

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

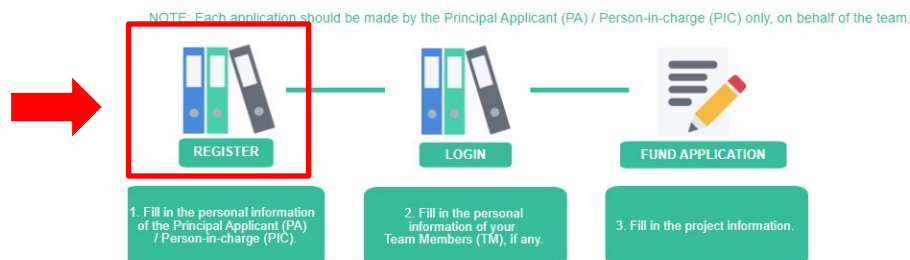
### ONLINE APPLICATION MANUAL

#### 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 IfE) 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**.



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

The screenshot shows a web application interface for an applicant. The top navigation bar includes 'Home' and 'Applicant' tabs, a search bar, and a language dropdown set to 'English'. The main content area is titled 'Applicant' and contains several sections:

- Personal Information:** Fields for Applicant ID, PA Applicant ID, Principal Applicant (PA) / Team Member (TM), English Name (e.g., CHAN Tai Man), Chinese Name, Preferred Name (e.g., Peter), Identity Document, Identity Number (e.g., A123456(7) = A1234567), PolyU Member (Yes/No), Student ID, Contact Phone Number (Area Code and Phone Number), Contact Email Address, and Other Email Address.
- Academic Qualification:** Fields for Qualification, Institute, Other Institute, Department, Programme of Study (e.g., BEng (Hons) in Industrial and Systems Engineering, MSc in Accountancy), and Year of Graduation (e.g., 2020).
- Attachments:** Upload fields for CV and PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni, both with a maximum file size of 1MB.
- Login Credentials:** Fields for Login ID and Password, with a Retype Password field.

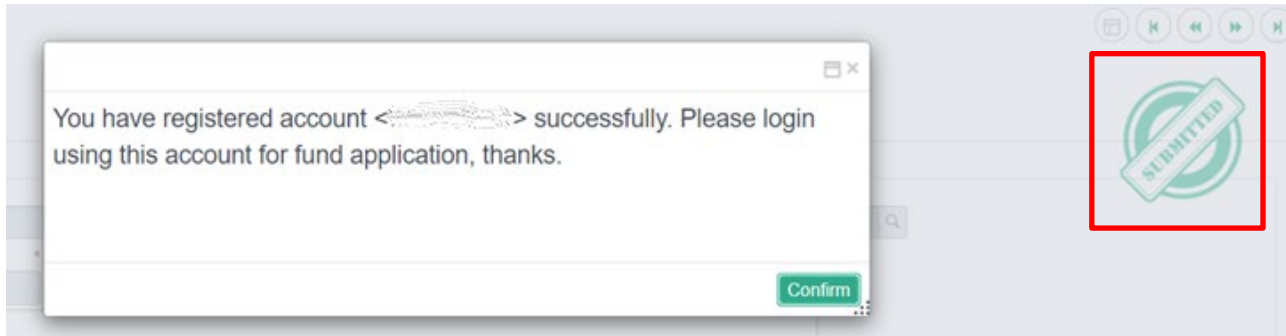
1.4 Upload your CV and proof of PolyU student (Student ID / Graduation Certificate / Transcript / Alumni) in PDF format.

This close-up view of the 'Attachments' section shows two upload fields. Each field has a file icon and a label indicating the document format and maximum file size: '(Document format: PDF / Max. file size: 1MB)'. The fields are for 'CV' and 'PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni'.

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.

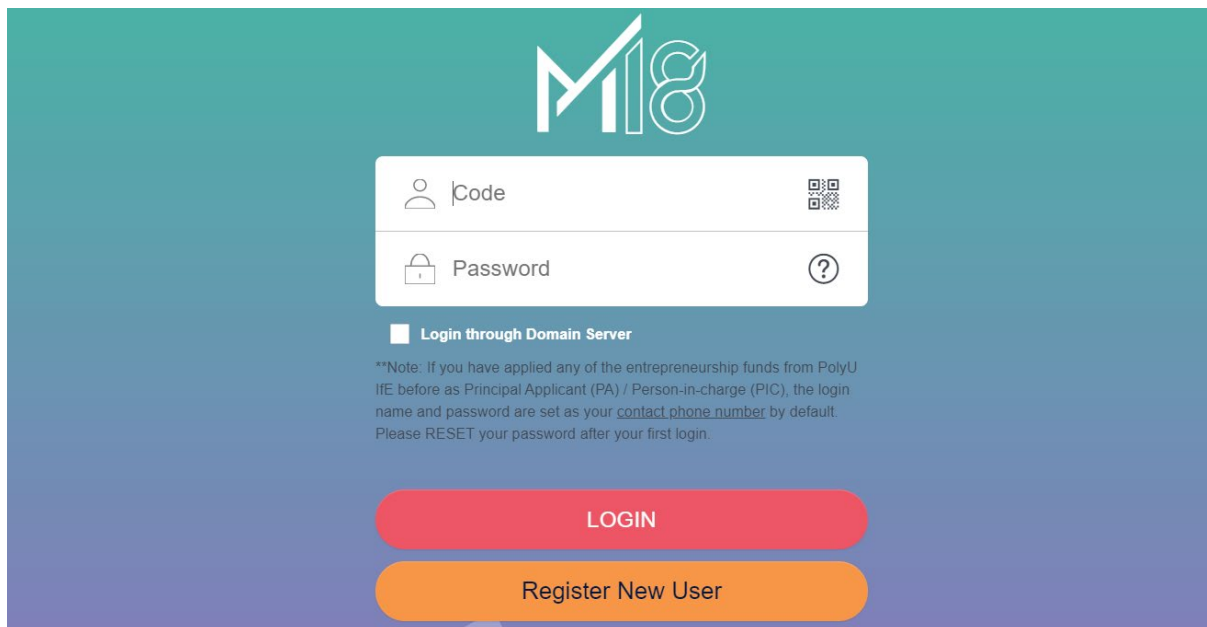
This close-up view of the 'Login Credentials' section shows the 'Login ID' and 'Password' fields, both marked with an asterisk (\*). A 'Retype Password' field is also present. Below the form, the navigation bar shows 'Home' and 'Applicant' tabs, and three buttons: 'Previous Record', 'New', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

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

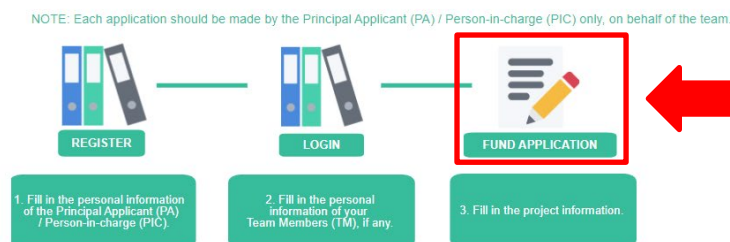


## 2. Login and Fill in the Project Information

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



- 2.2 Click **Fund Application**.



- 2.3 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 1<sup>st</sup> 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](#).

Home Fund Application

Previous Record New Submit

PolyU KTEO Entrepreneurship Fund...

I/We have observed and agreed 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 member(s). However, no Non-Disclosure Agreement 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 carry out 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

PolyU Intellectual Property (IP)

Use of PolyU IP \*  No

Type of PolyU IP

License Agreement Date

Declaration of "Use of PolyU Knowledge/Innovations/Technologies"  (Document format: PDF / Max. file size: 1MB)

Incubator / Funding Programme

Under / Graduated from Incubator or Funding Programme  No

...	Action	Name of Incubator / Funding Programme (i.e. HKSTP Incu-App Programme, Cyberport CUPP, Good Seed)	Period of Incubation / Funding Programme (MM/YY) (...)
1			

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.

The screenshot shows the 'Fund Application' form with the 'Team Member' tab selected. A red box highlights the 'Team Member' tab and the 'Create Team Member Record' button. Below the tabs is a table with the following data:

Action	Principal Applicant (PA) / Team Member (TM)	Applicant ID	English Name	Team Status
1	Principal Applicant (PA)	(20210001)	Leung Ho Yan	Active
2	Team Member (TM)			Active

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.)

The screenshot shows the 'Applicant' form with the 'Personal Information' section filled out. The form includes the following fields:

- Applicant ID: (20210009)
- Principal Applicant (PA) / Team Member (TM): Team Member (TM)
- English Name: I.e. CHAN Tai Man
- Chinese Name: (empty)
- Preferred Name: I.e. Peter
- Identity Document: (empty)
- Identity Number: I.e. A123456(7) = A1234567
- Date of Birth: (empty)
- PolyU Member:  Yes  No
- Student ID: (empty)
- Contact Phone Number: I.e. Area Code(852, 86) (empty) | I.e. Phone Number (empty)
- Contact Email Address: (empty)
- Other Email Address: (empty)

The 'Academic Qualification' section includes:

- Qualification: (empty)
- Institute: (empty)
- Other Institute: (empty)
- Department: (empty)
- Programme of Study: I.e. BEng (Hons) In Industrial and Systems Engineering, MSc in Accountancy
- Year of Graduation: 2021

The 'Attachments' section includes:

- CV: (empty)
- PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni: (empty)

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).

Application Details | Team Member | Company Information | Application Status

Create Team Member Record

Action	Principal Applicant (PA) / Team Member (TM)	Applicant ID	English Name	Team Status
1	Principal Applicant (PA)	(20210001)	Leung Ho Yan	Active
2	Team Member (TM)			Active

*Note: A red box highlights the search icon in the Applicant ID column of the second row, with a red arrow pointing to it.*

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.

The screenshot shows a web application interface for 'Fund Application'. The 'Company Information' tab is highlighted with a red box and a red arrow. The form includes fields for Company Name, Company Website, Location of Incorporation, Date of Incorporation, Company Number on CI, and Business Registration Number on BR. Below the form is a table with columns: Action, Principal Applicant (PA) / Team Member (TM) / Non Team Member (Non-TM), Applicant ID, English Name, and Shareholding (%). The table contains one row with 'Principal Applicant (PA)' and a shareholding of 0.00. At the bottom, there are upload fields for Certificate of Incorporation (CI), Business Registration Certificate (BR), and Shareholding Proof (i.e. NAR1, NNC1), each with a file size limit of 1MB.

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 [REDACTED] has been submitted successfully in PolyU Entrepreneurship Funding Administration System



innohub@polyu.edu.hk

週三 2021/12/15 11:50

收件者: [REDACTED]



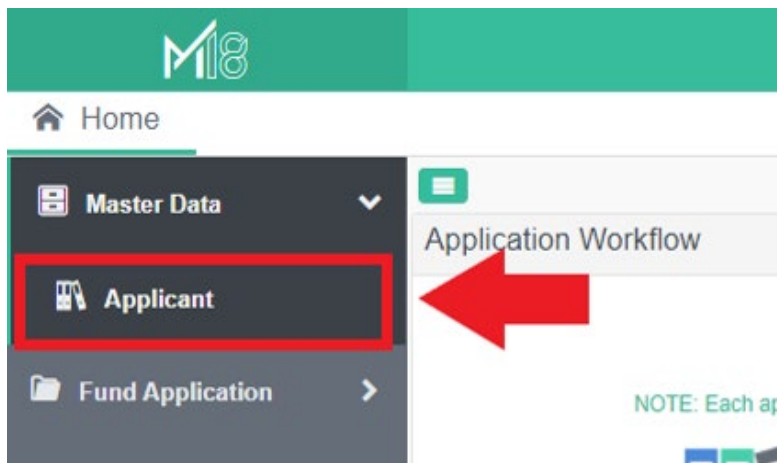
Dear [REDACTED],

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

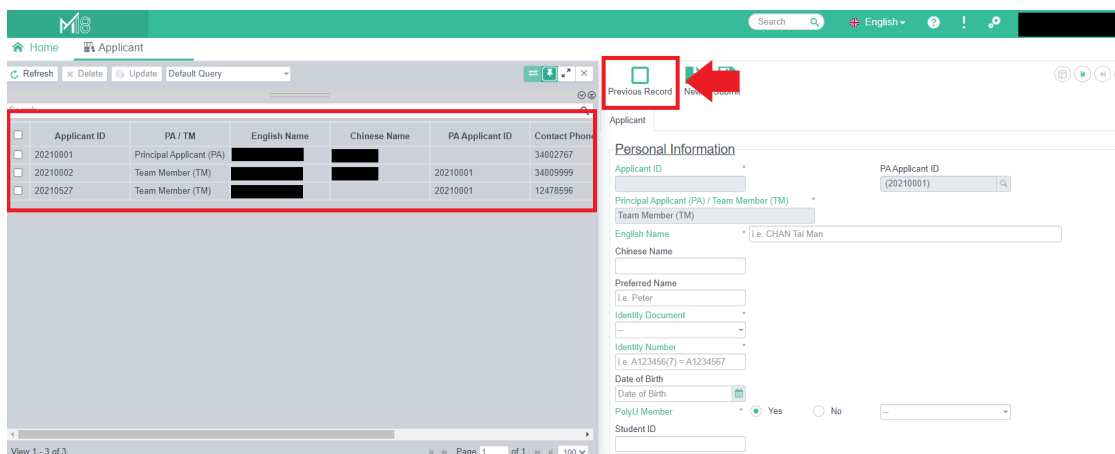
Best Regards,  
Knowledge Transfer and Entrepreneurship Office, PolyU

### 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:



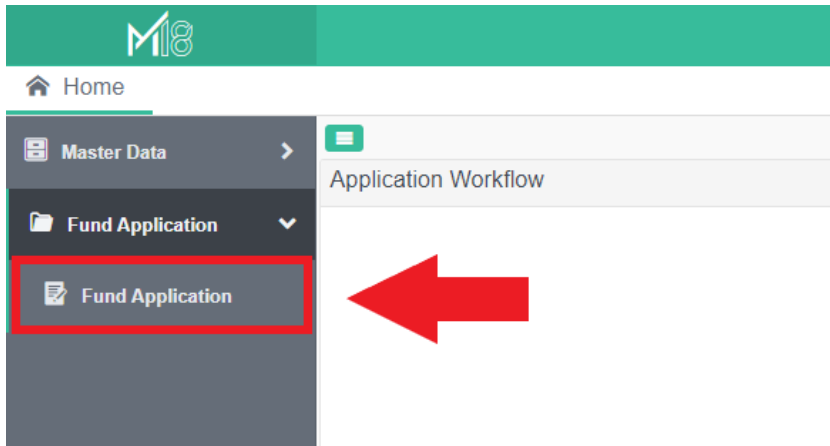
- 3.2 Click **"Previous Record"** on top left side to choose your team member, and then double click the team member.



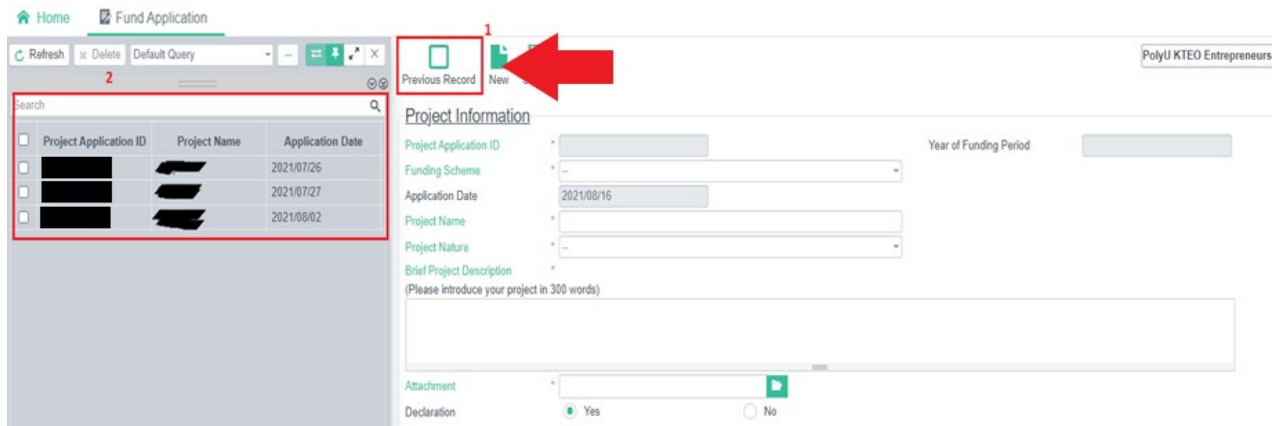


3.3 After editing, please ensure to click **Submit** before exit.

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



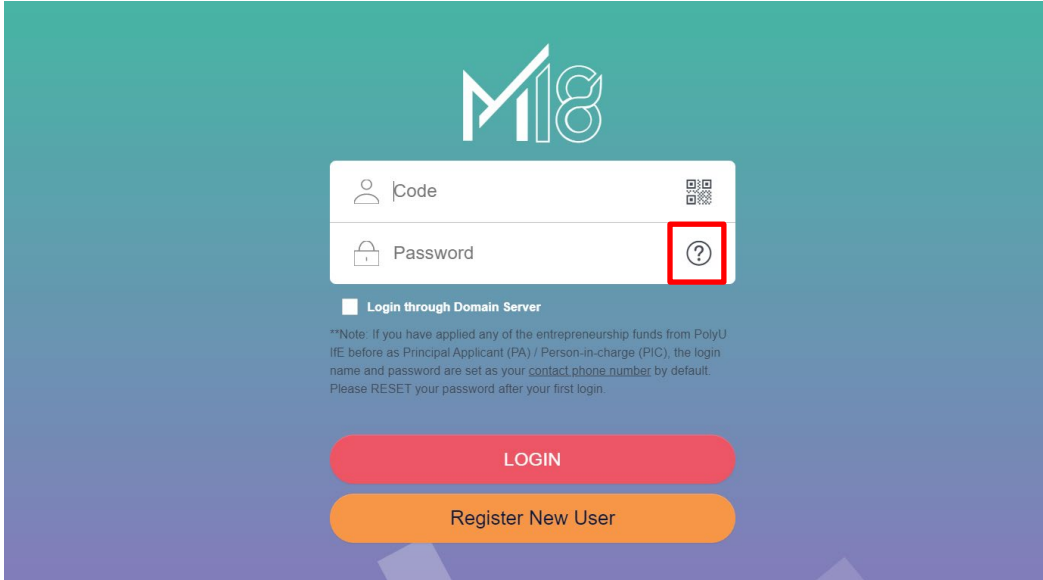
3.5 Click “**Previous Record**” on top left side to choose your project, and then double click the project.



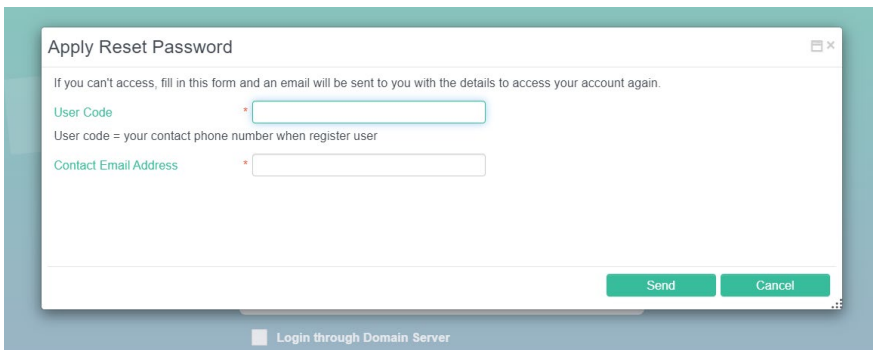
3.6 After editing, please ensure to click **Submit** before exit.

## 4. Forgot Your Password

4.1 If you forget your login password, please click  .



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.

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,