

POLYU STUDENT ENTREPRENEURIAL PROOF-OF-CONCEPT (POC) FUNDING SCHEME 2023 - COHORT 1 -

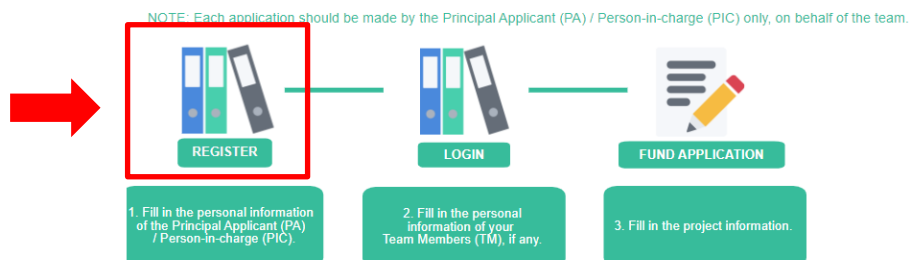
ONLINE APPLICATION MANUAL

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) and Angel Fund, 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 the 'Personal Information' section of the application form. It includes fields for Applicant ID, Principal Applicant (PA) / Team Member (TM), English Name, Chinese Name, Preferred Name, Identity Document, Identity Number, PolyU Member status, Student ID, Contact Phone Number, Contact Email Address, and Other Email Address. The 'Academic Qualification' section includes fields for Qualification, Institute, Other Institute, Department, Programme of Study, and Year of Graduation. The 'Attachments' section includes fields for CV and PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni. The 'Login Credentials' section includes fields for Login ID and Password, with a 'Retype Password' field.

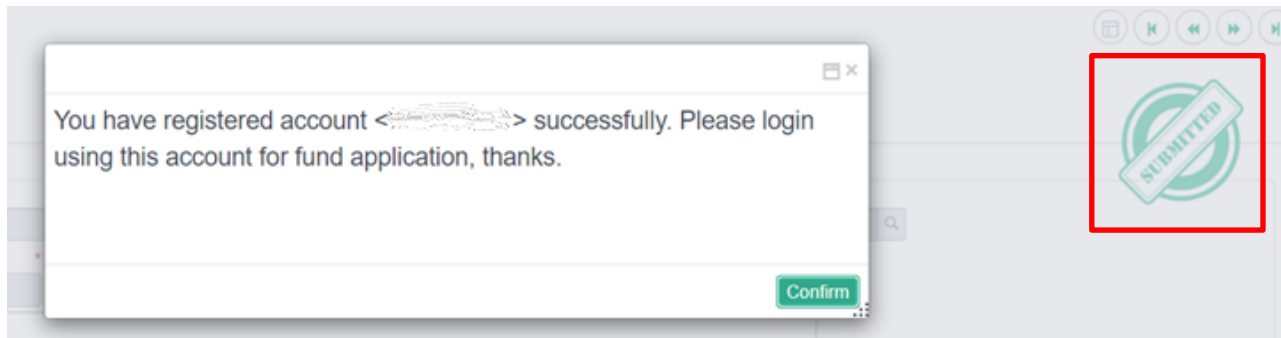
1.4 Upload your CV and proof of PolyU student (Student ID / Graduation Certificate / Transcript / Alumni) in PDF format.

The screenshot shows the 'Attachments' section of the application form. It includes fields for CV and PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni. Each field has a file upload icon and a note: '(Document format: PDF / Max. file size: 1MB)'.

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.

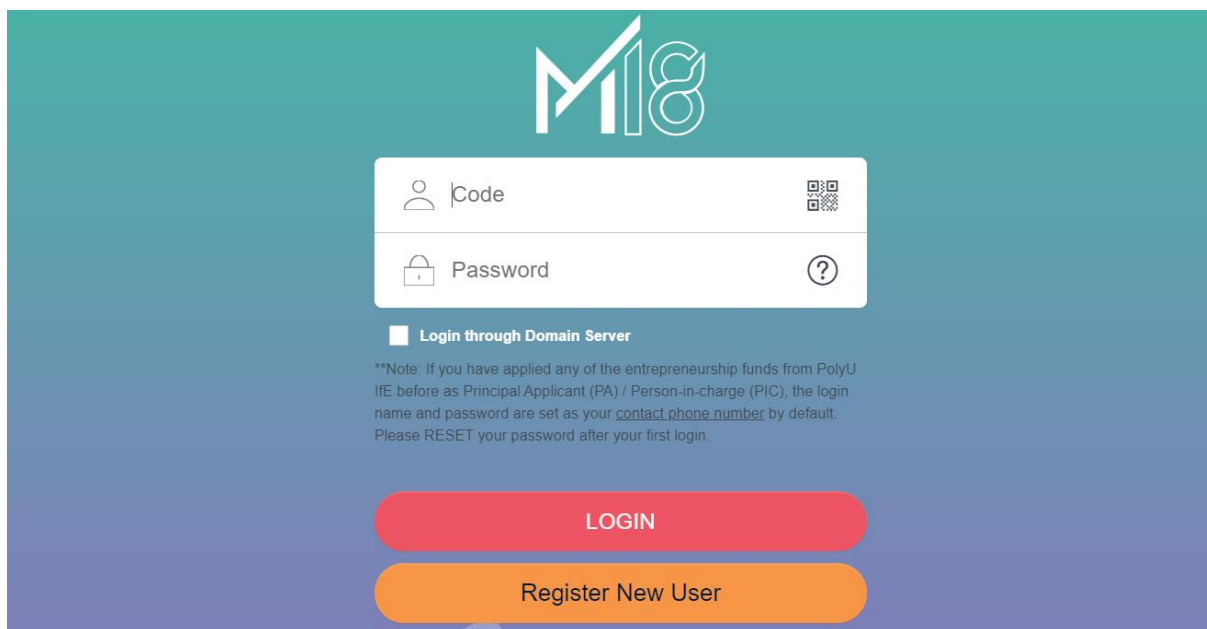
The screenshot shows the 'Login Credentials' section of the application form. It includes fields for Login ID and Password, with a 'Retype Password' field. Below the form, there is a navigation bar with 'Home', 'Applicant', and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

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

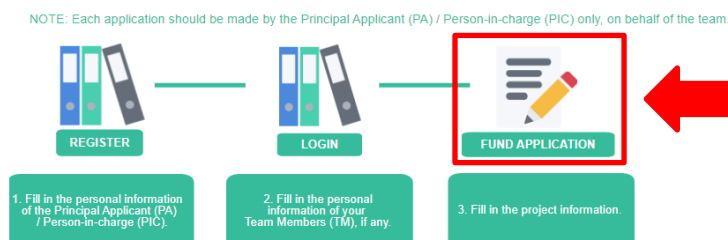


2. Login and Fill in the Project Information

- 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 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](#).

Home Fund Application

Previous Record New Submit

PolyU KTEO Entrepreneurship Fund...

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.

Home * Fund Applica...

Previous Record New Submit

PolyU KTEO Entrepreneurship Fund...

Project Name *

Project Nature *

Brief Project Description *

Pitch Deck * (Document format: PDF / Max. file size: 10MB)

YouTube link of Pitching Video *

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 Assessment F
- 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 update of funding programmes and other related activities from KTEO in the future.

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

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.)

Home Fund Application Applicant

Previous Record New Submit

Applicant

Personal Information

Applicant ID *

PAApplicant ID (20210009)

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

Team Member (TM)

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 * 2021

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)


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

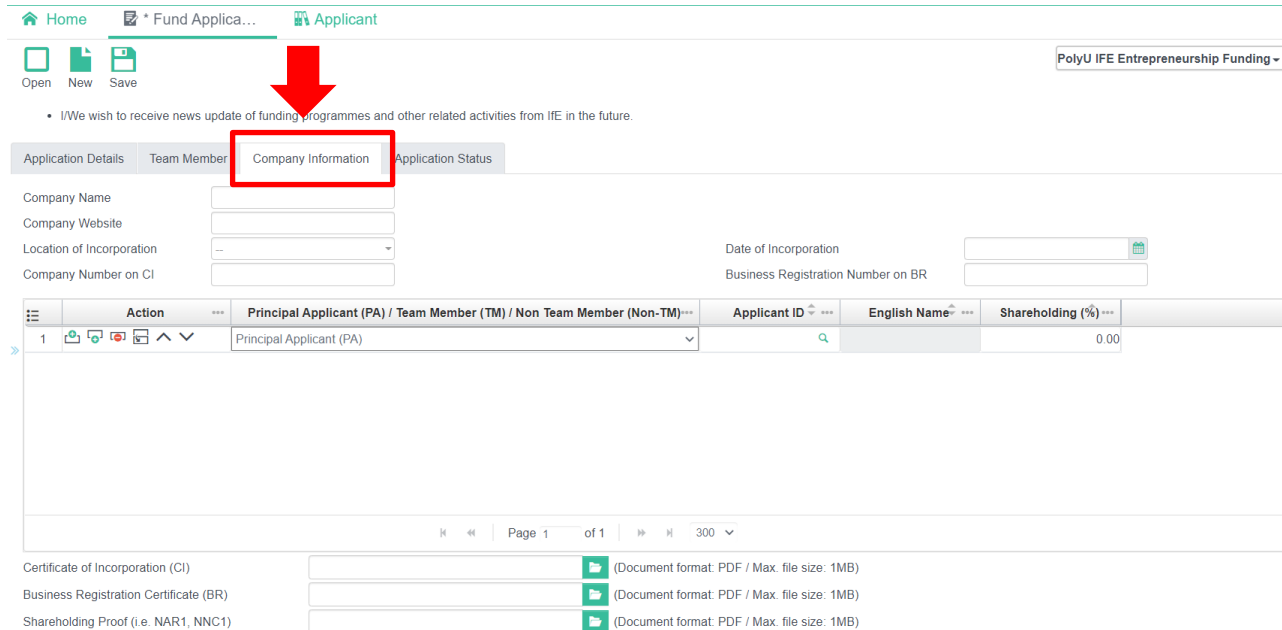
	Action	Principal Applicant (PA) / Team Member (TM)	Applicant ID	English Name	Team Status
1		Principal Applicant (PA)	(20210001)	Leung Ho Yan	Active
2		Team Member (TM)			Active



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.



Home * Fund Applica... Applicant

Open New Save

PolyU IFE Entrepreneurship Funding

I/We wish to receive news update of funding programmes and other related activities from IFE in the future.

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

Company Name
Company Website
Location of Incorporation
Company Number on CI

Date of Incorporation
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

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Certificate of Incorporation (CI) (Document format: PDF / Max. file size: 1MB)
Business Registration Certificate (BR) (Document format: PDF / Max. file size: 1MB)
Shareholding Proof (i.e. NAR1, NNC1) (Document format: PDF / Max. file size: 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]

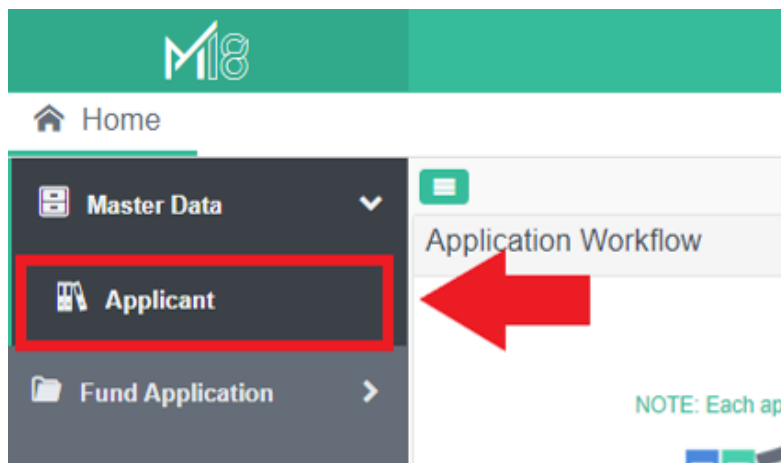
Dear [REDACTED],

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

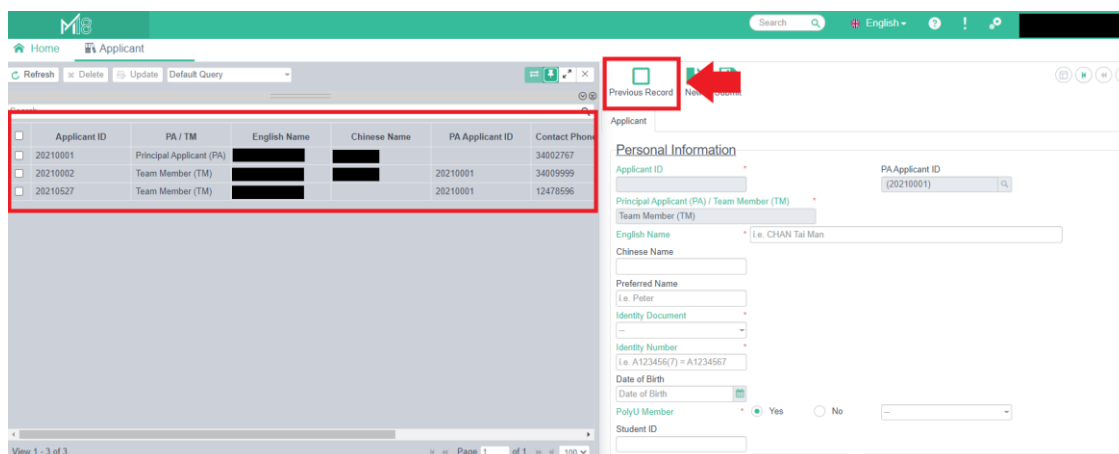
Best Regards,
Knowledge Transfer and Entrepreneurship Office, PolyU

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:

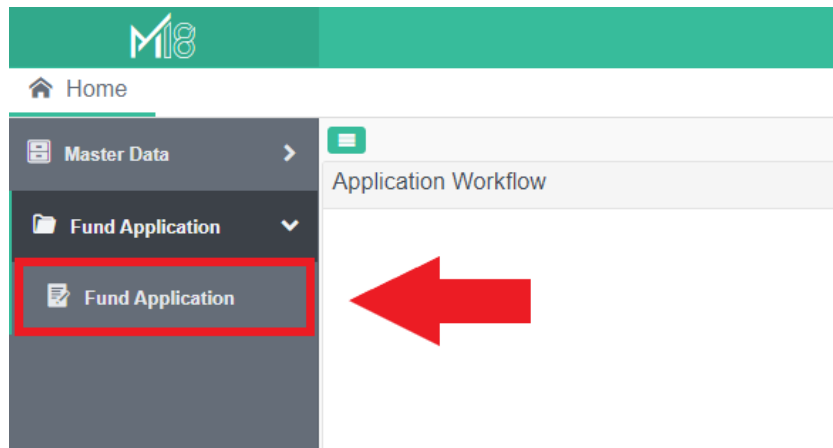


- 3.2 Click **"Previous Record"** on top left side to choose your team member, and then double click the team member.

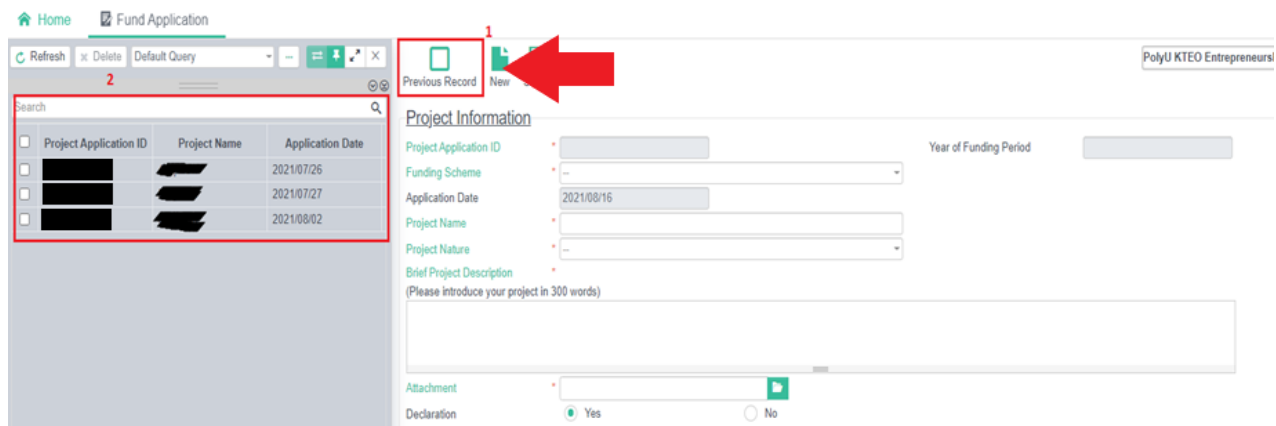


3.3 After editing, please ensure to click **Submit** before exit.

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



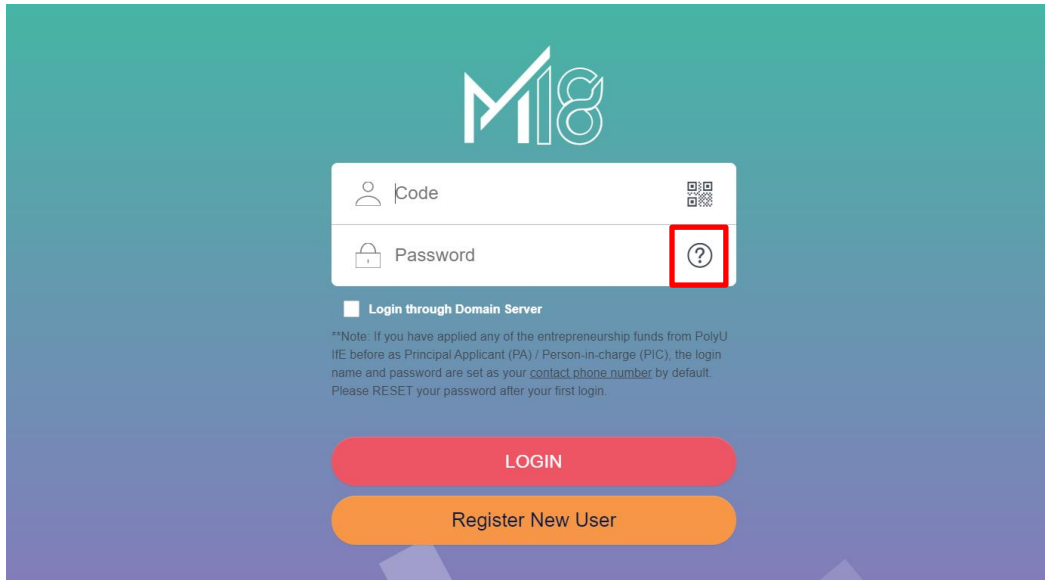
3.5 Click “**Previous Record**” on top left side to choose your project, and then double click the project.



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

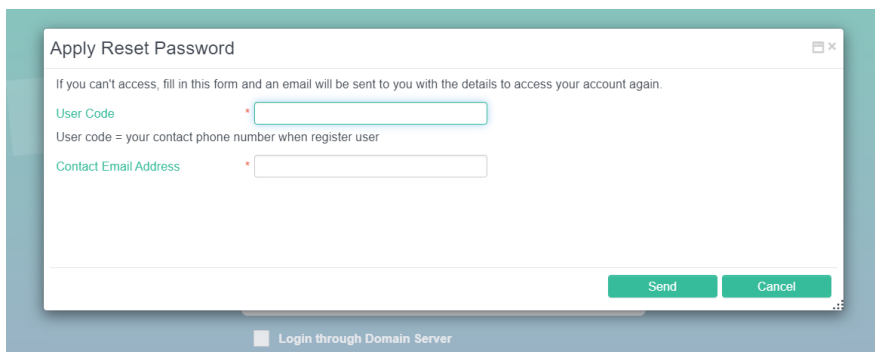
4. Forgot Your Password

4.1 If you forget your login password, please click .



The image shows the M18 login interface. At the top is the M18 logo. Below it is a login form with two input fields: 'Code' (with a person icon) and 'Password' (with a lock icon). To the right of the 'Password' field is a red square button containing a question mark icon. Below the form is a checkbox labeled 'Login through Domain Server'. A note below the checkbox states: '**Note: If you have applied any of the entrepreneurship funds from PolyU I&E 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.' At the bottom are two buttons: 'LOGIN' (red) and 'Register New User' (orange).

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.





The image shows a dialog box 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.' There are two input fields: 'User Code' (with a red asterisk) and 'Contact Email Address' (with a red asterisk). Below the fields is a 'Send' button and a 'Cancel' button. At the bottom left, there is a checkbox labeled 'Login through Domain Server'.

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,