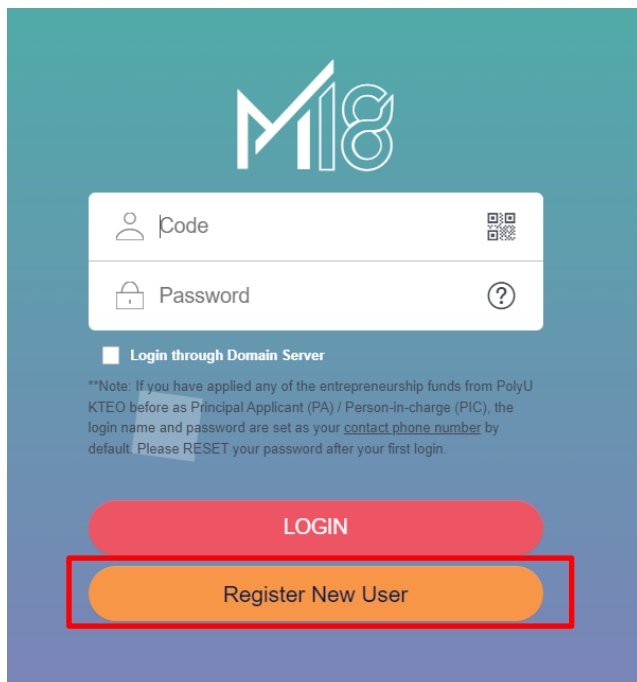


## Micro Fund 2022-23 Cohort 2 Online Application Manual

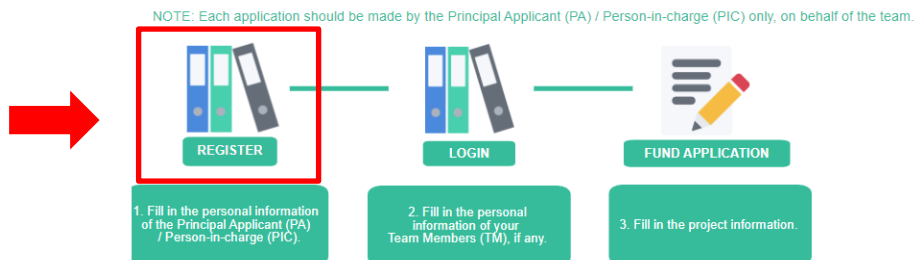
### 1. Create a Login Account

(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 a web application interface for an applicant. At the top, there is a navigation bar with 'Home' and 'Applicant' tabs, and a search bar. Below the navigation bar, there are three buttons: 'Previous Record', 'New', and 'Submit'. The 'Submit' button is circled in red. The main content area is divided into several sections: 'Personal Information' with 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; 'Academic Qualification' with fields for Qualification, Institute, Other Institute, Department, Programme of Study, and Year of Graduation; 'Attachments' with fields for CV and PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni; and 'Login Credentials' with fields for Login ID and Password, and a 'Retype Password' field.

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

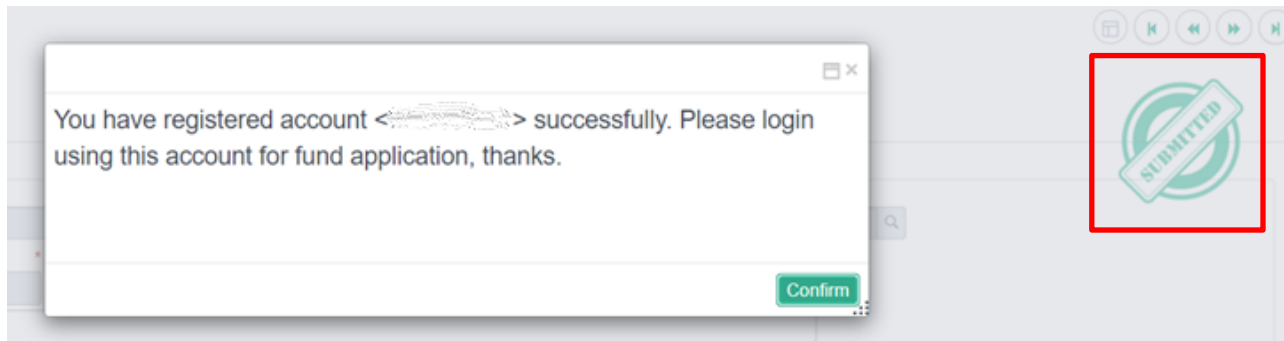
This is a close-up of the 'Attachments' section. It shows two upload fields. The first field is for 'CV' and the second is for 'PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni'. Both fields have a file icon and a note indicating '(Document format: PDF / Max. file size: 1MB)'. The 'PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni' field is highlighted with a red box.

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 is a close-up of the 'Login Credentials' section. It shows three input fields: 'Login ID', 'Password', and 'Retype Password'. The 'Login ID' field is highlighted with a red box.

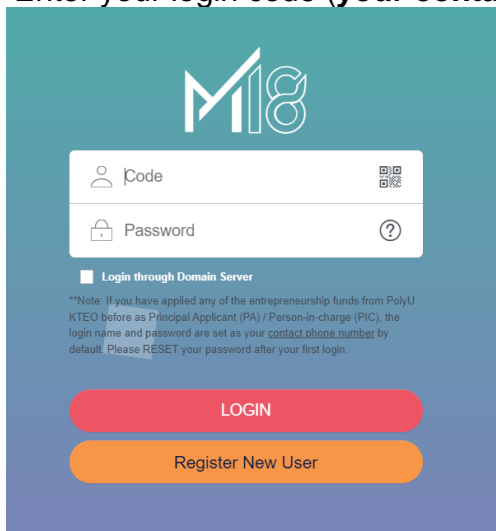
This is a screenshot of the navigation bar. It shows three buttons: 'Home', 'Applicant', and 'Submit'. The 'Submit' button is highlighted with a red box.

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

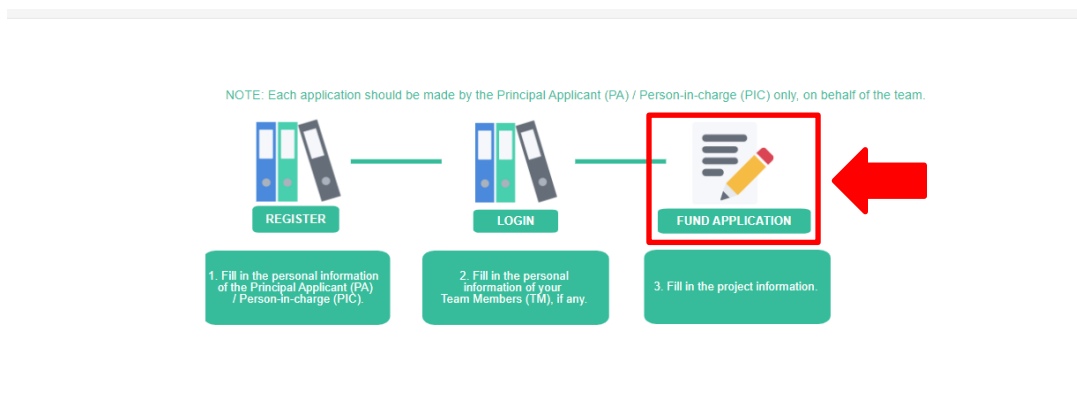


## 2. Login and fill in the project information

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

The screenshot shows the 'Project Information' section of the application form. The 'Funding Scheme' dropdown menu is open, showing 'PolyU Micro Fund Scheme (MF)' selected. A red box highlights the 'Pitch Deck' upload field, and another red box highlights the 'YouTube link of Pitching Video' field. A red arrow points to the selected funding scheme.

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](#).

The screenshot shows the 'Application Details' tab in the online application form. The 'Application Details' tab is highlighted. The 'PolyU Intellectual Property (IP)' section is visible, with 'Use of PolyU IP' set to 'No'. The 'Incubator / Funding Programme' section is also visible, with 'Under / Graduated from Incubator or Funding Programme' set to 'No'. A red arrow points to the 'Application Details' tab.

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 and 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

**Personal Information**

Applicant ID PA Applicant ID (20220501)

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

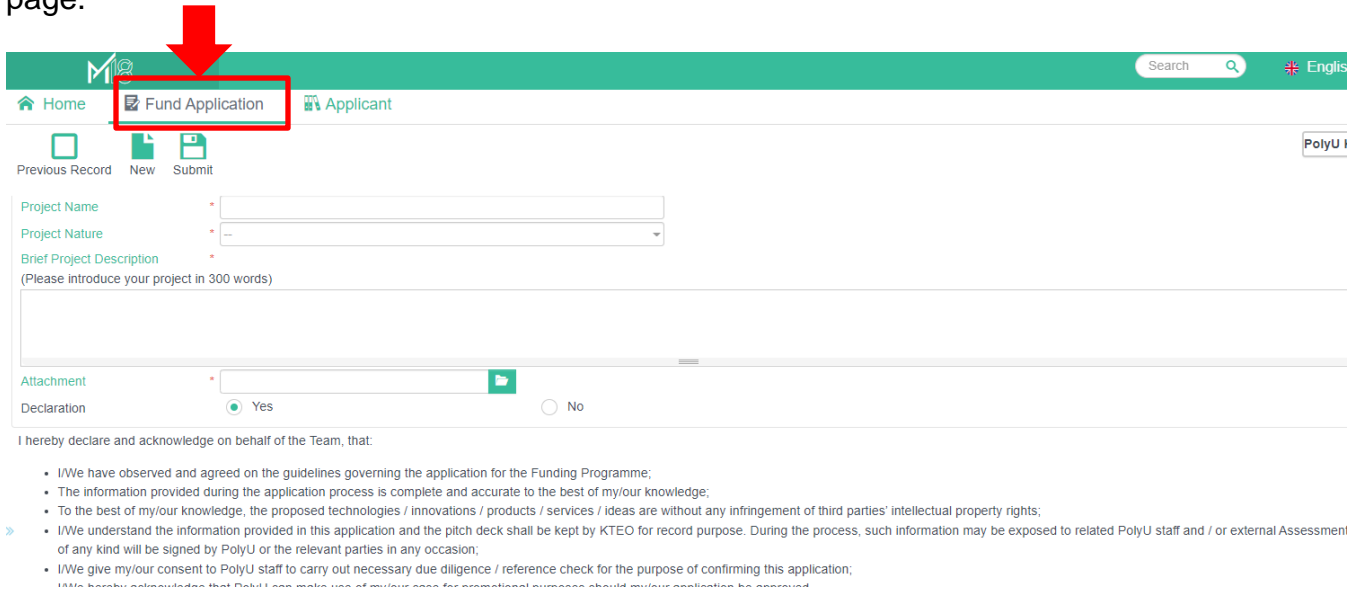
**Academic Qualification**

Qualification  
Institute  
Other Institute  
Department  
Programme of Study i.e. BEng (Hons) in Industrial and Systems Engineering, MSc in Accountancy  
Year of Graduation 2022

**Attachments**

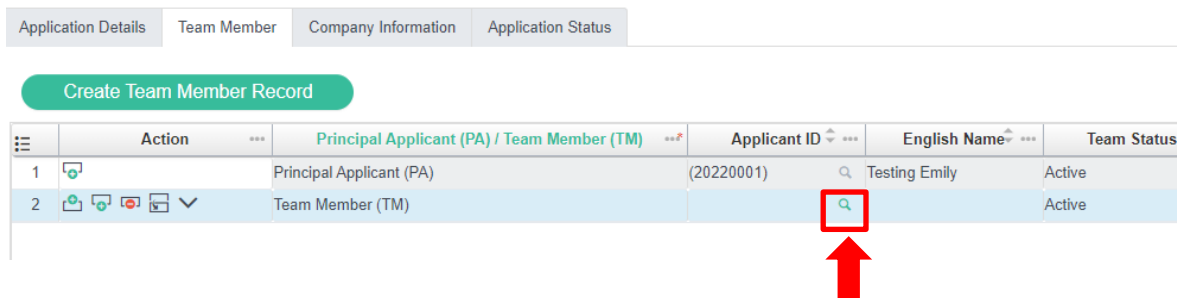
CV (Document format: PDF / Max. file size: 1MB)  
PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni (Document format: PDF / Max. file size: 1MB)

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



The screenshot shows the top navigation bar with a green background. The 'Fund Application' tab is highlighted with a red box and a red arrow pointing to it from above. Below the navigation bar, there are buttons for 'Previous Record', 'New', and 'Submit'. The main form area contains fields for 'Project Name', 'Project Nature', and 'Brief Project Description'. There is also an 'Attachment' field and a 'Declaration' section with radio buttons for 'Yes' and 'No'. A declaration text is visible below the form.

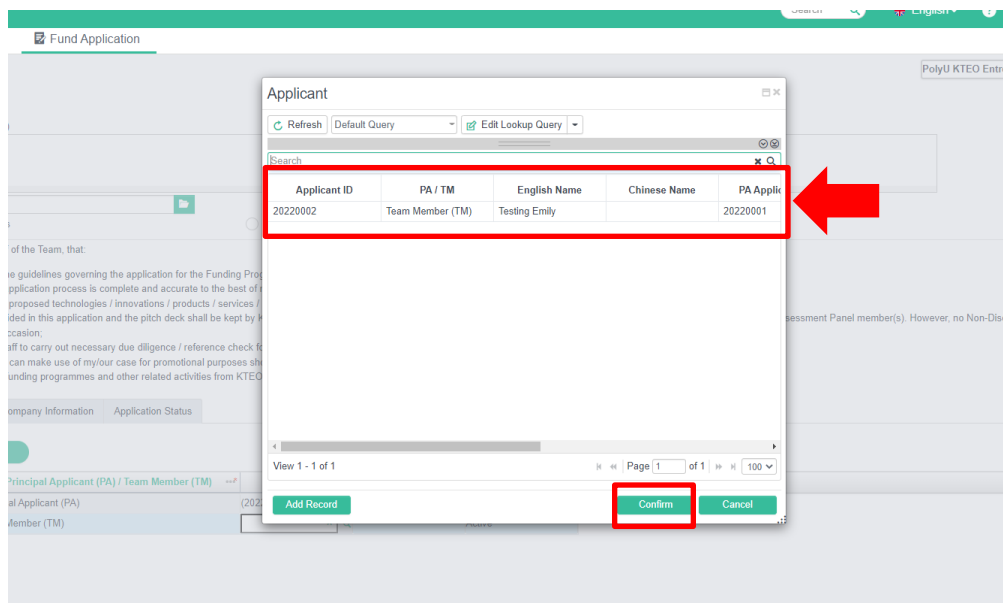
2.8 Click the Search icon  under Applicant ID to look for the team member record(s).



The screenshot shows the 'Team Member' tab selected in the 'Application Details' section. Below the tabs is a 'Create Team Member Record' button. A table lists team members with columns for 'Action', 'Principal Applicant (PA) / Team Member (TM)', 'Applicant ID', 'English Name', and 'Team Status'. The table has two rows. The second row is highlighted in blue, and a red box highlights the search icon in the 'Applicant ID' column of this row, with a red arrow pointing to it from below.

	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.



The screenshot shows the 'Applicant' search modal window. It has a search bar at the top and a table of search results below. A red box highlights the search results table, and a red arrow points to the 'Confirm' button at the bottom of the modal.

Applicant ID	PA / TM	English Name	Chinese Name	PA Appli
20220002	Team Member (TM)	Testing Emily		20220001

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.

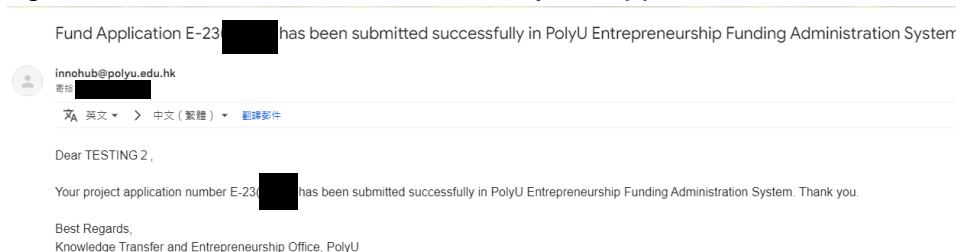
The screenshot shows the PolyU application system interface. At the top, there is a green header with the PolyU logo, a search bar, and a language selector set to 'English'. Below the header, there are navigation tabs: 'Home', 'Fund Application', and 'Applicant'. Underneath, there are icons for 'Previous Record', 'New', and 'Submit'. The main content area shows a declaration section with a 'Yes' radio button selected. Below the declaration, there is a list of terms and conditions. A red box highlights the 'Company Information' tab in the navigation bar. Below the tabs, there are input fields for 'Company Name', 'Company Website', 'Location of Incorporation', 'Date of Incorporation', 'Company Number on CI', and 'Business Registration Number on BR'. At the bottom, there is a table with columns for 'Action', 'Principal Applicant (PA) / Team Member (TM) / Non Team Member (Non-TM)', 'Applicant ID', 'English Name', and 'Shareholding (%)'. The table contains one row with a 'Principal Applicant (PA)'.

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.



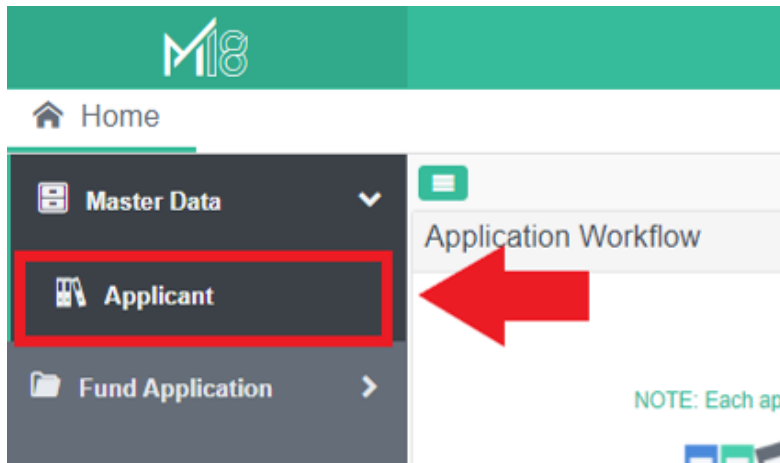
2.13 A confirmation email with **Project Application Number** will be sent to PA’s contact email address only. **Project Application Number** will be the reference for your submitted application in any of future announcement and correspondences with the PA.

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.

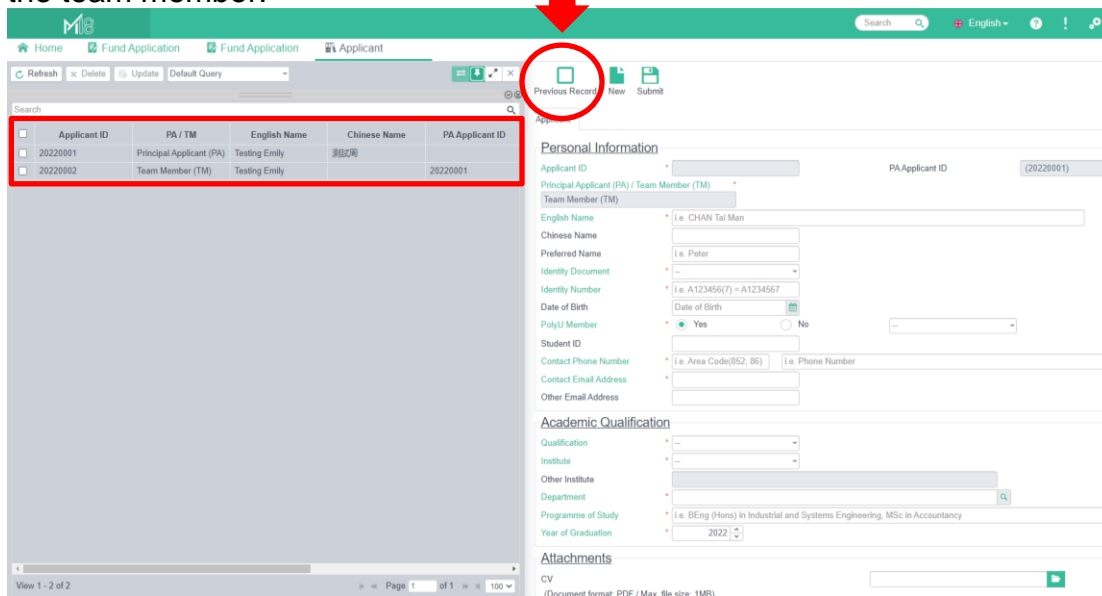


### 3. Edit your team member / project information

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



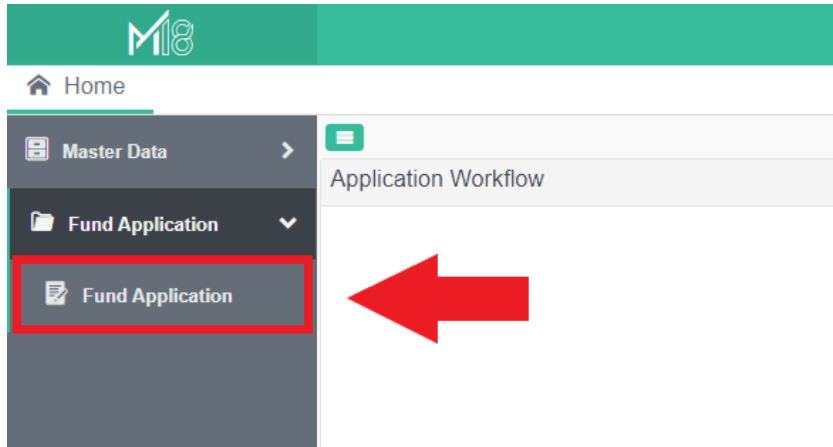
3.2 Click "Previous Record" on top left side to choose your team member, and then double click the team member.



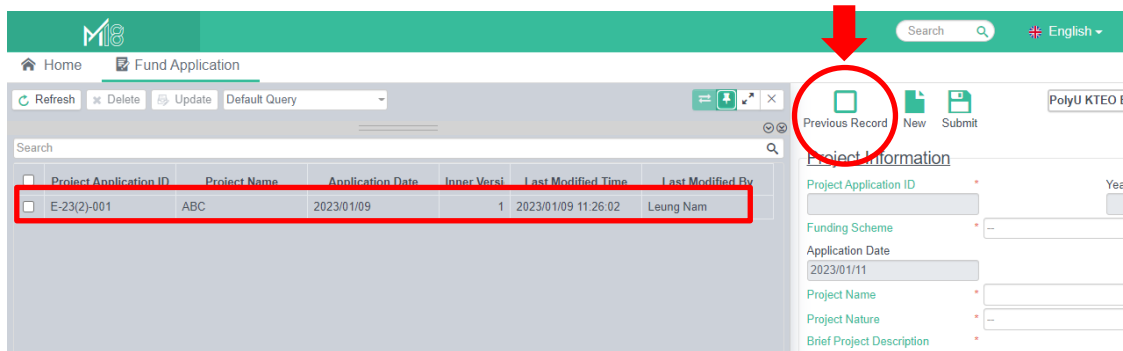
3.3 After editing, please ensure to click **Submit** before exit.



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



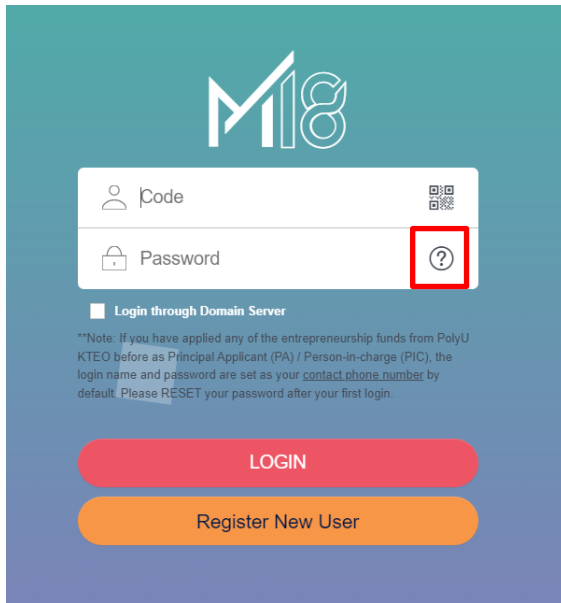
3.5 Click “**Previous Record**” on top left side to choose your project, and then double click the project.




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 .



**M18**

Code 

Password 

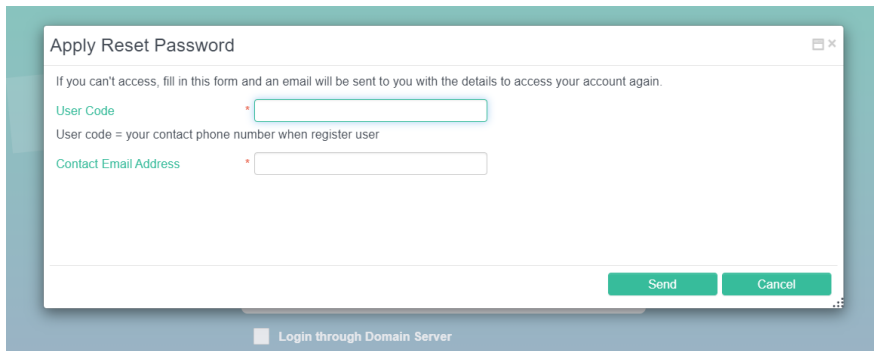
Login through Domain Server


\*\*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.

LOGIN

Register New User

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 Password 

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.

User Code \*

User code = your contact phone number when register user

Contact Email Address \*

Send Cancel


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-