



# **Electronic Grant Management System (eGMS)**

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## **Introduction of eGMS – Part I**

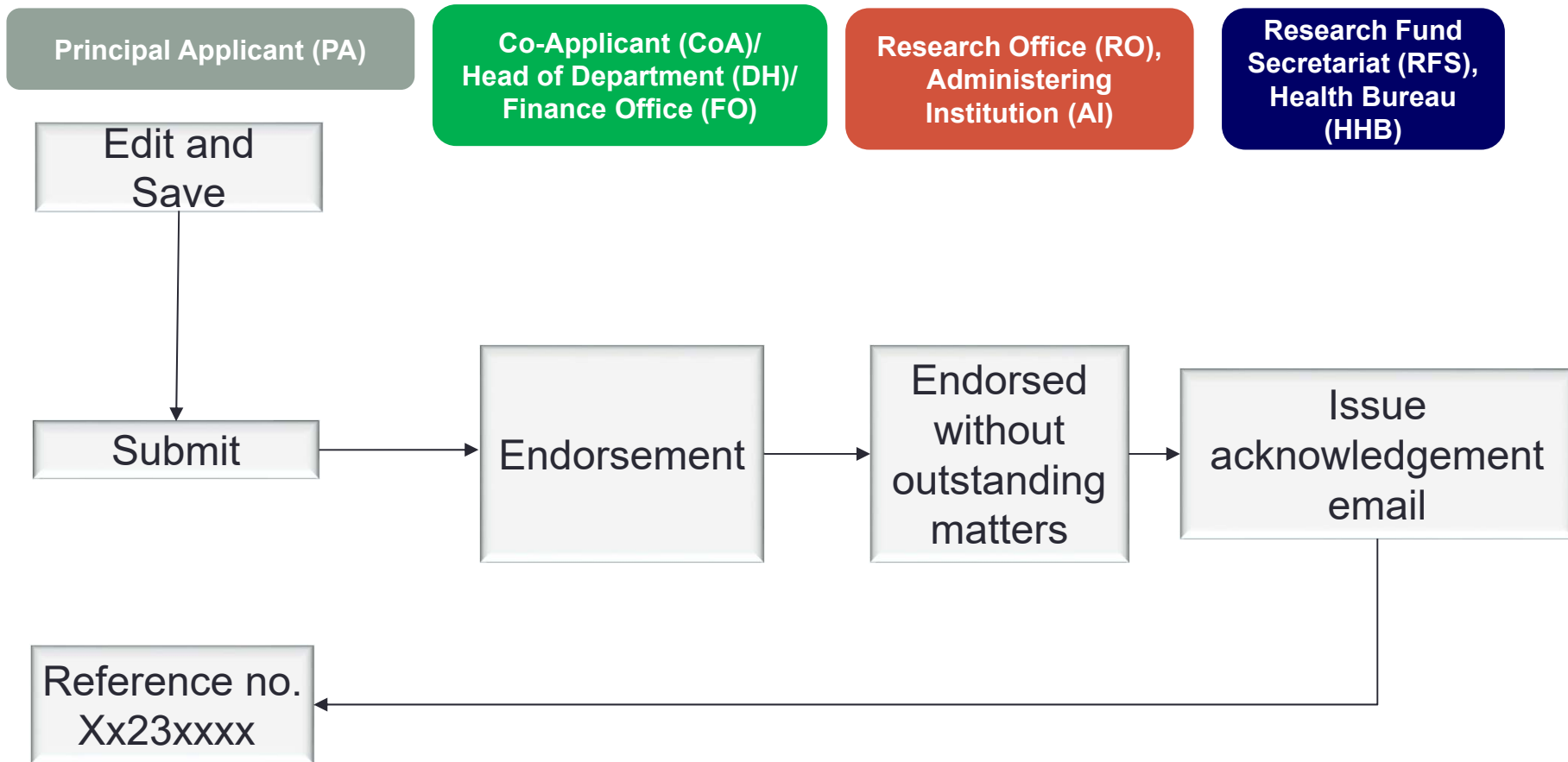
*(for Principal Applicant)*

**Research Fund Secretariat  
Health Bureau  
January 2024**

# Agenda

- Overview on submission of application via eGMS
- Checklist for submission of application
- **Part I** Introduction of eGMS *and* Account registration
- **Part II** How to submit an application?
- **Part III** Action required under different application status
- **Part IV** Delegation of Principal Applicant (PA)
- **Summary and key points**

# Overview on submission of application via eGMS



# Overview on submission of application via eGMS (Cont'd)

- After **AI's RO has submitted your application** to RFS, you will receive the **acknowledgement email** as follows -

**Subject:** eGMS - TMP01434: Successful Submission of Grant Application

Dear Prof UNIA PA,

This email is to acknowledge receipt of your grant application titled **2023 -Testing-Revised Budget 2** (TMP01434) which has been successfully submitted to the Research Fund Secretariat, Health Bureau, HKSAR.

An official number **xx23xxxx** has been assigned to this application. Please quote this number for enquiry in future.

Please note all future correspondence about this application, including announcement of funding result, will be sent to your email address entered in this application.

The results of this application round will be announced in Sep/ Oct 2024 (tentative).

Thank you.

eGMS Administrator

This is a computer-generated email sent from the eGMS. Please do not reply. For enquiries, please email to [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk).

# Checklist for submission of application

Have you read the  
Guidance Notes and  
Explanatory Notes?

1

Do you have an  
eGMS account  
with PA role?

2

Have you  
downloaded the  
correct proposal  
template?

3

Do you have all  
Co-applicants'  
information?

4



# **Part I – Introduction of eGMS and Account registration**

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# **Part I (a) - Introduction of eGMS**

# Overview

- **Login page:** <https://rfs.healthbureau.gov.hk/eGMS/>

The screenshot shows the eGMS login and registration interface. On the left, under 'Login to eGMS', there are input fields for 'Email' and 'Password'. Below the 'Email' field is the text 'Your login email is your email address.' There is a 'Login' button, a 'Forgot your password?' link, and a 'Forgot your login?' link. A large green button with a smartphone icon says 'Login with iAM Smart'. Below this is a 'More Info >' link. At the bottom left is a 'Frequently Asked Questions' link. On the right, under 'Account Registration (FOR APPLICANTS ONLY!)', there are two buttons: 'Register for Principal Applicant Account' and 'Register for Co-Applicant Account'. Below these is a section titled 'Notes to Grant Review Board (GRB) Members/ External Reviewers' with a paragraph of text: 'eGMS account has already been registered for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)) if you have any questions.'

For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+ with Transport-Level-Security (TLS) protocol version 1.2. For details, please click [here](#).

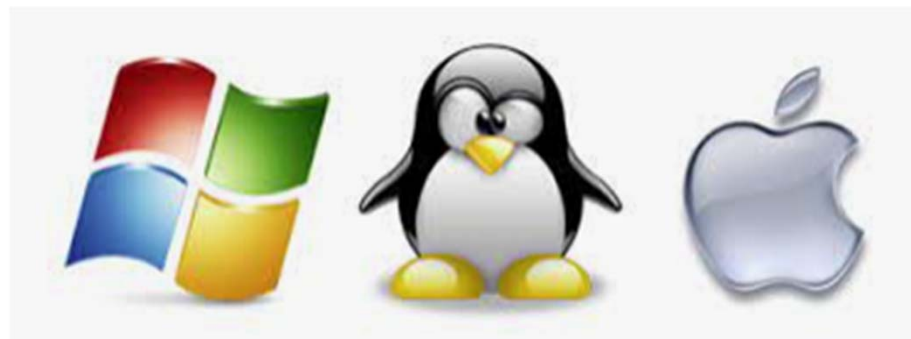


# Minimum system requirements

- Browser:   
- Enable Transport Layer Security (TLS) version 1.2 in the browser
- 1280 x 1024 Minimum Screen Resolution 
- Microsoft Office Word 2007 or above  
*(for opening MS Word files)* 

# Operating system requirements

- Microsoft **Windows** running 8.1/10
- Fedora **Linux** Core 7 or above
- Apple **Mac** OS x 10.5 or above





# **Part I (b) - Account registration**

# Account registration

- 1) New user to register for Principal Applicant (PA) account
- 2) Existing co-applicant (CoA) user to request PA's role
- 3) New user to register for CoA account
- 4) Existing eGMS user

# 1. New eGMS user, register for PA Account



Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Health Bureau, HKSAR.

This is an online platform for managing the funding applications administered by the Research Fund Secretariat. The system supports electronic submission of proposals, on-line management of approved projects and dissemination of project results.

All grant applications must be submitted via this system starting from the launch of eGMS in December 2014. By setting up one single eGMS account, you can submit multiple grant applications for funding administered by the Research Office of the Health Bureau.

A screenshot of the eGMS website's login and registration interface. The page is divided into two main sections. On the left, under the heading 'Login to eGMS', there are input fields for 'Email:' and 'Password:'. Below the email field is the text 'Your login email is your email address.' There are two links: 'Forgot your password?' and 'Forgot your login?'. A 'Login' button is present. Below this is a large green button labeled 'Login with iAM Smart' with a smartphone icon. At the bottom left of the login section is a link for 'Frequently Asked Questions'. On the right, under the heading 'Account Registration (FOR APPLICANTS ONLY!)', there are two buttons: 'Register for Principal Applicant Account' (highlighted with a red border and a red arrow) and 'Register for Co-Applicant Account'. Below these buttons is a section titled 'Notes to Grant Review Board (GRB) Members/ External Reviewers' with a paragraph of text: 'eGMS account has already been registered for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: egmsenquiry@healthbureau.gov.hk) if you have any questions.'

\*to be endorsed  
by RO of AI

For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+ with Transport-Level-Security (TLS) protocol version 1.2. For details, please click [here](#).

# 1. New eGMS user, register for PA Account (cont'd)

- Please do not register if you are an existing eGMS user.

You should not register for an eGMS account if

1. you are a **Grant Review Board Member** (your login email is your email address.); or
2. you are an **External Reviewer** (your login email is your email address.); or
3. you are a **Principal Applicant (PA)** and submitted application via eGMS before; or
4. you are a **Co-Applicant (CoA)** and signed an application via eGMS before; or
5. you have an eGMS account already.

Continue

Exit

# PA account registration



## Principal Applicant Account Registration

\*If you are an External Reviewer, you are **not** required to register for the PA account.  
To register an account, please complete the information below.  
(\*Optional field for registration)  
Notes:  
1. Your account will be activated after getting your Administering Institution's (AI's) endorsement via eGMS.  
2. Upon successful registration (i.e. after your AI's endorsement), a confirmation with your login and password will be sent to your email address provided below.  
3. Each Principal Applicant (PA) should register **ONE** account in eGMS only.  
4. If you have any queries or encounter difficulties relating to eGMS, please send email to [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk).

Please provide institutional email account

Please Select

Please enter the English name before the English translation of your Chinese name

Please Select

If you cannot find your AI from the pull down menu, please send email to [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)

Please enter number and name of street.

China - Hong Kong

Information collected will be used for statistical purposes only.

Password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet

Visual Audio

Regenerate

Please check this box to confirm that you have read and accepted the [Terms and Conditions](#) for the use of eGMS.

Submit Cancel

- Fill in all mandatory fields
- If you cannot find the Administering Institution (AI) from the pull-down menu, please send an email to [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)

**User needs to wait for AI to endorse the registration before he/she can login to the eGMS.**

**Note:**  
Each user will be assigned one account only.

- Set a password with 10 characters containing at least one digit, e.g. 0-9, and one alphabet, e.g. eur2ireig1.

# Successful PA account registration

- After receiving “eGMS – Account Registration” email, click “eGMS” to login

eGMS - Successful Account Registration for Principal Applicant: (The Name of Principal Applicant)

Dear (Name of Account holder)

Your registration as Principal Applicant in the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR is successful.

You can now submit your grant application via the eGMS by logging in to the eGMS ([\(eGMS URL\)](#)).

Please contact to the Research Fund Secretariat at [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk) if you have more than one login account in the eGMS.

Thank you.

eGMS Administrator

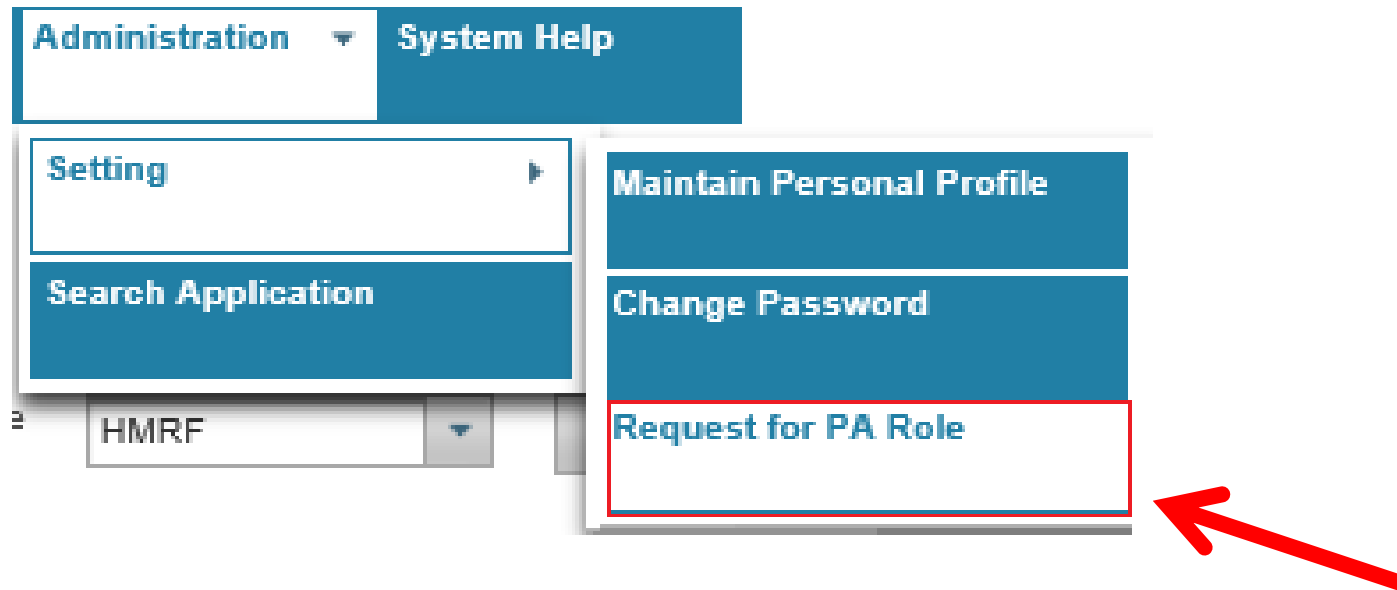
*This is a computer-generated email sent from the eGMS, please do not reply.*



## 2. Existing local CoA, request for PA role

*(For local CoA without PA role in his/her eGMS account)*

- Go to Administration > Setting > Request for PA role



## 2. Existing local CoA, request for PA role (cont'd)

*(For local CoA without PA role in his/her eGMS account)*

### Request for PA Role

Email	<input type="text"/>	Room / Floor	<input type="text"/>
Title	<input type="text"/>	Building	<input type="text"/>
Last Name	<input type="text"/>	Street	<input type="text"/>
First Name	<input type="text"/>	City / Area	<input type="text"/>
Location of Administering Institution	China - Hong Kong	Country / Region	CHINA - HONG KONG
Current Post	<input type="text"/>	Contact No.	<input type="text"/>
Unit / Department	<input type="text"/>	Fax	<input type="text"/>
AI	University of FHB	Authorised Role(s)	Co-Applicant
Affiliation		ORCID ID	<input type="text"/> 9999 - <input type="text"/> 9999 - <input type="text"/> 9999 - <input type="text"/> 9999
Gender*	<input type="radio"/> Male <input type="radio"/> Female		

This information is used for statistics only.

**Request PA Role**

**Request PA Role**

Your request will be forwarded to the Administering Institution for approval.



\*to be endorsed by RO of AI

# 3. New eGMS user, register for CoA account



Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Health Bureau, HKSAR.

This is an online platform for managing the funding applications administered by the Research Fund Secretariat. The system supports electronic submission of proposals, on-line management of approved projects and dissemination of project results.

All grant applications must be submitted via this system starting from the launch of eGMS in December 2014. By setting up one single eGMS account, you can submit multiple grant applications for funding administered by the Research Office of the Health Bureau.

### Login to eGMS


Email:

*Your login email is your email address.*

Password:

[Forgot your password?](#)

[Forgot your login?](#)

 **Login with iAM Smart**

[More Info >](#)

[Frequently Asked Questions](#)

### Account Registration *(FOR APPLICANTS ONLY!)*

#### Notes to Grant Review Board (GRB) Members/ External Reviewers

eGMS account has already been registered for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)) if you have any questions.

For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+ with Transport-Level-Security (TLS) protocol version 1.2. For details, please click [here](#).

### 3. New eGMS user, register for CoA account (cont'd)

- Please do not register if you are an existing eGMS user.

You should not register for an eGMS account if

1. you are a **Grant Review Board Member** (your login email is your email address.); or
2. you are an **External Reviewer** (your login email is your email address.); or
3. you are a **Principal Applicant (PA)** and submitted application via eGMS before; or
4. you are a **Co-Applicant (CoA)** and signed an application via eGMS before; or
5. you have an eGMS account already.

Continue

Exit

# CoA account registration

## Co-Applicant Account Registration

\*If you are an External Reviewer, you are not required to register for the CoA account.

Email

Please provide institutional email account

Title

Last Name

First Name

Location of Administering Institution  China - Hong Kong  Overseas

Current Post

Unit / Department

AI

Affiliation

To be completed by CoA whose affiliation is in Hong Kong and has been registered with the Secretariat. If you do not find your AI from the pull down menu, please complete affiliation below.

Room / Floor

Building

Street

Please enter number and name of street.

City / Area

Country / Region

Contact No.

Fax

ORCID ID  -  -  -

Gender\*  Male  Female

Information collected will be used for statistical purposes only.



Visual  Audio



- Fill in all mandatory fields

# Successful CoA account registration

- Please login with temporary password and reset the password.

eGMS - Account Registration for Co-Applicant: Mr COA unia  

Dear Mr COA unia,

Thank you for registering with the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR.

Please find the temporary password for accessing the electronic Grant Management System (eGMS):

Password: **[Temporary password]**

Login page: <https://rfs.healthbureau.gov.hk/eGMS/>

Please be reminded to set up a new password after logging in to the eGMS

Please contact to the Research Fund Secretariat at [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk) if you have more than one login account in the eGMS and have not merged these accounts into one account yet.

Thank you.

eGMS Administrator

*This is a computer-generated email sent from the eGMS. If you want to send a reply, please email to [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk).*

## 4. Existing eGMS user, request for CoA role

- Registration is NOT required.
- PA just needs to fill in relevant CoA's email address in Section 7 (Project Team) of e-Form. CoA's role will be added to that user account accordingly.



## **Part II - How to submit an application?**

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# Login

<https://rfs.healthbureau.gov.hk/eGMS/>

## 1. Login with email address

The screenshot shows the login interface for eGMS. On the left, under the heading "Login to eGMS", there are two input fields: "Email:" and "Password:". Both fields are circled in red. Below the "Email:" field is the text "Your login email is your email address." Below the "Password:" field are two links: "Forgot your password?" and "Forgot your login?". A "Login" button is positioned to the left of these links. Below the "Login" button is a large green button with a smartphone icon and the text "Login with iAM Smart". At the bottom left of the login section is a link "More Info >". At the bottom left of the entire page is a link "Frequently Asked Questions". On the right side of the page, under the heading "Account Registration (FOR APPLICANTS ONLY!)", there are two buttons: "Register for Principal Applicant Account" and "Register for Co-Applicant Account". Below these buttons is a section titled "Notes to Grant Review Board (GRB) Members/ External Reviewers" with a paragraph of text. A red box with a white background and black border is positioned at the bottom center, containing the text "Note: The account will be locked after 6 failed attempts". A red line points from the top of this box to the "Forgot your password?" link.

**Login to eGMS**

Email:


Your login email is your email address.

Password:

[Forgot your password?](#)

[Forgot your login?](#)

[Login](#)

 **Login with iAM Smart**

[More Info >](#)

[Frequently Asked Questions](#)

**Account Registration (FOR APPLICANTS ONLY!)**

[Register for Principal Applicant Account](#)

[Register for Co-Applicant Account](#)

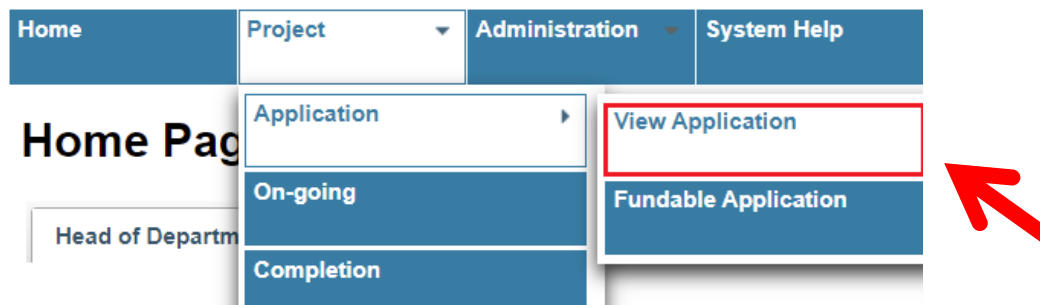
**Notes to Grant Review Board (GRB) Members/ External Reviewers**

eGMS account has already been registered for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)) if you have any questions.

**Note:**  
The account will be locked after 6 failed attempts

# Submit an application

- Go to Project > Application > View Application



Note:

Application function is only available during the application period.

# Submit an application (cont'd)

## Application

**Master List** **Application Call**

(1 of 1) 20

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
								-	-	-	-		

No records found.

Co-Applicant(s) Signed

Head of Department Signed\*

Finance Officer Signed

Research Officer Signed

Note:

- 1) No item on the “Master list” before PA submits his/her first application to the 2023 Open Call.
- 2) PA can view the endorsement status of CoA(s) and AI users of an application on the “Master List”.

# Submit an application (cont'd)

- Click “Application Call”

## Application

Master List **Application Call**

(1 of 1) << 1 >> 20 ▾

Year	Scheme	AOP	Announcement Date	AI's internal deadline	Closing Date	Actions
2023	HMRP	Public health, human health and health services Prevention, treatment and control of infectious diseases Advanced medical research Health Promotion	31 Oct 2023	N/A	29 Mar 2024	<a href="#">Web-based e-Form (see Notes 1 and 2)</a> <a href="#">Complete Web-based Online e-Form</a> <a href="#">Download - Section 10(a)-(h) Research Proposal Template</a> <a href="#">Download - Section 10(a)-(h) Health Promotion Proposal Template</a> <a href="#">Download - Section 17a (i) Excel Templates [Optional]</a> <a href="#">Download - Section 17a (ii) Excel Templates [Optional]</a> <a href="#">Download - Section 18a (i) Excel Templates [Optional]</a> <a href="#">Download - Section 18a (ii) Excel Templates [Optional]</a> <a href="#">Download - Response Letter Template (For Resubmission Only)</a>

Web-based e-Form (see Notes 1 and 2)

Complete Web-based Online e-Form

- [Download - Section 10\(a\)-\(h\) Research Proposal Template](#)
- [Download - Section 10\(a\)-\(h\) Health Promotion Proposal Template](#)
- [Download - Section 17a \(i\) Excel Templates \[Optional\]](#)
- [Download - Section 17a \(ii\) Excel Templates \[Optional\]](#)
- [Download - Section 18a \(i\) Excel Templates \[Optional\]](#)
- [Download - Section 18a \(ii\) Excel Templates \[Optional\]](#)
- [Download - Response Letter Template \(For Resubmission Only\)](#)

**Note:** Useful templates for completing Sections 10, 17 and 18 can be downloaded here.

# Submit an application (cont'd)

- Read all “ Terms and Conditions”

## Terms of Use

**Terms and Conditions**

The following terms and conditions (the 'Terms and Conditions') govern your use of the electronic Grant Management System (the 'System') provided by the Research Fund Secretariat (the 'RFS') of the Health Bureau, the Government of the Hong Kong Special Administrative Region (the 'HKSAR Government') and the information (the 'Information') and the functions (the 'Functions') contained on or available through the System (collectively the 'Services'). By accessing, using or downloading from the System or the Services, you agree to be bound by this Terms and Conditions, which the HKSAR Government may change from time to time without further notice to you. You are advised to read this Terms and Conditions carefully.

**Restrictions on Use**

You may not access, use, download, copy, print, display, link, frame, store for subsequent use, transmit or distribute any Information from the System, except as expressly provided in this Terms and Conditions. You may access the System and display, download, print the Information for non-commercial use, provided that you do not cause or permit the Information to be modified in any manner, including without limitation by removal of any copyright notice, disclaimer, warning or notice. You may link to the System, provided that the link targets the System homepage at the URL [rfs.healthbureau.gov.hk/eGMS](http://rfs.healthbureau.gov.hk/eGMS) that you deliver notice of the link, including the URL of each webpage containing the link, to the RFS.

**Risk and Security**

You acknowledge that you use the Services of the System at your own risk and shall bear all risks associated with the use of the Services. You acknowledge that, given the nature of the Web, we cannot guarantee that any transmission of any personally identifiable information and/or any other information under the Services is completely secure. By using or accessing the Services and in consideration of such access and use, you acknowledge that you are satisfied that the security features that the RFS has adopted are adequate for all your purposes.

**User Conduct**

You shall be held solely and fully liable for all losses and damages incurred to the HKSAR Government if:

- you upload, post, email, offer or otherwise transmit any information in respect of which you have no right (either proprietary, contractual, or fiduciary) to transmit or which is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, libelous, obscene, pornographic, invasive of privacy or public rights, illegal or otherwise objectionable;
- you impersonate any person or entity by way of transmitting any forged or manipulated information through the use of this System;
- you upload, post, email, offer or otherwise transmit any information that infringe any proprietary rights or intellectual property rights, including without limitation patent, trademark, trade secret, copyright of any party;
- you upload, post, email, offer or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, or any form of solicitation, except when expressly authorized to do so by us;
- you upload, post, email or otherwise transmit any information that contain software viruses or any other computer code, files or programs that would interrupt, destroy or limit the functionality of this System and/or computer software or hardware or telecommunications equipment constituting therein; and
- you interfere with or disrupt this System or servers or networks through which this System is functioning, or disobey any requirements, procedures, policies or regulations of such networks.

You acknowledge that the HKSAR Government or anyone acting on its behalf has no obligation to pre-screen any information submitted by you but it can exercise in its sole discretion the right (but not the obligation) to refuse or remove any information that is transmitted through this System, to remove any information that is considered to be objectionable, and to preserve and/or disclose any information if required to do so by law or in the good faith belief that such preservation or disclosure is reasonably necessary to, without limitation, comply with legal process, enforce its rights or respond to claims that any information violate the rights of third parties.

**PIN, Password and Username**

You may receive a password, a Personal Identification Number (PIN) and/or a username for use of the Services provided on the System. You undertake to keep the password, the PIN and the username as

You need to scroll through all the contents in the Terms of Use before you are able to click the check box below.

- I have read and agreed with the above Terms of Use.
- I understand that I have to read the Explanatory Notes and Guidance Notes for Research Grant Application before completing the application form.
- I understand that applications that are outside the funding scope, incomplete, inconsistent with the submission requirements, or insufficiently detailed will not be processed and may result in administrative withdrawal.
- I understand that I have to use the correct proposal template for research/health promotion project under Section 10, otherwise my application will not be processed.
- I understand that I have to state clearly the pre-set criteria for process and outcome evaluation based on the RE-AIM framework for health promotion project.
- I understand that agreement for newly approved grant will not be issued if I have not submitted the outstanding / overdue report(s) / certified financial statement(s) and audited account(s) / outcome evaluation questionnaire(s) for my other grants supported by the HMRF.

- Click the Check Boxes and “Continue”

# Submit an application (cont'd)

- Click the button and go to the relevant Section directly.

Save Submit

1 of 18 Next

Basic Information (1 to 5)	Potential Application (6)	Project Team (7)	Proposed Field, Keyword (8 to 9)
Project Proposal (10)	Project Duration, Timetable of work (11 to 12)	Budget Plan (13 to 14)	Ethics Approval (15)
CV (16)	Related Proposal and Track Records (17 to 18)	Nomination of Reviewers (19)	Declaration (20)

## Health and Medical Research Fund

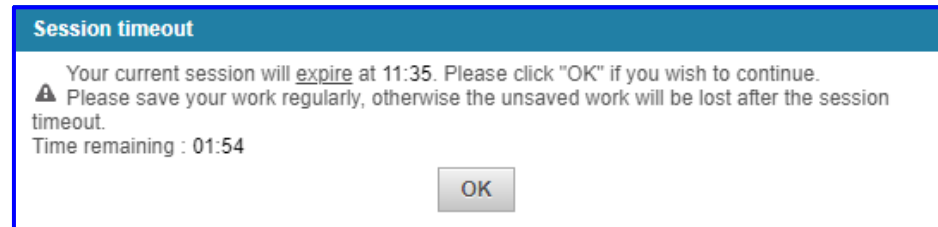
### GRANT APPLICATION FORM

*The information and personal data provided in the application form will be used by the Research Council, External Reviewers, the Grant Review Board, the Research Fund Secretariat and the relevant government department(s) or its authorised users for the purposes of assessing applications to the Health and Medical Research Fund (HMRF) or checking of plagiarism/duplicate funding. For successful applications, such information and personal data will also be used for project monitoring, research and statistical analysis, promotion, publicity and dissemination purposes as appropriate. Contents of the submitted application set out in Sections 1 to 7 and 13 with the status of project will be made available for public access once funding approval is offered.*

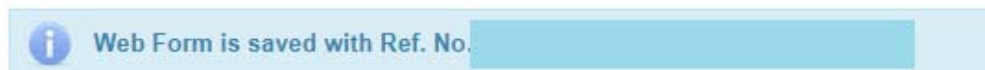
# Submit an application (cont'd)

## Note:

The system will be logged out if the application form has been idled for 20 minutes. There is no auto-save function. Please click the "Save" to save your work regularly.

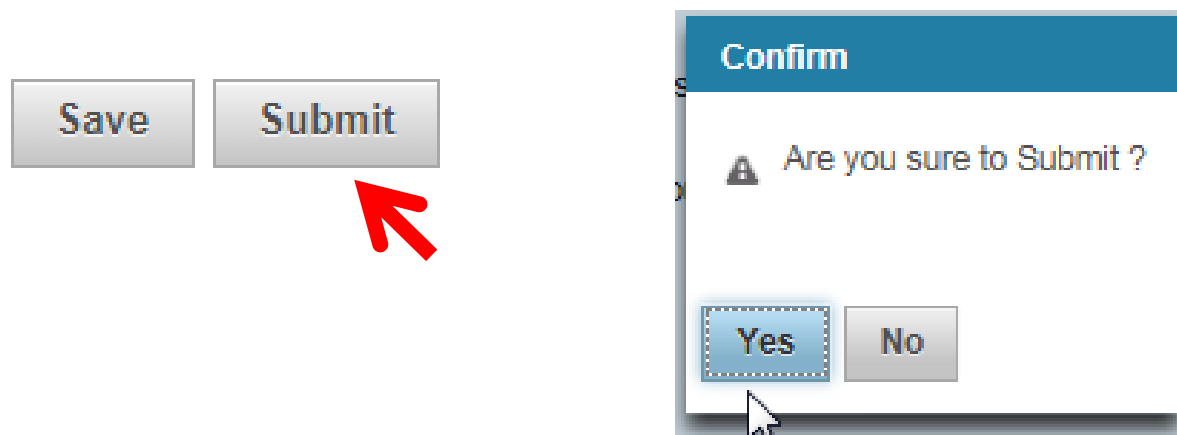


An acknowledgment message for 'Web Form is saved' with a temporary Ref. No. will be shown at the top.




# Submit an application (cont'd)

- Submit the application to CoA(s) (if any) and AI users



An acknowledgment message for 'Web Form is submitted' with a temporary Ref. No. will be shown at the top.

## Submit Web Form


 The Web form with Ref. No. [redacted] has been submitted. Your application is pending endorsement from Co-applicant(s), if any, and your Administering Institution users (i.e. Head of Department, Finance Office and Research Office). You can view the signing status on the Master List. You will receive an email notification with an official 8-digit reference number after your Administering Institution has submitted your application to the HMRF.

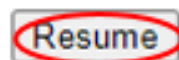


# Submit an application (cont'd)

- The e-form will only be checked after clicking the “Submit” button

## Submit Web Form

 Your Web Form is failed to submit and is saved with Ref. No. [REDACTED]  
Area of project - Proposed study is mandatory. Please complete.  
Section 1. Submission is mandatory. Please complete.  
Section 2. Funding Request is mandatory. Please complete.  
Section 3. The most relevant thematic priority is mandatory. Please complete.  
Section 4. Project Title is mandatory. Please complete.  
Section 5. Abstract of Project is mandatory. Please complete.




Click “Resume” to revise the e-Form


Only error free e-Form can be submitted successfully to CoA(s) (if any) and AI users.

# Submit an application (cont'd)

## - tooltips for filling the e-Form

- Read the Explanatory Notes
- Mouse over  to view the tooltips

Sample:

5. ABSTRACT OF PROJECT  *(Word limit: 250 words, in BMJ format)*

Abstract MUST be in BMJ format (max. 250 words) with the following headings: objectives; hypothesis to be tested; design and subjects; study instruments; interventions; main outcome measures; data analysis; expected results. For details, please refer to <http://www.bmj.com/about-bmj/resources-authors/house-style>.

# Section 1 submission (for re-submission):

Provide relevant information and documents in PDF format in the e-Form (file size limit: 800KB)

## 1. SUBMISSION

New Project

Re-Submission

(Quote Previous Ref. No.): [i](#)

Rating\* of previous submission to HMRF: [i](#)

Structured point-by-point response to GRB Assessment Report (GRB and Reviewers' comments using [standard template](#)): [i](#)


\*Only those with rating of 2 or above are eligible for re-submission.  
(In PDF format only and the maximum file size is 800KB)

Please refer to the relevant sections of Guidance Notes on resubmission

## Section 3 thematic priorities:

Select the most relevant thematic priority from the selection menu by clicking “Select”.

### 3. THEMATIC PRIORITIES

Please select the most relevant thematic priority\* 

*\*please refer to the Explanatory Notes for details of the thematic priorities*

Please Select

## Section 7 applicants (project team):

Add  Applicants

0	1	2	3	4	5	6	7
<b>Applicant 2</b>		<input type="button" value="Remove"/>	<input type="button" value="Move Down"/>				
Title (Prof/Dr/Mr/Mrs/Ms)		<input type="text"/>					
Last name		<input type="text"/>					
First name		<input type="text"/>					
Current post(s)		<input type="text"/>					
Department		<input type="text"/>					
Institution		<input type="text"/>					
E-mail		<input type="text"/> <input type="button" value="Confirm"/>					
ORCID ID		<input type="text" value="9999"/> - <input type="text" value="9999"/> - <input type="text" value="9999"/> - <input type="text" value="9999"/>					
No. of hrs/weeks on project		<input type="text"/>					
Role and Responsibility on the Proposed Project		<input type="text"/>					
<b>Applicant 3</b>		<input type="button" value="Remove"/>	<input type="button" value="Move Down"/>	<input type="button" value="Move Up"/>			
Title (Prof/Dr/Mr/Mrs/Ms)		<input type="text"/>					
Last name		<input type="text"/>					

- Select the number of CoA to be added to the proposal.
- Click “Remove” to remove the irrelevant CoA, if any
- Click “Move Down” or “Move Up” to rearrange the order of project team members.  
(Note: relevant CVs in **Section 16** will be reordered accordingly.)

# Section 10 project proposal:

Download the template by clicking the link  
or refer to Slide 28 for downloading the template

10. PROJECT PROPOSAL

Please attach (a) – (h) of the proposal (in PDF format only and the maximum file size is 600KB):

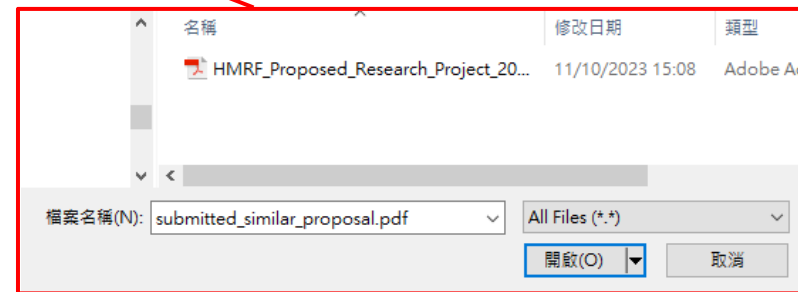
I confirm that I have used the correct proposal template for research/health promotion project under Section 10, and understand that my application will not be processed if incorrect proposal template has been used.

Please download the [Proposed Template for Research Project](#) from the Research Fund Secretariat website.

Note: please convert the  
Ms Word file to  
**PDF format**  
(file size limit: 600KB)



- Click the check-box  
→ click “Browse”  
to attach the research  
proposal.



Uploaded file name : [HMRF\\_Proposed\\_Research\\_Project\\_2023.pdf](#)

Delete File

## Example: Items to be declared for **Health Promotion projects**

### 10. PROJECT PROPOSAL

Please attach (a) – (h) of the proposal (in PDF format only and the maximum file size is 600KB):

- I confirm that I have used the correct proposal template for research/health promotion project under Section 10, and understand that my application will not be processed if incorrect proposal template has been used.
- I confirm that I have used the pre-set criteria for process and outcome evaluation based on the RE-AIM framework and understand that failing to do so will lead to the application being ineligible for further processing.

Please download the [Proposed Template for Health Promotion Project](#) from the Research Fund Secretariat website.

Download the template for Health Promotion projects by clicking the link  
or refer to Slide 28 for downloading the template

## Example: Items to be declared for projects with thematic priority of **Implementation Science**

### 10. PROJECT PROPOSAL

Please attach (a) – (h) of the proposal (in PDF format only and the maximum file size is 600KB):

- I confirm that I have used the correct proposal template for research/health promotion project under Section 10, and understand that my application will not be processed if incorrect proposal template has been used.
- I confirm that I have used the appropriate framework(s)/model(s) to analyse barriers and facilitators of implementation outcomes for research projects addressing the thematic priority of Implementation Science.

Please download the [Proposed Template for Research Project](#) from the Research Fund Secretariat website.

- Click “Attach” to upload additional materials to Section 10(i) and 10(j).
- Select the attachment type and fill in the description of the additional materials accordingly.
- Please attach the files referred in the proposal under Section 10 (i) (file size limit: 8MB).

10(i). Attachment(s) referred in the proposal

No.	Type	Description
		Example: Figures/tables – Preliminary data Diagram – Study flow chart Appendix – Questionnaires/Tools/Patient consent form
1.	<input type="text"/>	
2.	<input type="text"/>	
3.	<input type="text"/>	
4.	<input type="text"/>	
5.	<input type="text"/>	

Diagram/Figure/Table

Questionnaire/Tool

Patient consent form

Others

**Attach file(s)** ✕

1

2

3

4

5

Please attach the files in eGMS according to the order shown in the above table (in PDF format only and total file size should not exceed 8MB)



- Please attach other additional materials in Section 10(j) (file size limit: 5MB)

10(j). List of additional materials

No.	Type	Description
		Example: Ethics/safety approval(s) Consent for accessing third-party data Letters of collaboration from study partners Quotation of budget item(s)
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	Ethics/safety approval(s)	<input type="text"/>
4.	Consent for accessing third-party data	<input type="text"/>
5.	Letters of collaboration from study partners	<input type="text"/>
	Quotation of budget item(s)	<input type="text"/>
	Others	<input type="text"/>

**Attach file(s)** ✕

1

2

3

4

5

Please attach the files in eGMS according to the order shown in the above table (in PDF format only and total file size should not exceed 5MB)

## Section 13-14 budget plan:

- The summary of financial support requested is automatically filled after the cost details at Section 14 is completed.

### 13. SUMMARY OF FINANCIAL SUPPORT REQUESTED

	Year 1 (HK\$)	Year 2 (HK\$)	From Year 3 onwards (HK\$)	Total (HK\$)
Staff Costs	20000	20000	20000	60000
Other Expenses	5000	0	5000	10000
Equipment Cost	200000	300000	0	500000
<b>Sub-total</b>	<b>225000</b>	<b>320000</b>	<b>25000</b>	
<b>Grant Total</b>				<b>570000</b>

## Section 14 details of financial support requested:

- Fill in Section 14a “Staff details” according to the types of staff and the breakdown of heading. (The total cost of the item(s) will be calculated automatically by the system.)

14. DETAILS OF FINANCIAL SUPPORT REQUESTED  
14a. STAFF DETAILS

Types of Staff	Details of Posts				Monthly Salary \$ (M) or Hourly Rate (R)		Efforts on Project (E) % / Total Hours on Project (H)	No. of Months Required (D)	Staff Costs for Entire Project
	Rank	Pay Scale & Point	Part Time (P) or Full Time (F)	(A) No.	(B) HK\$	(C) % / H	(D)	AxB(M)xC(%)xD; or AxB(R)xC(H) HK\$	
Project Staff									
Staff 1	1	1	F	1	15000	M	100	2	30000
								0	0
								0	0
								0	0
								0	0
Other Supporting Staff (e.g. secretarial, clerical, administrative)									
Supporting Staff 1	1	1	F	1	15000	M	100	2	30000
								0	0
								0	0
								0	0
								0	0

- Fill in Section 14b “Staff details” the staff costs by the financial year. (The total cost of the item(s) will be calculated automatically by the system.)

**14b. STAFF COSTS** *(To the nearest HK\$)*

Types of Staff	Year 1 (HK\$)	Year 2 (HK\$)	From Year 3 onwards (HK\$)	Total (HK\$)
<b>Project Staff</b>				
Staff 1	10000	10000	10000	30000
				0
				0
				0
				0
<b>Sub-Total</b>	10000	10000	10000	30000
<b>Other Supporting Staff</b>				
Supporting Staff 1	10000	10000	10000	30000
				0
				0
				0
				0
<b>Sub-Total</b>	10000	10000	10000	30000
<b>Total Annual Costs</b>	20000	20000	20000	60000

- Fill in Section 14c “Other Expenses” by the financial year.
- (The total cost of the item(s) will be calculated automatically by the system.)

**14c. OTHER EXPENSES** *(To the nearest HK\$ and provide unit cost as far as possible)*

Please specify (itemise in detail)	Year 1 (HK\$)	Year 2 (HK\$)	From Year 3 onwards (HK\$)	Unit Price (HK\$)	No. of Unit	Total (HK\$)
Conference (i.e. Travel and subsistence) (Up to \$10,000)	5000	0	5000	5000	2	10000
Publication Costs (Up to \$20,000)						0
Reference Materials (Up to \$5,000)						0
Audit Fee (Up to \$5,000 if requesting at or below \$1,000,000 or \$10,000 if requesting over \$1,000,000)						0
Incentives for subjects						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>Total Annual Costs</b>	5000	0	5000			10000

- Fill in Section 14d “Equipment” in detail by the financial year. (The total cost of the item(s) will be calculated automatically by the system.)

14d. EQUIPMENT (To the nearest HK\$. Unit price under \$10,000 should be included in "Other Expenses")

Please specify (itemise in detail)	Year 1 (HK\$)	Year 2 (HK\$)	From Year 3 onwards (HK\$)	Unit Price (HK\$)	No. of Unit	Total (HK\$)
Equipment	200000	300000	0	100000	5	500000
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>Total Annual Costs</b>	200000	300000	0			500000

## Section 16 CV:

- Project team members should provide their ORCID ID in Section 7.  
The ORCID ID will then be auto-filled in this section.

### 16. CURRICULUM VITAE OF ALL APPLICANTS

Principal Applicant		
Title: <input type="text"/>	Last name: <input type="text"/>	First name: <input type="text"/>
ORCID ID: <input type="text"/>	<input type="text"/>	
Education/Training:		

## Section 17a (i) & (ii) – similar or related proposals:

1. Select “Yes” if applicable
2. (Optional)  
→ Click “Upload”  
to attach the Excel form.  
Please fill in either the e-Form  
or the Excel template for  
Section 17a (i) & 17a(ii).  
  
(Note: refer to Slide 28 for  
downloading the template)
3. Click “Browse” under  
each project to attach the  
supporting documents.

### 17. SIMILAR OR RELATED PROPOSALS

Attention: Failure to make declaration may lead to application not eligible for further processing and shall be subject to penalty as determined by the Research Council.

#### THIS APPLICATION

17a. (i) Have any of the applicants listed in Section 7 submitted this or a similar proposal to the HMRP or other funding agencies in the past three years?  YES  NO

Attention: Include all similar proposals in the past three years from the closing of other funding agencies (local or overseas), extensive changes or improvements to applications, the reviewers' comments.

Attach file(s)

No.	Project Title	Name of Applicant(s)	Project Ref. No.	Funding Agency
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

If yes, please provide the following details:-

No.	Project Title	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Decision / Rating
1					
	Previous application	<input type="button" value="Browse"/>	All comments raised by the funding agency and point-by-point responses to address these comments (if any in PDF format only and the maximum file size is 1MB)	<input type="button" value="Browse"/>	

Add  pages

(file size limit: 1MB)

(file size limit: 600KB)



## Section 18a (i) & (ii) – other applications and track record:

1. Select “Yes” if applicable
2. If the check-box for HMRF application is selected, and the grant is undertaken as a PA, an additional box for publication will appear for input
3. (Optional)  
→ Click “Upload” to attach the Excel form. Please fill in either the e-Form or the Excel template for Section 18a(i) or 18a(ii).  
  
(Note: refer to Slide 28 for downloading the template)

### 18. OTHER APPLICATIONS AND TRACK RECORD

Remove

18a. (i) Has the Principal Applicant (PA) listed in Section 7 been awarded grant(s) currently ongoing or completed from the HMRF or other funding agencies (local or overseas) in the past three years?  YES  NO

Details of grant(s) funded or undertaken by PA (in a PA or Co-Applicant (Co-A) capacity)

Please tick if this is HMRF application

No	Project Title	PA or Co-A	Project Title	Date (mm/yyyy)	Completion Date/ To be completed (dd/mm/yyyy)	Time Spent by PA on the Project (hrs/ %)
1		PA				%

Attach file(s)

Browse Upload Cancel

#	A	B	C	D	E	F	G	H
2	No.	Is HMRF application?	Project Title	PA or Co-A	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Amount
3	1							
4	2							
5	3							
6	4							
7	5							
8	6							
9	7							

Please give a summary of the similarities and differences between this application and the awarded project (400 words max)

Publications/ Scientific papers directly resulting from this grant:

# Section 19 nomination of non-local reviewers

(Optional) :

1. Select up to three non-local reviewers from the drop-down menu.
2. Fill in the details of the nominated reviewers.

CONFIDENTIAL

## NOMINATION OF NON-LOCAL REVIEWERS (For Internal Reference of the Research Fund Secretariat Only)

Ref. NO. (official use only)	
Project Title:	
Principal Applicant:	

19a The Principal Applicant can nominate up to three non-local reviewers whom they consider qualified to review this application. Nominated reviewers must be expert in the specialised fields and have experience in grant review. However, the final selection of non-local reviewers for any grant application is at the discretion of the Research Fund Secretariat.

**Reviewer #1**

Title (Prof/Dr/Mr/Mrs/Ms)

Last name

First name

Position

Department

Organisation

Address

Rm/Floor

Building

Street

Area / City

Country / Region

Postal Code

Telephone No.

Fax No.

Email

ORCID ID  -  -  -

Area of expertise

Group	Field
<input type="text"/>	<input type="text"/>
	Please specify: <input type="text"/>

(1) Add  experts

(2)



## **Part III - Action required under different application status**

---

# Edit “Temp Save” application

1. Click “Master List”

## Application

Principal Applicant Co-Applicant

Master List Application Call

(1)

Scheme HMRF Search

(1 of 1) 1 20

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
	Ref. No.						Temp Save	N/A	N	N	N		

(2)

2. Click “Temp Ref. No.” to edit the *e-Form*

# View “Pending Signature” application or “Revised Pending Signature” application

1. Click “Master List”
2. Click “N” if you wish to send reminder to CoA

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
							Pending Signature (2)	N	N	N	N		

eGMS - electronic Grant Management System -

### Co-Applicant List (3a)

Title	Last Name	First Name	Affiliation	Co-Applicant(s) Signed	Actions
			-	N	Re-Send

Confirm

⚠ Are you sure to re-send email to CoA?

Yes No (3b)

3. Click “Re-Send” & “Yes” for confirmation

# Edit “Pushed back” application

1. Click “Master List”

## Application

Principal Applicant **Co-Applicant**

Master List **Application Call**

Scheme: HMRF  Search

(1 of 1) << 1 >> 20

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
	Temp Ref. No. <input type="text"/>						Pushed Back <a href="#">Details</a>	Y	N	N	N		

2. Click “**Details**” to view the “pushed back” reason(s)
3. Click “**Temp Ref. No.**” to edit the e-Form

**Details**

⚠ Pushed back by Dr UNIC Dh1

Reason(s):

Invalid application

Close

# Summary of the application status

- *Temp Save*  
Application saved in eGMS but not yet submitted to AI users (i.e. Head of Dept, Finance Officer, Research Officer).
- *Pending Signature*  
Application is submitted and pending endorsement from CoA(s) (if any) and/or AI users.
- *Pushed back*  
Application has been pushed back by AI user(s) and is pending revision from PA.
- *Revised Pending Signature*  
Pushed back application revised and re-submitted to AI users. CoA(s) (if any) do not need to sign such revised application.
- *Submitted to Research Fund Secretariat*  
Application has been endorsed by CoA(s) (if any) and AI users and submitted to Research Fund Secretariat (RFS) by AI's RO.



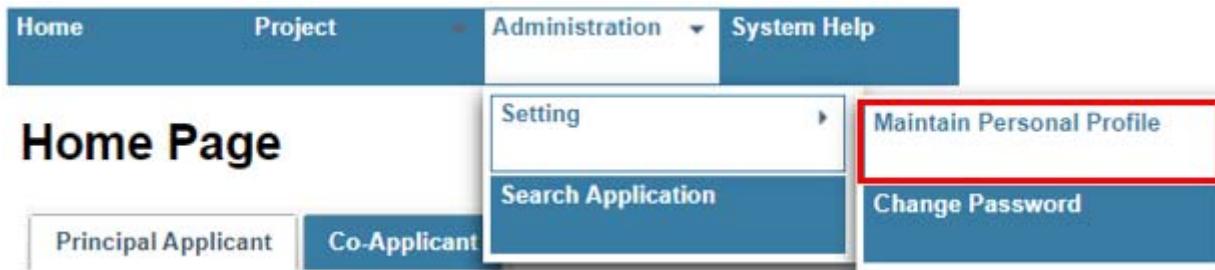
## **Part IV – Delegation of PA**

---

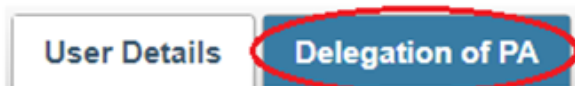


# Delegation of PA

- Go to Administration > Setting > Maintain Personal Profile



- Click “Delegation of PA”
- ## Maintain Personal Profile



Email	<input type="text"/>
Title	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

# View “Delegation of PA”

- View “Delegation List” and “Delegation History”

## Maintain Personal Profile

User Details

Delegation of PA

### Assign Delegate

Email

Start Date

End Date

Assign Delegate

If your delegate is not an existing user in eGMS, please create an user.

Create Delegate

### Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
				Edit

Save

Export to CSV

### Delegation History

(1 of 1) << 1 >> 20

Action Time	Action Performed	Delegate Name	Email	Delegate Period
	Delete			
	Add			

# Update “Delegation of PA”

## Maintain Personal Profile

User Details | Specialty (HMRF) | Delegation of PA

### Assign Delegate

Email

Start Date

End Date

Assign Delegate

If your delegate is not an existing user in eGMS, please create an user.

Create Delegate

Create delegate if the delegate does not exist in the eGMS

### Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
				Edit

Save | Export to CSV

Edit and delete delegate

# Delegation of PA



PA's delegate can fill in e-form / save the e-form during the delegation period

eGMS user



Only **PA** can submit to AI users

PA role user

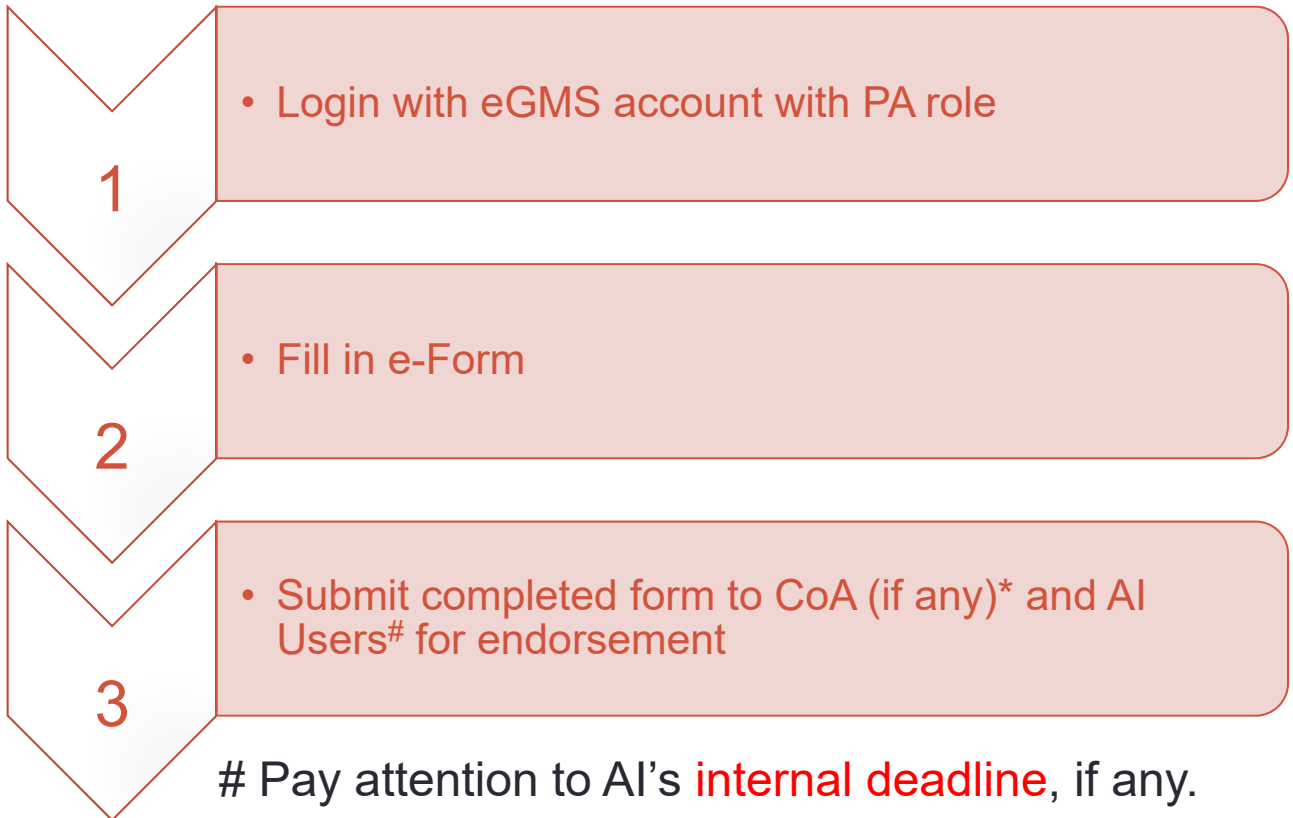


# Summary and key points

Prepare the application **as soon as practicable** to avoid any unforeseen situations.

# Application procedure summary

Application Status



Temp Save

Pending Signature

# Pay attention to AI's **internal deadline**, if any.

\* It is always PA's responsibility to collect CoAs' electronic signature. If CoA's **physical signature** is attached (Examples) in **Section 20**, CoA's electronic signature is not required.

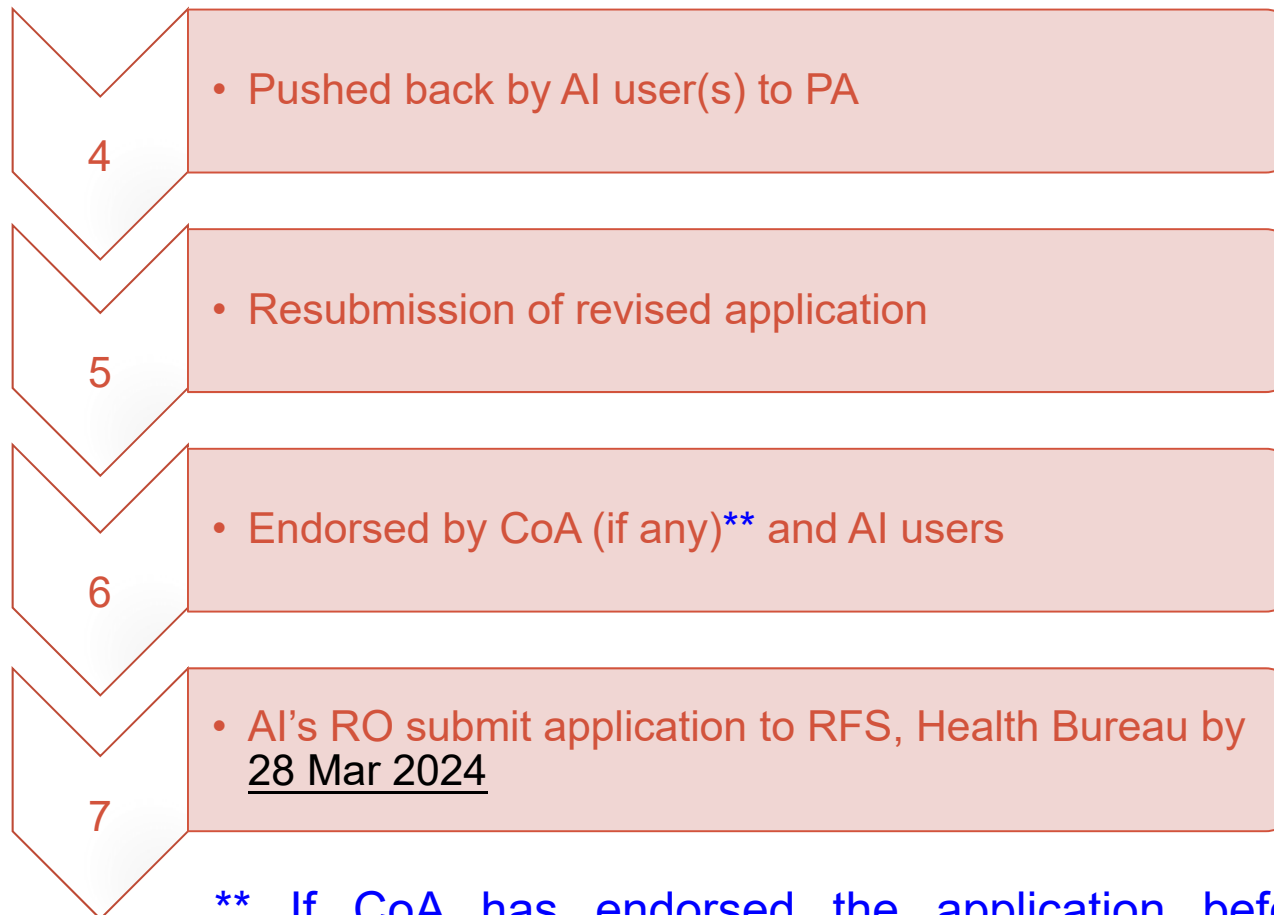


CoA's signature



CoA's email

# Application procedure summary



## Application Status

Pushed Back

Revised Pending Signature

Submitted to Research Fund Secretariat

\*\* If CoA has endorsed the application before the application is pushed back by AI user(s) to PA, CoA is not required to endorse the revised application again.

## Attention:

- Please save your application regularly as the system will be logged out if the e-Form has been idled for 20 minutes.
- The validation checking can only be done when you submit your e-Form to the RO of your institution/ hospital.
- Applicants are required to read the Training Manual carefully and **reserve sufficient time** for amending any errors discovered during validation checking at the time of submission.
- Pay attention to AI's **internal deadline**
- The PA's email address entered in the e-Form will be used by the RFS for **all communication relating to the application, including announcement of result.**



## Attention:

- Use the correct template under Section 10 for the particular Area of Project below –
  - for **Public health, human health and health services** or **Prevention, treatment and control of infectious diseases** or **Advanced medical research** project, please use template “Proposed Research Project”

### **2023 HMRF Open Call – Research Proposal**

#### **10. PROPOSED RESEARCH PROJECT**

- for **Health promotion** project, please use template “Proposed Health Promotion Project”

### **2023 HMRF Open Call – Health Promotion Proposal**

#### **10. PROPOSED HEALTH PROMOTION PROJECT**

# Need help?

RFS website: <https://rfs.healthbureau.gov.hk/>

- [Explanatory Notes](#) + Quick Guide
- RFS contact
  - Email: [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)
  - Tel: 3427 3344



**Thank you!**

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