



Registered Innovators  
**159+**



Incubated Ideas  
**32+**



IP Filing & Management  
**43+**

# Incubation Management System

The KU Incubation Management System (IMS) is an online platform designed to manage and streamline the entire innovation incubation process at Kenyatta University. It supports applications, mentoring, progress tracking, resource allocation, IP management, and commercialization activities, fostering innovation, collaboration, and entrepreneurship among students, researchers, and startup founders.

[www.ims.ku.ac.ke](http://www.ims.ku.ac.ke)



Email Address

Password

[Sign me in](#)

Don't have an account yet? Click [here](#) to register.  
Forgot Password? Click [here](#) to reset.

# Landing Page

The landing page is the main gateway to the KU Incubation Management System, providing quick and organized access to essential resources. From this page, users can explore available services, view frequently asked questions, and learn more about the incubation process. It also includes direct links to log in, create an account, contact the support team, and read about the system's mission and objectives. The page is designed to be user-friendly and informative, guiding innovators, mentors, and administrators to the right sections with ease while promoting awareness of the incubation opportunities offered at Kenyatta University.

[www.ims.ku.ac.ke](http://www.ims.ku.ac.ke)

Directorate of Innovation, Incubation & University Industry Linkages (IIUIL)

Home About Services Legal & Privacy FAQs Contact

CHANDARIA INNOVATION CENTRE  
EMPOWERING IDEAS INTO IMPACT

# Incubation Management System

Digital platform to manage innovation ideas, support startups, and guide them from concept to reality at Kenyatta University.

Explore KU Innovation

Registered Innovators  
**159+**

Incubated Ideas  
**32+**

IP Filing & Management  
**43+**

# Create Account

The Create Account section allows new users to register on the KU Incubation Management System. During registration, you will be required to provide your personal details such as full name, contact number, and email address to help us identify and communicate with you effectively. You will also need to enter your Passport or National ID number as part of the verification requirements.

Please note that all the information you provide is securely stored and handled with confidentiality.

After submitting your details, a verification link will be sent to your registered email address. Click the link to verify your account and create your password to complete the registration process.

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## Sign Up

Create your free IMS Account

Select a title that best fits you \*

First Name \*

Other Names \*

Email Address\*

Mobile Phone Number \*

Id Number /Passport Number\*

Select your Affiliation \*

By clicking Sign Up, you agree to our [Terms](#) and that you have read our [Data Policy](#), including our [Cookie Use](#).

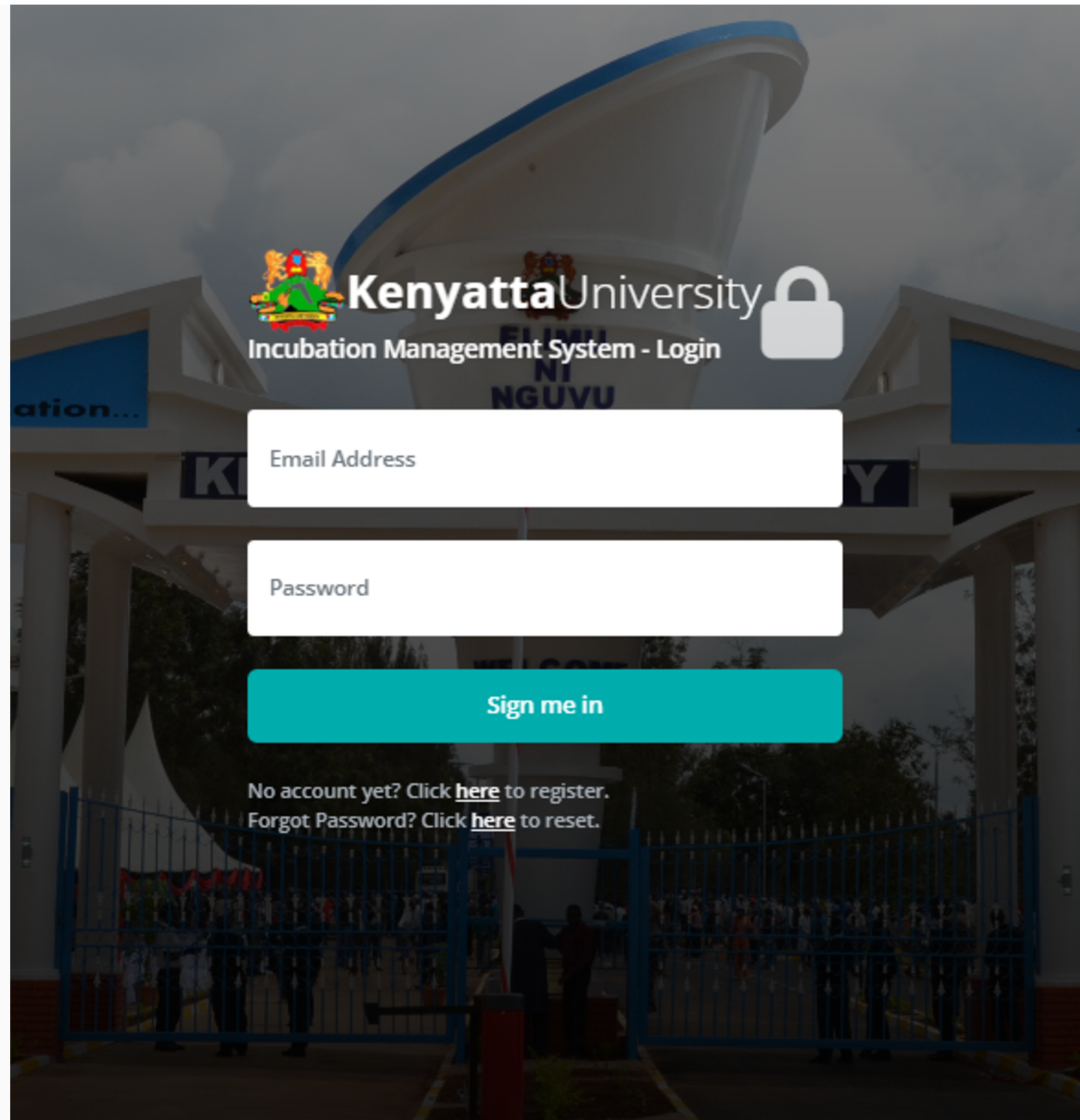
Sign Up

# Login

The Login section allows verified users to access the KU Incubation Management System. After verifying your account, you will be redirected to the login page where you can sign in using the email address you registered with and the password you created during verification.

Once logged in, you will be able to access your dashboard and basic system features. However, as a new member, some resources and sections will remain restricted until you are officially incubated. After incubation approval, full access to additional tools, resources, and mentorship features will automatically be unlocked.

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# Account Management

Once you log in as a new user, you will be automatically redirected to your Account Management page. Here, you can update your personal details such as your name, phone number, and other contact information. You can also upload your profile picture and a copy of your National Identification document.

Uploading these documents is optional for new users, but it becomes mandatory once you are officially incubated. From the same page, you can also access Help and Support for assistance and view your Audit Log to track activities performed in your account.

If you wish to delete your account, note that the Delete Account button does not immediately remove your data. Instead, it sends a formal deletion request to the Director, IIUIL, who will process and approve your account removal.

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**Profile Picture**  
View and update your profile Picture

Update My Profile Picture \*

Choose File No file chosen

**Upload Guidelines:**

- Format: JPEG, PNG, or GIF
- Max Size: 2MB
- Must be a recent passport-style photo with good lighting, neutral background, no sunglasses or hats
- Blurry or poor-quality images may lead to disqualification

**Unclear or tampered ID images may lead to disqualification.**

Save Profile Picture

**National Identification Document**  
View and update your National Identification Document

Update My National Identification Document \*

Choose File No file chosen

**Upload Guidelines:**

- Format: JPEG, PNG, or GIF
- Max Size: 2MB
- Upload the **front page** of your **National ID**
- Ensure the ID is placed on a flat surface with no background distractions
- All details (name, ID number, photo) must be **clearly visible**
- Avoid blurred, cropped, shadowed, or obscured images

**Unclear or tampered ID images may lead to disqualification.**

Save National Identification Document

**Help & Support**  
For assistance or support, please reach out to our system administrators

**Account and Access Issues**  
Password reset or recovery.  
Trouble logging in.  
Account creation or activation support.  
Broken links or inaccessible features.  
Problems with uploading files or images.

**Idea Submission and Management**  
Guidance on submitting new ideas or proposals.  
Help with editing or updating submitted ideas.  
Assistance with tracking idea progress or status updates.  
Scheduling meetings or appointments with mentors or advisors.  
Connecting with assigned mentors.  
Help generating or accessing progress reports.  
Understanding system-generated analytics and metrics.

**General Queries and Support**  
Navigating the system.  
Understanding the incubation process and timeline.  
Inquiries about system updates or new features.

**Our Contacts**  
director-innovationsupport@ku.ac.ke  
0208703870  
Open Hours: 8am to 5pm (Monday to Friday)

**First Name**  
Mwalimu **Your paragraph text** Edit

**Other Names**  
4 Mwalimu Edit

**Phone**  
254758373700 Edit

**Email address**  
m4mwelfare@gmail.com

**Id Number**  
000112232

**Registration Number**  
-

**Role**  
External Member

**Activity Log**  
This section displays your recent activity. Regularly checking your log helps you stay on top of account usage.

S/No	ACTION	DATE	TIME	DEVICE	BROWSER
1	User logged into the system	7th Oct 2025	08:50:53 AM	Desktop	Chrome
2	User logged into the system	7th Oct 2025	08:23:02 AM	Desktop	Chrome

**Delete Account**  
Permanently remove your account and all associated data from the system. This action cannot be undone. Proceed with caution.

Delete Account

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# Application for Incubation

To apply for Incubation, the process is simple and accessible on both desktop and mobile devices.

If you are using a desktop, click on the “Apply for Incubation” link from the main menu, then select “Submit Idea.” This will open the application form where you can provide details about your innovation or startup idea.

If you are using a mobile device, tap the three dots (menu icon) at the top to display the sidebar menu, then navigate to “Apply for Incubation” and choose “Submit Idea.”

Follow the prompts carefully to complete and submit your application for review.

The screenshot displays the 'Incubation Management System' interface. On the left is a dark blue navigation sidebar with the following items: 'Apply for Incubation' (expanded), 'Submit Idea', 'My Applications', 'IP Registration', 'Feedback Section', and 'Account Management'. The main content area is titled 'Submit an Idea' and features a progress indicator with step 1 highlighted. Below this, there are two panels of 'Application Guidelines'. The top panel lists: 'Data Privacy', 'Required Fields', 'Uploads', 'Character Limits', and 'Accuracy'. The bottom panel lists: 'Before You Submit' (with bullet points: 'Double-check all filled-in information.', 'Confirm that all documents are attached.', 'Make sure all instructions and limits are...'), 'Post-submission Edits', and 'What Happens After Submission?' (with bullet points: 'Scheduled for Interview', 'Resubmission Required', 'Business Development Training'). At the top right, the system name 'Incubation Management System' is displayed next to a search bar and a red arrow pointing to a menu icon. A breadcrumb trail reads 'Home / Instructions / Submit an Idea'. A horizontal progress bar at the bottom of the main content area shows five steps: 1. Application Guidelines, 2. General Information, 3. Idea Overview, 4. Expectations & Needs, and 5. Supporting Documents.

# Submit Idea

To Submit an Idea, start by reading through all the provided instructions carefully to understand the requirements and expectations. Once you've reviewed them, click Next to proceed.

Since you already created an account, your general information - such as name, contact details, and email will be automatically filled in the form. However, you can edit this information if necessary.

Continue filling out each section of the form step by step until you reach the final stepper, where you will submit your idea for review.

Please note that all fields marked with an asterisk (\*) are mandatory and must be completed before submission.

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## Submit an Idea

Home / Instructions / Submit an Idea

- Application Guidelines
- General Information
- Idea Overview
- Expectations & Needs
- Supporting Documents
- Submit Application

Title of the Idea (10 Words Max)

Do you have a Registered Company? \* Innovation Stage \*

Do you hold any Intellectual Property (IP) rights? \* Category of your Innovation \*

A brief description of your Innovation (250 Words Max)\*

Save Idea Information

### Track my Ideas

Home / Apply for Incubation / Track my Ideas

20 entries per page Search:

#	Edit	Overview	App Id	Status	Change Mentor	Idea's Title	Innovation Stage
1			KU/IMS/APP/5118/2025	Application Complete	Change Mentor	Test	Minimum Viable Product

Innovation Category Media and Entertainment

Enterprise Stage Idea(Research/Customer/Pivot)

Registration Date 7th Oct 2025

Services Needed Design thinking and lean start-up

Completion Certificate Unavailable

Showing 1 to 1 of 1 entry

# IP Registration

The Intellectual Property (IP) Registration section is designed to help innovators disclose and protect their creative works or inventions. This disclosure form enables our team to assess your submission and guide you through the protection process.

Before you begin:

- You do not need to identify the IP type or category; simply describe your work in clear, simple terms.
- No document uploads are required at this stage to maintain privacy.
- Provide honest, detailed descriptions to help us understand your innovation better.

After submitting:

- The IP Support Team will review your disclosure and may contact you for clarification or additional support.
- You can monitor your progress and receive updates through your portal or email.

Important: Submitting this form does not automatically protect your work. It marks the first step in the evaluation and registration process.

If you require assistance, visit the Chandaria Innovation Office, Kenyatta University, Second Floor

Navigation

- Apply for Incubation >
- IP Registration >
- Ip Disclosure
- Disclosure Requests
- Feedback Section >
- Account Management >

## IP Disclosure Form

Home / Ips / IP Disclosure Form

**Note:** This disclosure form helps us assess and protect your innovation or creative work.

**Before you begin:**

- You do not need to know the IP type or category — just describe your work in simple terms.
- No document uploads are required in this form for privacy reasons.
- Be honest and as detailed as possible in your descriptions.

**What to expect after submitting:**

- Our IP support team will review your disclosure.
- You may be contacted for clarification or further support.
- You can track your progress and any updates through your portal or email.

**Reminder:** Submitting this form does not automatically mean your work is protected. It is the first step in the evaluation and registration process.

If you need help, visit us at the **Chandaria Innovation Office, Kenyatta University, Second Floor.**

Name \*  National Id \*

Phone Number \*  Do you have Co-Creators? \*

Has this idea been shared publicly? \*  Title of your creative Work \*

Briefly describe your idea or innovation. What does it do? What problem does it solve? (200 Words Max)\*

## IP Disclosure Requests

Home / IP Disclosure Requests

20 entries per page Search:

#	Edit	Title of the Idea	Status	Ip Type	Goal	Requested Date	Admin Remarks
1		r	Pending Admin Review	Pending Review	I'm exploring commercial or startup potential	7th Oct 2025	

Showing 1 to 1 of 1 entry

« < 1 > »



# Conclusion

The KU Incubation Management System (IMS) is a comprehensive platform designed to support innovators, researchers, and entrepreneurs throughout their incubation journey. From account creation and idea submission to mentorship, IP registration, and commercialization, the system streamlines every step of the innovation process. By using the IMS, users gain structured access to resources, expert guidance, and opportunities to transform their ideas into impactful ventures. The system emphasizes transparency, collaboration, and innovation growth within the Kenyatta University ecosystem. For any assistance, users are encouraged to reach out through the Help and Support section or visit the Chandaria Innovation Office for personalized guidance.

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# Thank You

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