Electronic Grant Management System
(eGMS)

Training Manual for
Principal Applicants (PAs)

Project Monitoring Module

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

View the Summary of Approved Project(s) ................................................................. 1
Submission of Claim Form ....................................................................................... 2
Print the Claim Form ............................................................................................... 5
Submission of Change Request ............................................................................... 7
View the Progress of Change Request ................................................................... 19
Withdraw the Change Request ............................................................................... 20
Submission of Progress Report ............................................................................... 23
Revision of Progress Report .................................................................................... 26
Submission of Interim Report .................................................................................. 29
Resend Invitation Email to CoA for Endorsement of the Interim Report .............. 33
Revision of Interim Report ....................................................................................... 34
Submission of Final and Dissemination Report ..................................................... 38
Revision of Final Report .......................................................................................... 43
View the Final and Dissemination Report .............................................................. 47
Submission of Exit Survey ....................................................................................... 49

Abbreviations
AI = Administering Institution
DH = Department Head*
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 user
View the Summary of Approved Project(s)

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Go to Project &gt; On-going  or  Go to Project &gt; Completion</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Step 2:</th>
<th>Preview the project summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Approved amount,</td>
</tr>
<tr>
<td></td>
<td>- Project status,</td>
</tr>
<tr>
<td></td>
<td>- Agreement issued date,</td>
</tr>
<tr>
<td></td>
<td>- Project duration,</td>
</tr>
<tr>
<td></td>
<td>- Due date of report(s).</td>
</tr>
</tbody>
</table>
Submission of Claim Form

**Step 1:**
Go to Project > On-going or Go to Project > Completion

**Step 2:**
Click “More”.

**Step 3:**
Click “Claim for Reimbursement”.
Step 4:
Click “Create a new claim form”.

Step 5a:
- Input claim period.
- Input claim amount for the budget item(s).
- For staff cost, click “Details” and input claim amount for the budget item(s)
  (Remarks: Adjustment (Column E) allows +/- $1 adjustment for staff cost.)
- 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.

**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.5.
Print the Claim Form

**Step 1:**
Go to Project > On-going or Go to Project > Completion

**Step 2:**
Click “More”.

**Step 3:**
Click “Claim for Reimbursement”.
Step 4:
Click “View” the Claim Form.

Step 5:
Click the PDF icon to download the claim form.

Step 6:
Click “Open” or “Save”.

Step 7:
- Print pdf file for signature by FO and PA.
- Send the signed copy to RFS.
Submission of Change Request

**Step 1:**
Go to Project > On-going or Go to Project > Completion

**Step 2:**
Click “More”.

**Step 3:**
Click “Change Request”.

Step 4:

Click the type of change request to be submitted.

(Remark: Change request for PA or AI must be endorsed by RO.)

Step 5:

Click “Create Change Request”.

(Remark: If there is outstanding change request pending RFS’ approval, PA cannot create another new request in the same category.)
**Step 6a:**
- Input the proposed end date.
- Provide justifications.

**Step 6b:**
- Input the contact information of new PA.
- Provide details of new PA:
  i) Education / Training
  ii) Position and Honours
  iii) Recent Relevant Publications
  iv) Role and Responsibilities in the Project.

- Provide justifications.

(Remark: The request will be submitted to RO for endorsement before submission to RFS.)
Step 6c:

- Select "Yes" to remove an existing CoA.

- Select the no. of new CoA(s) to be added.
- Input the contact information of new CoA.

- Provide the details of new CoA:
  i) Education / Training
  ii) Position and Honours
  iii) Recent Relevant Publications
  iv) Role and Responsibilities in the Project.
**Step 6d:**

- Input the details for the change of study design.
- Attach the supporting document (if any).
- Provide details for revised work plan, if any, under Remarks
- Provide justifications.
**Step 6e:**

Input the new proposed budget amount.

- Click “” to remove budget item.

(Remark: Any budget item has already been reimbursed cannot be removed.)
Click “Add Research Staff” or “Add Support Staff” or “Add Other Expenses” or “Add Equipment” to add a new budget item(s).

(Remarks: Adjustment (E) allows for +/- $1 adjustment for staff cost.)
Step 6f:

- Select the new AI from the pull down menu.

(Remark: Contact RFS if the new AI cannot be found in the pull down menu.)

- Input the details of PA in new AI.
Attach the consent from Head of Department from the existing AI and the new AI, and RO of the new AI.

(Remark: The request will be submitted to RO of the existing AI for endorsement before submission to RFS.)

**Step 6g:**

- Input the proposed submission date of report(s).
- Provide justifications.

(Remark: This request will not change the completion date of the project.)
**Step 7:**

- Click the action button to proceed.
- Click “Yes” to proceed the submission to RO of existing AI.

OR

- Click “Temp Save” to save the request in the eGMS for submission later.

OR

- Click “Preview” to view the details of the request before submission.

OR

- Click “Cancel” to cancel the submission action.

**Step 8:**

Click “Back” to close the change request action.
View the Progress of Change Request

**Step 1:**

Go to Project > On-going or
Go to Project > Completion

**Step 2:**

Click “More”.

**Step 3:**

Click “Change Request”.

**Step 4:**

- Click the type of change request to be previewed.
- Click “View”.

---

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Due Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 Feb 2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 May 2017</td>
<td></td>
</tr>
</tbody>
</table>

---

**Change Request Summary**

- Project Reference No: 03140070
- Project Title: UAT 3728 PK (Stage 6) - Cash
- Start Date: 1 Dec 2014
- End Date: 30 Nov 2016
- Status: In progress
- Principal Applicant (PA): Prof INGC PK
- Administrative Institution (AI): The University C

**Change Request No:**

<table>
<thead>
<tr>
<th>Change Request No.</th>
<th>Original End Date</th>
<th>New End Date</th>
<th>Submission Date</th>
<th>Accepted Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>03140070-CR-01</td>
<td>30 Nov 2016</td>
<td>31 Dec 2015</td>
<td>2 Apr 2015</td>
<td>Submitted</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>(1 of 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Withdraw the Change Request

**Step 1:**
Go to Project > On-going or
Go to Project > Completion

**Step 2:**
Click “More”.

**Step 3:**
Click “Change Request”.
**Step 4:**
- Click the type of change request to be previewed.
- Click “View” to preview relevant record to be withdrawn.

(Remark: Change request which has already been approved/rejected cannot be withdrawn.)

**Step 5:**
- Click “Withdraw”.
- Click “Yes” to proceed.
Submission of Progress Report

Step 1:
Go to Project > On-going

Step 2:
Click “More”.

Step 3:
Click “Interim / Progress Report”

Step 4:
- Select the report to be submitted.
  - Click “Edit”
Step 5:
- Note the report reference no. (PR1 means first progress report)
- Provide the progress update.
- Attach the supplementary information, if any.

Step 6:
- Click the action button to proceed.
- Click “Yes” to proceed the submission to RFS.

OR
- Click “Temp Save” to save the report in the eGMS for submission later.

OR
- Click “Preview” to
<table>
<thead>
<tr>
<th>Step 7:</th>
<th>Click “Close” to close the submission action.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>Click “Close” to cancel the submission action.</td>
</tr>
<tr>
<td>view the details before submission.</td>
<td></td>
</tr>
</tbody>
</table>
Revision of Progress Report

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Go to Project &gt; On-going</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Click “More”.</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Click “Interim / Progress Report”.</td>
</tr>
</tbody>
</table>
| Step 4: | - Click “Revision Required”, check the “pushed back” details entered by RFS.  
| | - Click “Edit” |
Step 5:

- Update the progress report.

- Attach the supplementary information, if any.
Step 6:
- Click the action button to proceed.
- Click “Yes” to proceed the submission to RFS.

OR
- Click “Temp Save” to save the report in the eGMS for submission later.

OR
- Click “Preview” to view the details before submission.

OR
- Click “Close” to cancel the submission action.

Step 7:
Click “Close” to close the submission action.
Submission of Interim Report

**Step 1:**
Go to Project > On-going

**Step 2:**
Click “More”.

**Step 3:**
Click “Interim / Progress Report”

**Step 4:**
- Select the report to be submitted.
- Click “Edit”.
Step 5:

- Note the report ref. no. (IR1 means first interim report)

- Indicate any submission of change request(s)

- Select “Yes” if change request was submitted, choose the type of Change Request submitted and provide the corresponding Sequence No.

- Click “Add” if more than 1 Change Request was submitted.

- Complete the Interim Report.
7. Timetable of Work:
Document the study progress according to the proposed timetable.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Progress Description</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Achievements/Major Findings of the Project so far:


10. Applicants' Comments:
Describe the potential of further investigations or exploitation of results. May include reflection/feedback of investigators and/or any difficulties encountered during the course of project. Comment of the potential for current dissemination of research findings.

Attachment (if any):

- **Step 6:**
- Attach the supplementary information, if any
- Click the action button to proceed.
- Click “Yes” to submit the IR to RO. (Note: IR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on
the IR if CoA(s) has (have) not endorsed the IR.)

OR

- Click “Temp. Save” to save the report in the eGMS for submission later.

OR

- Click “Preview” to view the details before submission.

OR

- Click “Close” to cancel the submission action.

| Step 7: | CLICK “CLOSE” TO CLOSE THE SUBMISSION ACTION. |
| Interim Report | IR1 of Project [13140371] has been submitted successfully. |
### Resend Invitation Email to CoA for Endorsement of the Interim Report

**Step 1:**
Go to Project > On-going

**Step 2:**
Click “More”.

**Step 3:**
Click “Interim / Progress Report”.

**Step 4:**
- Click “N” to view the endorsement status from CoA(s).
- Click “Re-Send” to send the invitation email to CoA.
- Click “View” or PDF icon to preview the Interim Report.
Revision of Interim Report

**Step 1:**
Go to Project > On-going

**Step 2:**
Click “More”.

**Step 3:**
Click “Interim / Progress Report”.

**Step 4:**
- Click “Revision Required”, check the “pushed back” details entered by CoA or RO or RFS.
- Click “Edit”.

---

For more detailed instructions, please refer to the full document.
### Interim Report

**Report Ref.** Revised IR1

**No.:**

### 6. Aims/Objectives of the Research:

List the main objectives as stated in the *approved proposal*. Approval must be sought for any changes on the study objectives.

<table>
<thead>
<tr>
<th>Approved Aims/Objectives</th>
<th>Estimated completion of aims/objective (%)</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Add*

### 7. Timetable of Work:

Document the study progress according to the proposed timetable.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Progress Description</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Add*

### 8. Achievements/Major Findings of the Project so far:


### 9. Budget & Expenditure (attach a *certified Financial Statement*):


### 10. Applicants’ Comments:

Describe the potential of further investigations or exploitation of results. May include reflection/feedback of investigators and/or any difficulties encountered during the course of project. Comment of the potential for current dissemination of research findings.


### Attachment (if any):
Step 6:

- Click the action button to proceed.
- Click “Yes” to submit the revised IR to RO. (Note: IR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on the revised IR if CoA(s) has (have) not endorsed the revised IR.)

OR

- Click “Temp Save” to save the report in the eGMS for submission later.

OR

- Click “Preview” to view the details before submission.

OR

- Click “Close” to cancel the submission action.
Interim Report

IR1 of Project [13140371] has been submitted successfully.

Step 7:

Click “Close” to close the submission action.
Submission of Final and Dissemination Report

**Step 1:**
Go to Project > Completion

**Step 2:**
Click “More”.

**Step 3:**
Click “Final / Dissemination Report”.

**Step 4:**
- Select the report to be submitted.
- Click “Edit”.
**Step 5a:**

- Note the Report Ref. No. (“1” means the first Final report).
- Upload the report(s).

- Attach supplementary document, if any.
Step 5b:

Note the Report Ref. No. ("2" means the revised Final report).

- Upload the report(s).

*For revised FR only!
- Upload the point-by-point response.
- Attach supplementary document, if any.
Step 6:

- Click the action button to proceed.
- Click “Yes” to proceed the submission the FR to RO. (Note: FR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on the FR if CoA(s) has (have) not endorsed the FR.)

OR

- Click “Temp Save” to save the report in the eGMS for submission later.

OR

- Click “Preview” to view the details before submission.

OR

- Click “Close” to cancel the submission action.
**Step 7:**

Click “Close” to close the submission.
Revision of Final Report

**Step 1:**
Go to Project > Completion

**Step 2:**
Click “More”.

**Step 3:**
Click “Final / Dissemination Report”.

**Step 4:**
- Click “Revision Required”, check the pushed back by CoA or RO or RFS.
- Click “Edit”
**Final Report & Dissemination Report**

- **Step 5a:** Read comments from reviewers.

- **Step 5b:**
  - Upload the report(s) and response to reviewers’ comments
  - Attach supplementary document, if any.

### You can download the following file(s)
- `sample_response_letter_research.pdf`
- `Final Report Comments`

---

**Upload Final Report**

- **Upload PDF file**
  - Browse
  - Delete

- **Upload Word file**
  - Browse
  - Delete

---

**Upload Dissemination Report**

- **Upload PDF file**
  - Browse
  - Delete

- **Upload Word file**
  - Browse
  - Delete

**Upload the file point-by-point response to Speaker's comments**

- Browse
  - Delete

**Attachment (if any):**

- Browse
  - Delete
Step 6:

- Click the action button to proceed.
- Click “Yes” to proceed the submission the revised FR to RO. (Note: revised FR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on the revised FR if CoA(s) has (have) not endorsed the revised FR.)

OR

- Click “Temp Save” to save the report in the eGMS for submission later.

OR

- Click “Preview” to view the details before submission.

OR

- Click “Close” to cancel the submission action.
Step 7:
Click “Close” to close the submission
### View the Final and Dissemination Report

**Step 1:**
Go to Project > Completion

**Step 2:**
Click “More”.

**Step 3:**
Click “Final / Dissemination Report”.

<table>
<thead>
<tr>
<th>Project</th>
<th>Application</th>
<th>Administration</th>
<th>On-going</th>
<th>Setting</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Due Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 May 2017</td>
<td></td>
<td>1 Feb 2016</td>
<td></td>
</tr>
<tr>
<td>30 May 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 4a:
Click PDF icon or MS Word icon to download the report(s).

Step 4b:
- Click “View”.
- View the uploaded file for the submission of FR and DR.
Submission of Exit Survey
(Function for Exit Survey will be activated by RFS in due course)

**Step 1:**
Go to Project > Completion

**Step 2:**
- Click “More” button

**Step 3:**
Click “Exit Survey”

**Step 4:**
Complete the Exit Survey.