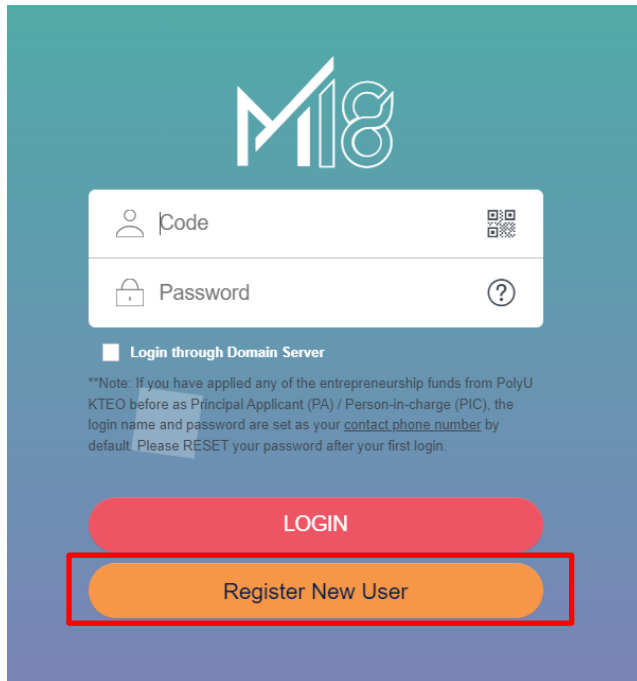


PolyU Micro Fund 2022 Online Application Manual

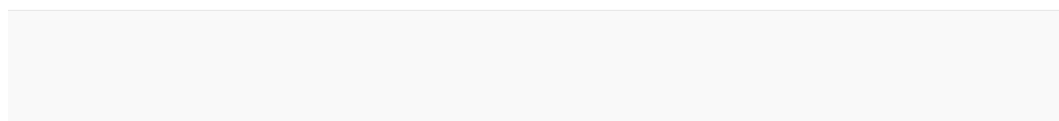
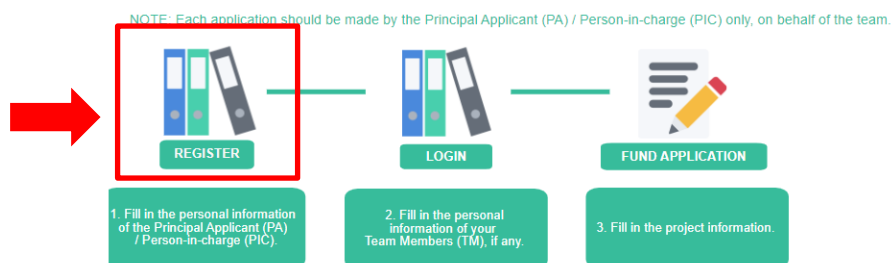
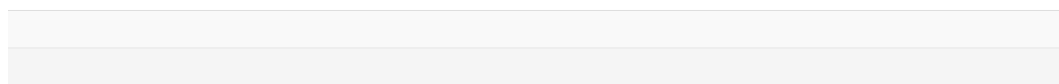
1. Create a Login Account

(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), 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, a search bar, and user information 'Public User'. Below the navigation bar are icons for 'Open', 'New', and 'Submit'. The main form is titled 'Applicant' and is divided into several sections:

- Personal Information:** Includes 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 (with Area Code and Phone Number), Contact Email Address, and Other Email Address.
- Academic Qualification:** Includes 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:** Includes fields for CV and PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni, both with file upload icons and a note '(Document format: PDF / Max. file size: 1MB)'. There are also 'Previous Record' and 'New' buttons.
- Login Credentials:** 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.

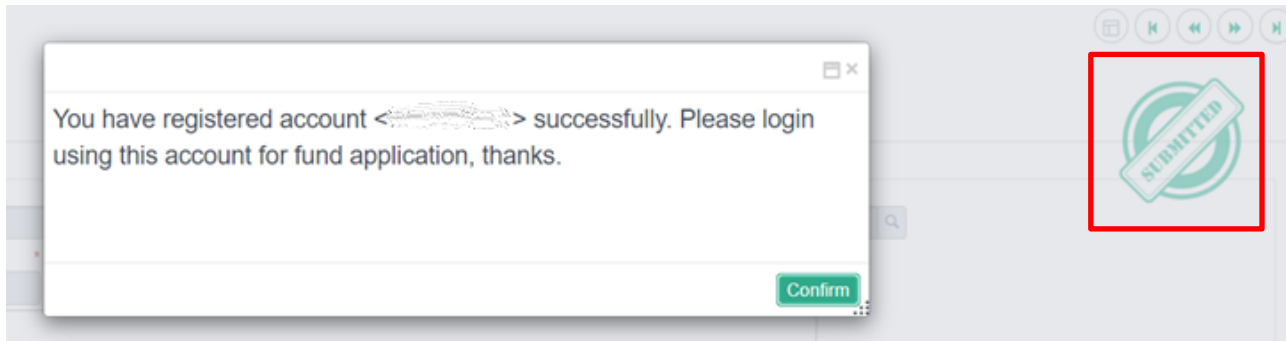
This close-up view of the 'Attachments' section shows two file upload fields. The first field is for 'CV' and the second is for 'PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni'. Both fields have a file upload icon and a note '(Document format: PDF / Max. file size: 1MB)'. There are also 'Previous Record' and 'New' buttons.

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 two input fields: 'Login ID' and 'Password'. There is a 'Retype Password' field next to the 'Password' field. The 'Submit' button is highlighted in red in the previous image.

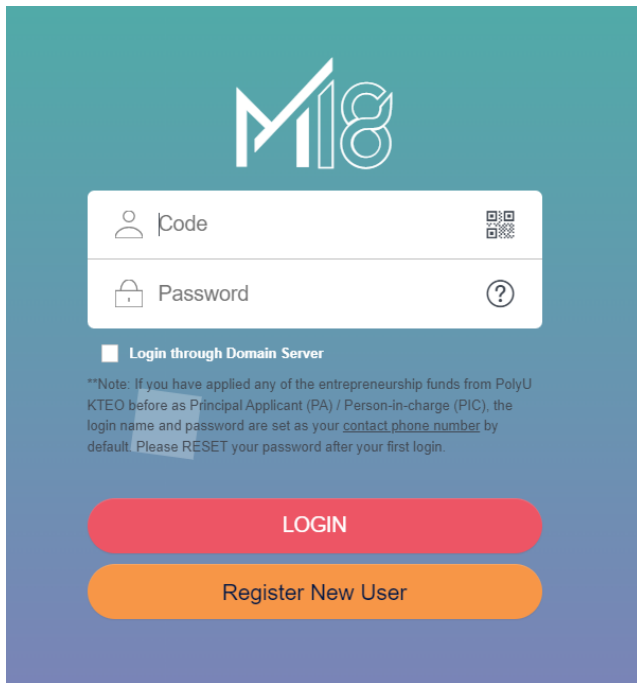
The bottom navigation bar shows three buttons: 'Home', 'Applicant', and 'Submit'. The 'Submit' button is highlighted with a red box. There are also 'Previous Record' and 'New' buttons.

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

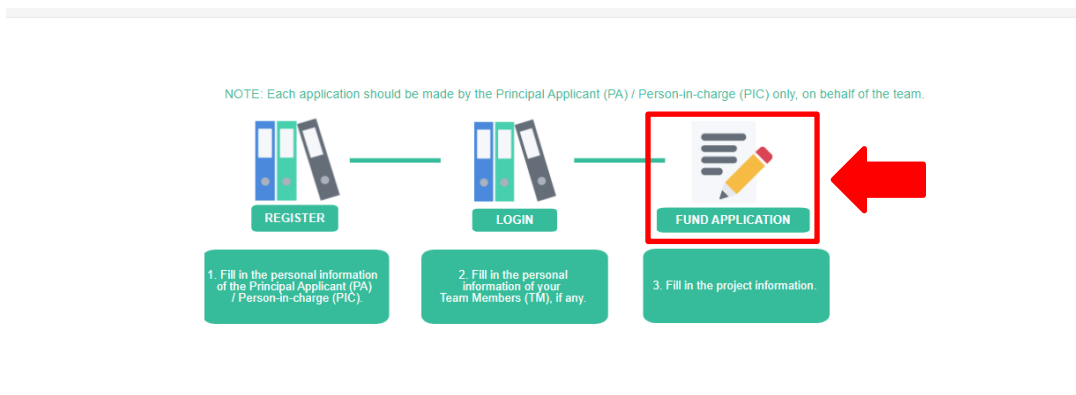


2. Login and fill in the project information

- 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 YouTube link of a 3-minute pitching video.

The screenshot shows the 'Fund Application' form. The 'Project Information' section includes fields for Project Application ID, Funding Scheme, Application Date, Project Name, Project Nature, and Brief Project Description. The 'Funding Scheme' dropdown menu is open, showing options: PolyU Micro Fund Scheme (MF), STEEG-PolyU China Entrepreneurship Fund (CEF), PolyU Student Entrepreneurial Proof-of-Concept Funding Scheme (POC), HKSTP-PolyU Tech Incubation Fund Scheme (TIF), and PolyU Tech Launchpad Fund Scheme (TLF). The 'PolyU Micro Fund Scheme (MF)' option is selected and highlighted with a red box. A red arrow points to this selection. Below the dropdown, the 'Pitch Deck' field is highlighted with a red box, showing a file upload icon and the text '(Document format: PDF / Max. file size: 10MB)'. The 'YouTube link of Pitching Video' field is also highlighted with a red box. The 'Submit' button is highlighted with a red box. The 'Declaration' field has a radio button selected for 'Yes'.

2.4 Make sure to select the preferred track of your project.

The screenshot shows the 'Project Nature' section of the form. The 'Track' dropdown menu is open, showing options: Business Innovations, Design Innovations, Social Innovations, and Technology Innovations. The 'Business Innovations' option is selected and highlighted with a red box. A red arrow points to this selection. The 'Pitch Deck' field is highlighted with a red box, showing a file upload icon and the text '(Document format: PDF / Max. file size: 10MB)'. The 'YouTube link of Pitching Video' field is also highlighted with a red box. The 'Declaration' field has a radio button selected for 'Yes'.

2.5 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 of the form. The 'PolyU Intellectual Property (IP)' section includes fields for 'Use of PolyU IP', 'Type of PolyU IP', 'License Agreement Date', and 'Declaration of Use of PolyU Knowledge/Innovations/Technologies'. The 'Use of PolyU IP' field is highlighted with a red box, showing a radio button selected for 'No'. The 'Declaration of Use of PolyU Knowledge/Innovations/Technologies' field is highlighted with a red box, showing a file upload icon and the text '(Document format: PDF / Max. file size: 1MB)'. The 'Application Details' tab is highlighted with a red box. A red arrow points to the 'Use of PolyU IP' field. Below the form, there is a table with columns: Action, Name of Incubator / Funding Programme (i.e. HKSTP Incu-App Programme, Cyberport CUPP, Good Seed), and Period of Incubation / Funding Programme (MM/YY) (??).

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

2.6 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.

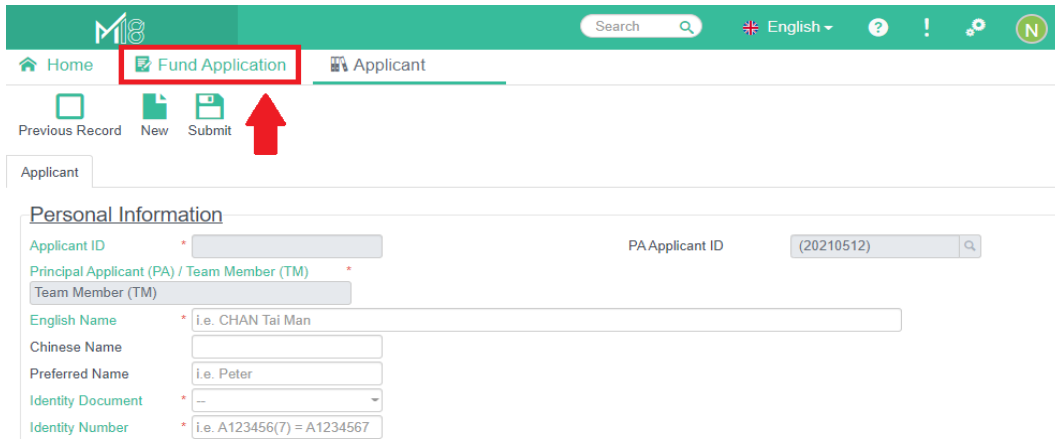
The screenshot shows the 'Fund Application' form with the 'Team Member' tab selected. A red box highlights the 'Create Team Member Record' button. Below the button is a table with the following data:

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

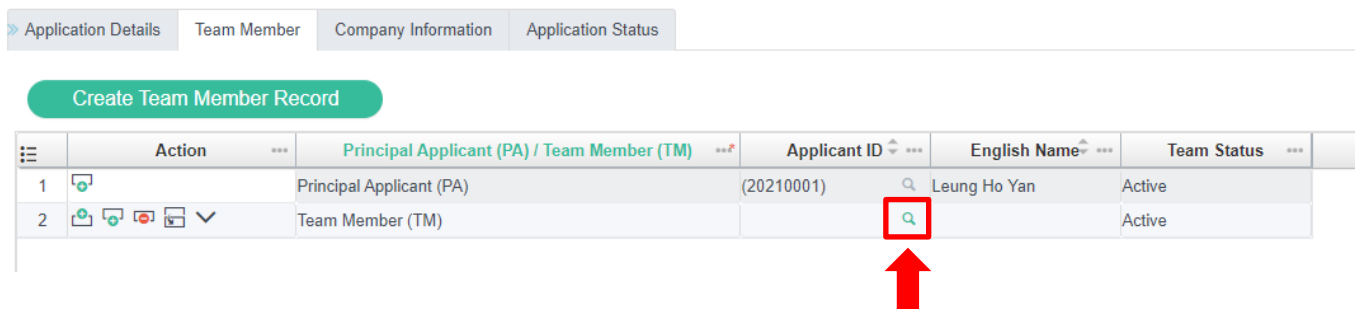
2.7 Fill in the personal information of your team member and click **Submit**. (If you have more than 1 team member, repeat Step 2.5 – 2.6 for each member.)

The screenshot shows the 'Applicant' form with the 'Personal Information' and 'Academic Qualification' sections. The 'Personal Information' section includes fields for English Name (i.e. CHAN Tai Man), Chinese Name, Preferred Name (i.e. Peter), Identity Number (i.e. A123456(7) = A1234567), Date of Birth, PolyU Member (Yes), Student ID, Contact Phone Number (i.e. Area Code(852, 86) and i.e. Phone Number), 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 (2021). The 'Attachments' section includes fields for CV and PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni, both with a maximum file size of 1MB.

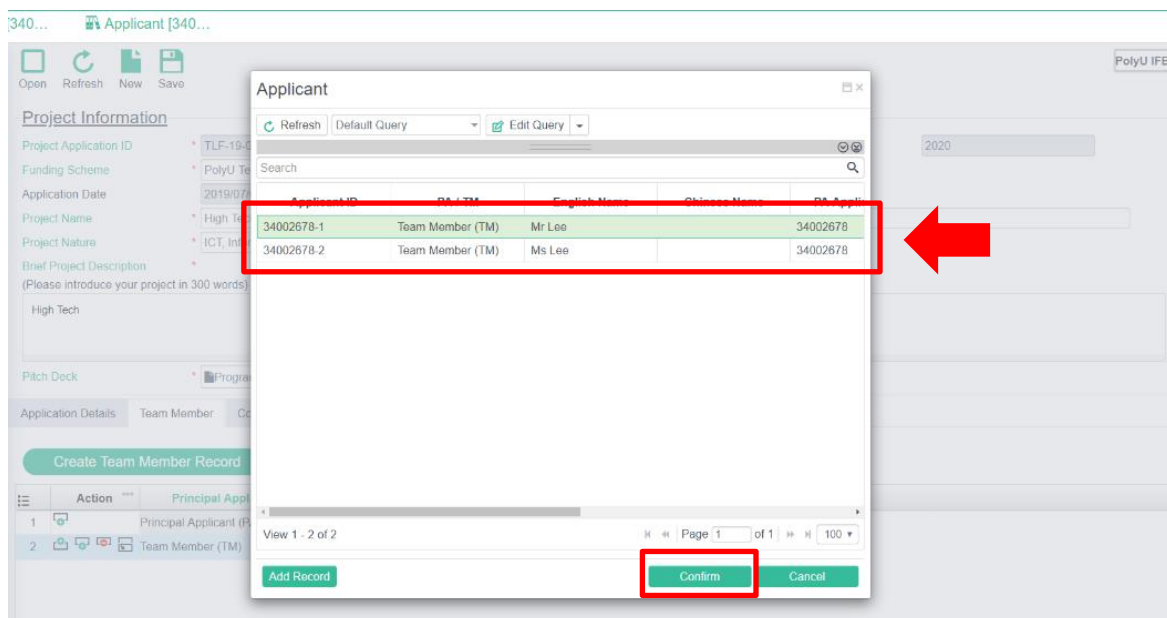
2.8 Click the **Fund Application** tab on the top left corner to go back to the “Project Information” page.



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

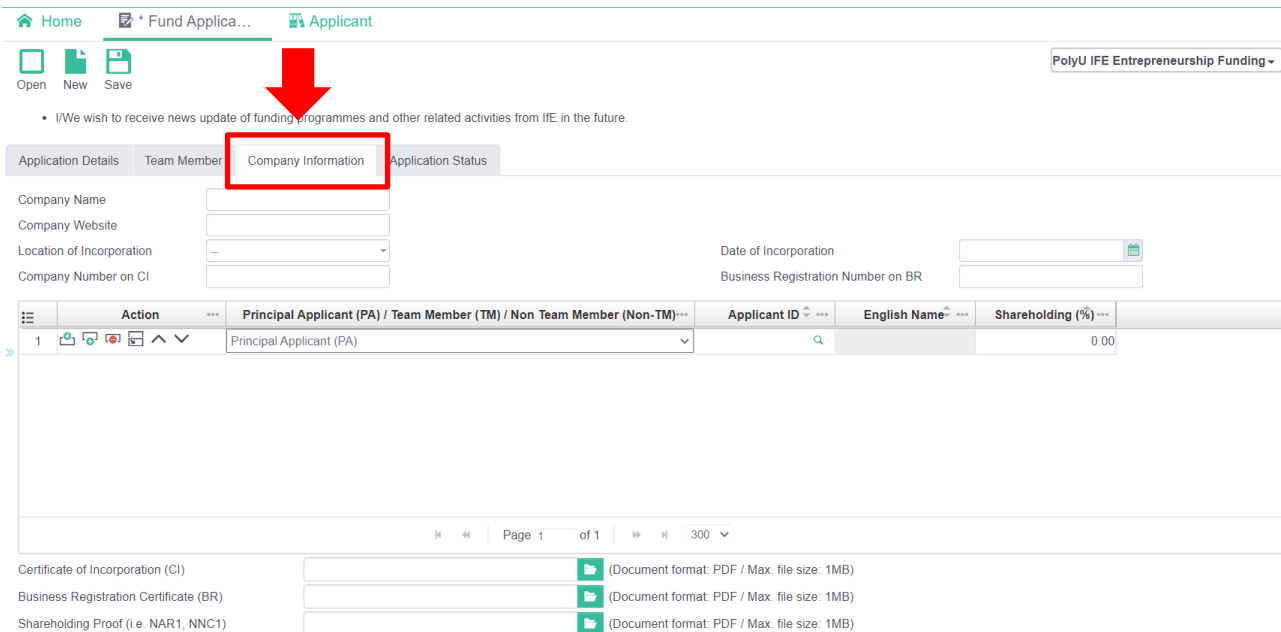


2.10 Choose the team member to add and click the **Confirm** button.



2.11 Repeat Step 2.8 – 2.9 until you add all your team members.

2.12 (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)

2.13 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.



2.14 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 [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]

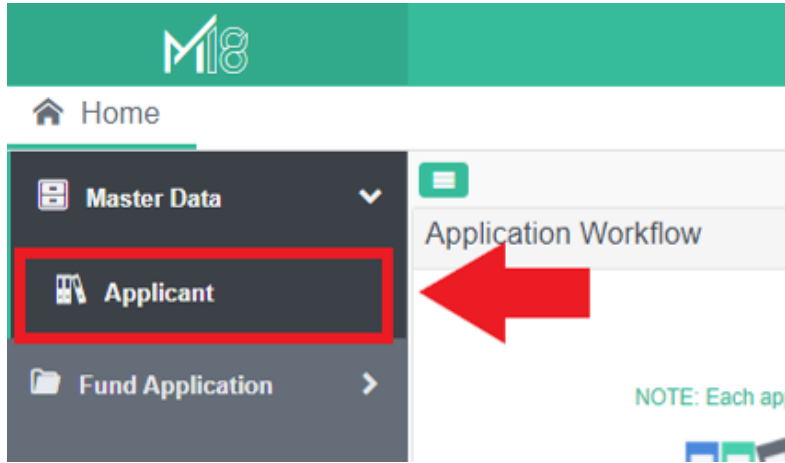
Dear [REDACTED],

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

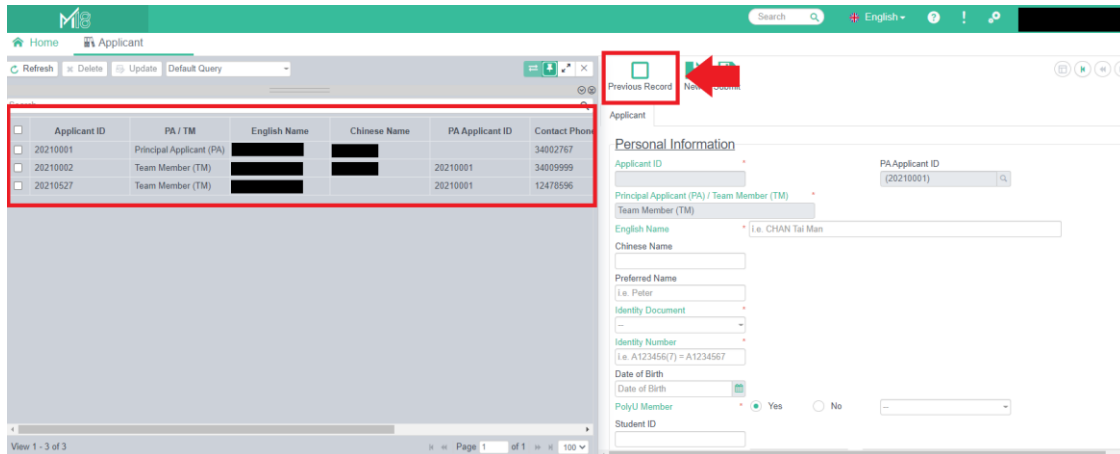
Best Regards,
Knowledge Transfer and Entrepreneurship Office, PolyU

3. Edit your team member / project information

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

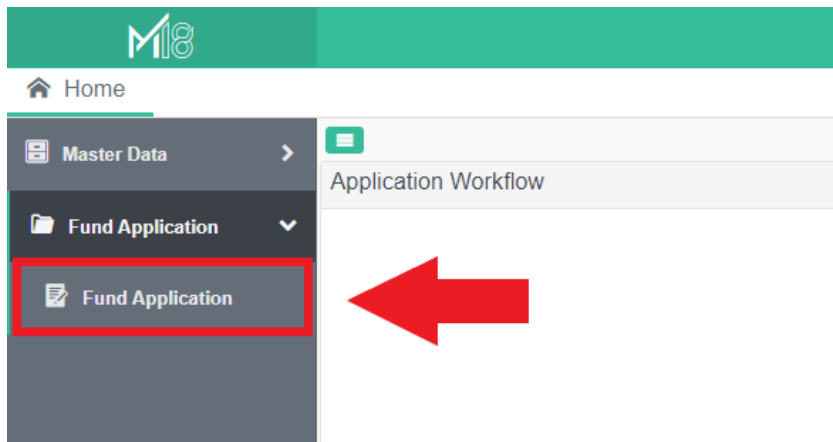


3.2 Click "Previous Record" on top left side to choose your team member, and then double click the team member.



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.

The screenshot shows a web application interface for "Fund Application". At the top left, there are navigation links for "Home" and "Fund Application". Below these, there is a search bar and a table of project records. A red box labeled "2" highlights the table. To the right of the table, there are two buttons: "Previous Record" and "New". A red arrow labeled "1" points to the "Previous Record" button. The "Project Information" form on the right contains the following fields:

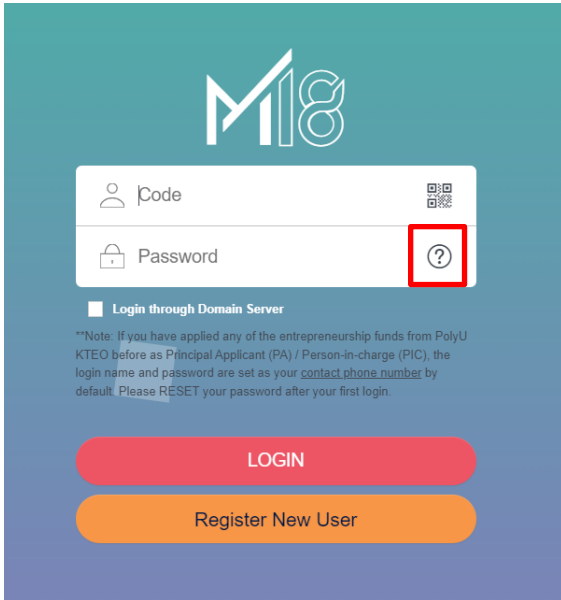
- Project Application ID: [Text Input]
- Funding Scheme: [Dropdown Menu]
- Application Date: [Text Input, value: 2021/08/16]
- Project Name: [Text Input]
- Project Nature: [Dropdown Menu]
- Brief Project Description: [Text Area, label: (Please introduce your project in 300 words)]
- Attachment: [Text Input]
- Declaration: [Radio Buttons, "Yes" is selected]

Project Application ID	Project Name	Application Date
[Redacted]	[Redacted]	2021/07/26
[Redacted]	[Redacted]	2021/07/27
[Redacted]	[Redacted]	2021/08/02


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 

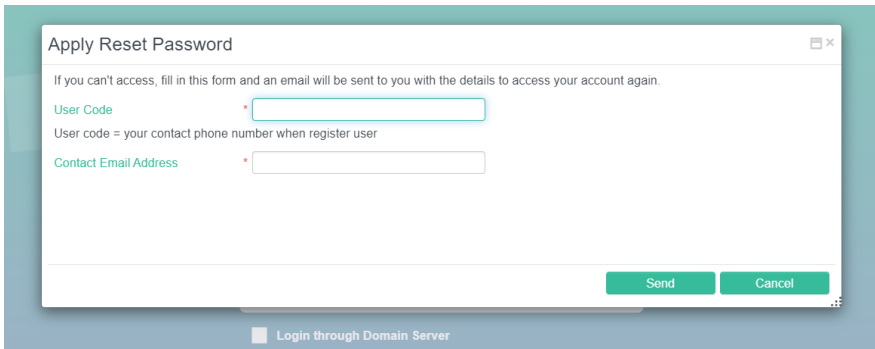
Login through Domain Server


**Note: If you have applied any of the entrepreneurship funds from PolyU KTED 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-