

IRIMS User Guide

Creating an application for TSSSU

****Please note that this user guide serves for TSSSU's online application via IRIMS ****

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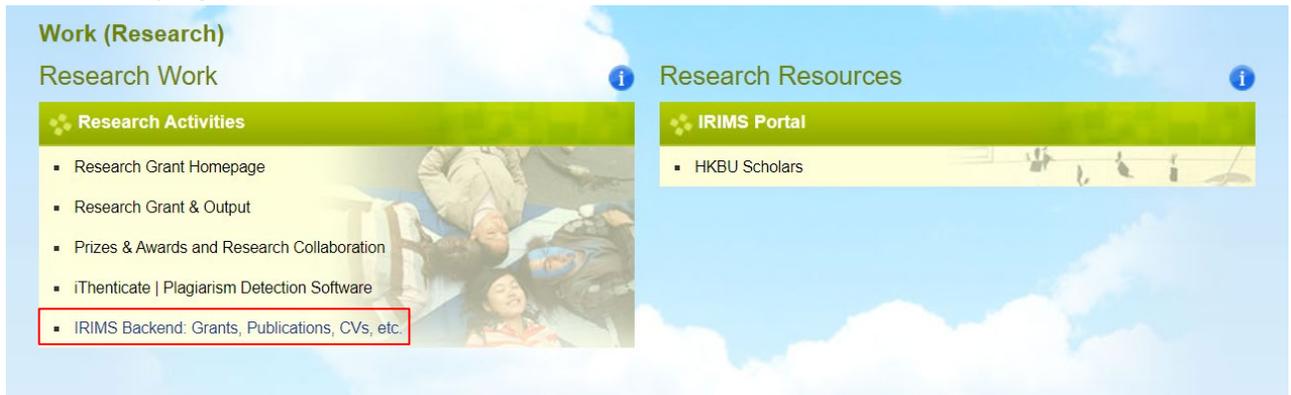
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1. Login PURE

- I. Login your BUairport and then go to “Works” > “Research” (see below picture).

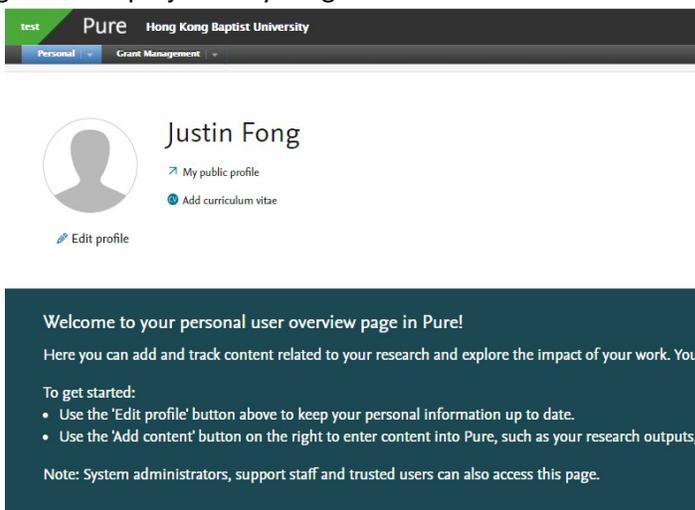


- II. Go to “IRIMS Backend: Grants, Publications, CVs, etc.”. Please login with your SSOid if it does not automatically login.



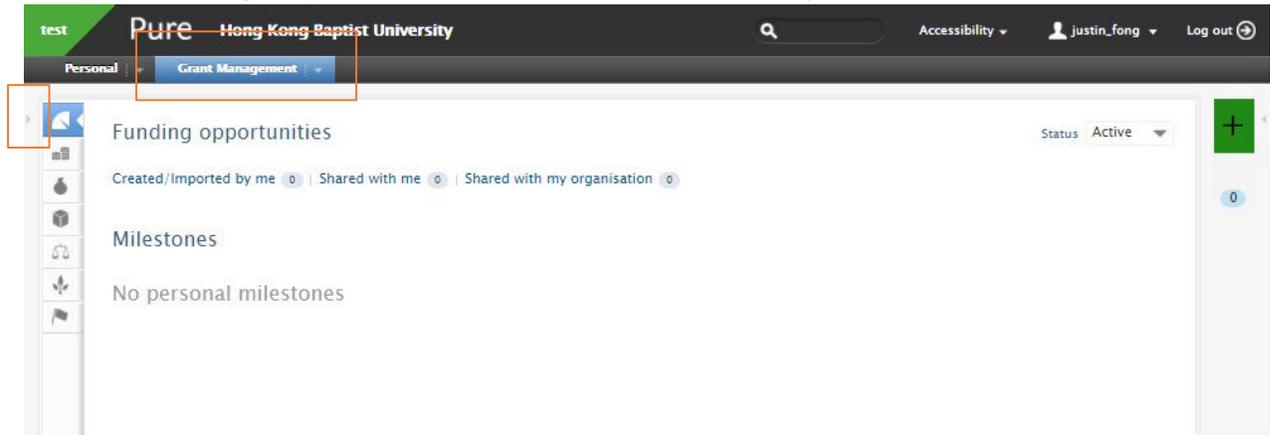
2. Your research profile

After login, you will be able to see your profile in PURE and perform different acts including submitting applications and reviewing grants and projects of your good self.

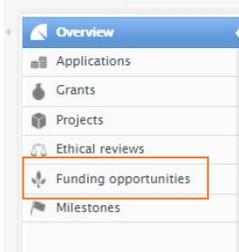


3. Find a “Funding Opportunity” that suits you

- I. Click “Grant Management” and “ ” on the left hand side on the panel.



- II. Select “Funding Opportunities”



III. You will then be able to see different funding opportunities for you to apply.

8 results

- Conference Grants (RO-UAT)**
HKBU Research Committee | Conference Grants (RO-UAT)
To promote a vibrant research environment and improve research infrastructure.
- Public Policy Research Funding Schemes (RO-UAT)**
PICO-Policy Innovation and Coordination Office, HKSAR | Public Policy Research Funding Schemes (RO-UAT)
 - Land and Housing;
 - Economic Development;
 - Livelihood Issues;Show more...
- Initiation Grant for Faculty Niche Research Areas (RO-UAT)**
HKBU Research Committee | Initiation Grant for Faculty Niche Research Areas (RO-UAT)
To support Faculties/Schools/AVA to build high-impact research in their respective niche research areas and to foster interdisciplinary
- Croucher Senior Research Fellowships (RO-UAT)**
Croucher Foundation | Croucher Senior Research Fellowships (RO-UAT)
To provide opportunities for scientists aged between 30 and 55 to be relieved of all teaching and administrative duties for one year to
- Innovation and Technology Fund for Better Living (RO-UAT)**
ITC-Innovation and Technology Commission, HKSAR | Innovation and Technology Fund for Better Living (RO-UAT)
To support innovation and technology projects which will make people's daily living more convenient, comfortable and safer, or address

You can also use the filter function to search for some funding opportunities that you would be interested. Examples of filter are “Eligibility”, “Funder” and “Type”.

Search for funding opportunities

Deadline

- Eligibility
- Funder
- IDs
- My content
- Nature of activity type
- Period
- Recurring
- Scopus Subject Areas
- Shared with organisations
- Shared with users
- Synchronised content
- Type
- Visibility

RO/INTERNAL

- Conference Grants
- Initiation Grant for Faculty Niche Research Areas
- Interdisciplinary Research Clusters Matching Scheme
- Inter-institutional Collaborative Research Scheme
- Preparation Support Fund
- Start-up Grant (Tier 1)
- Start-up Grant (Tier 2)
- Travelling Support Matching Scheme For Junior Academics
- Conference Grants (RO-UAT)
- Initiation Grant for Faculty Niche Research Areas (RO-UAT)

RO/RGC-RELATED

- ANR/RGC Joint Research Scheme
- Areas of Excellence Scheme
- Collaborative Research Fund

You can also simply search KTO in the funding opportunities

The screenshot shows the IRIS system interface with the 'Grant Management' tab selected. A search bar at the top left contains the text 'KTO'. Below the search bar, there are 5 results listed. The results are:

Funding opportunity	Funders	Award ceiling
Strategic Patent Fund (SPF) HKBU Knowledge Transfer Committee Funding opportunity: Knowledge Transfer Grant (KTO) > Strategic Patent Fund (SPF)	HKBU Knowledge Transfer Committee	
Research Impact Support & Enhancement (RISE) Fund HKBU Knowledge Transfer Committee Opening date: 17/06/21 Labels: RISE Funding opportunity: Knowledge Transfer Grant (KTO) > Research Impact Support & Enhancement (RISE) Fund	HKBU Knowledge Transfer Committee	
Technology Start-up Support Scheme for Universities (TSSSU) ITC-Innovation and Technology Commission, HKSAR (HKD1,500,000.00) Funding opportunity: Knowledge Transfer Grant (KTO) > Technology Start-up Support Scheme for Universities (TSSSU)	ITC-Innovation and Technology Commission, HKSAR	1,500,000.00
Knowledge Transfer Partnership (KTP) Seed Fund HKBU Knowledge Transfer Committee Opening date: 17/06/21 Labels: KTP Funding opportunity: Knowledge Transfer Grant (KTO) > Knowledge Transfer Partnership (KTP) Seed Fund	HKBU Knowledge Transfer Committee	
Matching Proof-of-Concept Fund (MPCF) HKBU Knowledge Transfer Committee Opening date: 17/06/21 Labels: MPCF Funding opportunity: Knowledge Transfer Grant (KTO) > Matching Proof-of-Concept Fund (MPCF)	HKBU Knowledge Transfer Committee	

IV. Choose the funding opportunity that you are interested in. You will find the information including the description, URL to grant site and deadline accordingly. **Technology Start-up Support Scheme for Universities (TSSSU)**

The screenshot shows the detailed view of the 'Technology Start-up Support Scheme for Universities (TSSSU)'. The page includes the following information:

- Identification:**
 - Title: Technology Start-up Support Scheme for Universities (TSSSU)
 - Description: Step 1: Create an application on IRIMS. Step 2: Go to TSSSU website below and submit all items as stated in the "HKBU TSSSU Application Checklist" to best-hkbu@hkbu.edu.hk by the Application Deadline.
 - Website: <https://kto.hkbu.edu.hk/eng/tsssu>
 - Email: best-hkbu@hkbu.edu.hk
 - Tel: Ms. Waii Yip 3411 2416 / Ms. Sum Tang 3411 8097 / Ms. Becky Poon 34118075
- Funding organisations:**
 - ITC-Innovation and Technology Commission, HKSAR (External organisation: Funding body)

On the right side, there is a 'Related applications' section with a button that says 'Want to apply for this opportunity? Create an application'.

Click "Create an application" once you confirm you would like to apply for that funding.

- V. Click the downward triangle, from the menu first point to “Knowledge Transfer Grant (KTO)” and then select “**Technology Start-up Support Scheme for Universities (TSSSU)**”.

Create application

Create a new application based on this funding opportunity.

Technology Start-up Support Scheme for Universities (TSSSU)
Funding opportunity: Knowledge Transfer Grant (KTO) > Technology Start-up Support Scheme for Universities (TSSSU)

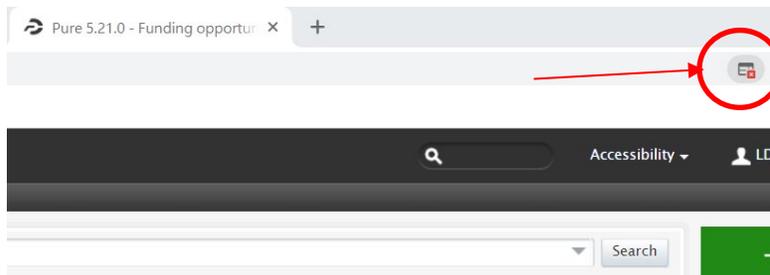
Application type

Knowledge Transfer Grant (KTO) > Technology Start-up Support Scheme for Universities (TSSSU) ▼

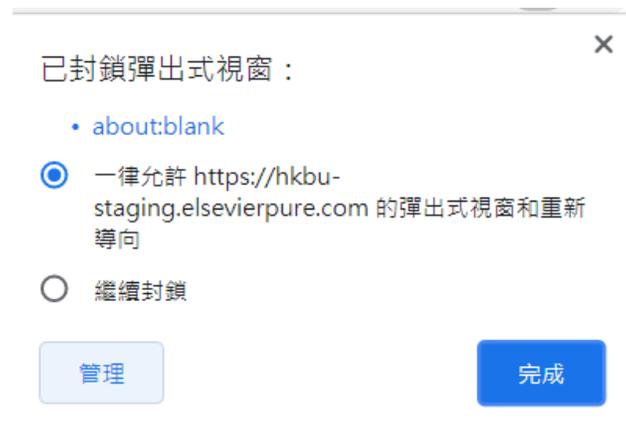
- Teaching Development Grant (TDG)
- Knowledge Transfer Grant (KTO) ▶ Knowledge Transfer Partnership (KTP) Seed Fund
- Lib/Digital Scholarship ▶ Research Impact Support & Enhancement Fund (RISE)
- RO/Internal ▶ Matching Proof-of-Concept Fund (MPCF)
- RO/RGC-Related ▶ Strategy Patent Fund (SPF)
- RO/ITC-Related ▶ **Technology Start-up Support Scheme for Universities (TSSSU)**
- RO/Other-HK-Govnt-Schemes ▶ You will be created and you will be able to add and change
- RO/External-Others ▶
- RO/Mainland-GDSTC ▶

Close Create

- VI. Click “Create”. A new window will pop-up. If you are using Chrome as browser, the pop-up window may be blocked by Chrome. Please click the “block window icon” at the upper right corner of the browser:



- VII. Select “Always Allow Pop-up” and click “Complete”:



- VIII. Confirm that "Application type" is "Technology Start-up Support Scheme for Universities (TSSSU)" and untick "Title". Then select "Create".

Create application

Create a new application based on this funding opportunity.

Technology Start-up Support Scheme for Universities (TSSSU)
Funding opportunity: Knowledge Transfer Grant (KTO) › Technology Start-up Support Scheme for Universities (TSSSU)

Application type
Knowledge Transfer Grant (KTO) › Technology Start-up Support Scheme for Universities (TS ▼)

Copy these fields to the new application:

- Title
- Funding organisations
- Award ceiling
- Nature of activity type

Once you click **Create**, the new application will be created and you will be able to add and change fields.

4. Submit an application form

i. Fill in an application form

Application: Knowledge Transfer Grant (KTO) > Technology Start-up Support Scheme for Universities (TSSSU)

EDIT

Metadata

OVERVIEW

Relations

Display

HISTORY AND COMMENTS

History and comments

NOTIFICATIONS

Editors responsible for handling this submission: None

Comment on workflow step change:

Classifications

Application type
Knowledge Transfer Grant (KTO) > Technology Start-up Support Scheme for Uni

Nature of activity type
Knowledge Transfer

Add nature of activity type...

Identification

Title*

Short title

Acronym

Description

IDs

Add ID...

Applicants

Related funding applicants *

No persons or organisational units associated

Add person... Add organisational unit...

Application managed by

Managing organisational unit*

Assigned pre-approver

Please input title of your project/ company

PI, Co-I of your project.
Default PI will be yourself, you can change it by clicking "Edit" You can add a Co-I by "Add person"

Application: Knowledge Transfer Grant (KTO) > Technology for Universities (TSSSU)

EDIT

Metadata

OVERVIEW
Relations
Display

HISTORY AND COMMENTS
History and comments

Application managed by ⓘ

Managing organisational unit*
+🏠

Assigned pre-approver
+👤

Collaborative partners ⓘ

Collaborative application*
 Yes No

Funding opportunity

Funding opportunity
🌿 **Technology Start-up Support Scheme for Universities (TSSSU)** -
Funding opportunity: Knowledge Transfer Grant (KTO) > Technology Start-up Support Scheme for Universities (TSSSU)
Change funding opportunity

Fundings ⓘ

Fundings*
🏠 ▶ **ITC-Innovation and Technology Commission, HKSAR** Edit -
Add funding...

NOTIFICATIONS

Editors responsible for handling this submission:

Remember to add Applied amount to financial Fundings. For each source click edit and navigate to Financial summary section to add Applied amount.

Your managing organisation will be auto-filled
If you would like to change it, click "Change organisation"

Funding organisation should be auto-filled (**ITC-Innovation and Technology Commission, HKSAR**). You will need to fill in the applied funding amount inside the "Funding" by clicking "**Edit**" of the funding column

Select "Update" when completed.

Edit funding

Funding organisation

Funding organisation*
🏠 **ITC-Innovation and Technology Commission, HKSAR** Change...
External organisation: Funding body

Funding project scheme (research programme)
[]

Cost code
[]

Financial summary

Financial
 Financial Non-financial

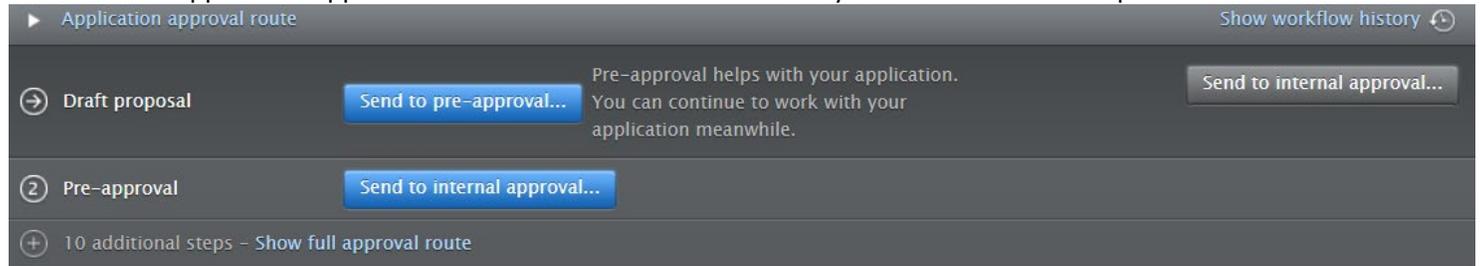
Applied amount in applied currency
1500000.00 HKD - Hong Kong Dollar Applied amount*
1500000.00 HKD

Budgets

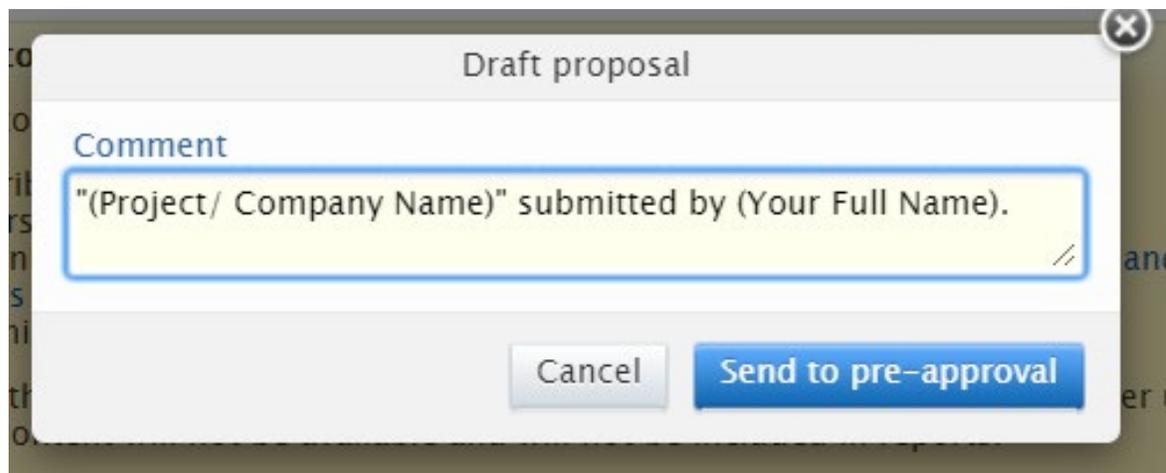
Add budget...

Cancel Update

You will find “Application approval route” down in the bottom. Move your cursor over it to expand.



Choose “Send to pre-approval”.

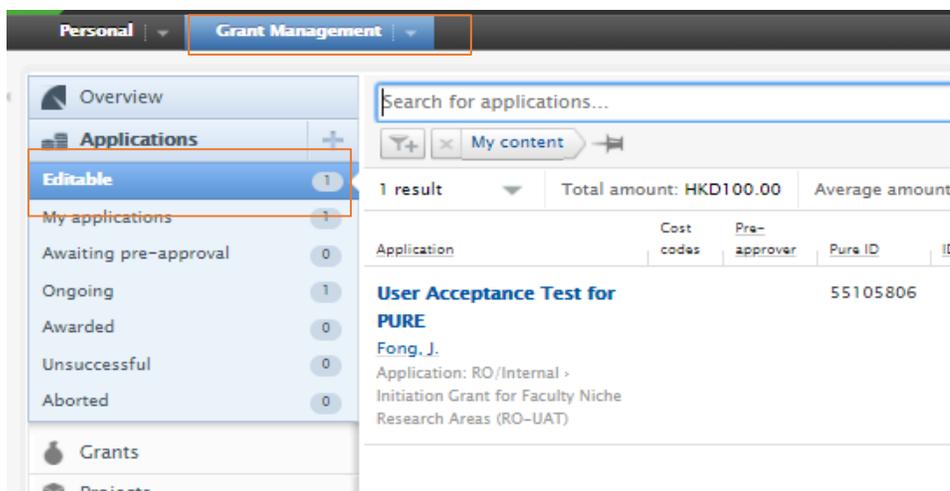


Once “Send to pre-approval”, your application is created on IRIMS.

You may also “Save” your application and submit it (“Send to pre-approval”) later



You can find your saved application in “Application” under “Grant Management” module (For both submitted and saved application).



ii. Submit full application for TSSSU

After you have created the application on IRIMS, please go to TSSSU website below and submit all items as stated in the "HKBU TSSSU Application Checklist" to kto_tsssu@hkbu.edu.hk by the Application Deadline.

Downloads

[Sign Out](#)

Please read this Privacy Policy Statement (PPS) and Personal Information Collection Statement (PICS) carefully to understand the policy and practice of Hong Kong Baptist University regarding how your personal data will be treated:

<https://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>

Funding can now be applied via [HKBU Integrated Research Information and Management System \(IRIMS\)](#) (Forms needed to be downloaded here in [KTO website](#))

[Technology Start-up Support Scheme for Universities \(TSSSU\)](#)

[HKBU TSSSU Application Checklist](#) 

[HKBU TSSSU Team's Declaration Form](#)

[HKBU TSSSU Application Form \[HKBU-TSSSU-Annex A_2024-25\]](#) 

[HKBU TSSSU Application – CV Template \[HKBU-TSSSU-Annex A\(i\)_2024-25\]](#) 

[HKBU TSSSU Application – Investment MOU Template](#) 

[Guidelines for HKBU Technology Start-up Support Scheme \(Coming soon\)](#)

[HKBU TSSSU_Business Proposal Outline \(For Reference Only\)](#) 

[HKBU TSSSU Application - IRIMS User Guide \(For HKBU Teaching Staff Only\)](#) 

[Demonstration of Creating an Application on IRIMS](#) 

[ITC TSSSU Guideline](#) 

[ITC TSSSU FAQ](#) 

Website: <https://kto.hkbu.edu.hk/eng/tsssu>

Email: kto_tsssu@hkbu.edu.hk

Tel: Ms. Steven YIP 3411 8075

The fund administrative office will proceed with the review and vetting process of your application after your full application is submitted.