

Quick Guide for Completing the Electronic Application Form

(A) Minimum system requirements

To use the electronic Grant Management System (eGMS), your computer should meet these minimum system requirements -

1. IE 11 or Safari 7+
2. Enable Transport Layer Security (TLS) version 1.2 in the browser
3. 1280 x 1024 Minimum Screen Resolution
4. Microsoft Office Word 2007 or above (if MS Word Offline e-Form is used)

Operating system

1. Microsoft Windows 7/8
2. Apple Mac OS x 10.5 or above
3. Fedora Linux Core 7 or above

How to enable Transport Layer Security (TLS) in Internet Explorer?

1. Since old Transport Layer Security (TLS) versions may cause security risks, we highly recommend eGMS users to enable TLS version 1.2 in their browsers -

Internet Explorer

- (a) Open Internet Explorer.
 - (b) From the menu bar, click Tools (or click the gear icon at the top right hand corner) > Internet Options > Advanced tab.
 - (c) Scroll down to Security category, check the option box for Use TLS 1.2.
 - (d) Click OK.
 - (e) Close your browser and restart Internet Explorer.
2. If you are using Safari version 7 or above, TLS 1.2 is automatically enabled as there are no options for enabling SSL protocols.

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(B) Access to eGMS

1. Address: <https://rfs.fhb.gov.hk/eGMS/>
2. Login account: If you have not registered a Principal Applicant (PA) account in the eGMS, please register on the login page of the eGMS (see below) for endorsement by your Administering Institution (AI).

Login to eGMS

Email:

Your login email is your email address.

Password:

[Forgot your password?](#)

[Forgot your login?](#)

[Frequently Asked Questions](#)

Account Registration (FOR APPLICANTS ONLY!)

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

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

v2.60(Soft Launch)

(C) Completing Web-based Online e-Form

1. We strongly advise users to complete the application using Web-based Online e-Form as submission –

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Application

Home

Project

Administration

Setting

System Help

Head of Department

Principal Applicant

Application

Fundable Application

On-going

Completion

Search Application

*Applicable for HMRF application only

Click Project -> Application

Application

Head of Department

Principal Applicant

Master List

Application Call

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Actions

Web-based e-Form and MS Word e-Form (see Notes 1-3)

Complete Web-based Online e-Form

Upload MS Word Offline e-Form

Download MS Word Offline e-Form

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Click the tab "Application Call" under "Principal Applicant" tab

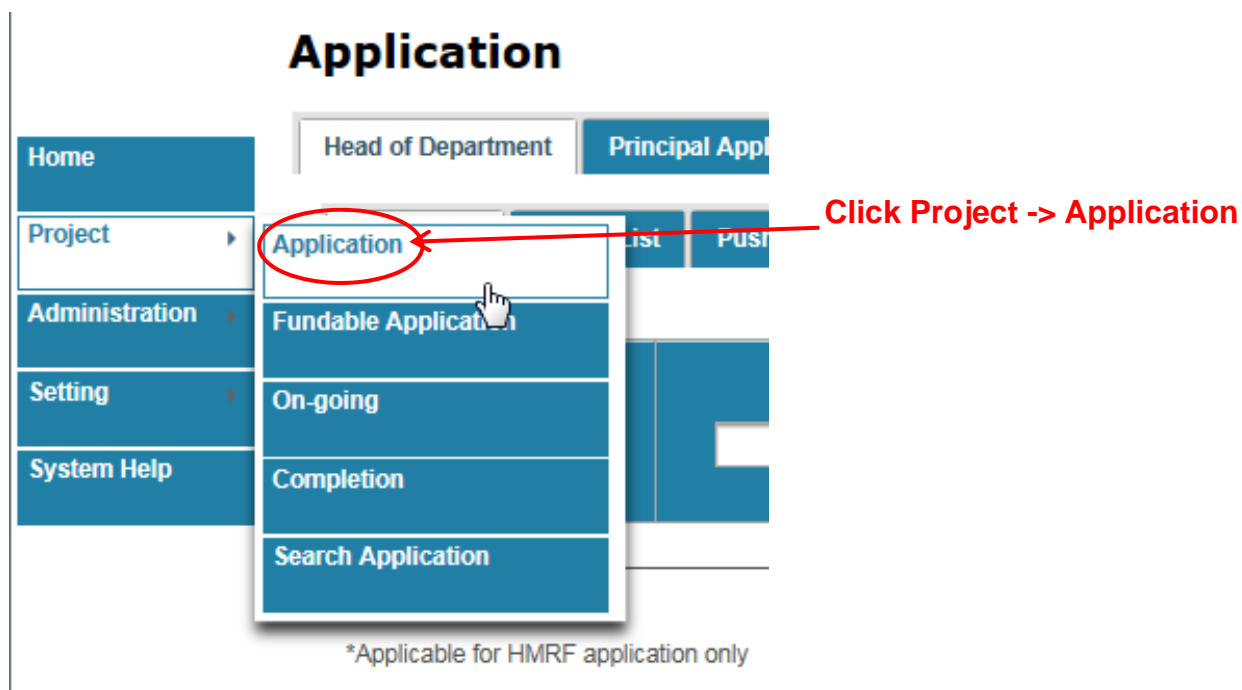
Click "Complete Web-based Online e-Form" to use the application form

2. Please reserve sufficient time for amending any errors discovered during validation checking at the time of submission.

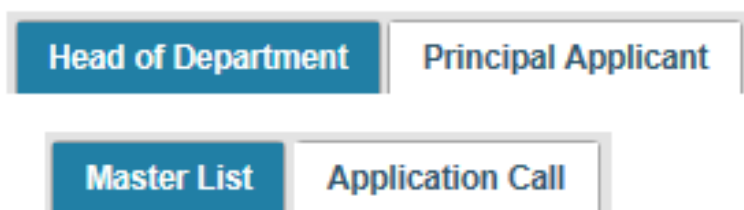
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(D) Downloading the MS Word Offline e-Form

1. If you do not have access to the eGMS (e.g. on duty trip), you may consider completing the MS Word Offline e-Form and then upload it to the eGMS when you get the access later.
2. The MS Word Offline e-Form can be downloaded as follows -

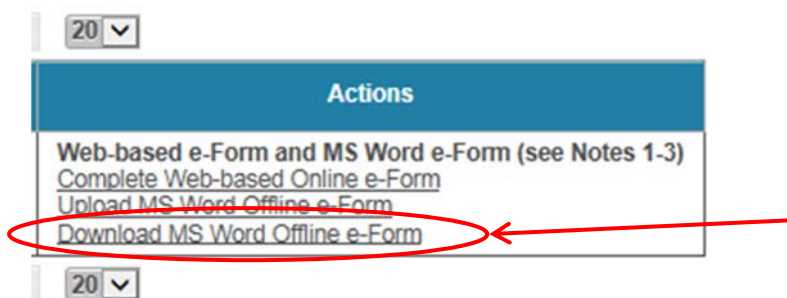


Application



Click the tab "Application Call" under "Principal Applicant" tab

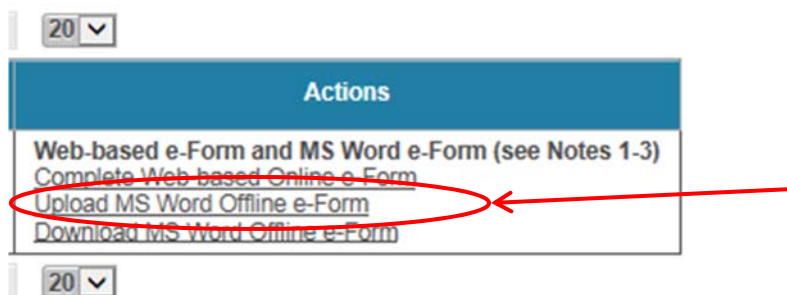
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Click “Download MS Word Offline e-Form” to download the application form

(E) Uploading the MS Word Offline e-Form

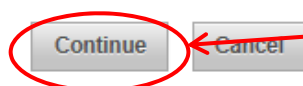
1. The procedures for uploading the MS Word Offline e-Form are as follows -



Click “Upload MS Word Offline e-Form” to Upload the completed Offline e-Form

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 incomplete, inconsistent with the submission requirements, or insufficiently detailed to allow external peer review will not be processed by the Research Fund Secretariat and may result in administrative withdrawal.
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Read the Terms of Use, tick the boxes and click “Continue”

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Upload Word Form

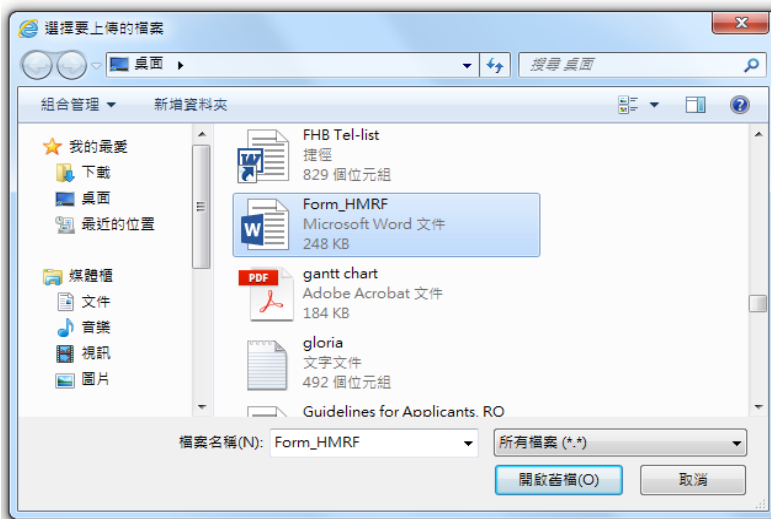
Scheme
MS Word Form

HMRF


Browse

Click "Browse" and select the completed Offline e-Form

Upload Cancel



Note: Only MS Word Offline e-Form can be uploaded. Error message will pop up if incorrect file is attached.

 This is an invalid MS Word Form.

2. Please reserve sufficient time for amending any errors discovered during validation checking at the time of submission.

(F) Need Help?

For enquiry, please contact the Research Fund Secretariat -

Email: rfs@fhb.gov.hk or

Fax: 2102 2444

- End -