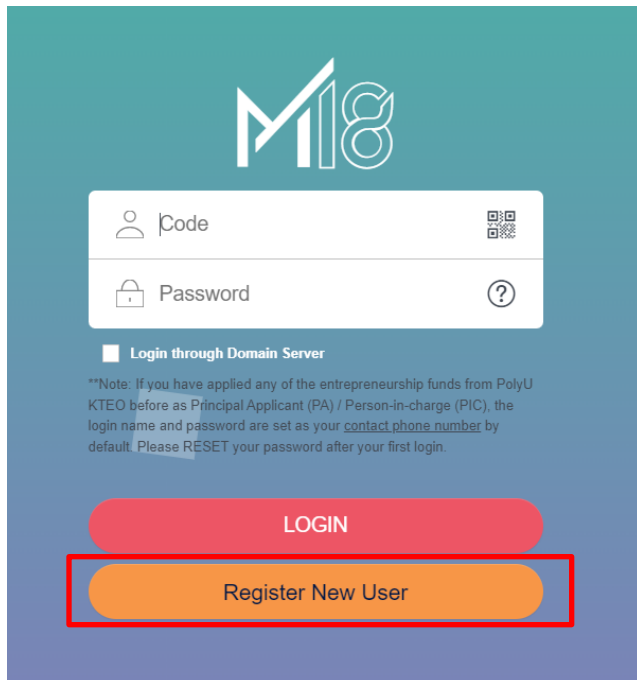


Micro Fund 2023-24 Cohort 2 Online Application Manual

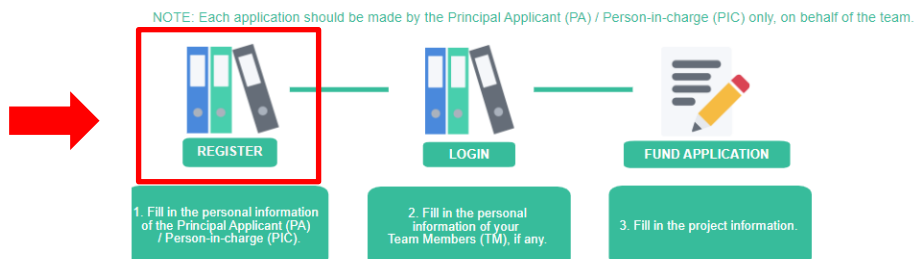
1. Create a Login Account

(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 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 *.

The screenshot shows the 'Applicant' page of the online application system. The 'Submit' button in the top navigation bar is circled in red. The form is divided into several sections: 'Personal Information', 'Academic Qualification', 'Attachments', and 'Login Credentials'. The 'Personal Information' section includes fields for Applicant ID, Principal Applicant (PA) / Team Member (TM) (set to '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 (selected 'Yes'), Student ID, Contact Phone Number (with area code and phone number fields), Contact Email Address, and Other Email Address. The 'Academic Qualification' section includes fields for Qualification, Institute, Other Institute, Department, Programme of Study (i.e. BEng (Hons) in Industrial and Systems Engineering, MSc in Accountancy), and Year of Graduation (2022). The 'Attachments' section has two upload fields: 'CV' and 'PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni', both with a file icon and '(Document format: PDF / Max. file size: 1MB)'. The 'Login Credentials' section has fields for 'Login ID' and 'Password', with a 'Retype Password' field next to it.

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

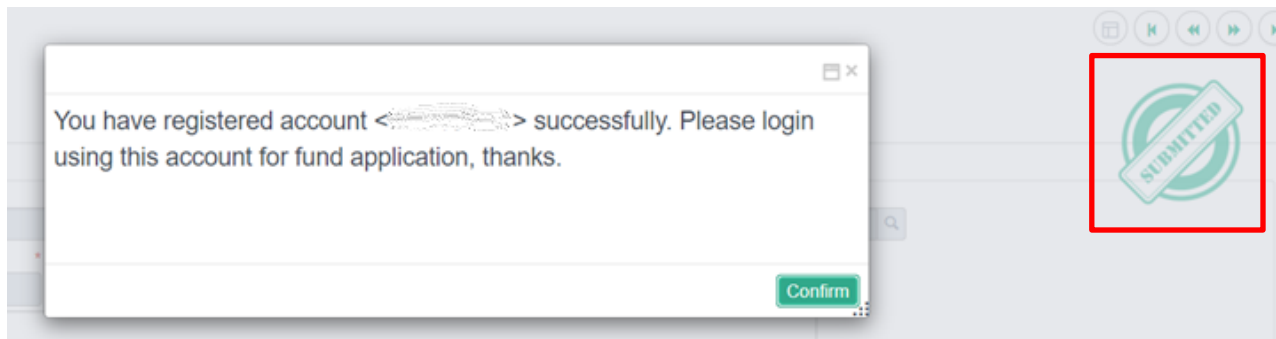
This image is a close-up of the 'Attachments' section of the application form. It shows two upload fields. The first field is labeled 'CV' and the second is labeled 'PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni'. Both fields have a file icon and the text '(Document format: PDF / Max. file size: 1MB)' to the right.

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 image is a close-up of the 'Login Credentials' section of the application form. It shows two input fields: 'Login ID' and 'Password'. To the right of the 'Password' field is a 'Retype Password' field. The 'Submit' button is not visible in this close-up.

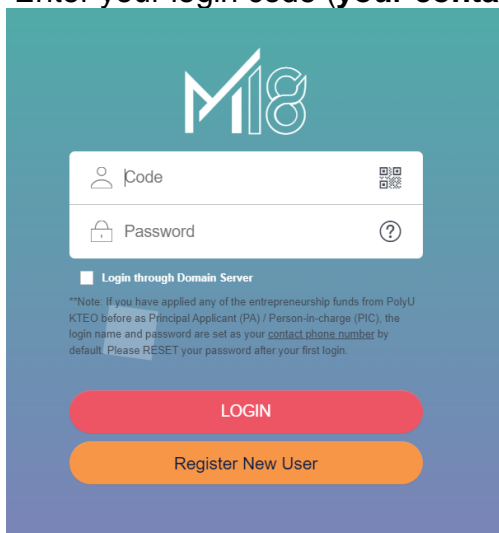
This image shows the bottom navigation bar of the application system. It includes a 'Home' button with a house icon, an 'Applicant' button with a person icon, and a 'Submit' button with a document icon. The 'Submit' button is highlighted with a red square. Below the navigation bar are three icons: 'Previous Record' (document with checkmark), 'New' (document with plus), and 'Submit' (document with checkmark).

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

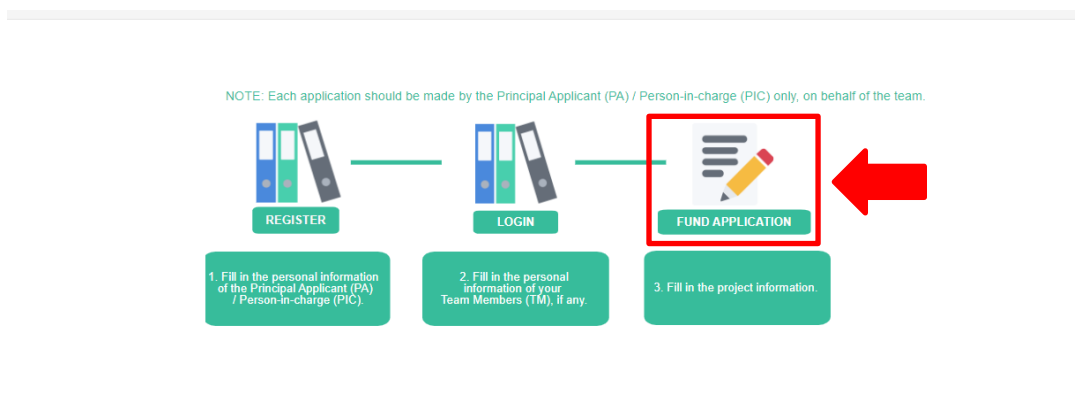


2. Login and fill in the project information

- 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 Micro Fund Scheme (MF)**”. And then, upload your pitch deck in PDF format and provide a YouTube link of your 3-minute pitching video.

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

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 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.

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 'Personal Information' section of the application form. The 'Submit' button is circled in red. The form includes fields for Applicant ID, Principal Applicant (PA) / Team Member (TM), English Name, Chinese Name, Preferred Name, Identity Document, Identity Number, Date of Birth, PolyU Member status, Student ID, Contact Phone Number, Contact Email Address, and Other Email Address. Below this is the 'Academic Qualification' section with fields for Qualification, Institute, Other Institute, Department, Programme of Study, and Year of Graduation. At the bottom is the 'Attachments' section with upload buttons for CV and PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni.

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

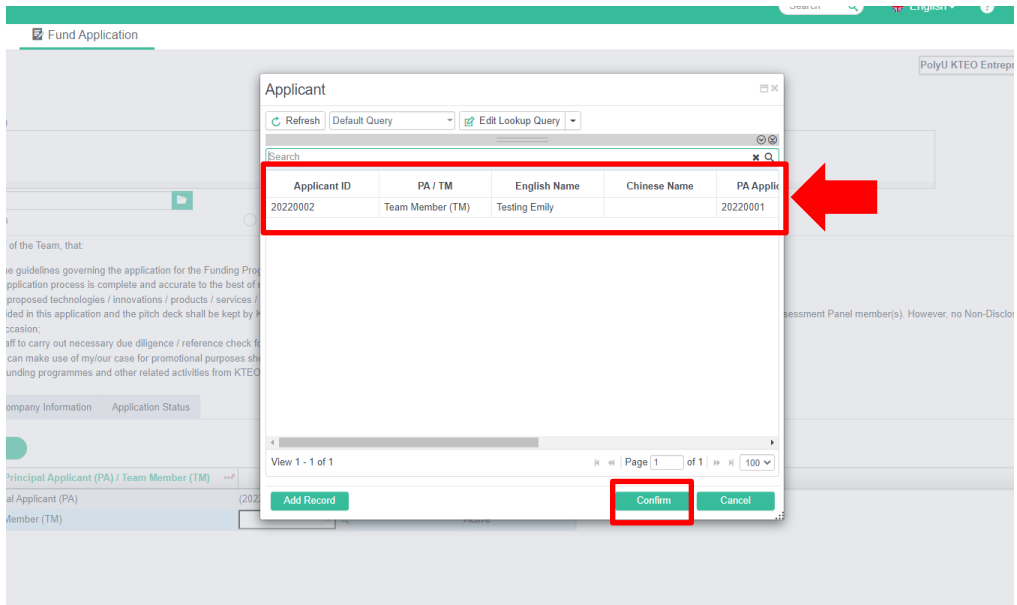
The screenshot shows the top navigation bar with 'Home', 'Fund Application', and 'Applicant' tabs. The 'Fund Application' tab is highlighted with a red box and a red arrow points to it. Below the navigation bar are buttons for 'Previous Record', 'New', and 'Submit'. The main content area shows the 'Project Information' form with fields for Project Name, Project Nature, Brief Project Description, Attachment, and Declaration.

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

The screenshot shows the 'Team Member' tab with a table of records. A search icon is circled in red with a red arrow pointing to it. The table has columns for Action, Principal Applicant (PA) / Team Member (TM), Applicant ID, English Name, and Team Status.

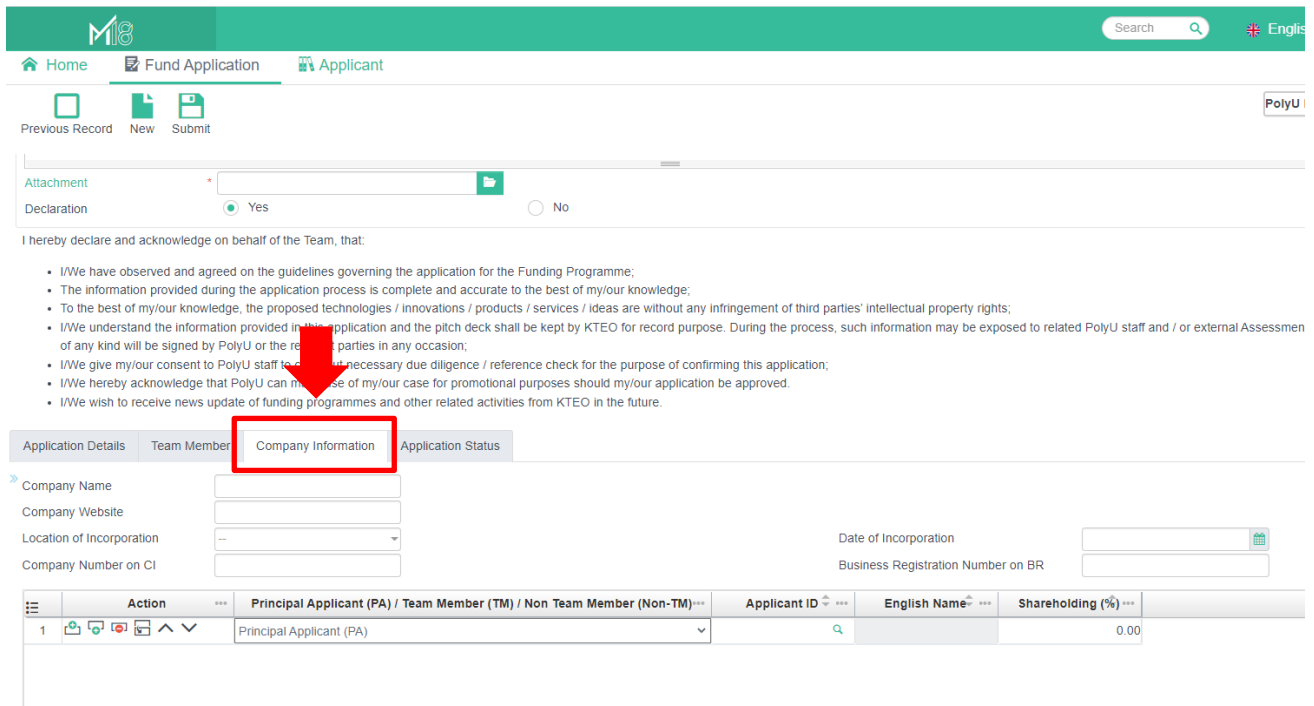
	Action	Principal Applicant (PA) / Team Member (TM)	Applicant ID	English Name	Team Status
1		Principal Applicant (PA)	(20220001)	Testing Emily	Active
2		Team Member (TM)			Active

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.

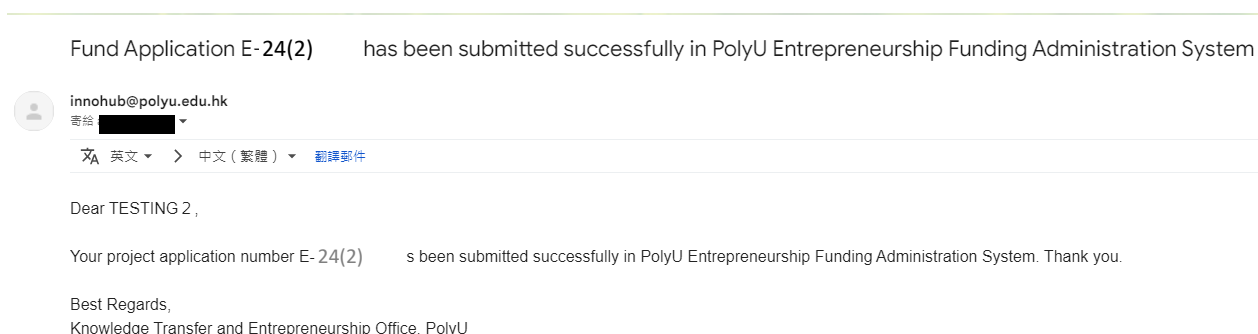
2.11 (Optional) Click the **Company Information** tab to enter your company information, if any.



- 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.

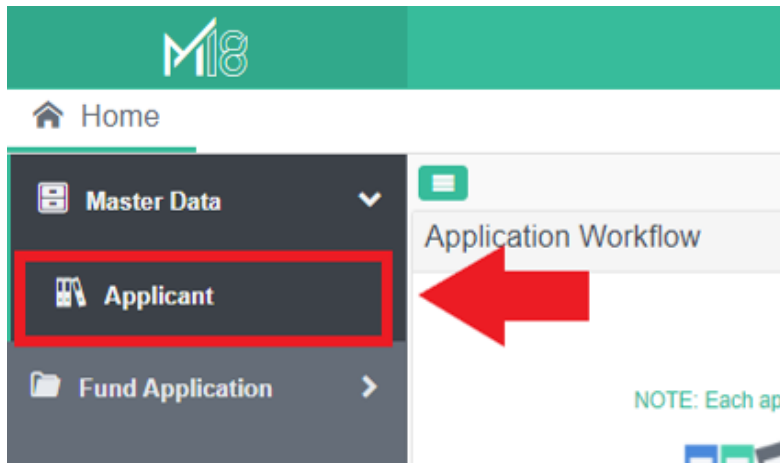


- 2.13 A confirmation email with **Project Application Number** will be sent to PA’s contact email address only. **Project Application Number** will be the reference for your submitted application in any of future announcement and correspondences with the PA. PA can further revise or make changes of 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.

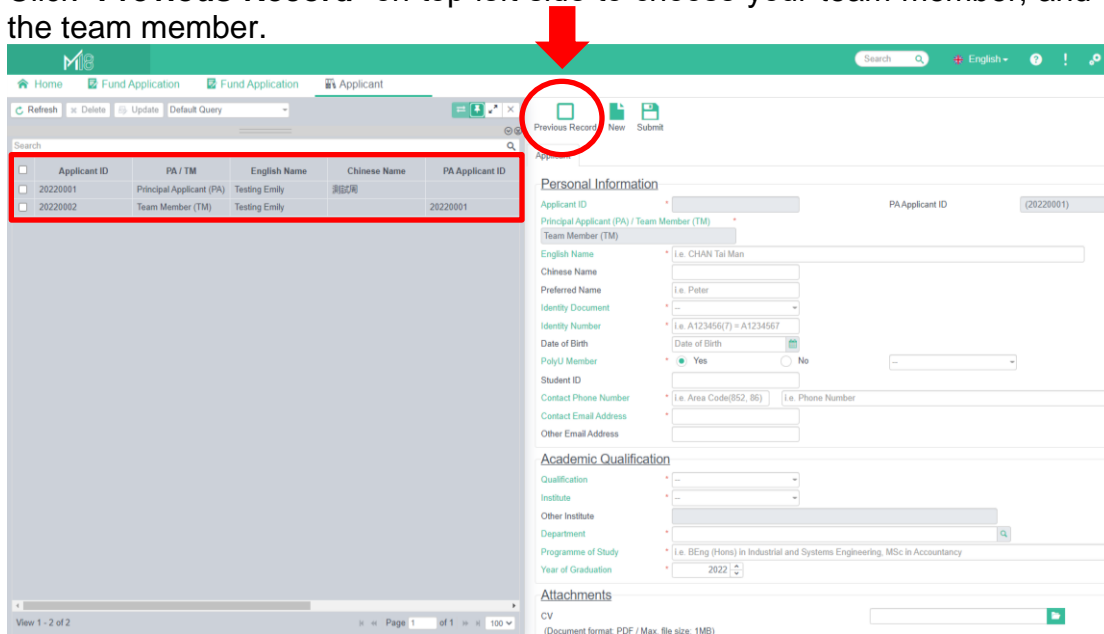


3. Edit your team member / project information

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

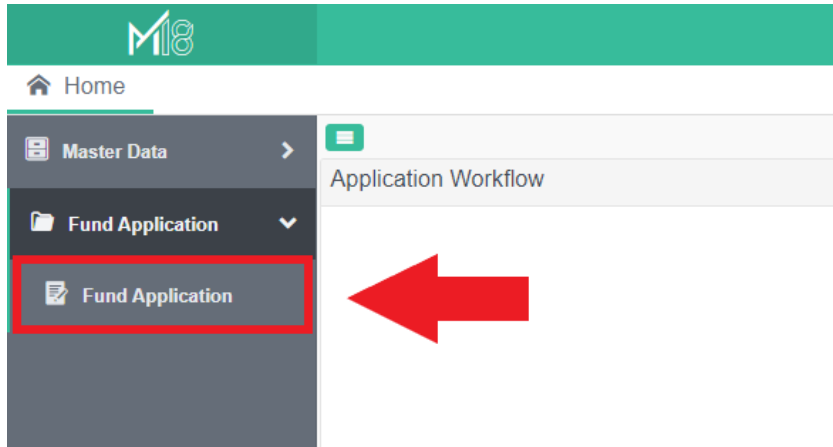


3.2 Click "**Previous Record**" on top left side to choose your team member, and then double click the team member.

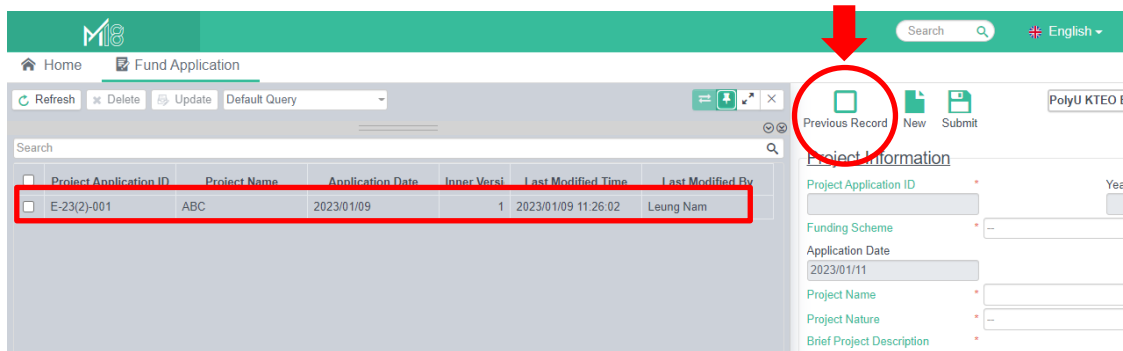


3.3 After editing, please ensure to click **Submit** before exit.

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



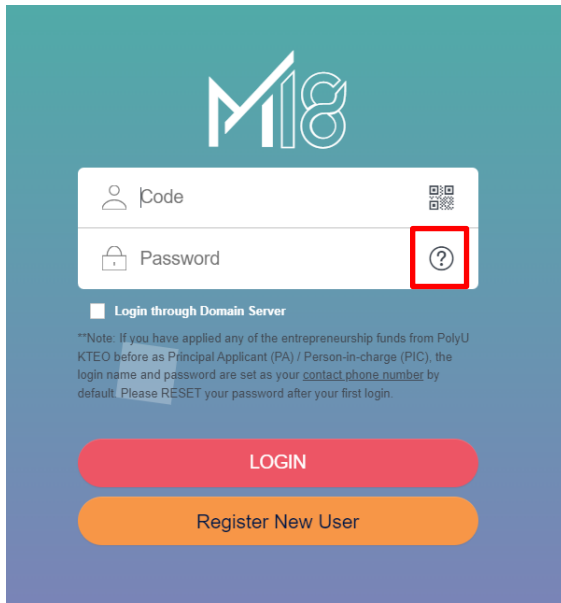
3.5 Click “**Previous Record**” on top left side to choose your project, and then double click the project.



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

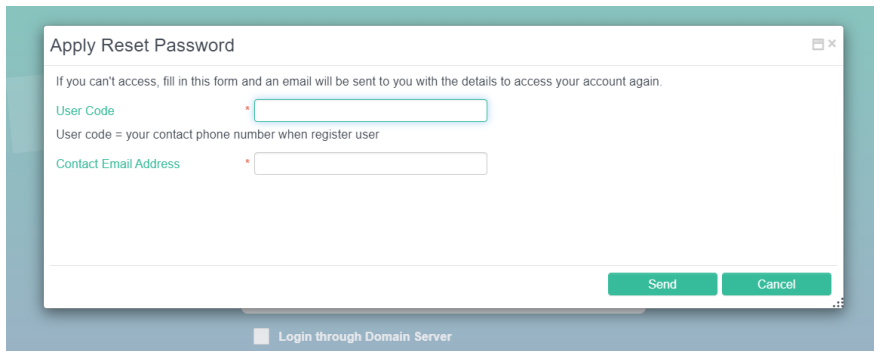
4. Forget your password

4.1 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 red square highlighting a question mark icon. 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." 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.



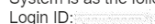
The screenshot shows a modal window titled 'Apply Reset Password'. It contains the text: 'If you can't access, fill in this form and an email will be sent to you with the details to access your account again.' There are two input fields: 'User Code' and 'Contact Email Address', both with red asterisks 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'.


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,

-End-