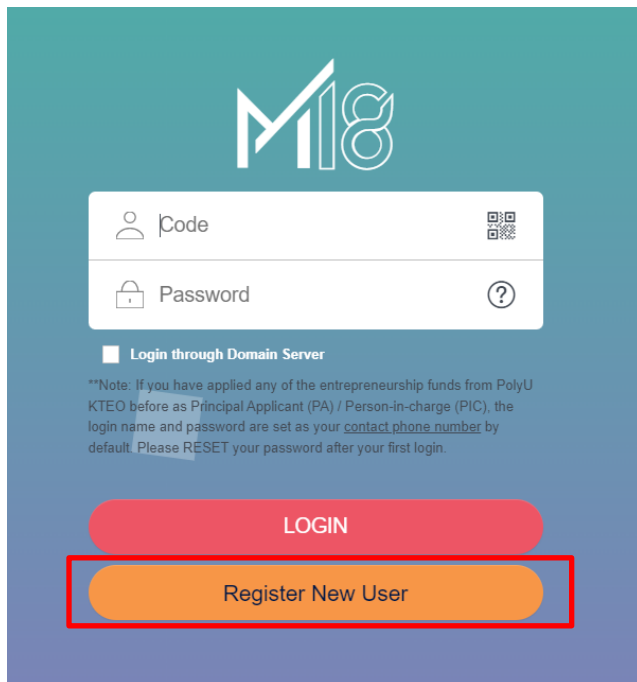


PolyVentures Micro Fund 2022-23 Cohort 1 Online Application Manual

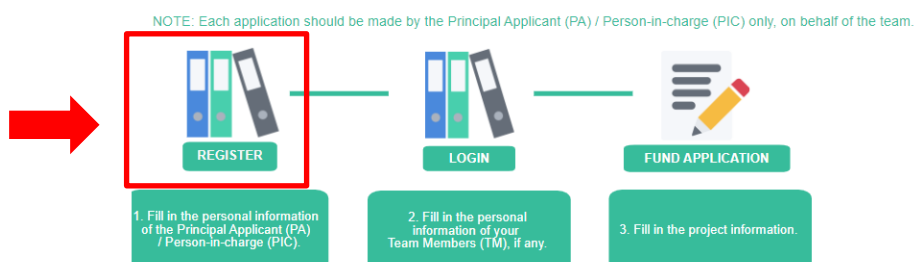
1. Create a Login Account

(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' tab of the Micro Fund application form. The 'Submit' button is circled in red. The form includes the following sections:

- Personal Information:** 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 (Yes/No), Student ID, Contact Phone Number, Contact Email Address, and Other Email Address.
- Academic Qualification:** Fields for Qualification, Institute, Other Institute, Department, Programme of Study, and Year of Graduation.
- Attachments:** Fields for CV and PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni.
- Login Credentials:** Fields for Login ID and Password, with a Retype Password field.

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

The screenshot shows the 'Attachments' section of the application form. It includes two upload fields:

- 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)

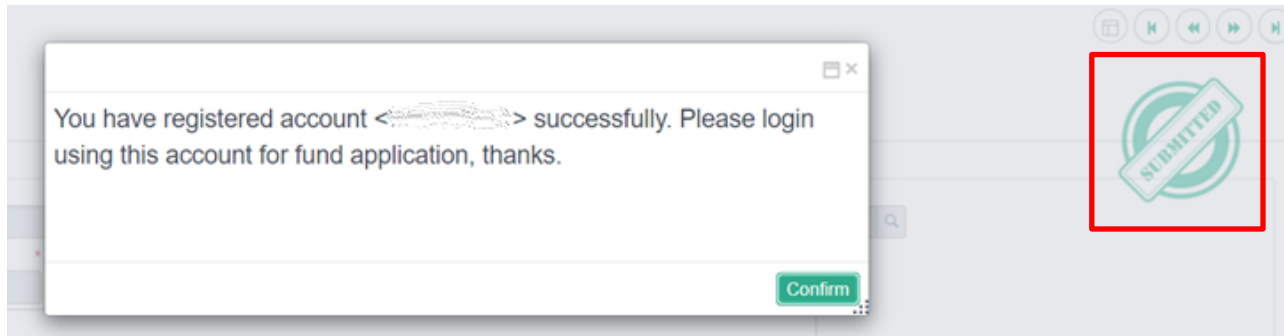
1.5 Login ID will be defaulted as your phone number. Please set your own password, then click **Submit**. Remember the login information for later use.

The screenshot shows the 'Login Credentials' section of the application form. It includes two input fields:

- Login ID
- Password (with a Retype Password field)

The screenshot shows the bottom navigation bar of the application form. It includes three buttons: 'Previous Record', 'New', and 'Submit' (which 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.

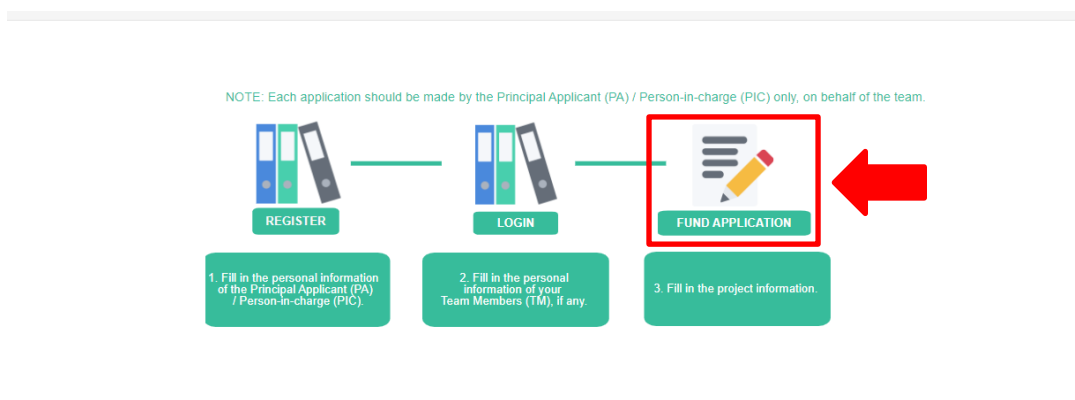


2. Login and fill in the project information

- 2.1 Enter your login code (**your contact phone number**) and password, then click **Login**.

The login page features a teal background with the "M18" logo at the top. Below the logo are two input fields: "Code" with a person icon and "Password" with a lock icon. A checkbox labeled "Login through Domain Server" is positioned below the fields. A note states: "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, there are two buttons: a red "LOGIN" button and an orange "Register New User" button.

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

Home Fund Application

Previous Record New Submit

Project Information

Project Application ID * Year of Funding Period

Funding Scheme *
STEFG-PolyU China Entrepreneurship Fund (CEF)
GBA Startup Postdoc Programme (GBA)
PolyVentures Micro Fund Scheme (MF)
PolyU Maker Fund Programme (PMF)
PolyU Student Entrepreneurial Proof-of-Concept Funding Scheme (POC)
HKSTP-PolyU Tech Incubation Fund Scheme (TIF)

Application Date *

Project Name *

Project Nature *

Brief Project Description
(Please introduce your project in 300 words)

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 [here](#).

I/V 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

- 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 an 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.)

M18 Search

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

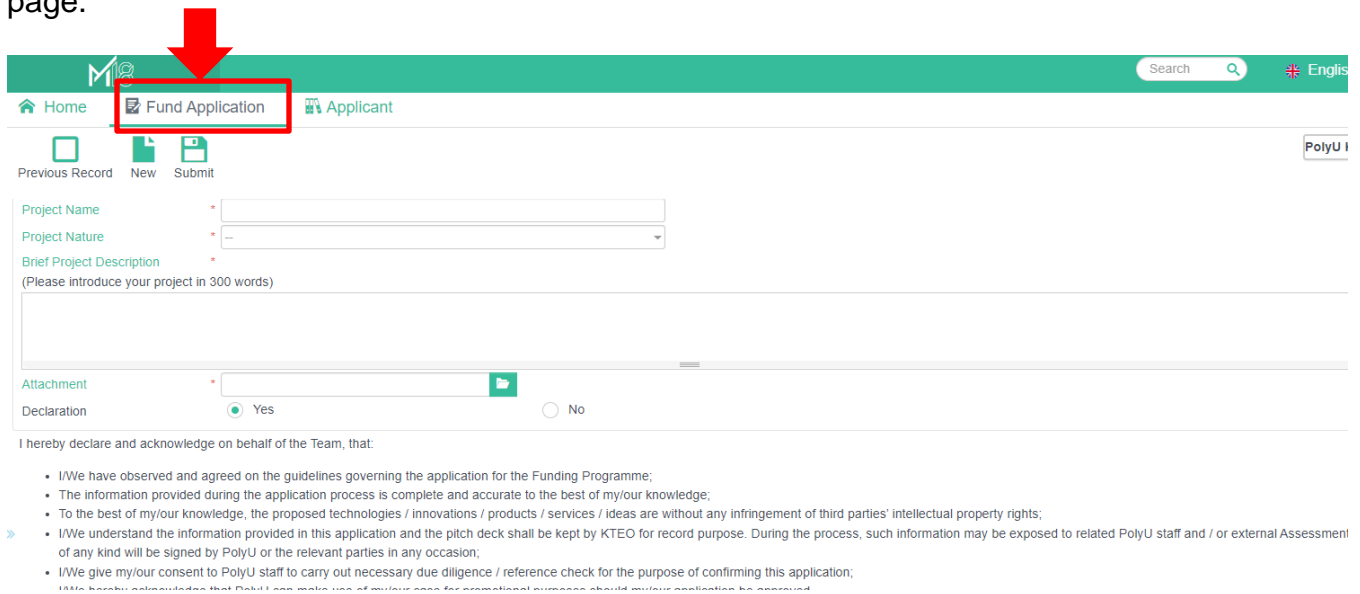
Year of Graduation 2022

Attachments

CV (Document format: PDF / Max. file size: 1MB)

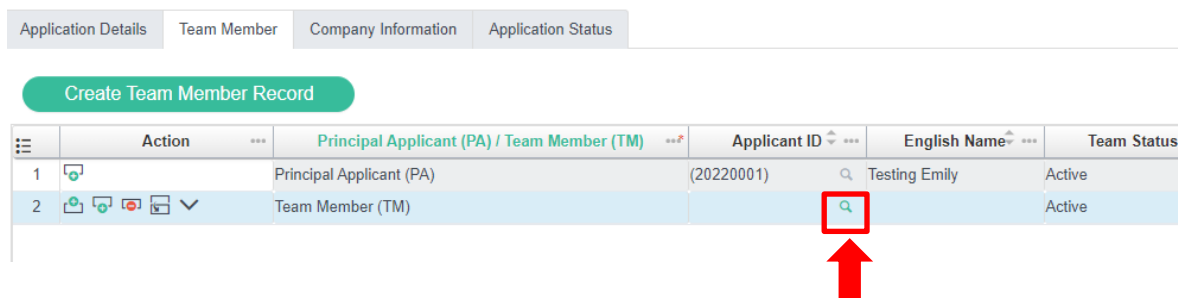
PolyU Student ID / Graduation Certificate / Transcript of each PolyU Student / Alumni (Document format: PDF / Max. file size: 1MB)

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



The screenshot shows the 'Fund Application' form. At the top, there is a navigation bar with 'Home', 'Fund Application' (highlighted with a red box and a red arrow), and 'Applicant'. Below the navigation bar, there are tabs for 'Previous Record', 'New', and 'Submit'. The form fields include 'Project Name', 'Project Nature', 'Brief Project Description' (with a 300-word limit), 'Attachment', and 'Declaration' (with 'Yes' selected). At the bottom, there is a declaration text and a list of terms and conditions.

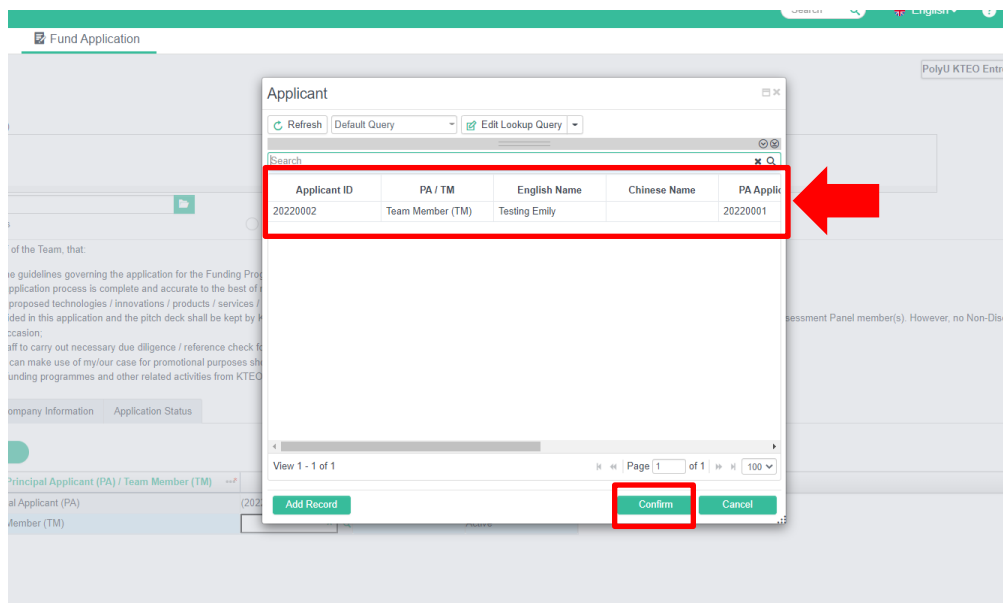
2.8 Click the Search icon  under Applicant ID to look for the team member record(s).



The screenshot shows the 'Create Team Member Record' table. The table has columns: 'Action', 'Principal Applicant (PA) / Team Member (TM)', 'Applicant ID', 'English Name', and 'Team Status'. There are two rows: Row 1 is 'Principal Applicant (PA)' with ID '(20220001)' and Name 'Testing Emily'; Row 2 is 'Team Member (TM)' with ID '(20220002)' and Name 'Testing Emily'. A red arrow points to the search icon under the 'Applicant ID' column for the 'Team Member (TM)' row.

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)	(20220002)	Testing Emily	Active

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

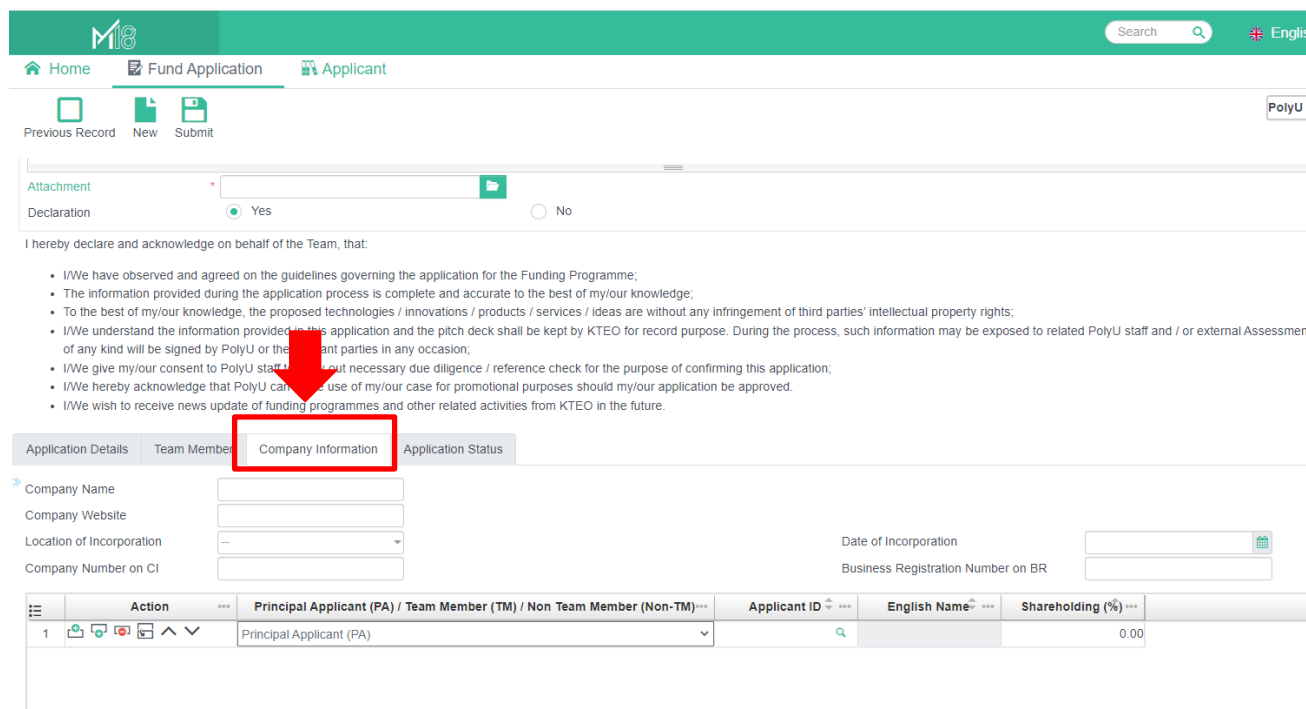


The screenshot shows the 'Applicant' modal window. It has a search bar and a table with columns: 'Applicant ID', 'PA / TM', 'English Name', 'Chinese Name', and 'PA Appli'. The table has one row: '20220002', 'Team Member (TM)', 'Testing Emily', and '20220001'. A red arrow points to the 'Confirm' button at the bottom right 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.

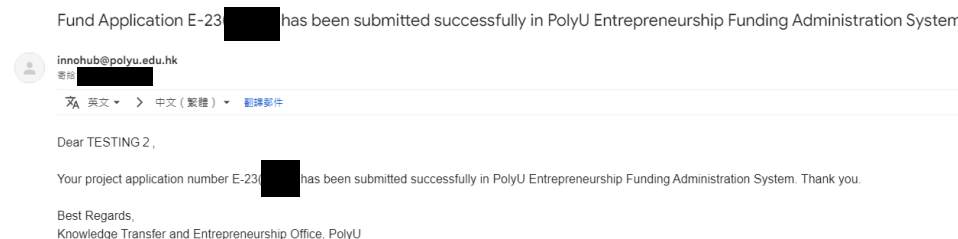


2.12 Click **Submit** and make sure your application has been submitted successfully before exit. The system will display “SUBMITTED” icon on the top right corner of the page.



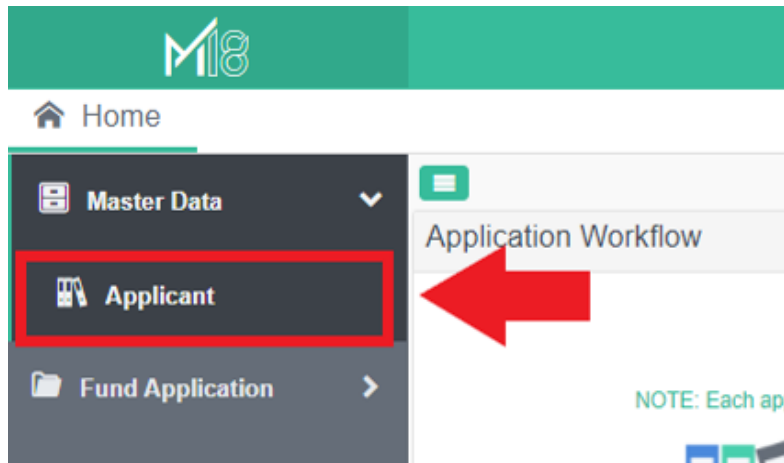
2.13 A confirmation email with **Project Application Number** will be sent to PA’s contact email address only. **Project Application Number** will be the reference for your submitted application in any of future announcement and correspondences with the PA.

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.

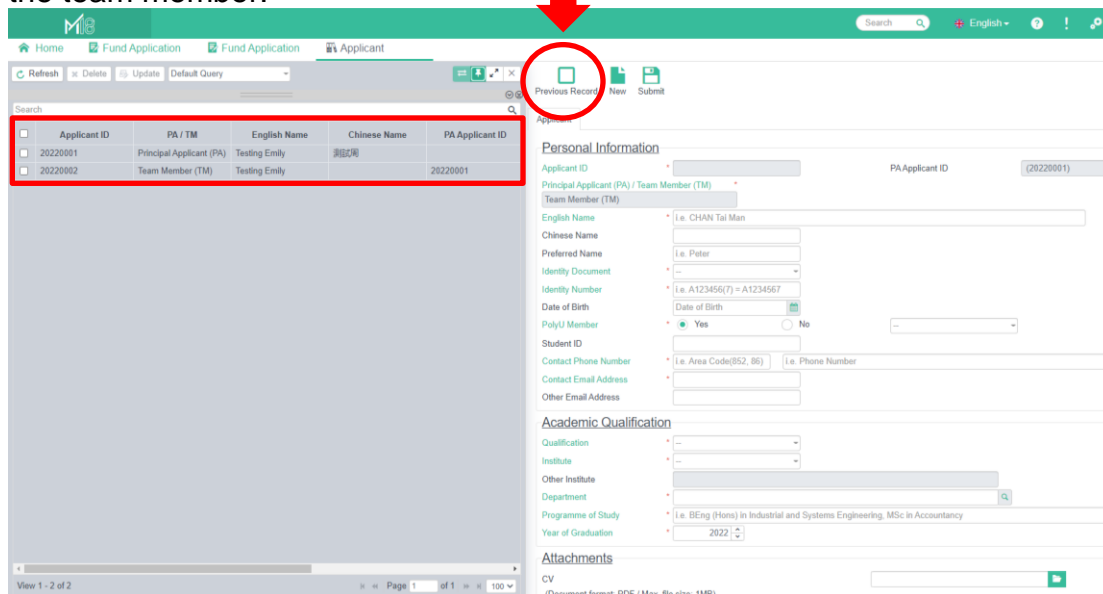


3. Edit your team member / project information

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

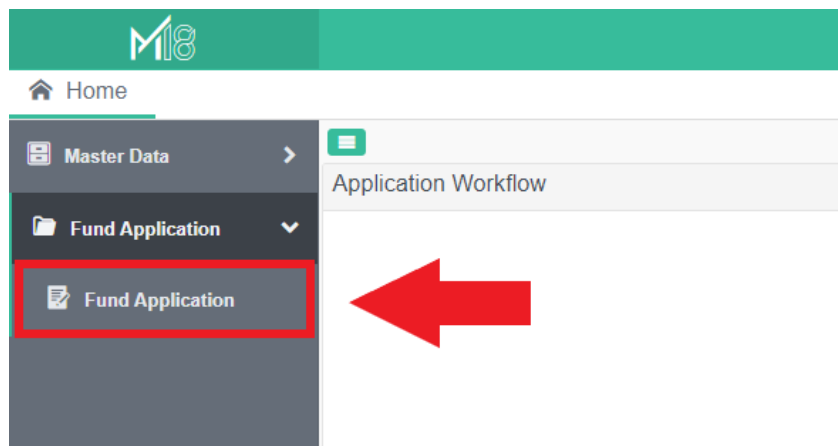


3.2 Click "**Previous Record**" on top left side to choose your team member, and then double click the team member.

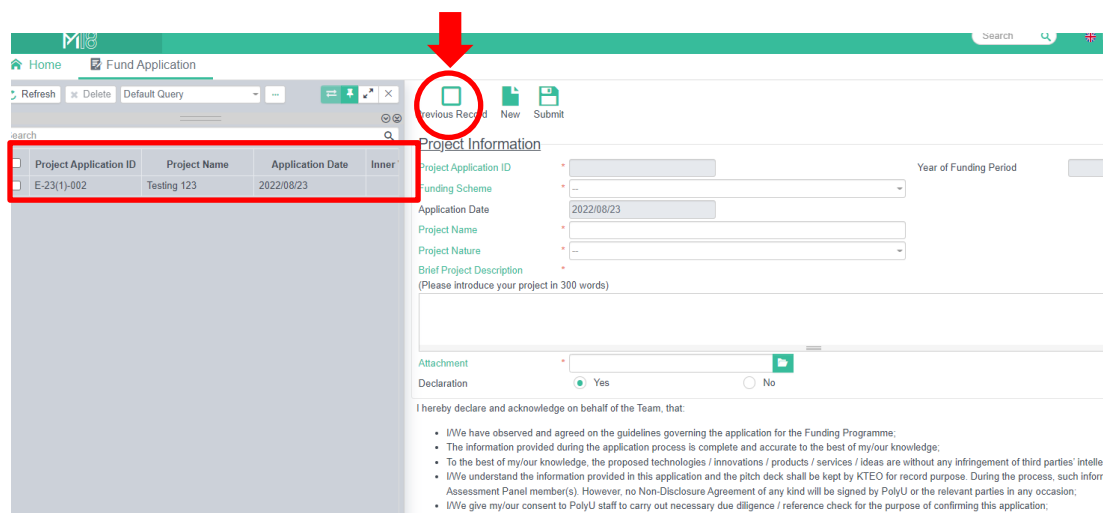


3.3 After editing, please ensure to click **Submit** before exit.

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



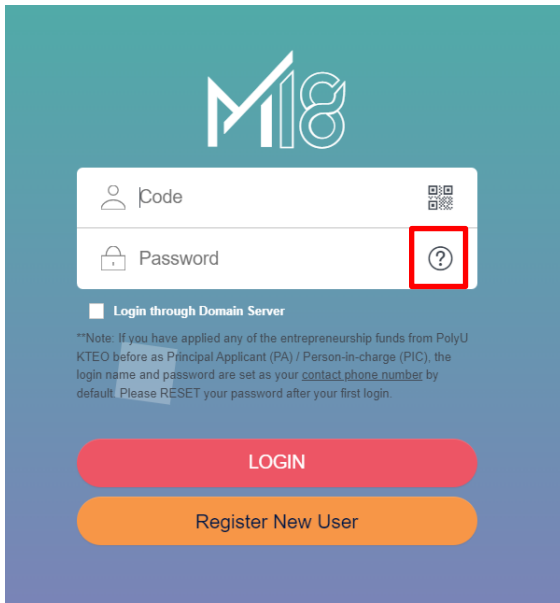
- 3.5 Click “**Previous Record**” on top left side to choose your project, and then double click the project.



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

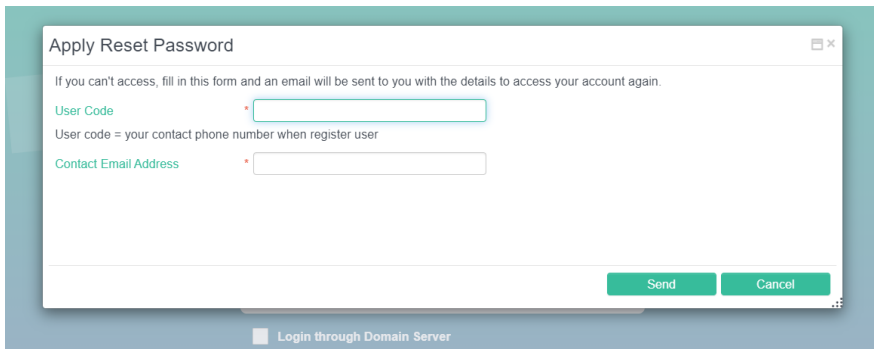
4. Forget your password

4.1 If you forget your login password, please click  .



The image shows the M18 login interface. At the top is the M18 logo. Below it are two input fields: 'Code' with a person icon and 'Password' with a lock icon. A red rectangle highlights a question mark icon in the top right corner of the Password field. Below the fields is a checkbox labeled 'Login through Domain Server'. A note states: '**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 image shows a 'Apply Reset Password' dialog box. 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 a hint 'User code = your contact phone number when register user', and 'Contact Email Address' with a red asterisk. At the bottom right are 'Send' and 'Cancel' buttons. A checkbox for 'Login through Domain Server' is at the bottom left.


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-