



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 <u>Step 2</u> to login with existing account. If you forget your password, please go to <u>Step 4</u>.)

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



1.2 Click **Register**.

NOTE: Each application should be made by the Principal Applicant (PA) / Person-in-charge (PIC) only, on behalf of the team.

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

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Login Credentials	Login Credentials								
Login ID	Login ID *								
Password Retype Password	Password *				Retype Password				

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

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)

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.

Login Credentials	*		
Password	*	Retype Password	
☆ Home	🚯 Applicant	×	
Previous Record	New Submit		

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

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☆ Home ★ Fund App	plica	
Previous Record New Submit		
Project Information		
Project Application ID *	Year of Funding Period	2024(1)
Funding Scheme *	PolyU Micro Fund Scheme (MF)	
Application Date	STEFG-PolyU China Entrepreneurship Fund (CEF)	
Project Name *	GBA Startup Postdoc Programme (GBA)	
Project Nature	PolyU Micro Fund Scheme (MF)	
Track	Poly I Maker Fund Programme (PME)	
	Polyd Mukel Futerreneguial Breef of Concert Funding Scheme (POC)	
Brief Project Description *		
	HKSTP-PolyU Tech Incubation Fund Scheme (TIF)	
	·	
Pitch Deck	* (Document format: PDF / Max. file size: 10MB)	
YouTube link of 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 <u>here</u>.

• Use 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"	PDF / Max. file size: 1MB)
Incubator / Funding Programme	
Under / Graduated from Incubator or Funding Programme No	

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.

» .	We understand the initiati However, no Non-Dissure A We give my/our consure A We hereby acknowled that We wish to receive	on provided in this application Agreement of any kind will be s lolyU staff to carry out necessa t PolyU can make use of my/o date of funding programmes a	and the pitch deck shall b signed by PolyU or the rel ary due diligence / referen ur case for promotional pu nd other related activities	e kep evant ce ch irpos from	ot by KTEO for record pury t parties in any occasion; neck for the purpose of con es should my/our applicat KTEO in the future.	pose. During the process, s nfirming this application; ion be approved.	such information may be ex	cposed to related Poly
Appli	ication Details Team Membe	er Company Information	Application Status					
	Create Team Member Re	ecord						
Ξ	Action	Principal Applicant (P	A) / Team Member (TM)	?	Applicant ID 🗘 …	English Name 🗘 …	Team Status	
1	o	Principal Applicant (PA)			(20210001) ۹	Leung Ho Yan	Active	
2	ᅌ 🕤 🖬 🖌 🗸	Team Member (TM)			٩		Active	

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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.)

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pplicant ID	•			PA Applicant ID	(20220501) 9
rincipal Applicant (PA) / Te	am Member (TM) * Team M	lember (TM)			
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hinese Name					
eferred Name	i.e. Peter				
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2.7 Click the **Fund Application** tab on the top left corner to go back to the "Project Information" page.

		-									
î F	Home	Fund Appli	cation	M Applicant							
Previo	ous Record	New Submit									
Proje	ect Name	*									
Proje	ect Nature	*				~					
(Plea	ase introduce y	our project in 30	0 words)								
Attac	chment	*									
Dock	eretien		<u> </u>								
Decia	aration		• Yes								
I here	eby declare an	d acknowledge (• Yes	of the Team, that:	U NO						
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2.9 Choose the team member to add and click the **Confirm** button.

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	Applicant					
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	Search				©⊗ × Q	
	Applicant ID 20220002	PA / TM Team Member (TM)	English Name Testing Emily	Chinese Name	PA Applic 20220001	
of the Team, that:						
guidelines governing the application for the Funding Pro- plication process is compilet and accurate to the best of ropsed technologies / Innovations / Products / services, a ed in this application and the pitch deck shall be kept by / atain; fit o carry out necessary due diligence / reference check f4 an make use of mylow case for promotional purposes at nding programmes and other related activities from KTEC						ressment Panel member(s). However, no Non-Dis
npany Information Application Status						
	View 1 - 1 of 1		_	k ≪ Page 1 of 1	► + + 100 ~	
incipal Applicant (PA) / Team Member (TM)						
Applicant (PA) (202	Add Record	050	10	Confirm	Cancel	

- 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.

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Previous Record New Sub	omit	-									PolyU
	. [
Attachment	 Yes 			O No							
I hereby declare and acknowle	dge on behalf o	of the Team, that:									
To the best of my/our kn //We understand the infn of any kind will be signe //We give my/our conset //We hereby acknowledg //We wish to receive new Application Details Team M	owledge, the p prmation provid d by PolyU or t nt to PolyU stat ge that PolyU c ws update of fu fember Co	roposed technologies ed in bio application he refunct parties in f too an un necess an many se of my/o nding programmes an mpany Information	 Innovations / product and the pitch deck shaf any occasion; ny due diligence / refer ur case for promotional d other related activitie Application Status 	s / services / ideas are without I be kept by KTEO for record p ence check for the purpose of purposes should my/our appli s from KTEO in the future.	t any infri ourpose. I confirmin cation be	ngement of third partie During the process, su ig this application; approved.	es' intellectual property righ	ts; oosed to related PolyU s	staff and	/ or extern	aal Assessmen
Company Name											
Company Website Location of Incorporation Company Number on CI			•			Da	ate of Incorporation Isiness Registration Numbe	er on BR			*
E Action	··· Prin	cipal Applicant (PA)	/ Team Member (TM)	/ Non Team Member (Non-Ti	•••(N	Applicant ID 🗘 …	English Name 👾 …	Shareholding (%)			
1 🗳 🖓 💿 🕞 🔨 🗸	Princip	oal Applicant (PA)			~	٩		0	00		

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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.

	Fund Application E-24(2)	has been submitted successfully in PolyU Entrepreneurship Funding Administration System
•	innohub@polyu.edu.hk 寄絵	
	沐 英文 ▼ 〉 中文(繁體) ▼ 翻譯郵	牛
	Dear TESTING 2 ,	
	Your project application number E-24(2) s been submitted successfully in PolyU Entrepreneurship Funding Administration System. Thank you.
	Best Regards, Knowledge Transfer and Entrepreneursh	ip Office, PolyU

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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.

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Search				٩								
Applicant ID 20220001	PA / TM Principal Applicant (PA)	English Name Testing Emily	Chinese Name 測試用	PA Applicant ID	Personal Informa	ation						
20220002	Team Member (TM)	Testing Emily		28220001	Applicant ID Principal Applicant (PA) // Team Member (TM) English Name Chinese Name Preferred Name Identity Document Identity Nomber Date of Birth PolyU Member Student ID Contact Phone Number	Ecam Member (TM) (I.e. CHAN Tai Man (i.e. CHAN Tai Man (i.e. CHAN Tai Man (i.e. Artzshoft) Date of Beth (i.e. Artzshoft) (i.e. Pheno	Pi e Number	-	D	(20220	001)	
4 View 1 - 2 of 2			x « Page 1	of 1 ≫ × 100 ♥	Other Enail Address Academic Qualification Institute Other Institute Department Programme of Study Year of Graduation Attachments CV CV CD-CUME format PDE	ication	ems Engineering, MS	Sc in Accoun	a. tancy			

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

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

M 18	
🏫 Home	
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Fund Application	×
Fund Application	

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

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								Funding Scheme	*	
								Application Date		
								2023/01/11		
								Project Name	•	
								Project Nature	*	
								Brief Project Description	*	

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

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4. Forget your password

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

ME	
O Code	
Password	?
Login through Domain Server "Note: If you have applied any of the entrepren KTEO before as Principal Applicant (PA) / Perso login name and password are set as your <u>conta</u> default. Please RESET your password after you	eurship funds from PolyU n-in-charge (PIC), the <u>ct phone number</u> by r first login.
LOGIN	
Register New U	ser

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.

Apply Reset Pass	word	Ξ×
If you can't access, fill in	his form and an email will be sent to you with the details to access your account again.	
User Code	*	
User code = your contac	phone number when register user	
Contact Email Address	*	
	Son	d Concol
	196	

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 Administra System	tion
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,	-En

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