THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

KTEO Knowledge Transfer and Entrepreneurship Office 知識轉移及創業處

Supported by:
Dr Winnie S M Tang-PolyU
Student Innovation &
Entrepreneurship Scholarship

POLYU STUDENT ENTREPRENEURIAL
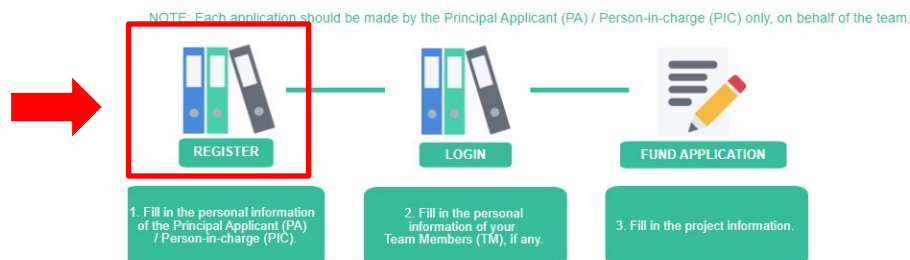## PROOF-OF-CONCEPT (POC) FUNDING SCHEME 2022
- COHORT 2 -

ONLINE APPLICATION MANUAL

1. Create a Login Account for Principal Applicant (PA) / Person-in-charge (PIC)

(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), Tech Incubation Fund (TIF), Proof-of-Concept Funding (POC), from PolyU KTEO (previously I*f*E) before as Principal Applicant (PA)/ Person-in-charge (PIC), please directly go to **Step 2** to login with existing account. If you forget your password, please go to **Step 4**.)

1.1 Visit https://erpprod.polyu.edu.hk/jsf/login.faces and click the **Register New User** button.

1.2 Click **Register**.

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

1.4   Upload your CV and proof of PolyU student (Student ID / Graduation Certificate / Transcript / Alumni) in <u>PDF format</u>.

1.5   **Login ID will be defaulted as your phone number**. Please set your own password, then click **Submit**. Remember the login information for later use.
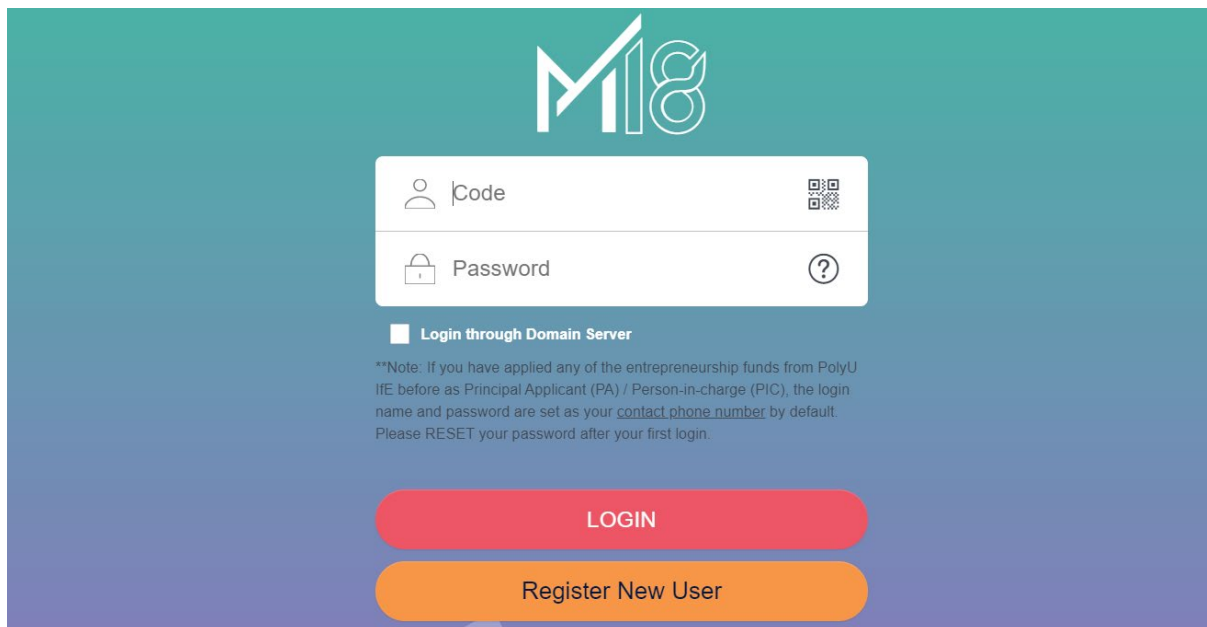
1.6   After you click **Submit**, the system will display the below message and "SUBMITTED" icon on the top right corner of the page.
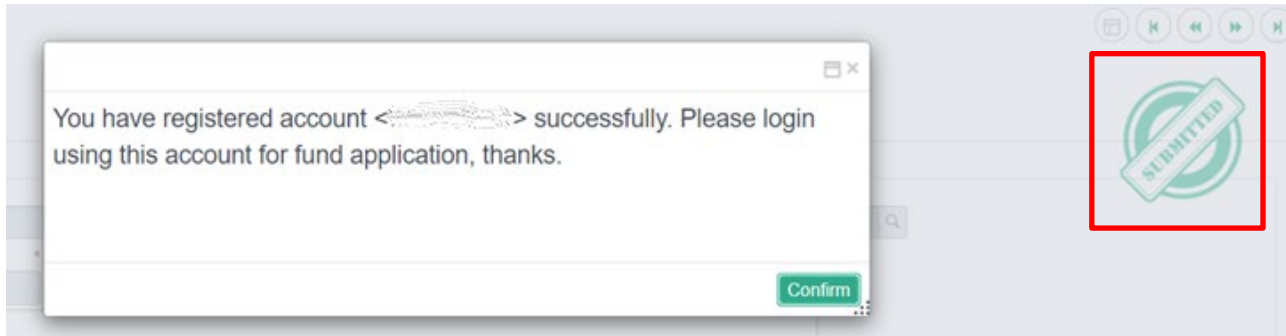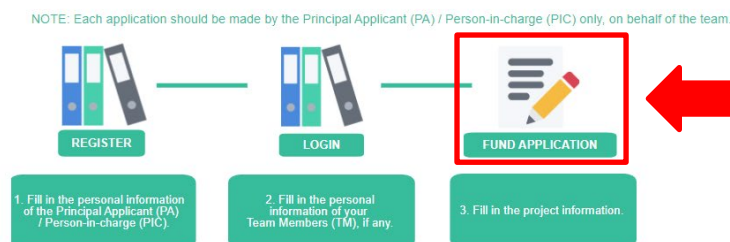

2. Login and Fill in the Project Information

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

2.2   Click **Fund Application**.

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2.3 Fill in your project information, especially the required fields with *, and make sure to select correct Funding Scheme: **"PolyU Student Entrepreneurial Proof-of-Concept Funding Scheme (POC)"**. And then, upload your pitch deck in PDF format.

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

- If your project is **nominated** by PolyU faculty member, please complete with endorsement, and upload the <Nomination Form> in PDF format.

- If your project was **awarded or shortlisted** in the 1st round of assessment in public I&E competitions OR won in PolyU I&E activities, please upload the proof in PDF format.

- If **PolyU IP** is used in the project (i.e. FYP, Capstone Project, Research Paper, etc.), please also complete and upload the <Declaration of Use of PolyU Knowledge, Innovations and Technologies> in PDF format.

The forms can be downloaded from here.

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2.5   Click the **Team Member** tab to fill in the information of your team members, if any. Then click **Create Team Member Record** button to create a new record for each team member.

2.6   Fill in the personal information of your team member and click **Submit**.
(If you have more than 1 team member, repeat Step 2.5 – 2.6 for each member.)

2.7   Click the **Fund Application** tab on the top left corner to go back to the "Project Information" page.

2.8   Click the Search icon [🔍] under Applicant ID to look for the team member record(s).

2.9   Choose the team member to add and click the **Confirm** button.

2.10   Repeat Step 2.8 – 2.9 until you add all your team members.

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

2.12   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.

2.13   A confirmation email with **Project Application Number** will be sent to Principal Applicant (PA)'s contact email address only. **Project Application Number** will be the reference for your submitted application in any of future announcement and correspondences with the PA.

PA 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.

Fund Application ▉▉▉ has been submitted successfully in PolyU Entrepreneurship Funding Administration System

innohub@polyu.edu.hk
週三 2021/12/15 11:50
收件者: ▉▉▉▉▉▉

Dear ▉▉▉

Your project application number ▉▉▉ has been submitted successfully in PolyU Entrepreneurship Funding Administration System. Thank you.

Best Regards,
Knowledge Transfer and Entrepreneurship Office, PolyU

3. Edit Your Team Member / Project Information Before Deadline

3.1   If you want to edit your team members' information before the deadline, please login the system and click "**Applicant**" in the **Master Data** as below:
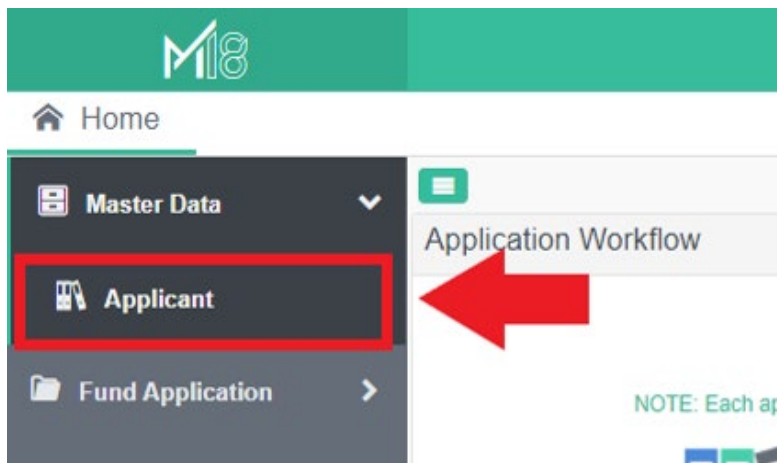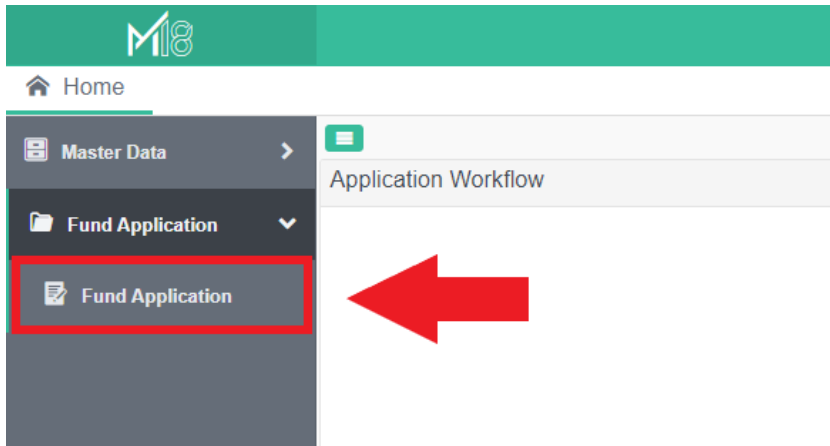

3.2   Click "**Previous Record**" on top left side to choose your team member, and then double click the team member.
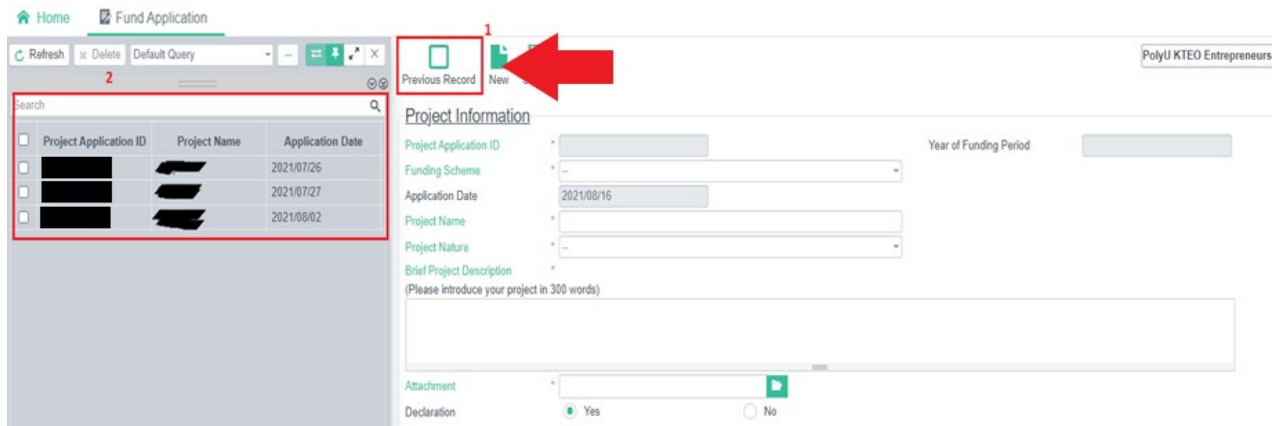
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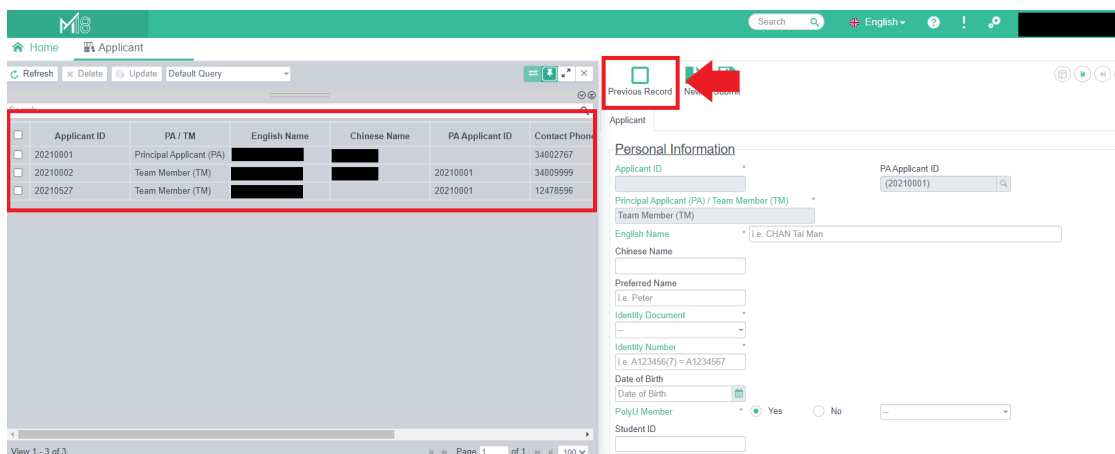
3.3   After editing, please ensure to click **Submit** before exit.

3.4   If you want to edit your project information, please login the system and click "**Fund Application**" as below:
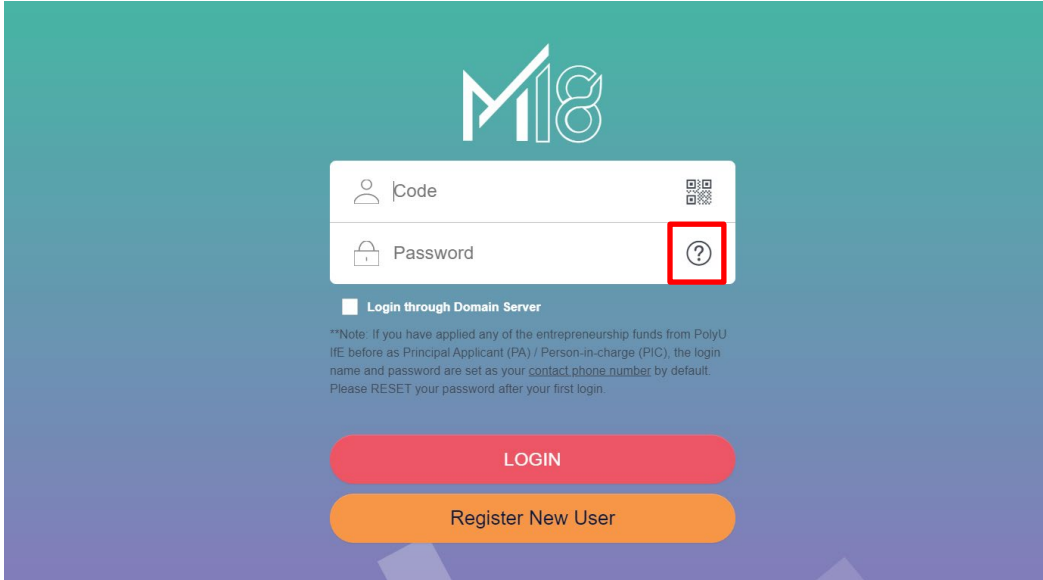

3.5   Click "**Previous Record**" on top left side to choose your project, and then double click the project.
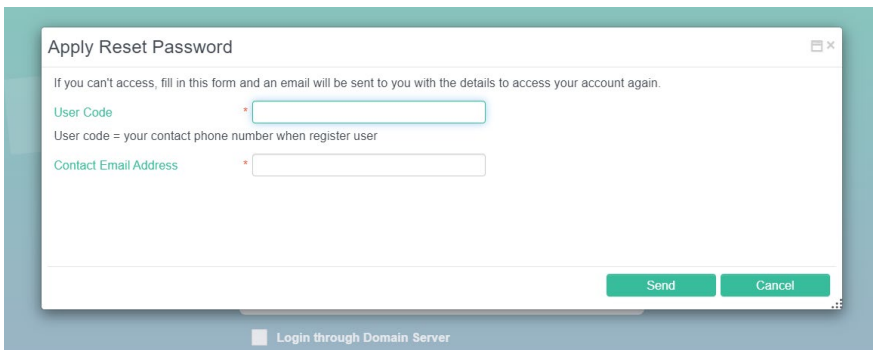

3.6   After editing, please ensure to click **Submit** before exit.

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4. Forgot Your Password

4.1   If you forget your login password, please click ⑦ .

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

4.3   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.

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