

Electronic Grant Management System (eGMS)

Training Manual for Operating eGMS Accounts

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*

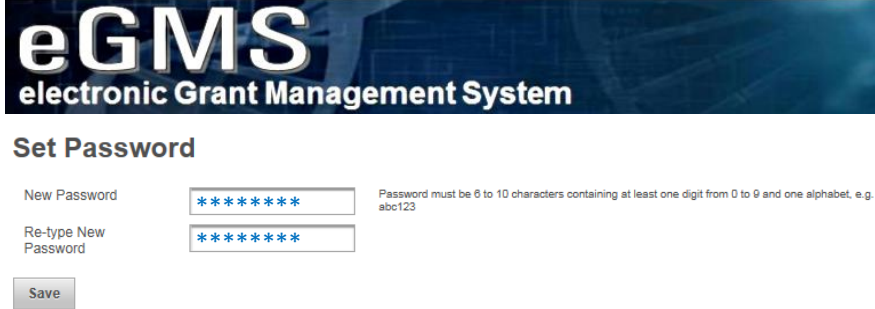

PA = Principal Applicant

RFS = Research Fund Secretariat

RO = Research Officer*

* *AI user*

Set Password for a First-time Login User

<p>eGMS -Account Registration fo[R</p> <p>Dear [Name]</p> <p>Thank you for registering with the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Food and Health Bureau, The Government of the Hong Kong Special Administrative Region. Please activate your account by logging in to the eGMS. (Important: the account will lapse automatically if not activated within a short period of time.)</p> <p>Thank you.</p> <p>eGMS Administrator</p> <p><i>This is a computer-generated email sent from the eGMS. If you want to send a reply, please email to egmsenquiry@fhd.gov.hk.</i></p>	<p>Step 1:</p> <p>Click “eGMS” in the account registration email.</p>
 <p>Set Password</p> <p>New Password <input type="password" value="*****"/></p> <p>Re-type New Password <input type="password" value="*****"/></p> <p>Save</p> <p>Password must be 6 to 10 characters containing at least one digit from 0 to 9 and one alphabet, e.g. abc123</p>	<p>Step 2:</p> <ul style="list-style-type: none"> - Enter new password - Re-enter new password - Click “Save”. <p>Note: The password should be 6 to 10 characters containing at least one digit 0-9 and one alphabet, e.g. abc123.</p>
 <p>Set Password</p> <p>The password of your account is set successfully. You can login again for your actions.</p> <p>Login Page</p>	<p>Step 3:</p> <p>Click “Login Page”</p>

Login to / Logout eGMS



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: egmsenquiry@fhb.gov.hk) for registration of an eGMS account or add the PA role to your existing eGMS account.

v2.4(Soft Launch)

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

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Step 1 (to login):

- Enter login email
- Enter password
- Click **“Login”**

Note: The login email is the email address registered with AI/RFS.



Home Page User ID: XXX@XXX

Home | Project | Setting | System Help

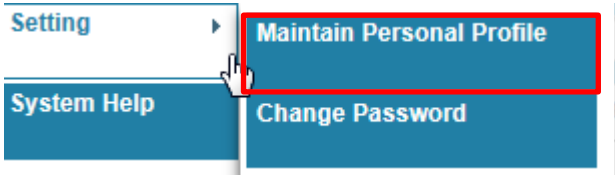
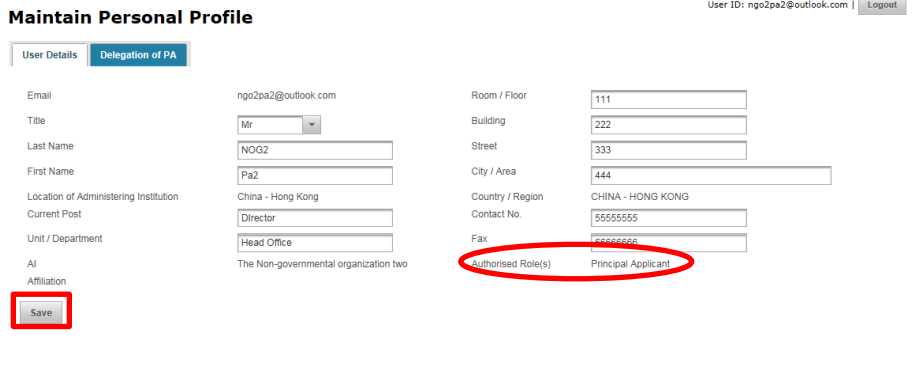
Call Year: Scheme:

UAT_v3.4.1 | 2013 | [Important notices](#) | [Privacy Policy](#)

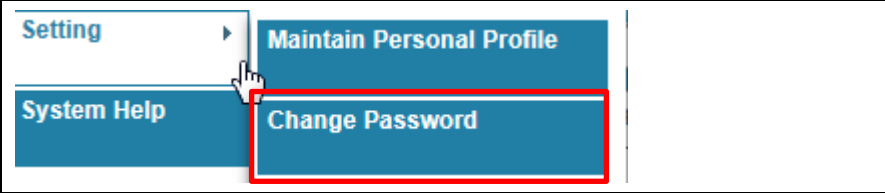
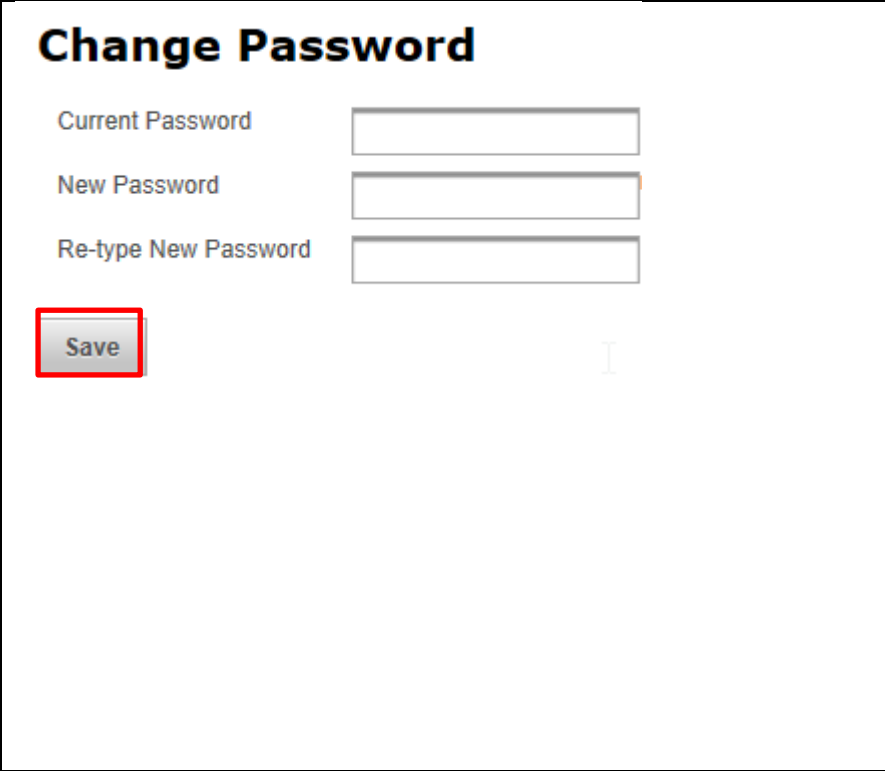
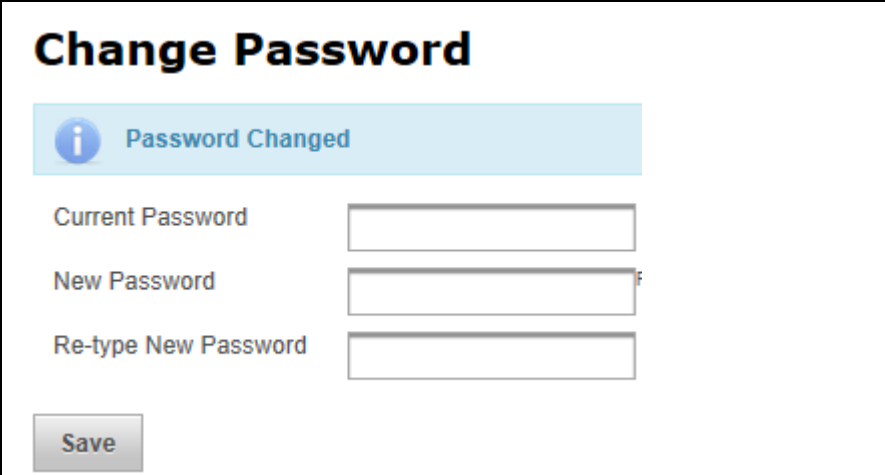
Step 2 (to logout):

Click **“Logout”** (at the right-hand side upper corner)


Maintain Personal Profile

 <p>The screenshot shows a navigation menu with 'Setting' and 'System Help' options. A sub-menu is open under 'Setting', and 'Maintain Personal Profile' is highlighted with a red rectangular box. 'Change Password' is also visible below it.</p>	<p>Step 1: Go to Setting > Maintain Personal Profile</p>
 <p>The screenshot shows the 'Maintain Personal Profile' form. The 'User Details' tab is active. The form contains various input fields for personal information. The 'Save' button at the bottom left is highlighted with a red rectangular box. The 'Authorised Role(s)' field is also circled in red, showing the role 'Principal Applicant'.</p>	<p>Step 2: Click "Save" after editing the contact information.</p> <p>Note: Authorised roles can only be modified by RFS.</p>

Change Password

	<p>Step 1: Go to Setting > Change Password</p>
	<p>Step 2:</p> <ul style="list-style-type: none">- Enter current password.- Enter new password- Re-enter new password- Click "Save" <p>Note: The password should be 6 to 10 characters containing at least one digit 0-9 and one alphabet, e.g. abc123.</p>
	<p>Step 3: Password changed successfully.</p>

Change Password when password is expired every 180 days

<h3>Change Password</h3> <p>Your password has expired and must be changed.</p> <p>Current Password <input type="text"/></p> <p>New Password <input type="text"/> <small>Password must be 6 to 10 characters containing at least one digit from 0 to 9 and one alphabet, e.g. abc123</small></p> <p>Re-type New Password <input type="text"/></p> <p><input type="button" value="Save"/></p>	<p>Step 1:</p> <ul style="list-style-type: none">- Enter current password.- Enter new password- Re-enter new password- Click “Save” <p>Note: The password should be 6 to 10 characters containing at least one digit 0-9 and one alphabet, e.g. abc123.</p>
<h3>Change Password</h3> <p> Password Changed</p> <p><input type="button" value="Back to Homepage"/></p>	<p>Step 2:</p> <p>Password changed successfully.</p>

Forgot Password



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Login to eGMS

Email:

Your login email is your email address.

Password:

[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.

v2.122(Soft Launch)

For security reasons, with effect from 16 May 2018, the eGMS supports browser (recommended: Microsoft Internet Explorer 11 or Safari 7+) with Transport-Level-Security (TLS) protocol version 1.2. For details, please click [here](#).

If you have problems in opening the electronic application form using Java (e.g. in Mac OS X), please click [here](#).

This system does not support email domain @163.com.

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Step 1:

Click “Forgot your password?” on Login Page.

Forgot Password

Email

Visual Audio



Visual Audio

Play the audio clip and enter the characters you hear.
[Play Audio](#)

Step 2:

- Enter login email
- Enter visual captcha
- Click “Submit”

Note: Visual captcha can be changed to audio mode

<p>Dear [Name]</p> <p>Please find the temporary password for accessing the electronic Grant Management System (eGMS):</p> <p>Password: [Temporary password]</p> <p>Login page: https://rfs.fhb.gov.hk/eGMS/</p> <p>The temporary password will expire in 24 hours. You MUST set up a new password after logging in the eGMS.</p> <p>If you have not made this request, please email to egmsenquiry@fhh.gov.hk immediately.</p> <p>Thank you.</p> <p>eGMS Administrator</p> <p><i>This is a computer-generated email sent from the eGMS. If you want to send a reply, please email to egmsenquiry@fhh.gov.hk.</i></p>	<p>Step 3a:</p> <p>Email notification for the temporary password.</p> <p>Note: Temporary password is valid for 24 hours, the valid period is configurable in eGMS</p>
<p>Set Password</p> <p>The temporary password of your account is set successfully. Please check your mail. You can login again for your actions.</p> <p><input type="button" value="Login Page"/></p>	<p>Step 3b:</p> <ul style="list-style-type: none"> - Click “Login Page” to login to eGMS using the temporary password
<div style="border: 2px solid blue; padding: 10px;"> <p>Login to eGMS</p> <p>Email: <input type="text" value="[Email]"/></p> <p><small>Your login email is your email address.</small></p> <p>Password: <input type="text" value="[Temporary password]"/></p> <p><input type="button" value="Login"/> Forgot your password?</p> <p>Forgot your login?</p> <p>Frequently Asked Questions</p> <p>Account Registration (FOR APPLICANTS ONLY!)</p> <p><input type="button" value="Register for Principal Applicant Account"/></p> <p><input type="button" value="Register for Co-Applicant Account"/></p> </div>	<p>Step 4:</p> <ul style="list-style-type: none"> - Login to eGMS using the temporary password
<p>Set Password</p> <p>New Password <input type="text"/></p> <p>Re-type New Password <input type="text"/></p> <p><input type="button" value="Save"/></p> <p><small>Password must be 6 to 10 characters containing at least one digit from 0 to 9 and one alphabet, e.g. abc123</small></p>	<p>Step 5:</p> <ul style="list-style-type: none"> - Setup a new password after logging in the eGMS

Forgot Login Email



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eGMS Account

Email :

Your login email is your email address.

Password:

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

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Step 1:

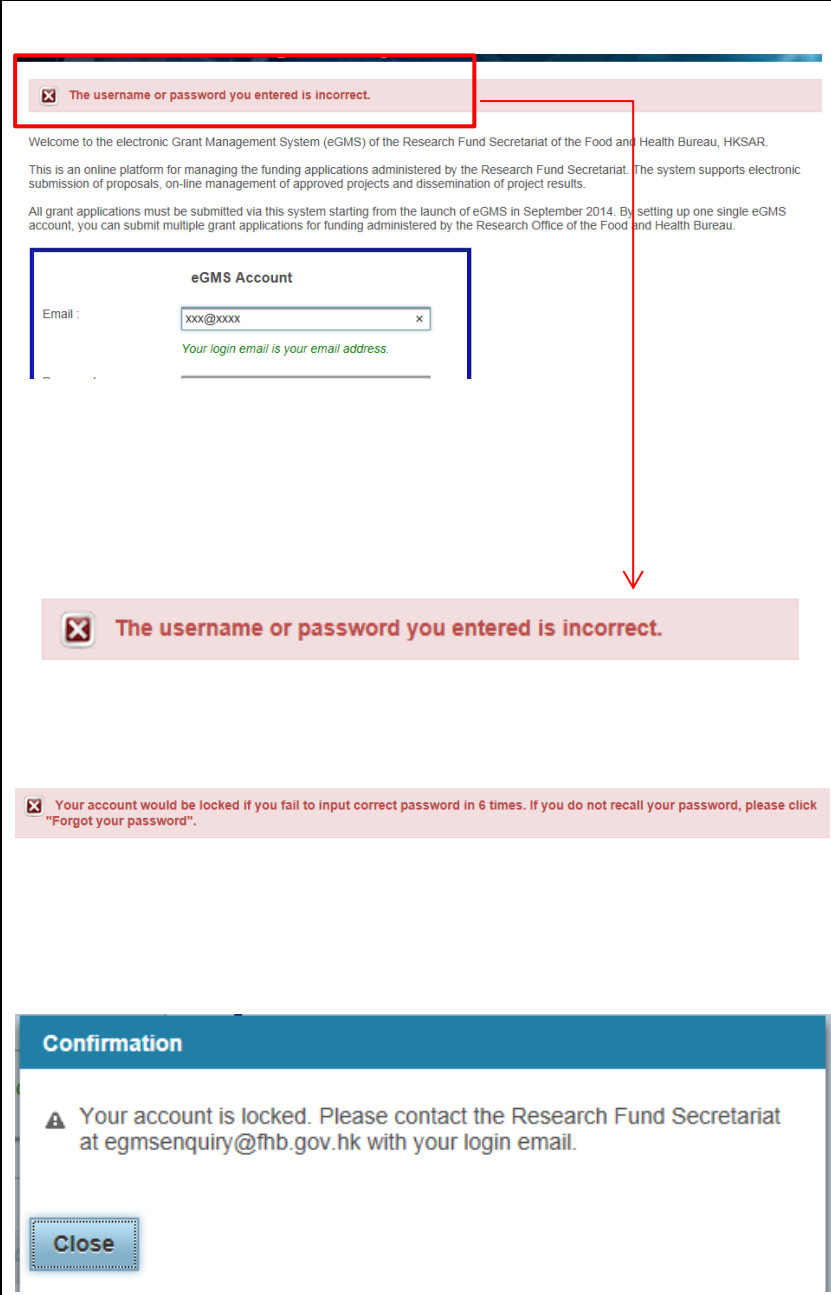
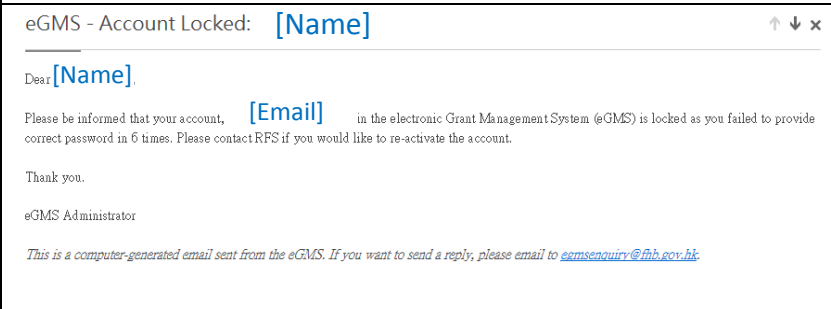
Click “Forgot your login email” on Login Page


⚠ Please provide your name, contact phone no. and Administering Institution to egmsenquiry@fhb.gov.hk for further handling.

Step 2:

Provide your name, contact phone no. and Administering Institution to egmsenquiry@fhb.gov.hk for further handling.

Unlock Account

 <p>The screenshot shows the eGMS login interface. At the top, a red-bordered box highlights an error message: "The username or password you entered is incorrect." Below this, there is a login form with an "Email" field containing "xxx@xxxx" and a "Password" field. A red arrow points from the error message box to a second, identical error message box below the form. At the bottom of the screenshot, a third error message is shown: "Your account would be locked if you fail to input correct password in 6 times. If you do not recall your password, please click 'Forgot your password'." Below this, a "Confirmation" dialog box is displayed with the message: "Your account is locked. Please contact the Research Fund Secretariat at egmsenquiry@fhb.gov.hk with your login email." and a "Close" button.</p>	<p>Notes:</p> <ul style="list-style-type: none"> - eGMS account will be locked if user fails to enter the login email/password for 6 times. - User can click "Forgot your password" to avoid account locked by eGMS after the two failed attempts <p>Error message for 1st to 3rd failed attempts</p> <p>Error message for the 4th to 5th failed attempt</p> <p>"Account locked" notice for the 6th failed attempt. User should contact RFS to unlock the account.</p>
 <p>The screenshot shows an email notification titled "eGMS - Account Locked: [Name]". The content of the email reads: "Dear [Name], Please be informed that your account, [Email] in the electronic Grant Management System (eGMS) is locked as you failed to provide correct password in 6 times. Please contact RFS if you would like to re-activate the account. 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@fhb.gov.hk."</p>	<p>Step 1: Contact RFS at egmsenquiry@fhb.gov.hk</p>

<p>eGMS - Account Unlocked:[Name] ↑ ↓ ×</p> <p>Dear [Name]</p> <p>Your account [Email] : in the electronic Grant Management System (eGMS) has been unlocked.</p> <p>Please find the temporary password for accessing the electronic Grant Management System (eGMS):</p> <p>Password: 23w#6\$C6</p> <p>Login page: https://ms.mb.gov.hk/eGMS</p> <p>Please be reminded to set up a new password after logging in to the eGMS.</p> <p>Thank you.</p> <p>eGMS Administrator</p> <p><i>This is a computer-generated email sent from the eGMS. If you want to send a reply, please email to egm.</i></p>	<p>Step 2:</p> <p>Use the temporary password to login and reset password</p>
<p>Change Password</p> <p>Current Password <input type="password" value="*****"/></p> <p>New Password <input type="password" value="*****"/> <small>Password must be 6 to 10 characters containing at least one digit from 0 to 9 and one alphabet, e.g. abc123</small></p> <p>Re-type New Password <input type="password" value="*****"/></p> <p><input type="button" value="Save"/></p>	<p>Step 3:</p> <ul style="list-style-type: none"> - Enter current temporary password - Enter new password - Re-enter the new password <p>Note: The password should be 6 to 10 characters containing at least one digit 0-9 and one alphabet, e.g. abc123.</p>
 <p>Set Password</p> <p>The password of your account is set successfully. You can login again for your actions.</p> <p><input type="button" value="Login Page"/></p>	<p>Step 4:</p> <p>Click “Login Page” to login to eGMS using the new password</p>

System Help

<p>System Help</p> <p>System Help Guide to Users</p> <p>You can download the following file(s):</p> <table><thead><tr><th></th><th>File Size</th><th>Latest Version</th></tr></thead><tbody><tr><td>Training Manual for Operating eGMS Accounts</td><td>605KB</td><td>ver. 1</td></tr></tbody></table>		File Size	Latest Version	Training Manual for Operating eGMS Accounts	605KB	ver. 1	<p>Training Manuals and other user guides can be downloaded from “System Help”</p>
	File Size	Latest Version					
Training Manual for Operating eGMS Accounts	605KB	ver. 1					