

Electronic Grant Management System (eGMS)

Training Manual for Co-Applicants (CoAs)

Application Module

If you have any queries or encounter difficulties relating to eGMS, please send email to egmsenquiry@fhb.gov.hk

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Abbreviations

AI = Administering Institution

eGMS = Electronic Grant Management System

EO = Executive Officer

DH = Department Head*

FO = Finance Officer*


PA = Principal Applicant

RFS = Research Fund Secretariat

RO = Research Officer*

* *AI users*

Registration for eGMS account (for new user only)

Co-Applicant Account Registration	
Email	<input type="text" value="xxx@xxx.xxx"/> <small>Please provide institutional email account</small>
Title	<input type="text" value="Mr"/>
Last Name	i.e. <input type="text" value="CHAN"/>
First Name	i.e. <input type="text" value="Tai-man, David"/> <small>Please enter the English name before the English translation of your Chinese name (e.g. D</small>
Location of Administering Institution	<input type="radio"/> Hong Kong <input type="radio"/> Overseas
Current Post	<input type="text"/>
Unit / Department	<input type="text"/>
AI	<input type="text" value="Please Select"/> <small>If you cannot find your AI from the pull down menu, please send email to egmsenquin@fhb</small>
Affiliation	<input type="text"/>
Room / Floor	<input type="text"/>
Building	<input type="text"/>
Street	<input type="text"/> <small>Please enter number and name of street.</small>
City / Area	<input type="text"/>
Country/ Region	<input type="text" value="Please Select"/>
Contact No.	<input type="text"/>
Fax	<input type="text"/>
Gender*	<input type="radio"/> Male <input type="radio"/> Female <small>Information collected will be used for statistical purposes only.</small>
Password	<input type="text"/>
Re-type Password	<input type="text"/> <small>Password must be 6 to 10 characters containing at least one digit from 0 to 9 and one alphabe</small>
Security Question	<input type="text"/>
Answer	<input type="text" value="Please Select"/> <input type="radio"/> Visual <input type="radio"/> Audio  <input type="button" value="Regenerate"/>
	<input type="checkbox"/> Please check this box to confirm that you have read and accepted the Terms and Conditio
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Step 1:

- Complete all fields except gender which is optional
- Click **“Submit”**

Notes:

- The email, title, last name and first name are completed automatically based on the information provided by PA in the application form. Please correct any incorrect information.
- The email domain must be listed in the AI’s domains / sub-domains if you are based in an Hong Kong institution.
- The format of password is: 6 to 10 characters containing at least one digit 0-9 and one alphabet, e.g. abc123
- If the AI is not in the pull-down menu, please fill in “Affiliation”

(Remark: Please contact PA if the email address is incorrect.)

Invitation Email from Principal Applicant on Endorsement of Grant Application

Subject: [RefNo] : Submission of Grant Application from [Name of PA]

Dear Sir/Madam,

This email is sent to inform you that a grant application has been submitted in the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Food and Health Bureau, HKSAR. Details are as follows:

- Temporary Reference Number: TMP00076
- Principal Applicant: Ms NGO2 Pa2
- Title: UAT 0924 P1 - Accept (Seed) (new CoA)

As you are the Co-Applicant of this application, your signature for this application is required.

Please click this link <https://rfs.fhb.gov.hk/eGMS/> to create a Co-Applicant account in eGMS.

If you have any questions, please contact the Principal Applicant.

Thank you.

eGMS Administrator

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

Step 1a:

Click the link to login to the eGMS.

Attention:

- New user has to go to Step 1 to create account
- Existing eGMS user can go to Step 2 directly after logging in to eGMS.

Endorsement of Grant Application



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 September 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?](#)

UAT_v3.2.0

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

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[Terms and Conditions](#) [Privacy Policy Statement](#) [Personal Information Collection Statement](#) [Disclaimer](#)

Step 2:

Login to the eGMS.

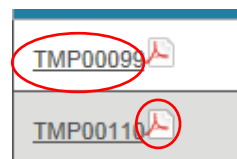
Application

Master List | Action List

(1 of 1) 1 20

Ref No.	Project Title	Principal Applicant	Department	Funding Amount (HK\$)	Actions
TMP00076	UAT 0924 P1 - Accept (Seed) (new CoA)	Mr NGO2 Pa1	General Office	255,000.00	Rejected
TMP00097	UAT 0924 P5 - Accept (Non-research)	Mr NGO2 Pa1	General Office	35,000.00	Endorse Reject
TMP00088	UAT 0924 P6 - Accept (Seed)	Mr NGO2 Pa1	General Office	65,000.00	Endorse Reject
TMP00089	UAT 0924 P7 - Accept (Non-research)	Mr NGO2 Pa1	General Office	179,000.00	Endorse Reject

(1 of 1) 1 20



Step 3:

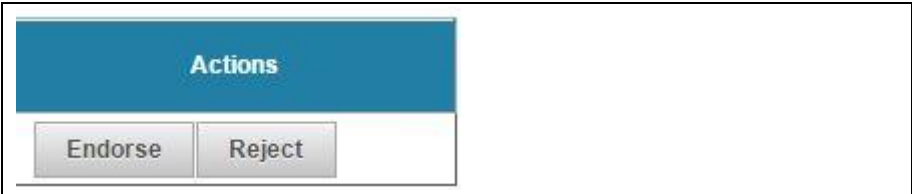
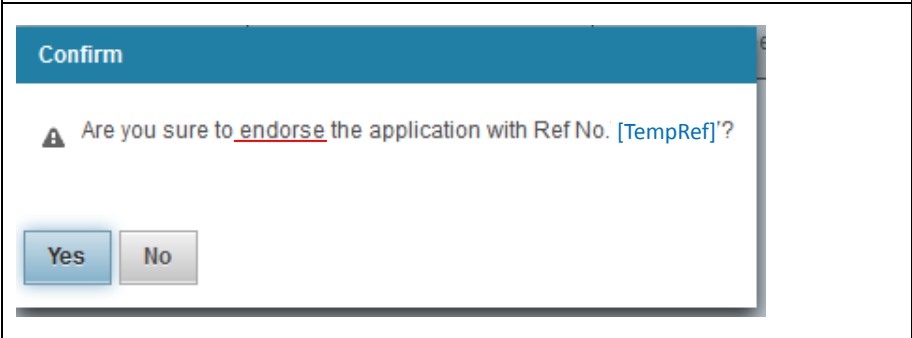
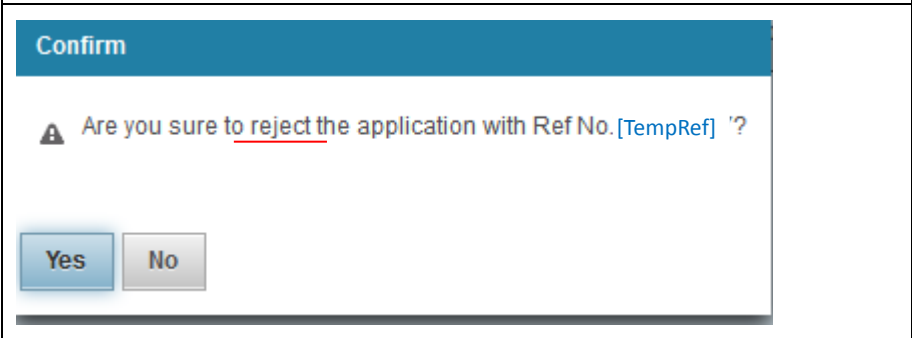
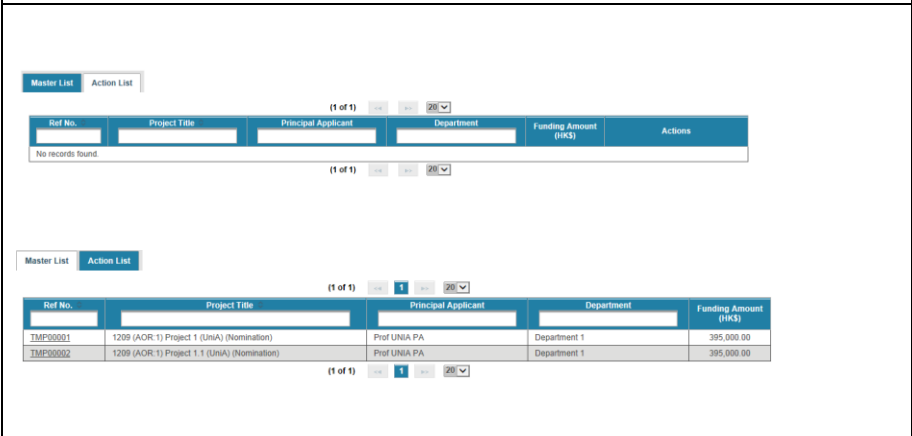
Go to Project > Application > Action List

Step 4:

View the application

- View the application on eGMS directly; or
- Download the PDF to computer

(Remark: User should set a 6-character password to open the PDF file.)

	<p>Step 5: To take action for the application.</p>
	<p>Step 5a: Click “Endorse” to accept the invitation.</p>
	<p>Step 5b: Click “Reject” to decline the invitation.</p>
	<p>Step 6 (for information only): The record on the Action List will be moved to Master List.</p>