



# 創新及科技基金

Innovation and Technology Fund

Login

 Username

 Password

Login

[Register](#)

[Forgot Password?](#)

# ITCFAS2

## Illustrative Guide for Project Coordinator

# User Interface - Login Page

π 創新科技署  
Innovation and Technology Commission

iTC FAS II  
Innovation and Technology Commission  
Funding Administrative System

RESTRICTED

繁體中文  
Help

創新及科技基金  
Innovation and Technology Fund

Login

Username

Password

Login

[Register](#) [Forgot Password?](#)

Users of old system can use the same username and password to login the new system

# User Interface - Dashboard

The screenshot displays the ITC FAS II dashboard. At the top left, the logo for the Innovation and Technology Commission is shown alongside the text '創新科技署' and 'Innovation and Technology Commission'. To the right, the 'iTC FAS II' logo is displayed with the text 'Innovation and Technology Commission Funding Administrative System' and a 'RESTRICTED' badge. The user's name 'San ZHANG' and a message count of '(97)' are visible in the top right corner.

A blue navigation menu bar is located below the header, containing the following items: Home, Proposal, Project, Post Project, and Admin. A red box highlights this menu bar, and a callout box labeled 'Menu bar' points to it.

Below the menu bar is a 'Shortcuts' section. It features three icons: a pencil icon for 'Proposal' (with a red badge showing '21'), a document icon for 'Change Request' (with a red badge showing '13'), and a document icon for 'Project Report' (with a red badge showing '8'). A callout box labeled 'Icon for direct access to lists of proposals, project reports and change requests' points to these icons.

Below the shortcuts is a 'Reminder' section. It has two tabs: 'Reminder' (selected) and 'Overview'. The 'Reminder' tab shows a list of messages: '2 Progress Report(s) pending approval.', '21 Proposal(s) pending review.', '2 Proposal(s) pending approval.', and '4 Progress Report(s) pending review.'. A callout box labeled 'Reminder messages' points to this section.

On the right side of the dashboard, there is a user profile section for 'San ZHANG, Welcome!'. It includes the text 'Your organisation is: orgname2'. Below this is a 'Contact Person' section for 'Qian Yu' with a phone number '63652362' and an email address 'hkuom@hku.edu.hk'. At the bottom of this section is 'System Technical Support' with an email address 'technical@itf.gov.hk'.

# User Interface - Proposal/Project/Change Request List

The screenshot displays the ITC FAS II user interface. At the top, there is a header with the ITC logo, the text '創新科技署' and 'Innovation and Technology Commission', 'ITC FAS II Innovation and Technology Commission Funding Administrative System', a 'RESTRICTED' badge, and a 'Welcome' message with a 'Message (0)' notification. Below the header is a navigation menu with 'Home', 'Proposal', 'Project', 'Post Project', and 'Admin' tabs. A search bar is located below the navigation menu, with a text input field containing 'Please enter ref. no or title', a 'Search' button, and an 'Advanced Search' dropdown menu. A 'Filter' button is positioned to the left of the search bar. The main content area is titled 'Proposal List' and contains a table with the following columns: 'Ref. No. / Org / Project Coordinator / Title / Funding Scheme', 'Requested Amount (HK\$'000)', 'Status', and 'Action'. The first row of the table is highlighted with a red box and contains the following data: 'City University of Hong Kong/TWO Yang T3 test 0507 ITSP Tier 3.', '0.00000', 'Submitted to OM', and 'Action'. A blue callout box points to the 'Action' link, stating 'Click icon to download proposal/ report/ change request file.' Another blue callout box points to the project title, stating 'Click project title to view project summary.' On the left side of the interface, there are two filter sections: 'GrantType' and 'Status'. The 'GrantType' section includes 'All (186)', 'GSP (51)', 'ITSP (100)', 'ESS (3)', and 'UICP (32)'. The 'Status' section includes 'All (186)', 'Follow up by PC (16)', 'Pending (29)', 'Under Consideration (50)', 'Approved (86)', 'Rejected (2)', and 'Withdrawn (3)'. A blue callout box points to the 'Pending' status, stating 'Filter'.

Search bar – search with project title/ reference number

Filter

Click icon to download proposal/ report/ change request file.

Click project title to view project summary.

Ref. No. / Org / Project Coordinator / Title / Funding Scheme	Requested Amount (HK\$'000)	Status	Action
City University of Hong Kong/TWO Yang T3 test 0507 ITSP Tier 3.	0.00000	Submitted to OM	Action
City University of Hong Kong/Menjun HUANG		Submitted to OM	Action
		Submitted to OM	Action

# User Interface - Proposal/Project/Change Request List

The screenshot displays the ITC FAS II user interface. At the top, there are logos for the Innovation and Technology Commission (ITC) and FAS II, along with a 'RESTRICTED' warning. The navigation menu includes Home, Proposal, Project, Post Project, and Admin. The main content area features a search bar with the placeholder 'Please enter ref. no or title' and a 'Search' button. Below the search bar is a 'Proposal List' table with columns for Ref. No. / Org / Project Coordinator / Title / Funding Scheme, Request Amount (HK\$'000), Status, and Action. Three rows of proposals are visible, each with a 'Proposal' icon and a 'zip' icon. The 'Status' column for all three rows shows 'Submitted to OM', and the 'Action' column shows 'Action'. A red box highlights the 'Status' and 'Action' columns, with callouts 'Status' and 'Action Options' pointing to them. On the left side, there are two filter panels: 'GrantType' and 'Status'. The 'Status' panel has 'Pending' selected, showing 29 items.

**GrantType**

- All (186)
- GSP (51)
- ITSP (100)
- ESS (3)
- UICP (32)

**Status**

- All (186)
- Follow up by PC (16)
- Pending (29)**
- Under Consideration (50)
- Approved (86)
- Rejected (2)
- Withdrawn (3)

**Proposal List**

Ref. No. / Org / Project Coordinator / Title / Funding Scheme	Request Amount (HK\$'000)	Status	Action
City University of Hong Kong/TWO Yang T3 test 0507 ITSP Tier 3.	0.00000	Submitted to OM	Action
City University of Hong Kong/Wenjun HUANG fere ITSP Tier 2, Collaborative.	-12,019.00000	Submitted to OM	Action
City University of Hong Kong/Wenjun HUANG 3243 General Support Programme.	0.00000	Submitted to OM	Action

# Functions for Project Coordinator (PC)

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- 1 • User Account Registration
- 2 • Forgot Password
- 3 • Prepare Proposal
- 4 • Project Preparation  
(Authorisation form and Cashflow)
- 5 • Prepare Project Report
- 6 • Prepare Change Request

# User Account Registration

The screenshot displays the website header with the Innovation and Technology Commission logo, the ITC FAS II logo, and a 'RESTRICTED' badge. On the right, there are links for '繁體中文' and 'Help'. The main content area features a large banner for the 'Innovation and Technology Fund' with a futuristic cityscape background. To the right of the banner is a login form with fields for 'Username' and 'Password', a 'Login' button, and a 'Register' link. The 'Register' link is highlighted with a red box, and an orange arrow points from a callout box below to it.

Click "Register" to register a new account.

# User Account Registration

**Registration** Already got an account? [Login](#)

**Organisation**

\*Organisation English Name:

\*Organisation Chinese Name:

\*Nature:

\*Business Registration No.:

\*Verification Code:

Input part of organisation name and a list of registered organisation will be shown for selection.

# User Account Registration (Cont'd)

Registration

Already got an account? [Login](#)

## Organisation

\*Organisation English Name:

\*Organisation Chinese Name:

\*Nature:

\*Verification Code:

Select a registered organisation and input the verification code. Then click **[Next]** to proceed.

# User Account Registration (Cont'd)

Registration Already got an account? [Login](#)

**Organisation Details**

\*English Name: City University of Hong Kong  
\*Chinese Name: 香港城市大學

**Project Coordinator**

\*Login ID:   
\*Title:   
\*First Name:   
e.g. Peter Tai-man  
\*Surname:   
e.g. CHAN  
\*Chinese Name:   
e.g. 陳大文  
Position in Organisation:   
Department:   
\*Office Address in English:   
\*Office Address in Chinese:   
\*Tel:   
e.g. 852-23456789

**Two Steps to Complete Registration**

Fill in application  
 Receive approval notification

\*Tel:   
e.g. 852-23456789  
\*Email:   
Website:   
Highest Degree:   
Year of Award:   
Professional Qualifications:   
Working Experience:   
Publication:   
Intellectual Property Rights:   
\*Verification Code:  Refresh  
 I accept the [Terms and Conditions](#).

**Input all necessary information then click *[Submit]*.**

# Functions for Project Coordinator (PC)

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# Forgot Password

π 創新科技署  
Innovation and Technology Commission

iTC FAS II  
Innovation and Technology Commission  
Funding Administrative System

RESTRICTED

繁體中文  
Help

Login

Username

Password

Login

Register

Forgot Password?

Click "Forgot Password".

# Forgot Password (Cont'd)

 創新科技署  
Innovation and Technology Commission

 ITC FAS II  
Innovation and Technology Commission  
Funding Administrative System

 RESTRICTED

 繁體中文

 Help

**Forgot Your Password?**

Please provide the registered email address of your profile.

\* Email:

\* Login ID:

\* Verification Code:  8927 [Refresh](#)

Input the registered email, Login ID and verification code. Click **[Submit]**.

A verification code will be sent to the registered email address afterwards.

# Forgot Password (Cont'd)

After completion of the previous step, system would issue an email. Click the URL in the email to access the following screen.

**Please enter the new password.**

\* Login ID: testlogin

\* New Password:

\* Re-enter New Password:

\* Verification Code:

**Confirm**

Input a New Password and Verification Code from the email, then click [**Confirm**].

# Functions for Project Coordinator (PC)

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- 6 • Prepare Change Request

# Prepare Proposal

The screenshot shows the ITC FAS II web portal. The top navigation bar includes 'Home', 'Proposal', 'Project', 'Post Project', and 'Admin'. The 'Proposal' menu is open, showing 'Proposal List', 'Project Preparation', and 'Funding Scheme' (highlighted with a red box). Below the menu are three shortcut icons: 'Proposal' (21), 'Change Request' (18), and 'Project Report' (18). A blue callout box contains the text: 'To prepare a new proposal, select "Proposal" → "Funding Scheme".' The right sidebar displays the user's name 'Yi Sham CHEUNG, Welcome!', their organization 'City University of Hong Kong', and contact information for Cecilia SUN and System Technical Support.

π 創新科技署  
Innovation and Technology Commission

ITC FAS II  
Innovation and Technology Commission  
Funding Administrative System

RESTRICTED

Welcome, Yi Sham CHEUNG | Message (12) | Help

Home Proposal Project Post Project Admin

Shortcuts

Proposal List Project Preparation

Funding Scheme

21 18

Proposal Change Request Project Report

To prepare a new proposal, select "Proposal" → "Funding Scheme".

21 Proposal(s) pending for submission.

13 Progress Report(s) pending for submission.

5 Final Report(s) pending for submission.

6 Change Request(s) pending for submission.

1 Change Request(s) returned by Organization Manager.

**Yi Sham CHEUNG, Welcome!**  
Your organisation is:  
City University of Hong Kong

Contact Person

Cecilia SUN  
852-27887654  
cityuom2016@itf.gov.hk

System Technical Support

technical@itf.gov.hk

# Prepare Proposal (Cont'd)

Logo: 創新科技署 Innovation and Technology Commission

Logo: ITC FAS II Innovation and Technology Commission Funding Administrative System

Logo: RESTRICTED

Welcome, Yi Ming LEE | Message (6) | Help

Home Proposal Project Admin

Please select profile:

ScholarMate Social Network

Funding Programmes

- All (10)
- GSP (2)
- ITSP (3)
- ESS (2)
- UICP (3)

Funding Programmes	Deadline	Action
UICP - Teaching Company Scheme	All year round	Apply
UICP - Matching Grant for Joint Research Scheme	All year round	Apply
UICP - Industrial Research Chair Scheme	All year round	Apply
Enterprise Support Scheme	All year round	Apply
Enterprise Support Scheme 7.0	2016-04-29 10:43:31	Apply
TCFS - Category A(2)	2016-03-04 00:14:57	Apply
ITSP Tier 3	2016-03-04 00:14:57	Apply
ITSP Tier 2	2016-03-04 00:14:57	Apply
Internship Programme	All year round	Apply
General Support Programme	All year round	Apply

A list funding programme currently opened for application will be shown. Choose a funding programme by clicking **[Apply]**.

# Prepare Proposal (Cont'd)

 創新科技署  
Innovation and Technology Commission

 ITC FAS II  
Innovation and Technology Commission  
Funding Administrative System

 RESTRICTED

Welcome, Yi Sham CHEUNG ▾ | Message (12) | Help

Home Proposal Project Post Project Admin

**Note to Applicants**

Application submitted should comply with the guidelines and requirements set out in the latest version of the Guide for the funding programme concerned. Please visit ITF website ([www.itf.gov.hk](http://www.itf.gov.hk)) for the latest Guide for the relevant programme of ITF.

Please be reminded to select the correct funding programme and grant type/ nature for your application. Application prepared under a particular funding programme/grant type CANNOT be converted into/transferred to another funding programme/grant type.

Please select the proposal language. Your language selection will apply to the proposal and subsequent project reports/change requests and cannot be changed afterwards.

English

中文

**Next**

2016 © Copyright Notice |

Select proposal language, then click **[Next]**.

**Note:**

*Language will apply to the whole project cycle (i.e. from application to report) and cannot be changed.  
Proposal language could be different from user account language.*

# Prepare Proposal (Cont'd)

π 創新科技署 | ITC FAS II | RESTRICTED

Welcome, Yi Ming LEE | Message (6) | Help

Home Proposal Project Admin

Application for ITSP Tier 2

Direct access to various sections of a proposal through the navigation sidebar.

Basic Information

- Key Project Detail
- Project Schedule
- Brief Description of Project Proposal

Organisation & Team Member

Financial Considerations

Supplementary Information

Attachment

Declaration

Key Project Detail

1. Project Title

\* (English):

\* (Chinese):

2. Type of Project  Platform Project  Collaborative Project

Note:

- For the collaborative project, please fill out Organisation & Team member—>Industry Co-applicant.
- For the differences between industry sponsorship and other sources of financial contribution, please refer to Part C III.B of this form.
- All platform projects require industry sponsorship from at least one private company to cover at least 10% of the total project cost within the project period. The company should not be related to the lead applicant (except where the lead applicant is a local university) in terms of ownership or management. For platform projects undertaken by local universities, sponsorship from a related company may be accepted subject to the conditions set out under Part B. I(B)1 of the Guide. It can either be in cash or in-kind or a combination of both. The Intellectual Property (IP) rights generated from the project shall be owned by the lead applicant, viz. R&D Centre or the relevant designated local public research institute as the case may be.
- For platform projects initiated by Government bureaux/departments and statutory bodies of Hong Kong, in case the lead applicant wishes to seek waiver of the industry sponsorship requirement, it should provide justifications and supporting information in an annex to this application, with a letter of support from the relevant bureau/department or statutory body (please make reference to Part B I.B.5 of the Guide.)

# Prepare Proposal (Cont'd)

Click [**Save**] to save filled information of the proposal.

π 創新科技署 | ITC FAS II | RESTRICTED

Welcome, Yi Ming LEE | Message (6) | Help

Application for ITSP

Save Download PDF Obtain Full Proposal Check Check&Submit Delete

\* Mandatory

Basic Information

Key Project Detail

1. Project Title

\* (English):

\* (Chinese):

2. Type of

Note:

1. For the

2. For the form.

3. All platform projects require industry sponsorship from at least one private company to cover at least 10% of the total project cost within the project period. The company should not be related to the lead applicant (except where the lead applicant is a local university) in terms of ownership or management. For platform projects undertaken by local universities, sponsorship from a related company may be accepted subject to the conditions set out under Part B. I(B)1 of the Guide. It can either be in cash or in-kind or a combination of both. The Intellectual Property (IP) rights generated from the project shall be owned by the lead applicant, viz. R&D Centre or the relevant designated local public research institute as the case may be.

4. For platform projects initiated by Government bureaux/departments and statutory bodies of Hong Kong, in case the lead applicant wishes to seek waiver of the industry sponsorship requirement, it should provide justifications and supporting information in an annex to this application, with a letter of support from the relevant bureau/department or statutory body (please make reference to Part B I.B.5 of the Guide.)

Basic Information

- Key Project Detail
- Project Schedule
- Brief Description of Project Proposal

Organisation & Team Member

Financial Considerations

Supplementary Information

Attachment

Declaration

Click [**Download PDF**] to download the proposal in PDF format or [**Obtain Full Proposal**] to download full package of the proposal.

# Prepare Proposal (Cont'd)

The screenshot displays the ITC FAS II web portal interface. At the top, there are logos for the Innovation and Technology Commission and the Funding Administrative System, along with a 'RESTRICTED' badge and a user welcome message. A navigation bar includes 'Home', 'Proposal', 'Project', and 'Admin'. The main content area shows a 'Basic Information' section with a 'Key Project Detail' table. Below the table, there are three buttons: 'Check', 'Check&Submit', and 'Delete'. Three callout boxes with arrows point to these buttons, providing instructions on their functions.

Click **[Check]** to validate the proposal.

Click **[Check&Submit]** to validate and submit the completed proposal.

Click **[Delete]** to remove the proposal.

# Prepare Proposal (Cont'd)

The screenshot displays the ITC FAS II web portal. At the top left, the logo for the Innovation and Technology Commission (ITC) is shown, along with the text '創新科技署' and 'Innovation and Technology Commission'. To the right, the text 'ITC FAS II' is displayed, followed by 'Innovation and Technology Commission Funding Administrative System' and a 'RESTRICTED' badge. The user is logged in as 'Yi Sham CHEUNG' with a message count of 16. The main navigation bar includes 'Home', 'Proposal', 'Project', 'Post Project', and 'Admin'. The 'Proposal' menu is expanded, showing 'Proposal List' (highlighted with a red box) and 'Project Preparation'. An orange arrow points from the 'Proposal List' link to a blue callout box. Below the navigation bar, there are shortcuts for 'Proposal' (21 items), 'Change Request' (6 items), and 'Project Report'. A 'Reminder' section lists pending submissions: 21 Proposal(s), 20 Progress Report(s), 5 Final Report(s), 4 Change Request(s), 1 Change Request(s) returned by Organization Manager, and 1 Change Request(s) returned by ITC. A 'System Technical Support' section is also visible on the right.

Welcome, Yi Sham CHEUNG | Message (16)

Home Proposal Project Post Project Admin

Shortcuts

Proposal List Project Preparation

Funding Scheme

Proposal Change Request Project Report

Yi Sham CHEUNG, Welcome!  
Your organisation is:  
City University of Hong Kong

System Technical Support  
technical@itf.gov.hk

Reminder

- 21 Proposal(s) pending for submission.
- 20 Progress Report(s) pending for submission.
- 5 Final Report(s) pending for submission.
- 4 Change Request(s) pending for submission.
- 1 Change Request(s) returned by Organization Manager.
- 1 Change Request(s) returned by ITC.

To retrieve a saved proposal, select "Proposal" → "Proposal List".

# Prepare Proposal (Cont'd)

 創新科技署  
Innovation and Technology Commission

 **ITC FAS II**  
Innovation and Technology Commission  
Funding Administrative System

**RESTRICTED**

Welcome, Yi Sham CHEUNG ▾ | Message (16)

**Home Proposal Project Post Project Admin**

**GrantType**

- All (117)
- GSP (26)
- ITSP (58)
- ESS (1)
- UICP (32)

**Status**

- All (117)
- Pending (21)**
- Submitted to OM (5)
- Under Consideration (29)
- Approved (61)
- Rejected (1)

Please enter ref. no or title  **Search** Advanced Search ▾

**Proposal List**

Ref. No. / Org / Project Coordinator / Title / Funding Scheme

	City University of Hong Kong, Yi ShamCHEUNG <a href="#">uim 0911 test pa return</a> Internship Programme.				In Preparation	<input type="button" value="Enter"/>
	City University of Hong Kong, Yi ShamCHEUNG <a href="#">0901 T2</a> ITSP Tier 2, Platform.	0.00000	01/01/2017 00:00:00		In Preparation	<input type="button" value="Enter"/>
	City University of Hong Kong, Yi ShamCHEUNG <a href="#">UICP - Matching Grant for Joint Research Scheme.</a>	0.00000			In Preparation	<input type="button" value="Enter"/>

Saved or submitted proposal can be found here. Click **[Enter]** to continue editing.

# Functions for Project Coordinator (PC)

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- 1 • Registration
- 2 • Forgot Password
- 3 • Prepare Proposal
- 4 • Project Preparation  
(Authorisation form and cashflow)
- 5 • Prepare Project Report
- 6 • Prepare Change Request

# Project Preparation

The screenshot displays the ITC FAS II web portal interface. At the top left, the logo for the Innovation and Technology Commission (ITC) is shown alongside the text "創新科技署" and "Innovation and Technology Commission". To the right, the text "ITC FAS II" is displayed, followed by "Innovation and Technology Commission Funding Administrative System" and a red "RESTRICTED" stamp. The user's name, "Welcome, Yi Sham CHEUNG", and notification count, "Message (12)", are visible in the top right corner. The main navigation bar includes "Home", "Proposal", "Project", "Post Project", and "Admin". The "Project" menu is expanded, showing "Project Preparation" highlighted with a red box and an orange arrow pointing to it. Below the navigation bar, there are three shortcut icons: "Proposal" (21), "Change Request" (7), and "Project Report" (18). A light blue callout box contains the text: "To download authorisation form and fill in cashflow schedule for a project newly approved in principle, select 'Proposal' → 'Project Preparation'". On the right side, a user profile section for "Yi Sham CHEUNG, Welcome!" is visible, along with a "Contact Person" section listing "Cecilia SUN". A "Reminder" section at the bottom left lists several pending submissions: 21 Proposal(s) pending for submission, 13 Progress Report(s) pending for submission, 5 Final Report(s) pending for submission, 6 Change Request(s) pending for submission, and 1 Change Request(s) returned by Organization Manager.

# Project Preparation (Cont'd)

創新科技署  
Innovation and Technology Commission

Welcome, Yi Sham CHEUNG | Message (12) | Help

Home Proj

Select "Grant Type" on filter or search the proposal with search bar.

**GrantType**

- ALL (45)
- GSP (5)
- ITSP (22)
- UICP (18)

**Year**

- 2016-2017 (45)

Please enter ref. no or title

Search Advanced Search

**Project Preparation**

Ref. No. / Title / Org / Project Coordinator / Funding Scheme	Requested Amount (HK\$'000)	Status	Action
 <b>0902/T2</b> City University of Hong Kong, Yi Sham CHEUNG <a href="#">0902 smart home project</a> ITSP Tier 2, Platform. <a href="#">⊗ Authorisation Form</a>	3,205.00000	Under Consideration	<a href="#">Prepare Cashflow</a>

# Project Preparation - Download Authorisation form (Cont'd)

Logo: 創新科技署 Innovation and Technology Commission | ITC FAS II Innovation and Technology Commission Funding Administrative System | RESTRICTED | Welcome, Yi Sham CHEUNG | Message (12) | Help

Home | Proposal | Project | Post Project | Admin

GrantType: ALL (45), GSP (5), ITSP (22), UICP (18)

Year: 2016-2017 (45)

Search: Please enter ref. no or title | Search | Advanced Search

Project Preparation

Ref. No. / Title / Org / Project Coordinator / Funding Scheme	Requested Amount (HK\$'000)	Status	Action
 <b>0902/T2</b> City University of Hong Kong, Yi Sham CHEUNG 0902 smart home project ITSP Tier 2 Platform	3,205.00000	Under Consideration	<a href="#">Prepare Cashflow</a>

[ⓧ Authorisation Form](#)

Click [Prepare Cashflow] to edit the cashflow.

Click "Authorisation Form" to download softcopy of the authorisation form.

# Project Preparation- Prepare Cashflow (Cont'd)

 **0902/T2** 3,205.00000 (HK\$'000)  
 City University of Hong Kong, Yi Sham CHEUNG  
 0902 smart home project  
 ITSP Tier 2, Platform.  
 Project Duration: 01/11/2016 - 30/09/2018

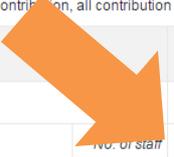
Click **[Save]** to save the filled cashflow schedule.  
 Click **[Submit]** to submit the filled cashflow schedule.  
 Click **[Export]** to export the cashflow schedule to Excel file.

Fill in the cashflow schedule.



1. For platform project, at least 50% of the pledged industry sponsorship should be paid before the project commences and the remaining sponsorship should be received before the mid-point of the project period. For collaborative project, the ITF funding is released on a matching basis, i.e. the contribution from the industry co-applicant should be made first and the disbursement from ITF will be made afterwards.  
 2. For other sources of financial contribution, all contribution must be received by the mid-point of the project period.

Item	Project Budget (in HK\$000)	01/11/2016-31/03/2017	01/04/2017-30/09/2017	01/10/2017-31/03/2018	01/04/2018-30/09/2018	After Project Completion	Total (in HK\$000)
<b>1. Expenditure</b>							
<b>1.1 Manpower</b>							
# Sales	6	1,350.00000	500.00000	500.00000	50.00000	300.00000	1,350.00000
Engineer	10	4,000.00000	1000.00000	1000.00000	1000.00000	1000.00000	4,000.00000
<b>Sub-total (Manpower):</b>		<b>5,350.00000</b>	<b>1,500.00000</b>	<b>1,500.00000</b>	<b>1,050.00000</b>	<b>1,300.00000</b>	<b>5,350.00000</b>
<b>1.2 Equipment</b>							
@ PC	5	100.00000	25.00000	25.00000	25.00000	25.00000	100.00000
# Laptop	10	500.00000	100.00000	200.00000	100.00000	100.00000	500.00000
<b>Sub-total (Equipment):</b>		<b>600.00000</b>	<b>125.00000</b>	<b>225.00000</b>	<b>125.00000</b>	<b>125.00000</b>	<b>600.00000</b>
<b>1.3 Other Direct Costs</b>							
Audit Fee	2	60.00000	10.00000	10.00000	20.00000	20.00000	60.00000
<b>Sub-total (Other Direct Costs):</b>		<b>60.00000</b>	<b>10.00000</b>	<b>10.00000</b>	<b>20.00000</b>	<b>20.00000</b>	<b>60.00000</b>



# Functions for Project Coordinator (PC)

---

- 1 • Registration
- 2 • Forgot Password
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(Authorisation form and cashflow)
- 5 • Prepare Project Report
- 6 • Prepare Change Request

# Prepare Project Report

The screenshot displays the ITC FAS II web portal interface. At the top, the logo for the Innovation and Technology Commission (ITC) is visible, along with the text "創新科技署" and "ITC FAS II Innovation and Technology Commission Funding Administrative System". A "RESTRICTED" badge is also present. The user is logged in as "Yi Sham CHEUNG" with 12 messages and a help link.

The main navigation bar includes "Home", "Proposal", "Project", "Post Project", and "Admin". The "Project" menu is expanded, showing options: "Project List", "Project Report" (highlighted with a red box), and "Project Equipment". An orange arrow points to the "Project Report" option. Below the navigation bar, there are shortcuts for "Proposal" (21 items), "Change Request" (7 items), and "Project Report".

A callout box with a light blue background and black text states: "To prepare a new project report, select 'Project' → 'Project Report'".

On the right side, a user profile for Yi Sham CHEUNG is shown, including contact information for Cecilia SUN (852-27887654, cityuom2016@itf.gov.hk) and technical support contact (cityuom2016@itf.gov.hk).

Below the navigation bar, a "Reminder" section lists pending submissions:

- 21 Proposal(s) pending for submission.
- 14 Progress Report(s) pending for submission.
- 5 Final Report(s) pending for submission.
- 6 Change Request(s) pending for submission.
- 1 Change Request(s) returned by Organization Manager.

# Prepare Project Report (Cont'd)

Logo: 創新科技署 Innovation and Technology Commission

Logo: ITC FAS II Innovation and Technology Commission Funding Administrative System

Logo: RESTRICTED

Welcome, Yi Sham CHEUNG | Message (12) | Help

Home Proposal **Project** Post Project Admin

Status

- ALL (121)
- Pending (104)**
- Submitted to OM (1)
- Under Consideration (4)
- Approved

Grant Types

- ALL (121)
- GSP (20)
- ITSP (58)
- UICP (43)

Year

- ALL (121)
- 2016-2017 (121)

Search: Please enter ref. no or title [Search] Advanced Search

### Project Report

Ref. No. / Title / Org / Project Coordinator / Funding Scheme	Report Type	Status	Action
 <b>0902/T2</b> City University of Hong Kong, Yi Sham CHEUNG 0902 smart home project ITSP Tier 2, Platform.	Progress 1	In Prep	<a href="#">Prepare</a>
 <b>0902/T2</b> City University of Hong Kong, Yi Sham CHEUNG 0902 smart home project ITSP Tier 2, Platform.	Progress 3	Outstanding	
 <b>0902/T2</b> City University of Hong Kong, Yi Sham CHEUNG 0902 smart home project ITSP Tier 2, Platform.	Progress 4	Outstanding	

Select "Pending" on filter or search the project with search bar.

# Prepare Project Report (Cont'd)

Logo: 創新科技署 Innovation and Technology Commission | ITC FAS II Innovation and Technology Commission Funding Administrative System | RESTRICTED | Welcome, Yi Sham CHEUNG | Message (12) | Help

Navigation: Home | Proposal | Project | Post Project | Admin

Search: Please enter ref. no or title | Search | Advanced Search

Section: Project Report

Ref. No. / Title / Org / Project Coordinator / Funding Scheme	Report Type	Status	Action
 <b>0902/T2</b> City University of Hong Kong, Yi Sham CHEUNG <a href="#">0902 smart home project</a> ITSP Tier 2 , Platform.	Progress 1	In Preparation	<b>Prepare</b>
 <b>0902/T2</b> City University of Hong Kong, Yi Sham CHEUNG <a href="#">0902 smart home project</a> ITSP Tier 2 , Platform.	Progress 2	Outstanding	
 <b>0902/T2</b> City University of Hong Kong, Yi Sham CHEUNG <a href="#">0902 smart home project</a> ITSP Tier 2 , Platform.	Progress 3	Outstanding	
 <b>0902/T2</b> City University of Hong Kong, Yi Sham CHEUNG <a href="#">0902 smart home project</a> ITSP Tier 2 , Platform.	Progress 4	Outstanding	

Annotations: A blue callout box says "Click [Prepare] to prepare the project report." with an orange arrow pointing to the "Prepare" button in the first row of the table. The "Prepare" button is also highlighted with a red box.

# Prepare Project Report (Cont'd)

π 創新科技署 Innovation and Technology Commission  
ITC FAS II Innovation and Technology Commission Funding Administrative System  
RESTRICTED  
Welcome, Yi Ming LEE | Message (6) | Help

Home Proposal **Project** Admin

ITSP T2 Project B 0606 (T2B/0606)  
The 1st Progress Report (01/01/2016 - 31/07/2016)

Save Download RTF Obtain Full Report Check Check&Submit

\* Mandatory

**Project Progress**

- Revisions
- Milestones
- Deliverables
- Disseminations
- Business Activities
- Issues

**Organisation & Team Members**

**Financial Position**

**Attachment**

**Declaration**

**Project Progress**

1.1 English  
ITSP T2 Project B 0606

1.2 Chinese  
ITSP T2 Project B 0606

2. Abstract

2.1 English  
ITSP T2 Project B 0606

2.2 Chinese  
ITSP T2 Project B 0606

3. Project R&D Methodology, Implementation Plan and Deliverables

3.1. Details of the technology to be developed and/or the innovative use of existing technologies

3.2 Revisions of methodology, implementation plan and milestones, if any  
*(Please provide details if there is any revision during the report period of the original approved methodology.)*

Direct access to various sections of a report through the navigation sidebar.

# Prepare Project Report (Cont'd)

The screenshot displays the ITSP (Innovation and Technology Commission Funding Administrative System) interface. At the top, there are logos for the Innovation and Technology Commission and ITC FAS II, along with a 'RESTRICTED' label and a user welcome message. A navigation bar includes 'Home', 'Proposal', 'Project', and 'Admin'. The main content area is titled 'ITSP T2 Project B 0606 (T2B/0606) The 1st Progress Report (01/01/2016 - 31/07/2016)'. Below the title, there are buttons for 'Save', 'Download RTF', 'Obtain Full Report', 'Check', and 'Check&Submit'. A red box highlights the 'Save', 'Download RTF', and 'Obtain Full Report' buttons, with an orange arrow pointing to them from a callout box. Another orange arrow points from a callout box to the 'Save' button. The left sidebar contains a 'Project Progress' menu with options like Revisions, Milestones, Deliverables, Disseminations, Business Activities, and Issues. The main content area shows a 'Project Progress' section with a 'Revisions' table. The table has columns for revision number and language, with entries for '1. Project Title' (1.1 English, 1.2 Chinese), '2. Abstract' (2.1 English, 2.2 Chinese), and '3. Project R&D Methodology, Implementation Plan and Deliverables' (3.1, 3.2).

Click **[Save]** to save the filled information in project report.

Click **[Download RTF]** to download the project report in RTF format.

Click **[Obtain Full Report]** to download full package of the project report.

# Prepare Project Report (Cont'd)

π 創新科技署 Innovation and Technology Commission  
ITC FAS II Innovation and Technology Commission Funding Administrative System  
RESTRICTED  
Welcome, Yi Ming LEE | Message (6) | Help

Home Proposal **Project** Admin

ITSP T2 Project B 0606 (T2B/0606)  
The 1st Progress Report (01/01/2016 - 31/07/2016)

Save Download RTF Obtain Full Report Check **Check&Submit**  
\* Mandatory

**Project Progress**

- Project Progress
  - Revisions
  - Milestones
  - Deliverables
  - Disseminations
  - Business Activities
  - Issues
- Organisation & Team Members
- Financial Position
- Attachment
- Declaration

**Revisions**

- Project Title
  - English  
ITSP T2 Project B 0606
  - Chinese  
ITSP T2 Project B 0606
- Abstract
  - English  
ITSP T2 Project B 0606
  - Chinese  
ITSP T2 Project B 0606
- Project R&D Methodology, Implementation Plan and Deliverables
  - Details of the technology to be developed and/or the innovative use of existing technologies
  - Revisions of methodology, implementation plan and milestones, if any  
(Please provide details if there is any revision during the report period of the original proposed methodology.)

# Prepare Project Report (Cont'd)

The screenshot displays the ITC FAS II web portal interface. At the top, there are logos for the Innovation and Technology Commission (ITC) and the Funding Administrative System (FAS II), along with a 'RESTRICTED' warning. The user is logged in as Yi Sham CHEUNG, with 12 messages and a help link. The main navigation bar includes 'Home', 'Proposal', 'Project', 'Post Project', and 'Admin'. The 'Project' menu is open, showing options like 'Project List', 'Project Report', and 'Project Equipment'. An orange arrow points to the 'Project Report' option, which is highlighted with a red box. A light blue callout box contains the text: 'To retrieve saved report, select "Project" → "Project Report"'. Below the navigation, there are shortcuts for 'Proposal' (21 items), 'Change Request' (7 items), and 'Project Report'. A 'Reminder' section lists pending submissions: 21 Proposals, 14 Progress Reports, 5 Final Reports, 6 Change Requests, and 1 Change Request returned by the Organization Manager. The right sidebar shows the user's name, organization (City University of Hong Kong), and contact information for Cecilia SUN.

π 創新科技署  
Innovation and Technology Commission

ITC FAS II  
Innovation and Technology Commission  
Funding Administrative System

RESTRICTED

Welcome, Yi Sham CHEUNG | Message (12) | Help

Home Proposal **Project** Post Project Admin

Shortcuts

Proposal 21 Change Request 7 Project Report

Project List Change Request  
Project Report Disbursement  
Project Equipment

**To retrieve saved report, select "Project" → "Project Report".**

**Reminder**

- 21 Proposal(s) pending for submission.
- 14 Progress Report(s) pending for submission.
- 5 Final Report(s) pending for submission.
- 6 Change Request(s) pending for submission.
- 1 Change Request(s) returned by Organization Manager.

**Yi Sham CHEUNG, Welcome!**  
Your organisation is:  
City University of Hong Kong

Contact Person  
Cecilia SUN  
852-27887654

# Prepare Project Report (Cont'd)

Logo: 創新科技署 Innovation and Technology Commission | ITC FAS II Innovation and Technology Commission Funding Administrative System | RESTRICTED | Welcome, Yi Sham CHEUNG | Message (16)

Home Proposal **Project** Post Project Admin

Status

- ALL (145)
- Pending (126)**
- Submitted to OM (1)
- Under Consideration (2)
- Approved (16)

Grant Types

- ALL (145)
- GSP (20)
- ITSP (76)
- UICP (49)

Year

- ALL (145)
- 2016-2017 (145)

Project Report

Ref. No. / Org / Project Coordinator / Title / Funding Scheme

	<b>sdfds0621</b> City University of Hong Kong, Yi Sham CHEUNG <a href="#">0621 T3</a> ITSP Tier 2 , Platform.	Final	Outstanding	
	<b>0621/sdsda</b> City University of Hong Kong, Yi Sham CHEUNG <a href="#">0621 test 2</a> ITSP Tier 2 , Platform.	Final	In Preparation	<input type="button" value="Prepare"/>
	<b>0628/t2</b> City University of Hong Kong, Yi Sham CHEUNG <a href="#">0628 itsp t2</a> ITSP Tier 2 , Platform.	Final	Outstanding	
	<b>0628/t2</b> City University of Hong Kong, Yi Sham CHEUNG <a href="#">0628 itsp t2</a> ITSP Tier 2 , Platform.	Progress 3	In Preparation	<input type="button" value="Prepare"/>

Saved or submitted project report can be found here. Click **[Prepare]** to continue editing.

# Functions for Project Coordinator (PC)

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- 1 • Registration
- 2 • Forgot Password
- 3 • Prepare Proposal
- 4 • Project Preparation  
(Authorisation form and cashflow)
- 5 • Prepare Project Report
- 6 • Prepare Change Request

# Prepare Change Request

The screenshot displays the ITC FAS II web portal interface. At the top left, the logo for the Innovation and Technology Commission (ITC) is shown, along with the text "創新科技署" and "Innovation and Technology Commission". To the right, the text "ITC FAS II" and "Innovation and Technology Commission Funding Administrative System" is visible, along with a "RESTRICTED" badge. The user's name "Welcome, Yi Sham CHEUNG" and a message count of "(12)" are shown in the top right corner.

The main navigation menu is located at the top, with tabs for "Home", "Proposal", "Project", "Post Project", and "Admin". The "Project" tab is currently selected, and a dropdown menu is open, showing options: "Project List", "Change Request", "Project Report", "Disbursement", and "Project Equipment". The "Change Request" option is highlighted with a red box, and an orange arrow points to it.

Below the navigation menu, there is a "Shortcuts" section with three icons: "Proposal" (with a red badge showing "21"), "Change Request" (with a red badge showing "7"), and "Project Report".

A callout box with a light blue background and black text is overlaid on the screen, stating: "To prepare a new change request, select 'Project' → 'Change Request'".

On the right side of the page, there is a "Welcome" message for Yi Sham CHEUNG, identifying the user's organization as the City University of Hong Kong. Below this, the contact person is listed as Cecilia SUN, and the email address technical@itf.gov.hk is provided.

At the bottom left, there is a "Reminder" section with a list of pending submissions:

- 21 Proposal(s) pending for submission.
- 15 Progress Report(s) pending for submission.
- 5 Final Report(s) pending for submission.
- 6 Change Request(s) pending for submission.
- 1 Change Request(s) returned by Organization Manager.

# Prepare Change Request (Cont'd)

 創新科技署  
Innovation and Technology Commission

 ITC FAS II  
Innovation and Technology Commission  
Funding Administrative System

 RESTRICTED

Welcome, Yi Sham CHEUNG | Message (12) | Help

Home Proposal **Project** Post Project Admin

**CR Status**

- ALL (27)
- Pending (7)**
- Submitted to OM (2)
- Under Consideration (2)
- Approved (16)

**CR Nature**

- ALL (27)
- Project Commence... (5)
- Project Coordinator (4)
- Project Deliverable (4)
- Project Milestones (2)
- Project Abstract (2)
- Approved Budget (1)
- Project Cashflow (2)
- Others (4)
- Internship (3)

Please enter ref. no or title   Advanced Search ▾

**Change Request**

Ref. No. / Org / Project Coordinator / Title / Funding Scheme	Nature	Submitted by	Status	Action
 <b>ITSP T3/01/16 ScA</b> City University of Hong Kong, Yi Sham CHEUNG UAT ScA Tier3 01 ITSP Tier 3 .	Project Commencement Date/Completion Date		In Preparation	<input type="button" value="Enter"/>
 <b>CHEUNG 0606 project C</b> UICP - Matching Grant for Joint Research Scheme	Approved Budget		In Preparation	<input type="button" value="Enter"/>
 <b>Tier2/03/16 ScA</b> City University of Hong Kong, Yi Sham CHEUNG UAT ScA Tier2 03 ITSP Tier 2 , Platform.	Project Commencement Date/Completion Date		In Preparation	<input type="button" value="Enter"/>

**Click [Add New] to prepare a new change request.**

# Prepare Change Request (Cont'd)

 **創新科技署**  
Innovation and Technology Commission

 **ITC FAS II**  
Innovation and Technology Commission  
Funding Administrative System



Welcome, Yi Sham CHEUNG ▾ | Message (16)

Home Proposal **Project** Post Project Admin

Q  Search

### Change Request

Ref. No. / Org / Project Coordinator / Title / Funding Scheme	Approved Amount (HK\$'000)	Status	Action
 <b>UIT/0708</b> City University of Hong Kong, Yi Sham CHEUNG Development of an Intelligent Internet of Things (IoT) System for Effective Warehouse Management and Resource Planning in Logistics Industry UICP - Teaching Company Scheme .	180.00000	On-going	<input type="button" value="Select"/>
 <b>ITSP/10/16BU</b> City University of Hong Kong, Yi Sham CHEUNG Proposal for BU Intern@ 20160804 Internship Programme .		On-going	<input type="button" value="Select"/>
 <b>uim/0804</b> City University of Hong Kong, Yi Sham CHEUNG Proposal for BU Intern@ 20160804 UICP - Matching Grant for Joint Research Scheme .	325.00000	On-going	<input type="button" value="Select"/>

Total 1 pages / 3 record(s) Display  per page First Previous 1 Next Last Jump To  Go

Click **[Select]** to start preparing a new change request for the project.

# Prepare Change Request (Cont'd)

**Add New Change Request** [X]

Please select change request nature:

- Project Commencement Date/Completion Date
- Project Coordinator
- Project Deliverable
- Project Milestone
- Project Abstract
- Approved Budget
- Project Cashflow
- Others

Select Change Request nature and click [**Confirm**].

**Confirm** Cancel

# Prepare Change Request (Cont'd)

 **創新科技署**  
Innovation and Technology Commission

 **ITC FAS II**  
Innovation and Technology Commission  
Funding Administrative System

**RESTRICTED**

Welcome, Yi Sham CHEUNG ▾ | Message (16)

Home Proposal **Project** Post Project Admin

**Project** **UIT/0708**  
City University of Hong Kong, Yi Sham CHEUNG  
Development of an Intelligent Internet of Things (IoT) System for Effective Warehouse Management and Resource Planning in Logistics Industry  
UICP - Teaching Company Scheme .

**Others** **Save** Download RTF Obtain Full CR Submit Delete Check

**\* Proposed Change:**

**\* Justifications:**

**Attachment**  
(Please provide supporting document(s) showing the industry co-applicant support the proposed change(s)).

**Upload File**

Click **[Save]** to save filled information in the change request.

Fill in the necessary information of the change request.

Click **[Upload File]** to upload attachment if necessary.

# Prepare Change Request (Cont'd)

**創新科技署** **ITC FAS II** **RESTRICTED** Welcome, Yi Sham CHEUNG | Message (16)

Home Proposal **Project** Post Project Admin

**Project** **UIT/0708**  
City University of Hong Kong, Yi Sham CHEUNG  
Development of an Intelligent Internet of Things (IoT) System for Effective Warehouse Management and Resource Planning in Logistics Industry  
UICP - Teaching Company Scheme

**Others** Save **Download RTF** Obtain Full CR Submit Delete Check \* Mandatory

\* **Proposed Change:**

\* **Justifications:**

**Attachment**  
(Please provide support documents)  
Upload File

Click [**Download RTF**] to download change request in RTF format.

Click [**Obtain Full CR**] to download full package of the change request.

Click [**Submit**] to submit the completed change request.

# Prepare Change Request (Cont'd)

The screenshot displays the ITC FAS II web portal interface. At the top, the logo for the Innovation and Technology Commission (ITC) is visible, along with the text "iTC FAS II Innovation and Technology Commission Funding Administrative System" and a "RESTRICTED" warning. The user is identified as "Welcome, Yi Sham CHEUNG" with a message count of 12 and a help link. The main navigation bar includes "Home", "Proposal", "Project", "Post Project", and "Admin". The "Project" menu is expanded, showing options for "Project List", "Change Request", "Project Report", "Disbursement", and "Project Equipment". An orange arrow points to the "Change Request" option, which is highlighted with a red box. A blue callout box contains the text: "To retrieve saved change request, select 'Project' → 'Change Request'". Below the navigation bar, there are shortcuts for "Proposal" (21 items), "Change Request" (7 items), and "Project Report". A "Reminder" section lists several pending submissions: 21 Proposal(s), 15 Progress Report(s), 5 Final Report(s), 6 Change Request(s), and 1 Change Request(s) returned by the Organization Manager. On the right side, a user profile for Yi Sham CHEUNG is shown, including contact information for Cecilia SUN.

21 Proposal(s) pending for submission.

15 Progress Report(s) pending for submission.

5 Final Report(s) pending for submission.

6 Change Request(s) pending for submission.

1 Change Request(s) returned by Organization Manager.

To retrieve saved change request, select "Project" → "Change Request".

# Prepare Change Request (Cont'd)

The screenshot shows the ITC FAS II web portal interface. At the top, there are logos for the Innovation and Technology Commission (ITC) and FAS II, along with a 'RESTRICTED' badge and a user welcome message: 'Welcome, Yi Sham CHEUNG | Message (16)'. Below the header is a navigation menu with tabs for 'Home', 'Proposal', 'Project', 'Post Project', and 'Admin'. The 'Project' tab is active.

On the left side, there are two sections: 'CR Status' and 'CR Nature'. 'CR Status' includes filters for ALL (32), Pending (6), Submitted to OM (2), Under Consideration (3), and Approved (21). 'CR Nature' includes filters for ALL (32), Project Commence... (5), Project Coordinator (3), Project Deliverable (5), Project Milestones (2), Project Abstract (3), Approved Budget (1), Project Cashflow (1), Others (9), and Internship (3).

The main content area is titled 'Change Request' and features a search bar with the placeholder text 'Please enter ref. no or title'. Below the search bar is a table of Change Requests. A red box highlights three entries in the table:

Ref. No. / Org / Project Coordinator / Title / Funding Sch	Project Commencement Date/Completion Date	In Preparation	Enter
<b>ITSP T3/01/16 Sca</b> City University of Hong Kong, Yi Sham CHEUNG UAT Sca Tier3 01 ITSP Tier 3 .			
<b>0606 project C</b> City University of Hong Kong, Yi Sham CHEUNG 0606 project C UICP - Matching Grant for Joint Research Scheme	Approved Budget		
<b>Tier2/03/16 Sca</b> City University of Hong Kong, Yi Sham CHEUNG UAT Sca Tier2 03 ITSP Tier 2 , Platform.			

A blue callout box with a white border contains the text: 'Saved or submitted change request can be found here. Click **[Enter]** to continue editing.'

# Supported Browsers

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- Internet Explorer 11
- Internet Explorer Edge
- Firefox
- Chrome
- Safari



# System Support

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Administrative:

[enquiry@itf.gov.hk](mailto:enquiry@itf.gov.hk)

Technical:

[technical@itf.gov.hk](mailto:technical@itf.gov.hk)

