

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

## **Training Manual for Administering Institution (AI) Users**

### **Project Monitoring Module**

If you have any queries or encounter difficulties relating to eGMS, please send email to [egmsenquiry@fhb.gov.hk](mailto:egmsenquiry@fhb.gov.hk)

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## Abbreviations

AI = Administering Institution

DR = Dissemination Report

eGMS = Electronic Grant Management System

EO = Executive Officer

FO = Finance Officer\*

FR = Final Report

IR = Interim Report

PA = Principal Applicant

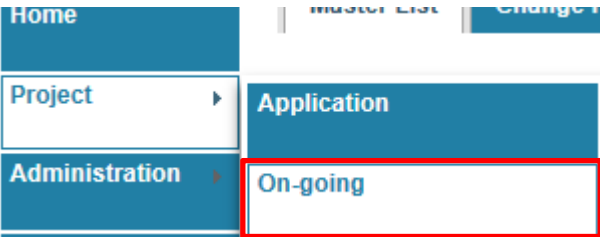

PR = Progress Report

RFS = Research Fund Secretariat

RO = Research Officer\*

\* *AI users*

**Endorsement of Interim Report (IR) (for RO only)**

 <p>Home   Master List   Change</p> <p>Project &gt;</p> <p>Administration &gt; <b>On-going</b></p>	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>																					
<p><b>On-going</b></p>  <p>Master List   <b>Action List</b>   Outstanding List   Pushed Back</p> <table border="1" data-bbox="223 743 997 996"> <thead> <tr> <th>Ref. No.</th> <th>Project Title</th> <th>Principal Applicant</th> </tr> </thead> <tbody> <tr> <td>11</td> <td></td> <td></td> </tr> <tr> <td><a href="#">13140511</a> </td> <td>HKU 0917 P1 (On-going)</td> <td>Prof HKU Pa1</td> </tr> </tbody> </table> <table border="1" data-bbox="191 1025 1050 1182"> <thead> <tr> <th>Type</th> <th>Change Request No.</th> <th>PR/IR No.</th> <th>Check-in-order List</th> <th>Checked</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0 Interim Report</td> <td></td> <td><b>IR1</b></td> <td></td> <td>N</td> <td>Endorse Push Back</td> </tr> </tbody> </table> <p>&lt;&lt; 1 &gt;&gt; 20</p>	Ref. No.	Project Title	Principal Applicant	11			<a href="#">13140511</a>	HKU 0917 P1 (On-going)	Prof HKU Pa1	Type	Change Request No.	PR/IR No.	Check-in-order List	Checked	Actions	0 Interim Report		<b>IR1</b>		N	Endorse Push Back	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Select “<b>Action List</b>”.</li> <li>- Click “<b>IR</b>” to view the Interim Report.</li> </ul>
Ref. No.	Project Title	Principal Applicant																				
11																						
<a href="#">13140511</a>	HKU 0917 P1 (On-going)	Prof HKU Pa1																				
Type	Change Request No.	PR/IR No.	Check-in-order List	Checked	Actions																	
0 Interim Report		<b>IR1</b>		N	Endorse Push Back																	

## Check-in-order List

User Name Ms Eoro HKU

Checked Date

Remarks

**Confirm Checked** Back Push Back

(1 of 1) << >>

Ref No.	User Name	Authorised Role(s)
---------	-----------	--------------------

### Step 3a (Optional):

Click “Check-in-order List” to

- View “checked” details, if any, entered by EO(RO), or
- Enter new entry for “checked” details.

### Step 3b:

Click “Checked Date” after entering the “checked” details in “Remarks”.

### Step 3c

Click “Confirm Checked” to save new entry.

Interim Report		IR1		Y	<b>Endorse</b> Push Back
Interim Report		IR1		N	Endorse Push Back

### Step 4a:

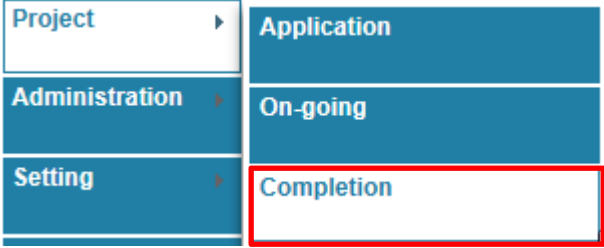
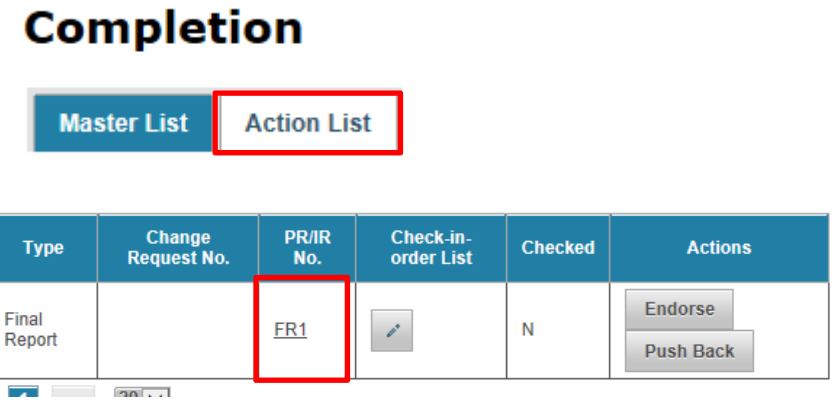
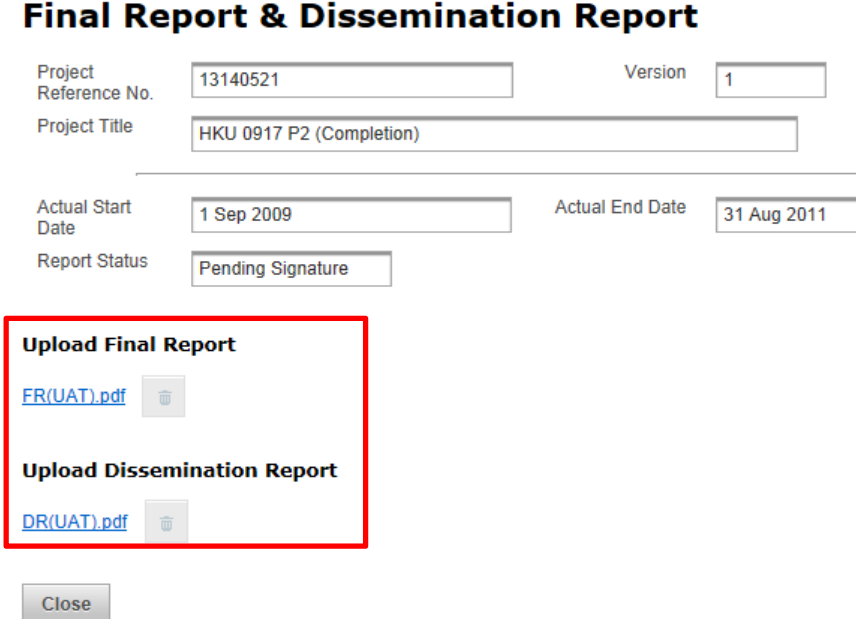
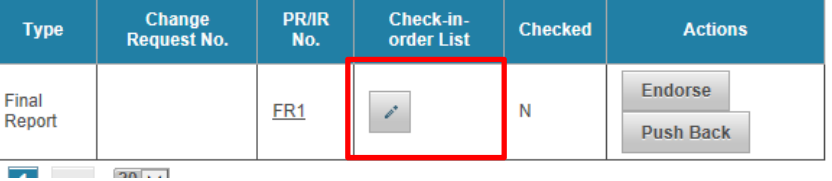
Click “Endorse” to endorse the Interim Report and submit the IR to RFS.

**OR**

### Step 4b:

Click “Push back” to request PA to revise the IR submission.

**Endorsement of Final Report (FR) (for RO only)**

	<p><b>Step 1:</b></p> <p>Go to Project &gt; Completion</p>
	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Select “Action List”.</li> <li>- Click “FR” to view the Final Report.</li> </ul>
	<p><b>Step 3:</b></p> <p>Click and preview the FR / DR.</p>
	<p><b>Step 4a (Optional):</b></p> <p>Click “Check-in-order List” to</p> <ul style="list-style-type: none"> <li>- View “checked” details, if any, entered by EO(RO), or</li> </ul>

### Check-in-order List

User Name Ms Eoro HKU

Checked Date

Remarks

**Confirm Checked** Back Push Back

(1 of 1) << >>

Ref No.	User Name	Authorised Role(s)
---------	-----------	--------------------

- Enter new entry for “checked” details.

Step 4b:

Click “Checked Date” after entering the “checked” details in “Remarks”.

Step 4c:

Click “Confirm Checked” to save new entry.

Type	Change Request No.	PR/IR No.	Check-in-order List	Checked	Actions
Final Report		FR1		N	<b>Endorse</b> Push Back

Step 5a:

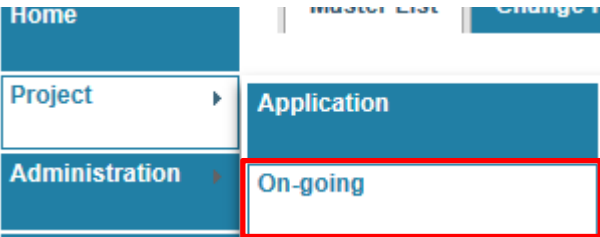
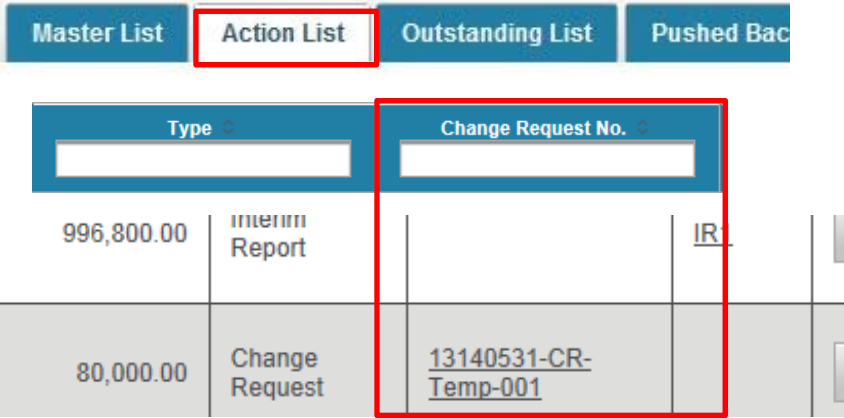
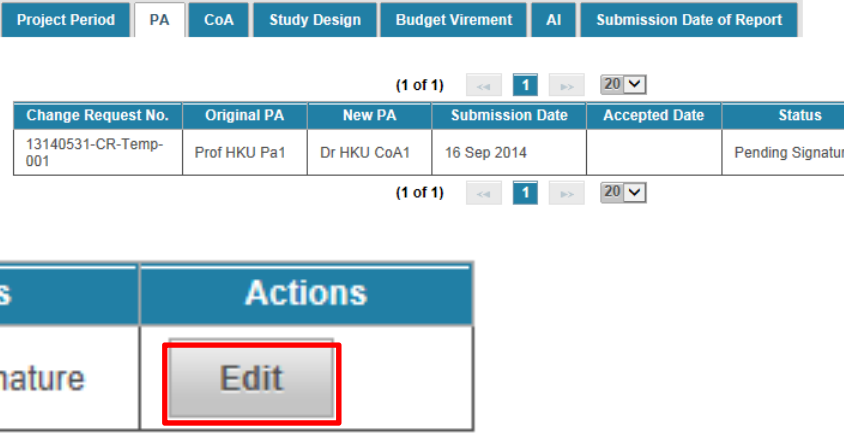
Click “Endorse” to endorse the Final Report and submit the FR to RFS.

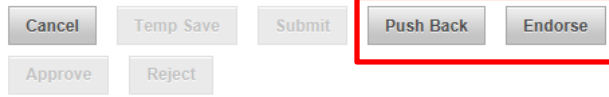
OR

Step 5b:

Click “Push back” to request PA to revise the FR submission.

**Endorsement of Change of Principal Applicant (for RO only)**

	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>
<p><b>On-going</b></p> 	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Select “<b>Action List</b>”.</li> <li>- Click the link under “<b>Change Request No.</b>”</li> </ul>
	<p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>- Select “<b>PA</b>”.</li> <li>- Click “<b>Edit</b>”.</li> </ul>



Step 4a:

Click “Endorse” to submit change request to RFS.

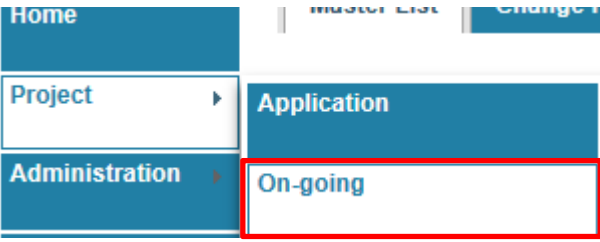
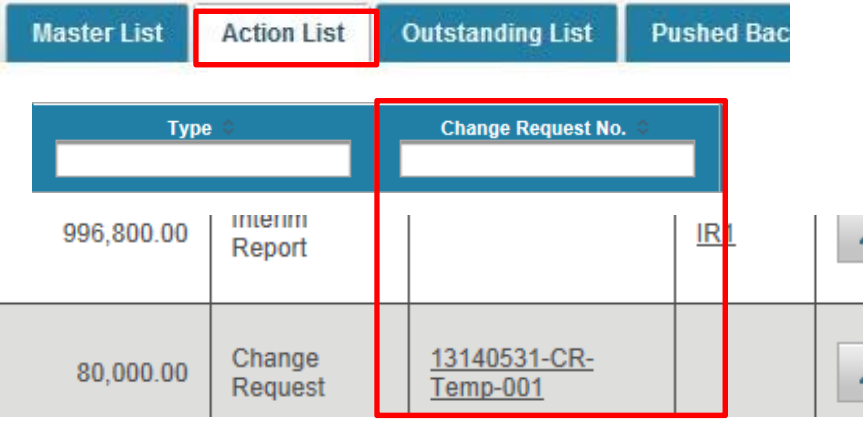
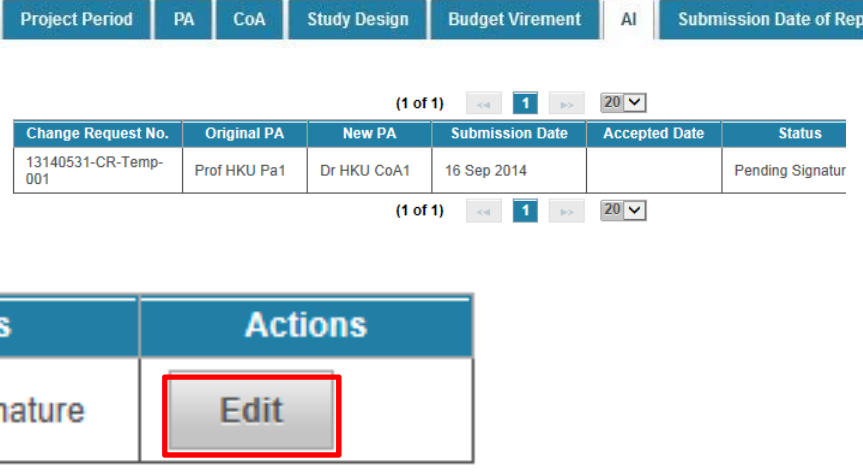
OR

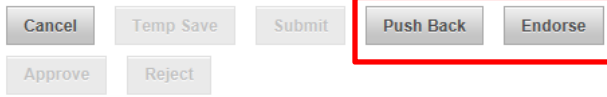
Step 4b:

Click “Push Back” to reject the change request from PA.



**Endorsement of Change of Administering Institution (for RO only)**

	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>
<p><b>On-going</b></p> 	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>Select “Action List”.</li> <li>Click the link under “Change Request No.”</li> </ul>
	<p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>Select “AI”.</li> <li>Click “Edit”.</li> </ul>

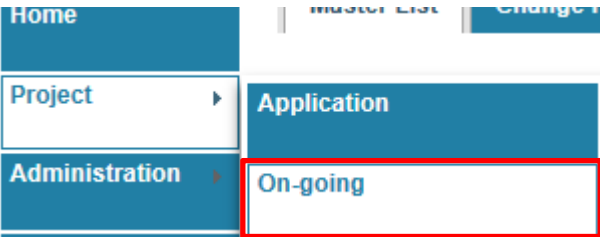



Step 4a:  
Click “Endorse” to submit change request to RFS.

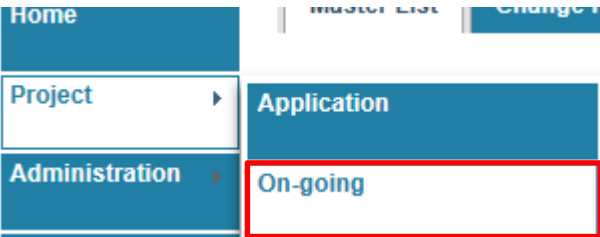
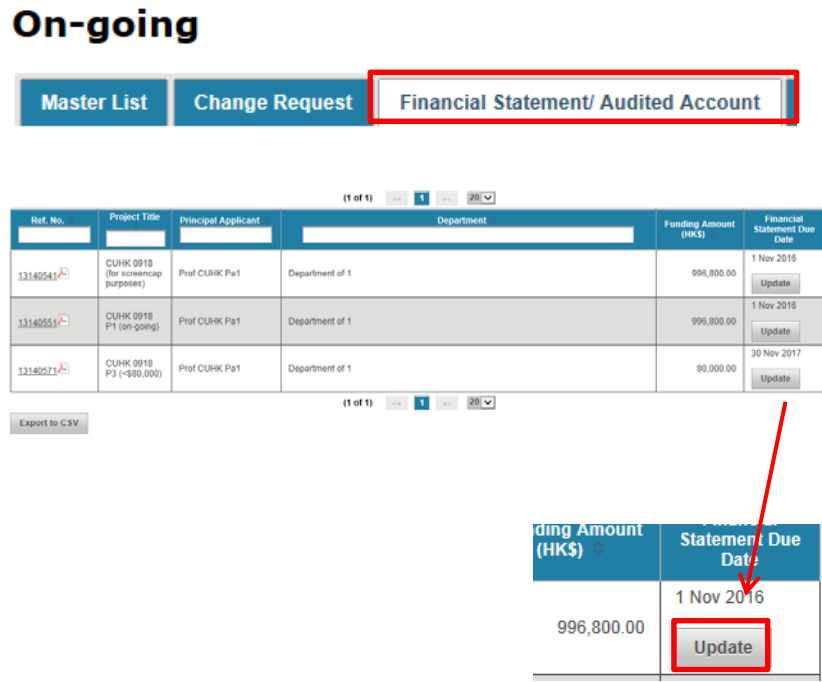
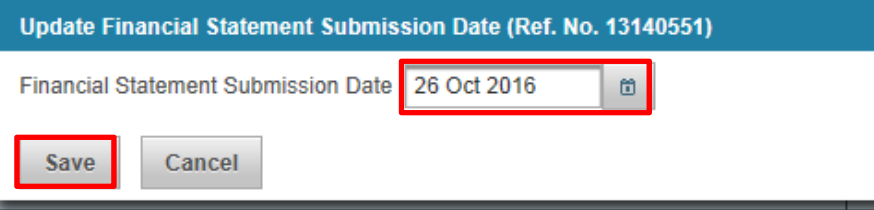
OR

Step 4b:  
Click “Push Back” to reject the change request from PA .

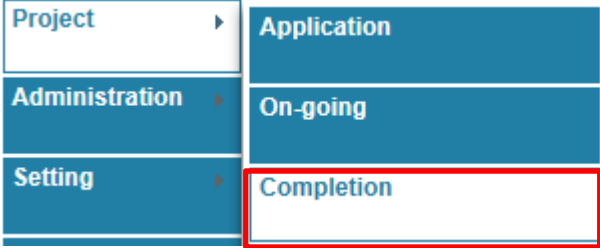
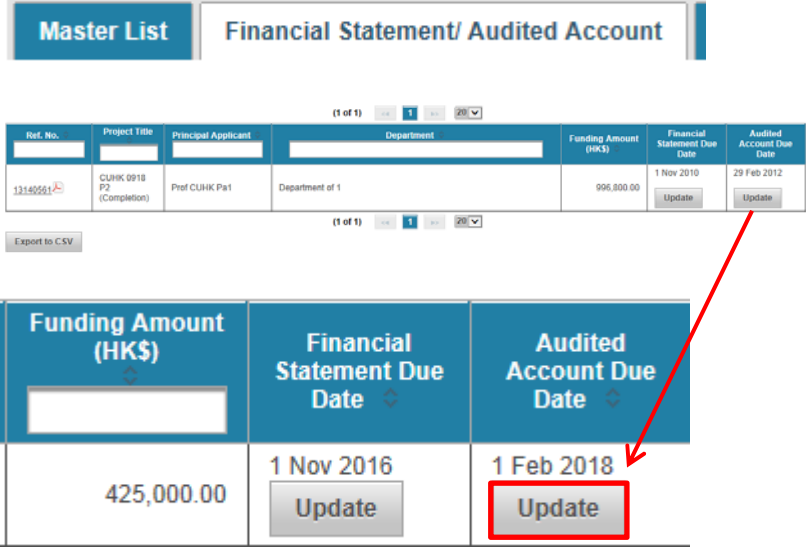

## Preview the Change Request

	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>															
<p><b>On-going</b></p>  <table border="1" data-bbox="199 698 1066 936"> <thead> <tr> <th>Outstanding Amount (HK\$)</th> <th>Status</th> <th>Start Date</th> <th>End Date</th> <th>No. of request submitted</th> </tr> </thead> <tbody> <tr> <td>996,800.00</td> <td>In progress</td> <td>1 Sep 2015</td> <td>31 Dec 2017</td> <td>2</td> </tr> <tr> <td>80,000.00</td> <td>In progress</td> <td>1 Sep 2015</td> <td>31 Aug 2016</td> <td>1</td> </tr> </tbody> </table>	Outstanding Amount (HK\$)	Status	Start Date	End Date	No. of request submitted	996,800.00	In progress	1 Sep 2015	31 Dec 2017	2	80,000.00	In progress	1 Sep 2015	31 Aug 2016	1	<p><b>Step 2:</b></p> <p>Select “Change Request”.</p> <p>Click the number under “No. of request submitted”.</p>
Outstanding Amount (HK\$)	Status	Start Date	End Date	No. of request submitted												
996,800.00	In progress	1 Sep 2015	31 Dec 2017	2												
80,000.00	In progress	1 Sep 2015	31 Aug 2016	1												

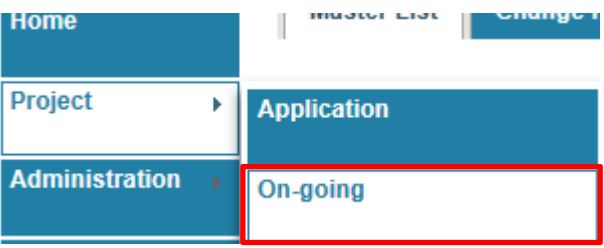
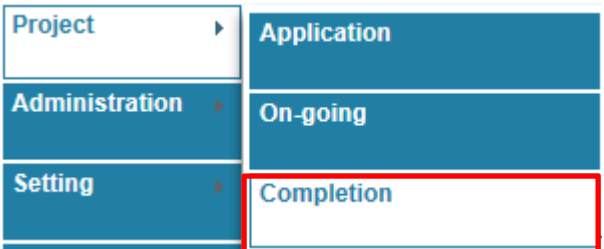
**Update Submission Date of Financial Statement (for FO only)**

	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>																								
 <table border="1" data-bbox="209 808 1024 990"> <thead> <tr> <th>Ref. No.</th> <th>Project Title</th> <th>Principal Applicant</th> <th>Department</th> <th>Funding Amount (HK\$)</th> <th>Financial Statement Due Date</th> </tr> </thead> <tbody> <tr> <td>13140541</td> <td>CUHK 0918 (for screencap purposes)</td> <td>Prof CUHK Pa1</td> <td>Department of 1</td> <td>996,800.00</td> <td>1 Nov 2016</td> </tr> <tr> <td>13140551</td> <td>CUHK 0918 P1 (on-going)</td> <td>Prof CUHK Pa1</td> <td>Department of 1</td> <td>996,800.00</td> <td>1 Nov 2016</td> </tr> <tr> <td>13140571</td> <td>CUHK 0918 P2 (~\$80,000)</td> <td>Prof CUHK Pa1</td> <td>Department of 1</td> <td>80,000.00</td> <td>30 Nov 2017</td> </tr> </tbody> </table>	Ref. No.	Project Title	Principal Applicant	Department	Funding Amount (HK\$)	Financial Statement Due Date	13140541	CUHK 0918 (for screencap purposes)	Prof CUHK Pa1	Department of 1	996,800.00	1 Nov 2016	13140551	CUHK 0918 P1 (on-going)	Prof CUHK Pa1	Department of 1	996,800.00	1 Nov 2016	13140571	CUHK 0918 P2 (~\$80,000)	Prof CUHK Pa1	Department of 1	80,000.00	30 Nov 2017	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Select “Financial Statement / Audited Account”.</li> <li>- Click “Update” of the respective project.</li> </ul>
Ref. No.	Project Title	Principal Applicant	Department	Funding Amount (HK\$)	Financial Statement Due Date																				
13140541	CUHK 0918 (for screencap purposes)	Prof CUHK Pa1	Department of 1	996,800.00	1 Nov 2016																				
13140551	CUHK 0918 P1 (on-going)	Prof CUHK Pa1	Department of 1	996,800.00	1 Nov 2016																				
13140571	CUHK 0918 P2 (~\$80,000)	Prof CUHK Pa1	Department of 1	80,000.00	30 Nov 2017																				
	<p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>- Update the submission date of the hard copy of Financial Statement to RFS.</li> <li>- Click “Save” to save the submission date.</li> </ul>																								

**Update Submission Date of Audited Account (for FO only)**

	<p><b>Step 1:</b></p> <p>Go to Project &gt; Completion</p>
	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Select “Financial Statement / Audited Account”.</li> <li>- Click “Update” of the respective project.</li> </ul>
	<p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>- Update the submission date of the hard copy of audited account to RFS.</li> <li>- Click “Save” to save the submission date.</li> </ul>

**Submission of Claim Form (for FO only)**

 	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going or</p> <p>Go to Project &gt; Completion</p>																																																															
<p><b>On-going</b></p> <p>Master List   Change Request</p> <table border="1"> <thead> <tr> <th rowspan="2">Ref. No.</th> <th rowspan="2">Project Title</th> <th rowspan="2">Principal Applicant</th> <th rowspan="2">Department</th> <th rowspan="2">Funding Amount (HK\$)</th> <th rowspan="2">Status</th> <th rowspan="2">Agreement Date</th> <th rowspan="2">Start Date</th> <th rowspan="2">End Date</th> <th colspan="4">Due Date</th> <th rowspan="2">Actions</th> </tr> <tr> <th>Interim Report</th> <th>Progress Report</th> <th>Final Report</th> <th>Financial Statement Due Date</th> </tr> </thead> <tbody> <tr> <td>13140561</td> <td>CUHK 0918 (for screencap purposes)</td> <td>Prof CUHK Pa1</td> <td>Department of 1</td> <td>996,800.00</td> <td>In progress</td> <td>8 Sep 2014</td> <td>1 Sep 2015</td> <td>31 Dec 2017</td> <td>1 Nov 2016</td> <td></td> <td>28 Feb 2018</td> <td>1 Nov 2016</td> <td>(Submission Date :28 Oct 2016)</td> <td>More</td> </tr> <tr> <td>13140551</td> <td>CUHK 0918 P1 (on-going)</td> <td>Prof CUHK Pa1</td> <td>Department of 1</td> <td>996,800.00</td> <td>In progress</td> <td>8 Sep 2014</td> <td>1 Sep 2015</td> <td>31 Aug 2017</td> <td>1 Nov 2016</td> <td>1 Dec 2015</td> <td>28 Feb 2018</td> <td>1 Nov 2016</td> <td></td> <td>More</td> </tr> <tr> <td>13140571</td> <td>CUHK 0918 P3 (&lt;80,000)</td> <td>Prof CUHK Pa1</td> <td>Department of 1</td> <td>80,000.00</td> <td>In progress</td> <td>8 Sep 2014</td> <td>1 Sep 2015</td> <td>31 Aug 2017</td> <td>1 Nov 2016</td> <td>1 Dec 2015</td> <td>30 Nov 2017</td> <td>30 Nov 2017</td> <td></td> <td>More</td> </tr> </tbody> </table> <p>Export to CSV</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid blue; padding: 5px;">Financial Statement</div> <div style="border: 1px solid blue; padding: 5px;">Actions</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid blue; padding: 5px;">1 Feb 2016</div> <div style="border: 1px solid red; padding: 5px;">More</div> </div>	Ref. No.	Project Title	Principal Applicant	Department	Funding Amount (HK\$)	Status	Agreement Date	Start Date	End Date	Due Date				Actions	Interim Report	Progress Report	Final Report	Financial Statement Due Date	13140561	CUHK 0918 (for screencap purposes)	Prof CUHK Pa1	Department of 1	996,800.00	In progress	8 Sep 2014	1 Sep 2015	31 Dec 2017	1 Nov 2016		28 Feb 2018	1 Nov 2016	(Submission Date :28 Oct 2016)	More	13140551	CUHK 0918 P1 (on-going)	Prof CUHK Pa1	Department of 1	996,800.00	In progress	8 Sep 2014	1 Sep 2015	31 Aug 2017	1 Nov 2016	1 Dec 2015	28 Feb 2018	1 Nov 2016		More	13140571	CUHK 0918 P3 (<80,000)	Prof CUHK Pa1	Department of 1	80,000.00	In progress	8 Sep 2014	1 Sep 2015	31 Aug 2017	1 Nov 2016	1 Dec 2015	30 Nov 2017	30 Nov 2017		More	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Select “Master List”.</li> <li>- Click “More”.</li> </ul>
Ref. No.										Project Title	Principal Applicant	Department	Funding Amount (HK\$)		Status	Agreement Date	Start Date	End Date	Due Date				Actions																																									
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13140571	CUHK 0918 P3 (<80,000)	Prof CUHK Pa1	Department of 1	80,000.00	In progress	8 Sep 2014	1 Sep 2015	31 Aug 2017	1 Nov 2016	1 Dec 2015	30 Nov 2017	30 Nov 2017		More																																																		
<p>More (Ref. No. 03140076)</p> <p>Please select</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid red; padding: 5px;">Claim for Reimbursement</div> <div style="padding: 5px;">Change Request</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="padding: 5px;">Financial Statement</div> </div>	<p><b>Step 3:</b></p> <p>Click “Claim for Reimbursement”</p>																																																															

### Claim for Reimbursement of Expenditure

Project Reference No.

Project Title

Start Date  End Date

Principal Applicant (PA)

Administering Institution (AI)

Funding Amount (HKD)  Accumulated Claim (HKD)

Available Amount (HKD)

Approved Amount

Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)
<input type="text" value="360,000.00"/>	<input type="text" value="65,000.00"/>	<input type="text" value="0.00"/>

(1 of 1) << >> 20

Claim Sequence	Submission Date to RFS	Submitted by	Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)	Total (HK\$)	Status	Received Date from RFS
No records found.								

(1 of 1) << >> 20

Accumulated Claim (HKD)

Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Available Amount

Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)
<input type="text" value="360,000.00"/>	<input type="text" value="65,000.00"/>	<input type="text" value="0.00"/>

**Create new claim form**    Export to C.SV

**Step 4:**

Click “**Create a new claim form**”.

Period of Claim (MMM YYYY)

From  To

Category	Item	Su	Mo	Tu	We	Th	Fr	Sa	Accumulative Claim (HK\$) (B)	Available Amount (HK\$) (C) = (A) - (B)
Staff Cost (Research Staff)	RA	1	2	3	4	5	6	7		360,000.00
		8	9	10	11	12	13	14		
Subtotal		15	16	17	18	19	20	21		
		22	23	24	25	26	27	28		
		29	30	31						

**Details**

**Step 5a:**

- Input claim period .

Category	Item	Approved Amount (HK\$) (A)	Accumulative Claim (HK\$) (B)	Available Amount (HK\$) (C) = (A) - (B)	Amount(HK\$)	Remarks
Staff Cost (Research Staff)	RA	360,000.00		360,000.00		
Subtotal					0.00	
Other Expenses	OE item 1	20,000.00		20,000.00		
Other Expenses	OE item 2	20,000.00		20,000.00		
Other Expenses	Conference	20,000.00		20,000.00		
Other Expenses	Audit Fee	5,000.00		5,000.00		
Subtotal					0.00	

- Input claim amount for the budget item(s).

**Staff Detail**

	No. (A)	HK\$/Month (B)	Effort on Project % (C)	No. of Months Claimed (D)	Adjustment (HK\$) (E)	Total (HK\$) (A*B*C*D)+(E)
Research Staff						
RA	<input type="text" value="1"/>	<input type="text" value="15,000.00"/>	<input type="text" value="100.0"/>			
Subtotal						0.00

Save    Close

- For staff cost, click “Details” and input claim amount for the budget item(s)

(Remarks: Adjustment (Column E) allows +/- \$1 adjustment for staff cost.)

Subtotal					
Equipment	Computer	20,000.00		20,000.00	
Subtotal					

Supplementary Information / Financial Statement (in PDF format only):

(1 of 1) << >> 10

Filename	Remove
No records found.	

**Attach**

Cancel Temp Save Submit

- Attach supplementary information (if any).
- Click “Submit” to submit the claim form to RFS.

OR

Step 5b:

Click “Temp Save” to save the claim form in the eGMS for submission later.

OR

Step 5c:

Click “Cancel” to cancel the submission action.

**Confirm**

**A**

In submitting the claim form, please note the following

- Reimbursed amount must be within the approved ceiling of each budget item, and no previous payment has been made.
- Spending should be in accordance with the approved budget and grant conditions. Prior approval is required for any changes, including change in staff mix and new budget items.
- Spending must be contained within the approved budget ceiling for these earmarked items: Audit Fee, Travel and Subsistence, Publ
- Flexibility will be allowed for:
  - overspending on one or more budget items provided that the accumulated overspending is within 10% of the approved budget
  - increase in monthly salary which is within 10% of the approved budget
- And on condition that the total expenditure for the respective category is kept within the approved budget ceiling.

Yes No

**Step 6**

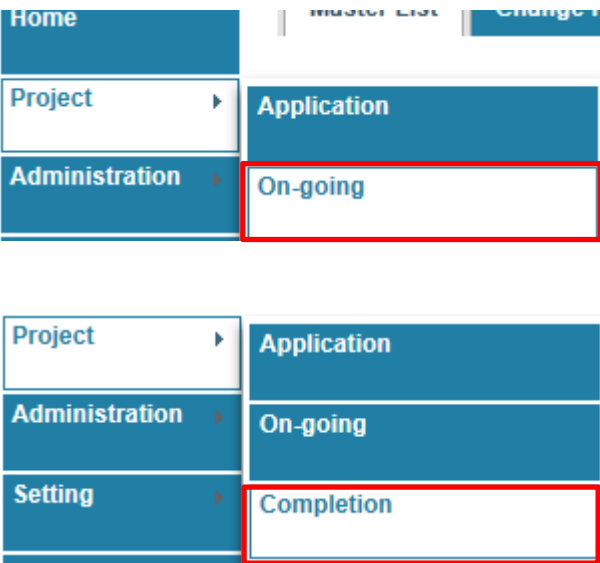
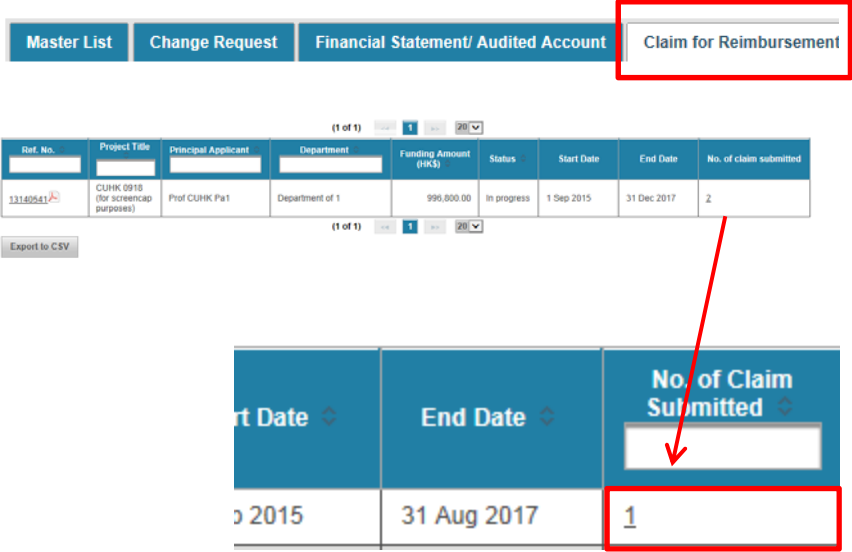
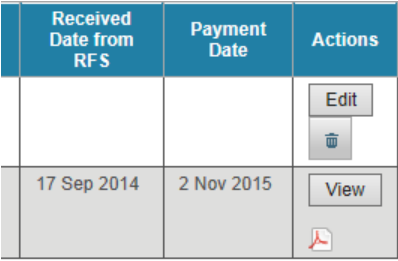
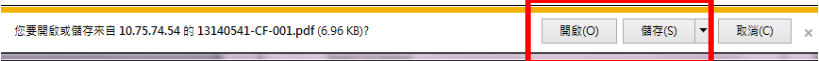
- Click “Yes” to confirm the submission the claim form to RFS..

**Step 7**

Send the hard copy of the claim form signed by PA and FO to RFS. Please refer to print function on P.15.



**Print the Claim Form (for FO only)**

 <p>The screenshot shows a navigation menu with three main sections: Project, Administration, and Setting. Under Project, 'Application' and 'On-going' are listed. Under Administration, 'On-going' is listed. Under Setting, 'Completion' is listed. The 'On-going' option under Project and the 'Completion' option under Setting are highlighted with red boxes.</p>	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going or</p> <p>Go to Project &gt; Completion</p>
<p><b>On-going</b></p>  <p>The screenshot shows the 'On-going' page with tabs for Master List, Change Request, Financial Statement/ Audited Account, and Claim for Reimbursement. The 'Claim for Reimbursement' tab is highlighted in red. Below the tabs is a table with columns: Ref. No., Project Title, Principal Applicant, Department, Funding Amount (HK\$), Status, Start Date, End Date, and No. of claim submitted. A row is visible with Ref. No. 13140541, Project Title CUHK 0910 (for screencap purposes), Principal Applicant Prof CUHK Pa1, Department Department of 1, Funding Amount 996,000.00, Status In progress, Start Date 1 Sep 2015, End Date 31 Dec 2017, and No. of claim submitted 2. Below the table is a filter section with 'Start Date' (2015), 'End Date' (31 Aug 2017), and 'No. of Claim Submitted' (1). The 'No. of Claim Submitted' field is highlighted in red.</p>	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Select “<b>Claim for Reimbursement</b>” tab.</li> <li>- Click the number under “<b>No. of Claim Submitted</b>”.</li> </ul>
 <p>The screenshot shows a table with columns: Received Date from RFS, Payment Date, and Actions. A row is visible with Received Date from RFS 17 Sep 2014 and Payment Date 2 Nov 2015. The 'View' button and a PDF icon are highlighted in the Actions column.</p>	<p><b>Step 3:</b></p> <p>Click the PDF icon to download the claim form.</p>
 <p>The screenshot shows a file dialog box with the text '您要開啟或儲存來自 10.75.74.54 的 13140541-CF-001.pdf (6.96 KB)?'. The '開啟(O)' (Open) and '儲存(S)' (Save) buttons are highlighted in red boxes.</p>	<p><b>Step 4:</b></p> <p>Click “<b>Open</b>” or “<b>Save</b>”.</p>

Attn: Secretariat Executive  
Research Fund Secretariat  
Research Office, FHB  
9/F, Rumsey Street Multi-storey Carpark Building  
2 Rumsey Street, Sheung Wan  
Hong Kong

**Health and Medical Research Fund**  
**Claim for Reimbursement of Expenditure**

Project Reference No. : 13140541  
Project Title : CUHK 0918 (for screencap)  
Project Commencement Date : 1 Sep 2015  
Project End Date : 31 Aug 2017  
Administering Institution (AI)  
(Payee Name) : The Chinese University of Hong  
Kong  
Period of Claim : From Sep 2015 To Sep 2015

**Details of Expenditure:**

Category of Expenditure	Amount (HK\$)	Remarks
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***Step 5:***

- Print pdf file for signature by FO and PA.
- Send the signed copy to RFS.