

# **INNOVATION AND TECHNOLOGY FUND**

## Preparation and Submission of Progress/Final Reports through the ITF Administrative System – **Operational Guidelines for Project Coordinators**

Part I – Submission Overview

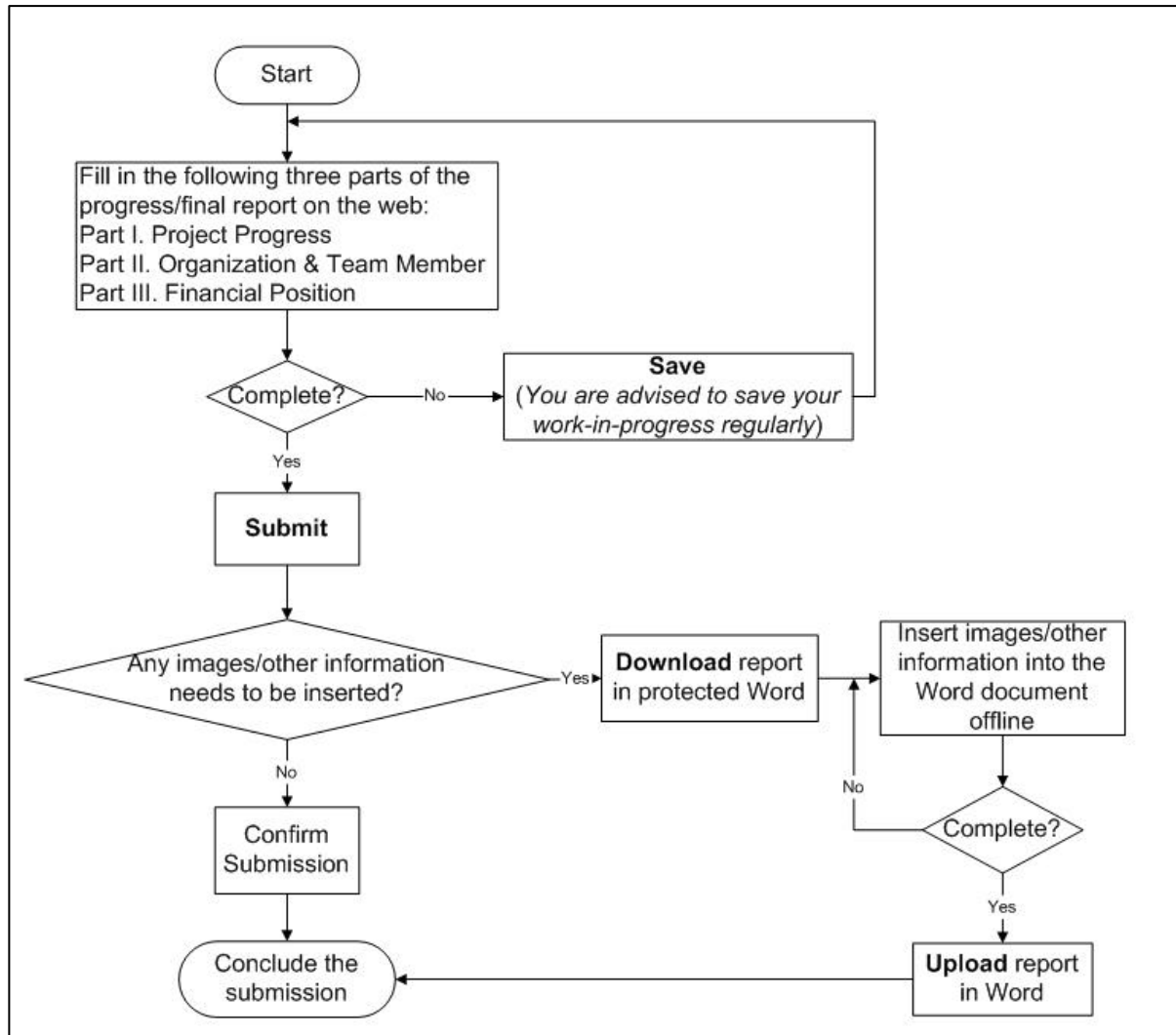
Part II – Step-be-step Guide

Part III – Important Notes

Part IV – FAQs

July 2003

## Part I – Submission Overview



## Part II – Step-by-step Guide

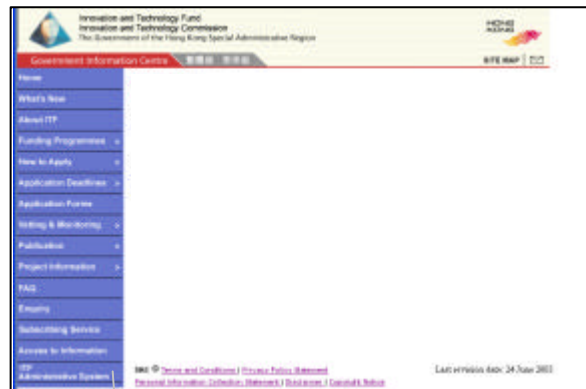
Step 1:

Use IE 5.0 or above to visit the ITF website at <http://www.itf.gov.hk>.



Step 2:

Click ITF Administrative System on the menu bar for access to this system.



ITF Administrative System

Step 3:

Enter your login ID and password.



Login ID and Password

Step 4:

Click ‘Project Report’ to identify the list of on-going projects in your profile.



Prepare Report

Step 5:

Select an on-going project for the list of progress/final reports.



List of Projects

Step 6:

Click ‘Prepare’ to start preparing the progress/final report which is due for submission.

[Remarks:

- (a) Click ‘View’ for the previously submitted report(s).
- (b) Click ‘Upload’ to send the completed report (after insert of objects) back to the system.]



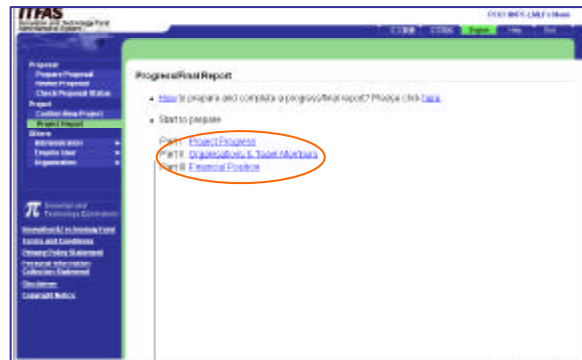
View, Prepare and Upload

Step 7:

Fill out the report in three parts, namely 'Project Progress' 'Organization & Team Members' and 'Financial Position'.

[Remarks:

Click 'How' for an on-line guide to completion of a report.]



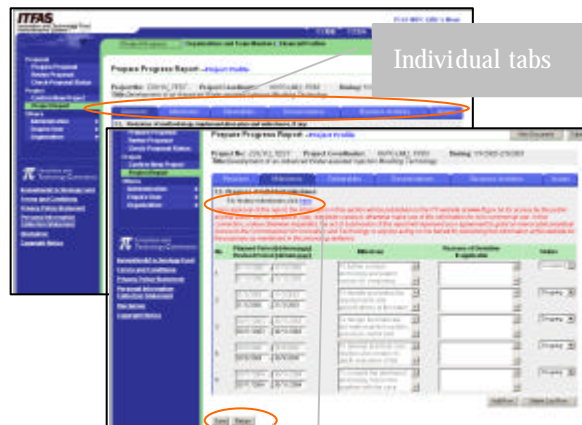
Project Progress  
Organizations & Team Members  
Financial Position

Step 8:

Follow the tabs and the instructions on each webpage behind each tab to complete Part I.

[Remarks:

- (a) Click the available link for the information submitted in the previous report(s).
- (b) Click 'Save' at the bottom of each webpage before proceeding to another section.]



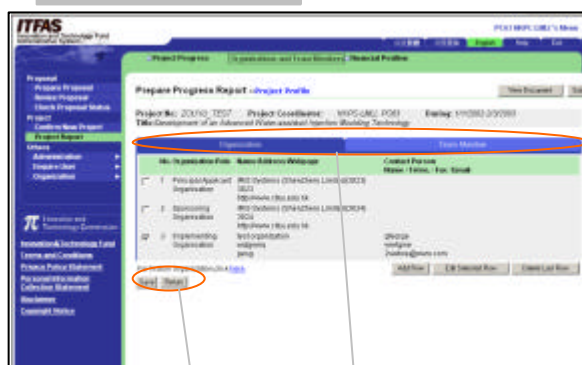
Individual tabs  
More pages...  
Link to submitted information  
Save button

Step 9:

Follow the tabs and the instructions on each webpage behind each tab to complete Part II.

[Remarks:

- (a) Click 'Save' at the bottom of each webpage before proceeding to another section.
- (b) Accept changes of the collaborating, implementing and sponsoring organizations only.
- (c) Accept changes of the deputy project coordinators and other team members only.]



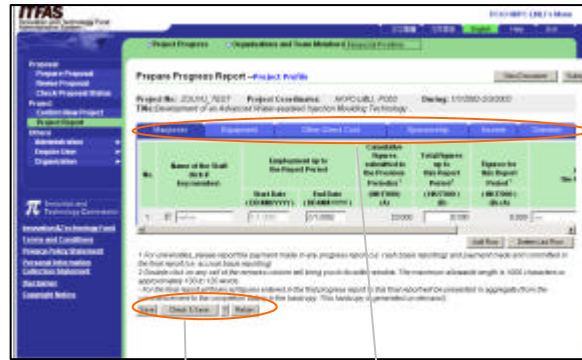
Individual tabs  
Save button

Step 10:

Follow the tabs and the instructions on each webpage behind each tab to complete Part III.

[Remarks:

- (a) Click 'Save' at the bottom of each webpage before proceeding to another section.
- (b) Click 'Check & Save' at the bottom of each webpage to remove unnecessary or mistyped category names before proceeding to another section.]



Individual tabs

Save button  
Check & Save button

Step 11:

Click 'Submit' to submit the completed report or 'View Document' to preview the same before submission.

[Remarks:

- (a) Embed objects in the report (if necessary) after downloading it through the function 'View Document'.
- (b) Submit the report with embedded object(s) back to the system for onward submission to the Innovation and Technology Commission.]



View Document button  
Submit button

### **Part III – Important Notes**

- (a) All information of the previously submitted reports, if they were not submitted through this system, has not been verified due to various reasons. In case there is a need to refer to such information, the authority shall be the hardcopy of the submitted/approved report(s).
- (b) Unless there are reasons to the contrary, we will only accept the pre-filled information as part of the information provided in a progress/final report.
- (c) These guidance notes are provided to facilitate completion of a progress/final report. In case there is any information disparity between these notes and the relevant Guide to the Innovation and Technology Fund. The latter should prevail.
- (d) All information provided in a report is subject to the approval of the Commissioner for Innovation and Technology. There are always chances that approval will not be given.

## Part IV – FAQs

- (a) What is the maximum file size that can be uploaded to the system?
  - (b) What can be done if the file size exceeds the system-defined limit?
  - (c) What can be done if the information (e.g. the minutes of the steering committee meetings of a project under the University-Industry Collaboration Programme) to be provided in the report is not in electronic format?
  - (d) What can be done if I want to change the Principal Applicant Organization and the Project Coordinator?
  - (e) What are the contacts for support in case there arise problems in the preparation process?
- 

- (a) **What is the maximum file size that can be uploaded to the system?**

☞ The system can accept a MS Word file up to 5MB.

- (b) **What can be done if the file size exceeds the system-defined limit?**

☞ Normally, a MS Word file can hardly exceed 5MB unless there are images embedded inside. If so, you are advised to incorporate these images into a separate file and submit this file to your contact at the Innovation and Technology Commission separately.

- (c) **What can be done if the information (e.g. the minutes of the steering committee meetings of a project under the University-Industry Collaboration Programme) to be provided in the report is not in electronic format?**

☞ The information should be submitted by post. Clear indication (including the project reference number, and the number and coverage period of the report) should be made on the cover enveloping the information submitted.



**(d) What can be done if I want to change the Principal Applicant Organization and the Project Coordinator?**

☞ As you cannot change the information relating to the principal applicant organization and the project coordinator, you should request making such changes through the established change request system.

**(e) What are the contacts for support in case there arise problems in the preparation process?**

☞ You may contact the following persons for help:

Project Enquiry

- General Support Programme:

Mr Stanley Lau (Tel: 3655 5604 or Email: [swlau@itc.gov.hk](mailto:swlau@itc.gov.hk))

- Innovation and Technology Support Programme:

Mr Summer Lau (Tel: 3655 5605 or Email: [skclau@itc.gov.hk](mailto:skclau@itc.gov.hk))

Miss Scarlet Cheuk (Tel: 3655 5710 or Email: [pscheuk@itc.gov.hk](mailto:pscheuk@itc.gov.hk))

- University-Industry Collaboration Programme:

Mr Stanley Lau (Tel: 3655 5604 or Email: [swlau@itc.gov.hk](mailto:swlau@itc.gov.hk))

General Enquiry

Mr Summer Lau (Tel: 3655 5605 or Email: [skclau@itc.gov.hk](mailto:skclau@itc.gov.hk))

Technical Enquiry

Mr Angus Lee (Tel: 3655 5719 or Email: [kllee@itc.gov.hk](mailto:kllee@itc.gov.hk))