual

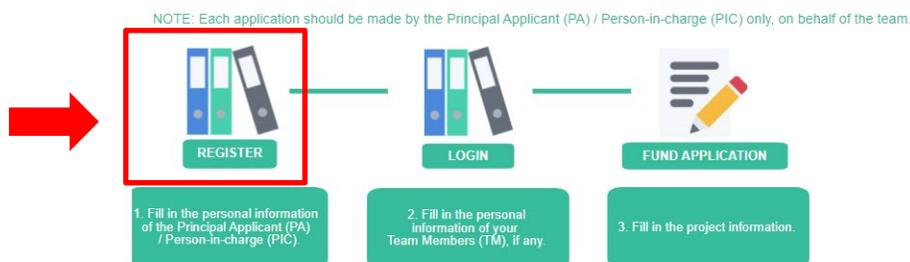
1. Create a Login Account

(If you have applied any of the entrepreneurship funds, i.e. Micro Fund (MF), Maker Fund (PMF), China Entrepreneurship Fund (CEF), Tech Launchpad Fund (TLF), Angel Fund (TSSSU), Tech Incubation Fund (TIF), Proof-of-Concept Funding (POC), from PolyU KTEO before as Principal Applicant (PA) / Person-in-charge (PIC), please directly go to **Step 2** to login with your existing account. If you forget your password, please go to **Step 4**.)

1.1 Click the **Register New User** button.



1.2 Click **Register**.



1.3 Fill in your personal information, especially the required fields with *.

Personal Information

Applicant ID * [] PAApplicant ID []

Principal Applicant (PA) / Team Member (TM) * Principal Applicant (PA) []

English Name * i.e. CHAN Tai Man []

Chinese Name []

Preferred Name i.e. Peter []

Identity Document * -- []

Identity Number * i.e. A123456(7) = A1234567 []

Date of Birth * []

PolyU Member * Yes No []

Student ID []

Contact Phone Number * i.e. Area Code(852, 86) i.e. Phone Number []

Contact Email Address * []

Other Email Address []

Academic Qualification

Qualification * -- []

Institute * -- []

Other Institute []

Department * []

Programme of Study * i.e. BEng (Hons) in Industrial and Systems Engineering, MSc in Accountancy []

Year of Graduation * 2022 []

Attachments

CV [] (Document format: PDF / Max. file size: 1MB)

PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni [] (Document format: PDF / Max. file size: 1MB)

Login Credentials

Login ID * []

Password * [] Retype Password []

“Date of Birth” is required to fill in for applying for GBA Startup Postdoc Programme.

Personal Information

Applicant ID * [] PAApp

Principal Applicant (PA) / Team Member (TM) * Principal Applicant (PA) []

English Name * i.e. CHAN Tai Man []

Chinese Name []

Preferred Name i.e. Peter []

Identity Document * -- []

Identity Number * i.e. A123456(7) = A1234567 []

Date of Birth * []

PolyU Member * Yes No []

Student ID []

Contact Phone Number * i.e. Area Code(852, 86) i.e. Phone Number []

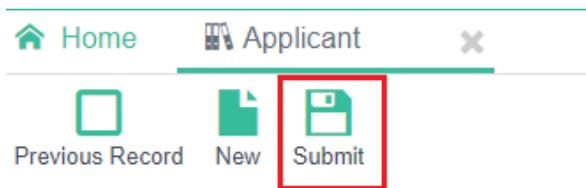
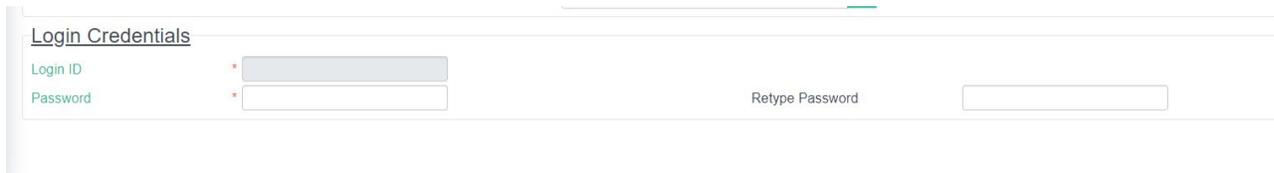
Contact Email Address * []

Other Email Address []

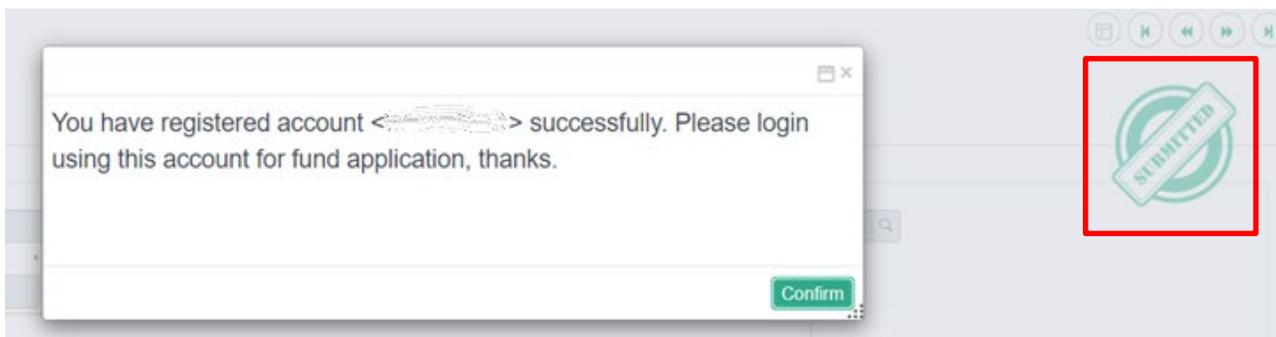
1.4 Upload your CV in PDF format.



1.5 The defaulted Login ID is your phone number. Please set your own password, then click **Submit**. Remember the login information for later use.

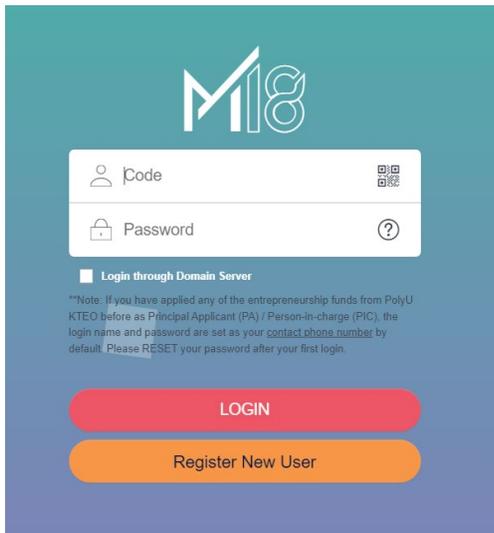


1.6 After you click **Submit**, the system will display the below message and “SUBMITTED” icon on the top right corner of the page.

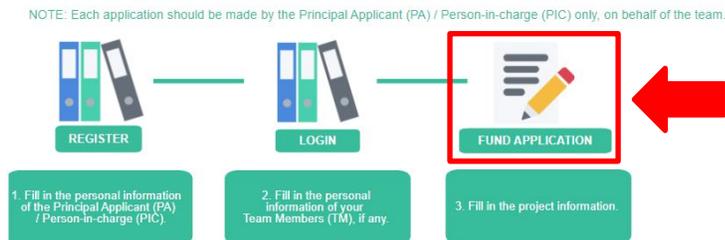


2. Login and fill in the project information

2.1 Enter your login code (**your contact phone number**) and password, then click **Login**.

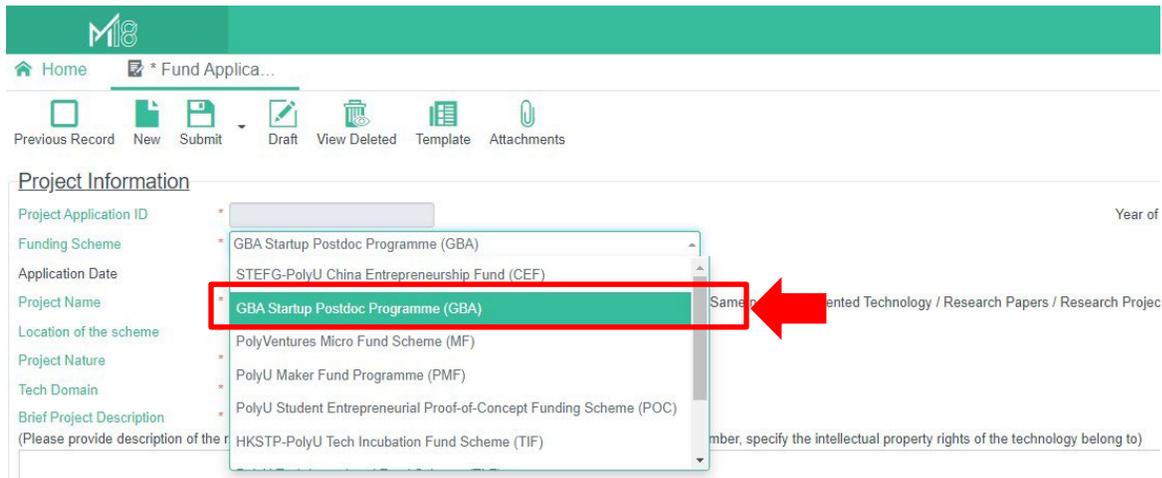


2.2 Click **Fund Application**.



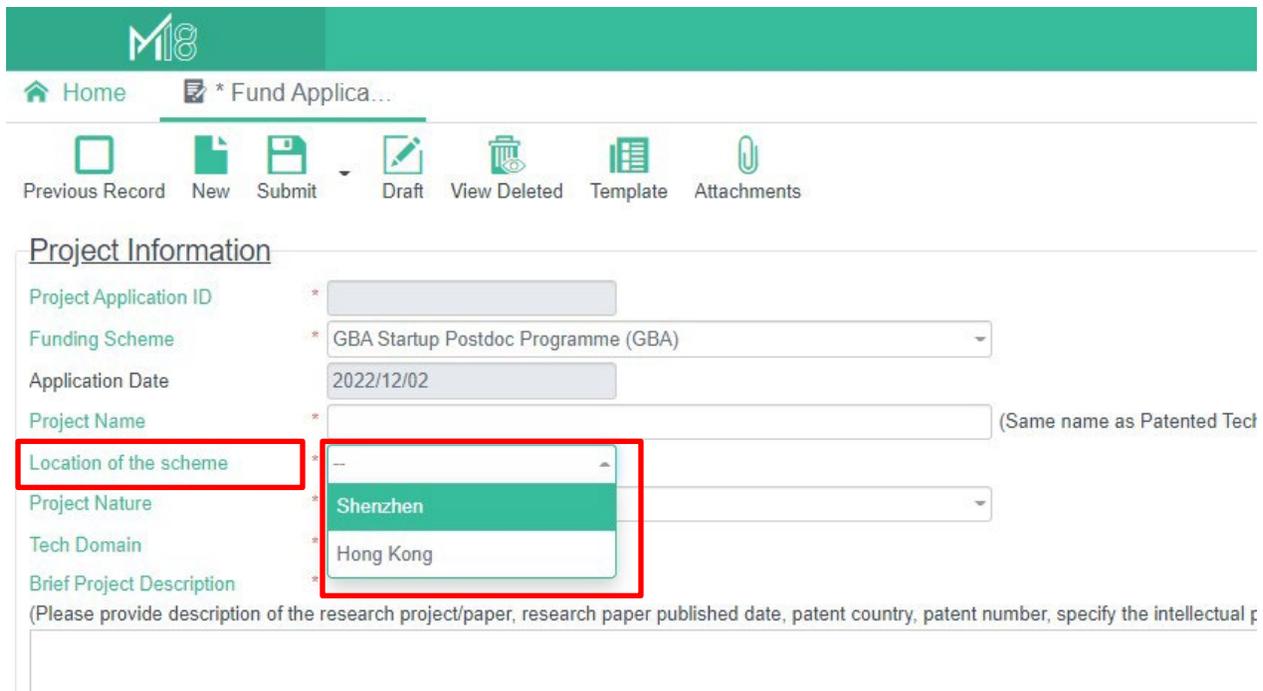
2.3

2.3.1 Select correct Funding Scheme: “GBA Startup Postdoc Programme (GBA)”.



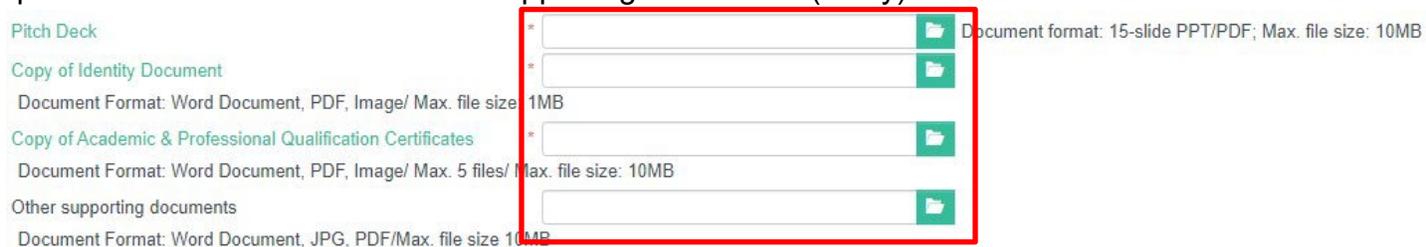
The screenshot shows the 'Project Information' section of the application form. The 'Funding Scheme' dropdown menu is open, displaying several options. The option 'GBA Startup Postdoc Programme (GBA)' is highlighted with a red box, and a red arrow points to it from the right. Other options include 'STEFU-PolyU China Entrepreneurship Fund (CEF)', 'PolyVentures Micro Fund Scheme (MF)', 'PolyU Maker Fund Programme (PMF)', 'PolyU Student Entrepreneurial Proof-of-Concept Funding Scheme (POC)', and 'HKSTP-PolyU Tech Incubation Fund Scheme (TIF)'. The 'Project Name' field is partially visible and contains the text 'Same as Patented Technology / Research Papers / Research Project'.

2.3.2 Select the Location of the Scheme and fill in your project information, especially the required fields with *.



The screenshot shows the 'Project Information' section of the application form. The 'Location of the scheme' dropdown menu is open, displaying two options: 'Shenzhen' and 'Hong Kong'. The 'Shenzhen' option is highlighted with a red box. The 'Project Name' field is partially visible and contains the text '(Same name as Patented Tech)'. The 'Application Date' field is filled with '2022/12/02'. The 'Funding Scheme' dropdown menu is also visible, showing 'GBA Startup Postdoc Programme (GBA)' selected.

2.3.3 Upload your pitch deck, copy of identity document, copy of academic & professional qualification certificates and other supporting documents (if any).



The screenshot shows the document upload section of the application form. There are four upload fields, each with a red box around it and a green folder icon to its right. The fields are labeled: 'Pitch Deck', 'Copy of Identity Document', 'Copy of Academic & Professional Qualification Certificates', and 'Other supporting documents'. The 'Pitch Deck' field has a note: 'Document format: 15-slide PPT/PDF; Max. file size: 10MB'. The 'Copy of Identity Document' field has a note: 'Document Format: Word Document, PDF, Image/ Max. file size: 1MB'. The 'Copy of Academic & Professional Qualification Certificates' field has a note: 'Document Format: Word Document, PDF, Image/ Max. 5 files/ Max. file size: 10MB'. The 'Other supporting documents' field has a note: 'Document Format: Word Document, JPG, PDF/Max. file size: 10MB'.

2.4 Click the **Application Details** tab to fill in the information about Nomination, PolyU Intellectual Property (IP) (if any) or Incubator / Funding Programme attended / attending (if any).

2.4.1. **Nomination** is required to select “Yes”. You shall have identified at least one full-time recognized doctoral supervisor from PolyU to be your academic supervisor(s) and have their consent. Fill in the information of your academic supervisor(s) and upload the nomination proof from your academic supervisor(s).

The screenshot shows the 'Application Details' tab selected. The 'Nomination' section is highlighted with a red box. It contains the following fields:

- Nomination from Academic Supervisor:** A radio button labeled 'Yes' is selected.
- Name of Academic Supervisor:** An input field with an asterisk.
- Department of Academic Supervisor:** An input field with an asterisk.
- Nomination Proof from Academic Supervisor:** A document upload field with a note '(Document format: PDF / Max. file size: 1MB)'. It has an asterisk.
- Email of Academic Supervisor:** An input field with an asterisk.
- Position of Academic Supervisor:** An input field with an asterisk.

Below the highlighted section, there is a second set of input fields for another supervisor, including 'Name of Academic Supervisor', 'Department of Academic Supervisor', 'Email of Academic Supervisor', and 'Position of Academic Supervisor', along with another document upload field for 'Nomination Proof from Academic Supervisor'.

2.4.2. If **PolyU IP** is used in the project (i.e. FYP, Capstone Project, Research Paper, etc.), please also complete and sign the <Declaration of Use of PolyU Knowledge Innovations Technologies> beforehand. The declaration form can be downloaded from [here](#).

2.5 (Optional) Click the **Company Information** tab to enter your company information, if any.

Attachment

Declaration Yes No

I hereby declare and acknowledge on behalf of the Team, that:

- I/We have observed and agreed on the guidelines governing the application for the Funding Programme;
- The information provided during the application process is complete and accurate to the best of my/our knowledge;
- To the best of my/our knowledge, the proposed technologies / innovations / products / services / ideas are without any infringement of third parties' intellectual property rights;
- I/We understand the information provided in this application and the pitch deck shall be kept by KTEO for record purpose. During the process, such information may be exposed to related PolyU staff and / or external Assessments of any kind will be signed by PolyU or the relevant parties in any occasion;
- I/We give my/our consent to PolyU staff to conduct necessary due diligence / reference check for the purpose of confirming this application;
- I/We hereby acknowledge that PolyU can make use of my/our case for promotional purposes should my/our application be approved.
- I/We wish to receive news update of funding programmes and other related activities from KTEO in the future.

Application Details | Team Member | **Company Information** | Application Status

Company Name

Company Website

Location of Incorporation

Date of Incorporation

Company Number on CI

Business Registration Number on BR

Action	Principal Applicant (PA) / Team Member (TM) / Non Team Member (Non-TM)	Applicant ID	English Name	Shareholding (%)
1	Principal Applicant (PA)			0.00

2.6 Click **Submit** and make sure your application has been submitted successfully before exit. The system will display “SUBMITTED” icon on the top right corner of the page.

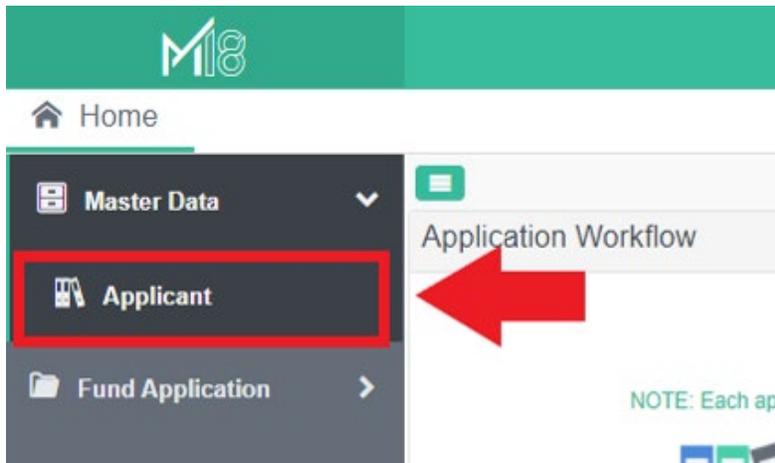


2.7 A confirmation email with **Project Application Number** will be sent to applicant's contact email address only. **Project Application Number** will be the reference for your submitted application in any of future announcements and correspondences with the applicant. Applicant can further revise or make changes of the submitted application online before the application deadline. Please ensure to click **Submit** before exit. No further email confirmation will be sent again for revision and amendment of your application.

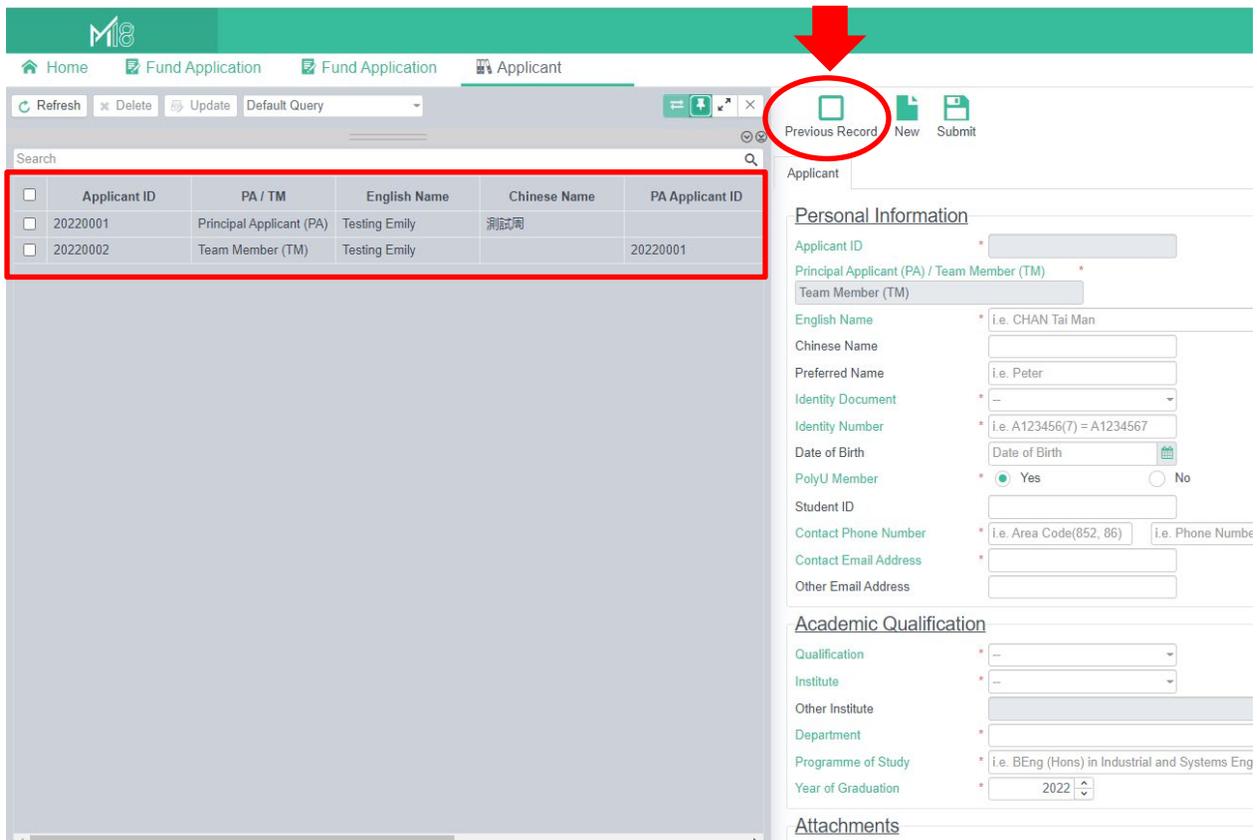


3. Edit your project information

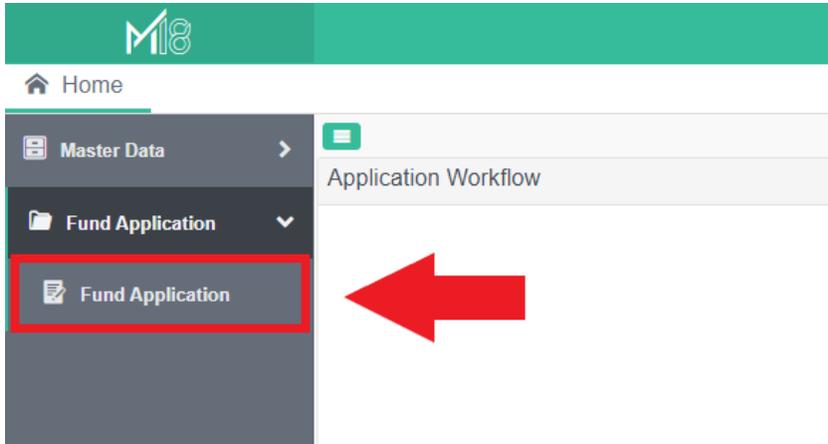
- a. If you want to edit your information, please login the system and click “**Applicant**” in the **Master Data** as below:



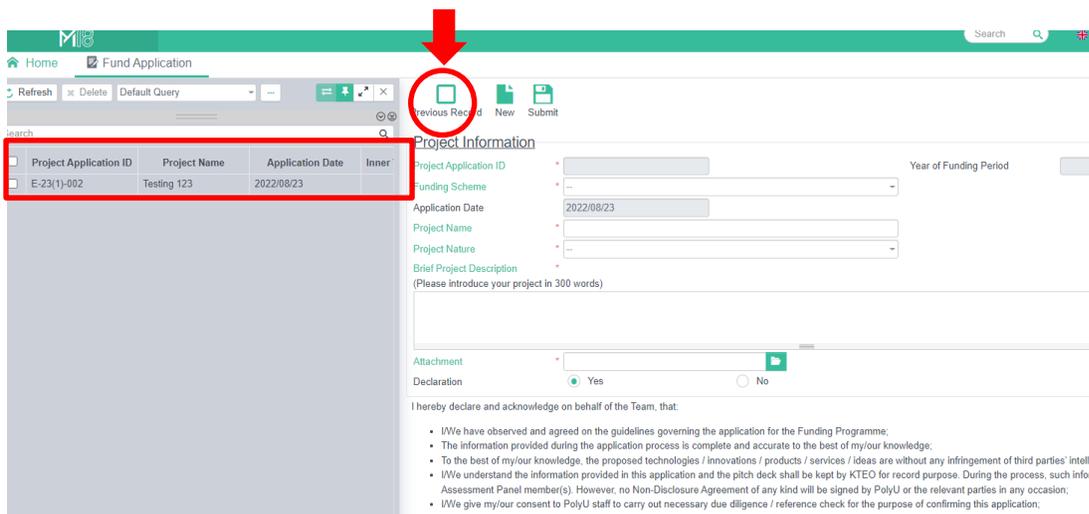
- b. Click “**Previous Record**” on top left side to choose your name, and then double click your name.



- c. After editing, please ensure to click **Submit** before exit.
- d. If you want to edit your project information, please login the system and click “**Fund Application**” as below:



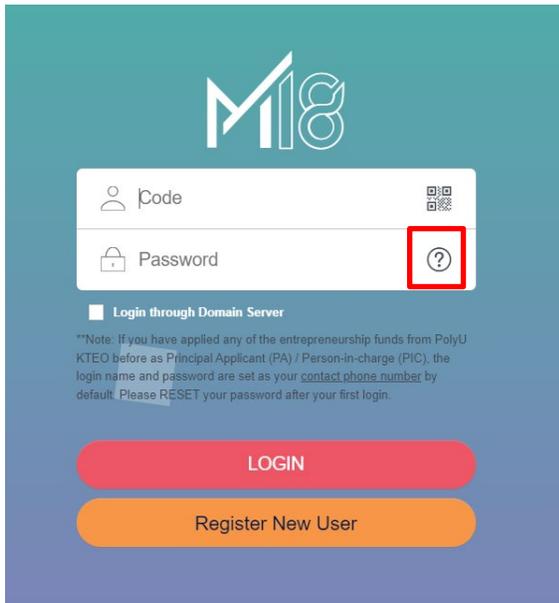
- e. Click “**Previous Record**” on top left side to choose your project, and then double click the project.



- f. After editing, please ensure to click **Submit** before exit.

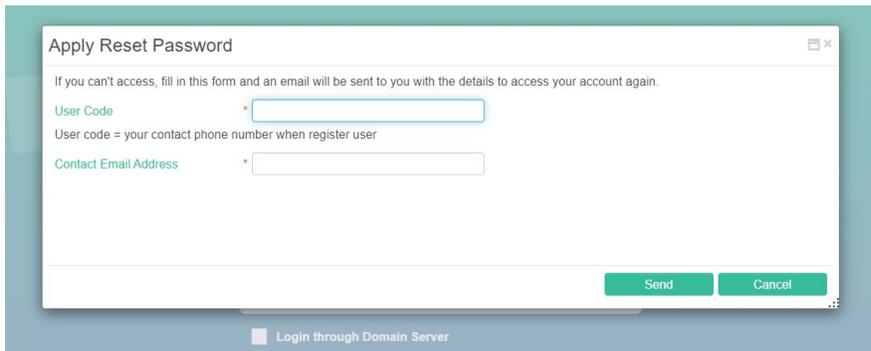
4. Forget your password

- a. If you forget your login password, please click .



The screenshot shows the M18 login interface. At the top is the M18 logo. Below it are two input fields: 'Code' and 'Password'. The 'Password' field has a question mark icon in a red box to its right. Below the fields is a checkbox for 'Login through Domain Server'. A note below the checkbox reads: "**Note: If you have applied any of the entrepreneurship funds from PolyU KTEO before as Principal Applicant (PA) / Person-in-charge (PIC), the login name and password are set as your contact phone number by default. Please RESET your password after your first login." Below the note are two buttons: 'LOGIN' (red) and 'Register New User' (orange).

- b. Fill in **User Code** and **Contact Email Address** to reset your password, then click **Send**. The **User Code** is your contact phone number.



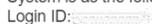
The screenshot shows a modal window titled 'Apply Reset Password'. It contains the text: 'If you can't access, fill in this form and an email will be sent to you with the details to access your account again.' Below this are two input fields: 'User Code' and 'Contact Email Address', both with red asterisks indicating they are required. Below the fields are two buttons: 'Send' and 'Cancel'. At the bottom left of the modal is a checkbox for 'Login through Domain Server'.

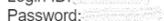
- c. You will receive an email of "Login ID / Password for PolyU Entrepreneurship Funding Administration System" with login information. Please change the password after login the system.

Login ID / Password for PolyU Entrepreneurship Funding Administration System

Dear ,

Your account information for PolyU Entrepreneurship Funding Administration System is as the following.

Login ID: 

Password: 

You are recommended to change the password after login system. Thank you.

Best Regards,

-End-