

Points to note (1)

Submission of applications

- Submit applications via **eGMS** by **31 March 2015 (18:00 HKT)**
- Pay attention to **internal deadline**, if any, set by your AI
- Up to **two** applications (new or resubmission) for each PA
- Prepare applications **as soon as practicable** to avoid unforeseen situations
- **DO NOT** use the offline e-Form for 2013 HMRF Open Call
- **All co-applicants, Department Head, Finance Office and Research Office** must endorse on the application
- Application with incomplete signatures may not be considered
- **Acknowledgement email** to PA once his/her application has been submitted to RFS.

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Points to note (2)

- Grant ceiling: **\$1.2M/project**
- Audit fee allowable:
 - **\$5,000/project** for grant between \$100,001 and \$1M
 - **\$10,000/project** for grant over \$1M
- Indicate the **thematic priority(ies)** in Section 5 of the application

Points to note (3)

Resubmission of applications

- For proposal declined in the last submission:
 - Address previous **ERs/GRB comments**
 - To be assessed on the **continued relevance** of the application with respect to knowledge gap, policy needs, translational value and prevailing thematic priorities at the time of resubmission
 - Having satisfactorily addressed previous comments is **not** a guarantee of funding
- For proposal previously declined by other funding agencies, grant application should contain:
 - **All comments** raised by the funding agency
 - PA's **responses** to address these comments
 - The **revised proposal** with highlights of changes made
 - **Detailed explanation/ justifications** if no change is made in the research proposal

Points to note (4)

Regulatory/ethics approval

- Submit ethical/safety/regulatory approvals within **12 weeks** after the announcement of funding decisions
- For clinical trials, confirm with Department of Health if a **Clinical Trial Certificate/Medicinal Test Certificate** is required as early as practical (preferably during the submission of application to the HMRF) to avoid delay in project commencement.
- Ensure that the protocol/scope approved by the relevant regulatory body/IRB is the **same** as that approved by HMRF

Points to note (5)

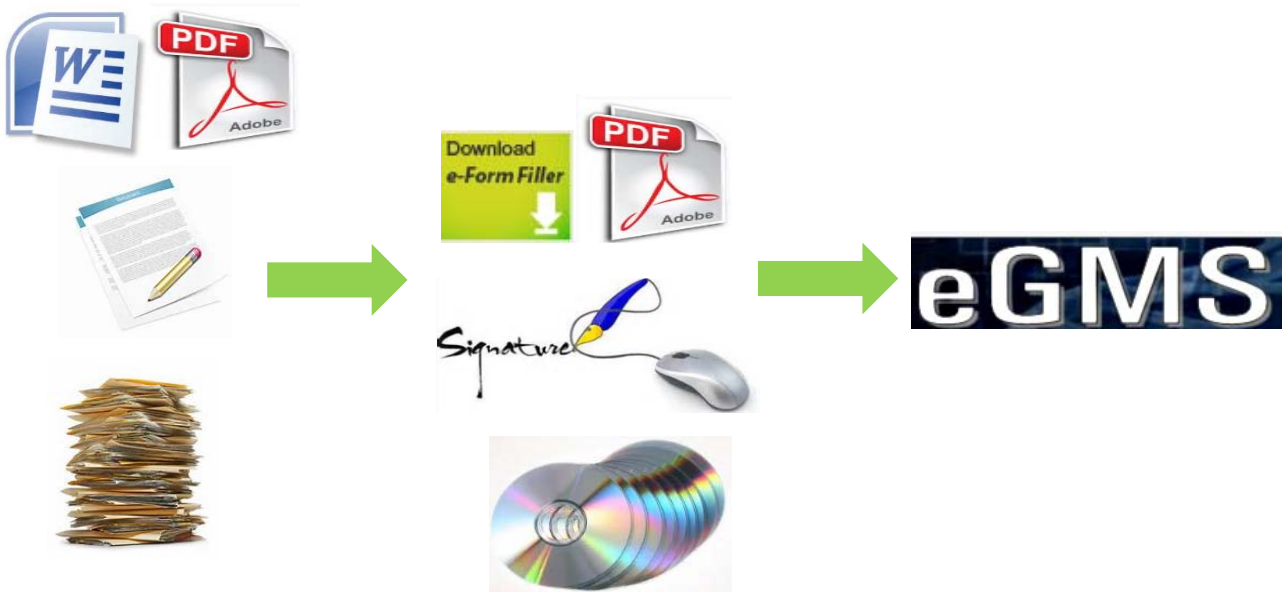
Applicants

- Track record of the whole project team as a whole will be considered and priority will be given to PA with **demonstrable capability** in research leadership
- If PA plans to depart from his/her AI, inform the Secretariat **immediately** with a **replacement plan** or the application will be disqualified

Online submission

• Requirement

Application **via eGMS** (<https://rfs.fhb.gov.hk/eGMS/>)



Online submission

- Operating System Requirements
Microsoft Windows running 2003/XP/Vista/7
Apple Mac OS x 10.5 or above
Fedora Linux Core 7 or above
- System Recommended browsers: **Microsoft Internet Explorer 8+ / Firefox 3.0+ / Safari 7+ (32-bit only)**

Online submission

eGMS
electronic Grant Management System

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

eGMS Account

Email :

Your login email is your email address.

Password:

[Forgot your password?](#)
 [Forgot your login email?](#)

Principal Applicant (PA) account is for PA to complete and submit application(s) to the funding schemes administered by the Research Office. Non-PA users can contact the Research Office (Email: egms@hksar.gov.hk) for registration of an eGMS account or add the PA role to your existing eGMS account.

[Frequently Asked Questions](#) v2.10(Soft Launch)

Recommended browsers: Microsoft Internet Explorer 8, 9 and 10 or Firefox 20+ or Chrome 32+ (32-bit only)

1. Email notification of account registration
2. Set the password with 8 to 10 characters containing at least one digit 0-9, one uppercase character, one lowercase character and one special/symbol character e.g.rFS@2345
3. Login with email address

Note: The account will be locked after 6 failed attempts

* If you do not have Principal Applicant (PA) account, please register here. The RO of your institution will verify your identity and endorse your registration via eGMS

Enquiry

the Research Office. Non-PA users can contact the Research Office (Email: egmsenquiry@fhb.gov.hk) for registration of an eGMS account or add the PA role to your existing eGMS account.

[Register for Principal Applicant Account](#)

[Frequently Asked Questions](#) v2.10(Soft Launch)

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[Frequently Asked Questions](#)

- Email: rfs@fhb.gov.hk
egmsenquiry@fhb.gov.hk
- Fax: 2102 2444