Electronic Grant Management System (eGMS)
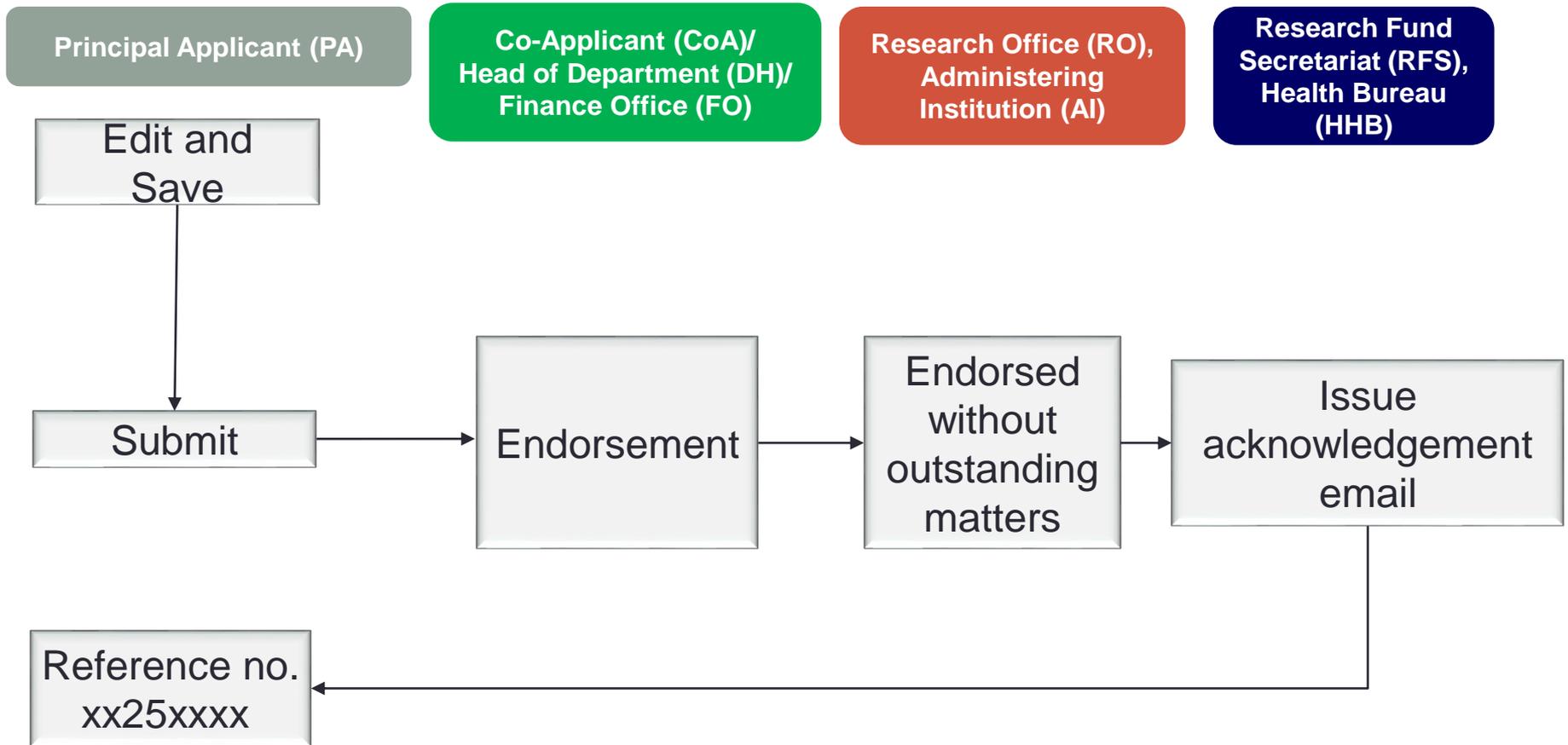
Introduction of eGMS – Part I

(for Principal Applicant)

Research Fund Secretariat
Health Bureau
January 2026

Agenda

- Overview on submission of application via eGMS
- Checklist for submission of application
- **Part I** Introduction of eGMS *and* Account registration
- **Part II** How to submit an application?
- **Part III** Action required under different application status
- **Part IV** Delegation of Principal Applicant (PA)
- Summary and key **points**

Overview on submission of application via eGMS

Principal Applicant (PA)	Co-Applicant (CoA)/ Head of Department (DH)/ Finance Office (FO)	Research Office (RO), Administering Institution (AI)	Research Fund Secretariat (RFS), Health Bureau (HHB)

Edit and Save

↓

Submit → Endorsement → Endorsed without outstanding matters → Issue acknowledgement email

Reference no. xx25xxxx ←

Overview on submission of application via eGMS (Cont'd)

- After AI's RO has submitted your application to RFS, you will receive the acknowledgement email as follows -

Subject: eGMS - TMP01434: Successful Submission of Grant Application

Dear Prof UNIA PA,

This email is to acknowledge receipt of your grant application titled xxx xxx xxxx xxxx xxxx xx (TMPxxxx) has been successfully submitted to the Research Fund Secretariat, Health Bureau, HKSAR.

An official number xx25xxxx has been assigned to this application. Please quote this number for enquiry in future.

Please note all future correspondence about this application, including announcement of funding result, will be sent to your email address entered in this application.

The results of this application round will be announced in Sep 2026 (tentative).

Thank you.

eGMS Administrator

This is a computer-generated email sent from the eGMS. Please do not reply. For enquiries, please email to egmsenquiry@healthbureau.gov.hk.

Checklist for submission of application

Have you read the Guidance Notes and Explanatory Notes?

1

Do you have an eGMS account with PA role?

2

Have you downloaded the correct proposal template?

3

Do you have all Co-applicants' information?

4

Part I – Introduction of eGMS and Account registration

Part I (a) - Introduction of eGMS

Overview

- **Login page: https://rfs.healthbureau.gov.hk/eGMS/**

Minimum system requirements

- Brower:

- Enable Transport Layer Security (TLS) version 1.2 in the browser

- 1280 x 1024 Minimum Screen Resolution

- Microsoft Office Word 2007 or above *(for opening MS Word files)*

Operating system requirements

- Microsoft **Windows** 10 or above

- Apple **Mac** OS 14 or above

Part I (b) - Account registration

Account registration

1) New user to register for Principal Applicant (PA) account
2) Existing co-applicant (CoA) user to request PA's role
3) New user to register for CoA account
4) Existing eGMS user

1. New eGMS user, register for PA Account

eGMS
electronic Grant Management System

Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Research and Data Analytics Office under the Health Bureau, HKSAR.

The eGMS is an online platform which supports electronic submission and assessment of grant applications to the Health and Medical Research Fund (HMRF) and reports of HMRF-funded projects as well as dissemination of project results.

By setting up a single eGMS account, each user can manage all of the activities under his/her purview using the eGMS platform.

Login to eGMS

Email:

Your login email is your email address.

Password:

Forgot your password?

Login

Forgot your login?

Continue with iAM Smart

More Info >

Frequently Asked Questions

Account Registration *(FOR APPLICANTS ONLY!)*

Register for Principal Applicant Account

Register for Co-Applicant Account

*to be endorsed by RO of AI

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

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

1. New eGMS user, register for PA Account (cont'd)

• Please do not register if you are an existing eGMS user.

You should not register for an eGMS account if

1. you are a **Grant Review Board Member** (your login email is your email address.); or
2. you are an **External Reviewer** (your login email is your email address.); or
3. you are a **Principal Applicant (PA)** and submitted application via eGMS before; or
4. you are a **Co-Applicant (CoA)** and signed an application via eGMS before; or
5. you have an eGMS account already.

[Continue] [Exit]

Note: alert message will appear if your email address has already been registered in the eGMS.

☒ This email address has been registered in our system.

PA account registration

Principal Applicant Account Registration

*If you are an External Reviewer, you are not required to register for the PA account.
To register an account, please complete the information below.
(*Optional field for registration)
Notes:
1. Your account will be activated after getting your Administering Institution's (AI's) endorsement via eGMS.
2. Upon successful registration (i.e. after your AI's endorsement), a confirmation with your login and password will be sent to your email address provided below.
3. Each Principal Applicant (PA) should register ONE account in eGMS only.
4. If you have any queries or encounter difficulties relating to eGMS, please send email to egmsenquiry@fhb.gov.hk .

Email — Please provide institutional email account
Title — Please Select
Last Name
First Name — Please enter the English name before the English translation of your Chinese name
Current Post
Unit / Department
AI — Please Select — If you cannot find your AI from the pull down menu, please send email to egmsenqu...
Room / Floor
Building
Street — Please enter number and name of street.
City / Area
Country / Region — China - Hong Kong
Contact No.
Fax
ORCID ID* — 9999 - 9999 - 9999 - 9999
Gender* — ○Male ○Female — Information collected will be used for statistical purposes only.
Password — Password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet
Re-type Password
●Visual ○Audio

Regenerate

☐ Please check this box to confirm that you have read and accepted the Terms and Conditions for the use of eGMS.

Submit   Cancel

Please Select

City University of Hong Kong
Hong Kong Baptist University
Lingnan University
The Chinese University of Hong Kong
The Education University of Hong Kong
The Hong Kong Polytechnic University
The Hong Kong University of Science and Technology
The University of Hong Kong
Prince of Wales Hospital
Queen Mary Hospital

- Fill in all mandatory fields

- If you cannot find the Administering Institution (AI) from the pull-down menu, please send an email to egmsenquiry@healthbureau.gov.hk

- **User needs to wait for AI to endorse the registration before he/she can login to the eGMS.**

Note:
Each user will be assigned one account only.

- Set a password with 10 characters containing at least one digit, e.g. 0-9, and one alphabet, e.g. eur2ireig1.

Successful PA account registration

- After receiving "eGMS – Account Registration" email, click "eGMS" to login

eGMS - Successful Account Registration for Principal Applicant: (The Name of Principal Applicant)

Dear (Name of Account holder)

Your registration as Principal Applicant in the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR is successful.

You can now submit your grant application via the eGMS by logging in to the eGMS ((eGMS URL)).

Please contact to the Research Fund Secretariat at egmsenquiry@healthbureau.gov.hk if you have more than one login account in the eGMS.

Thank you.

eGMS Administrator

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

2. Existing local CoA, request for PA role
(For local CoA without PA role in his/her eGMS account)

- Go to Administration > Setting > Request for PA role
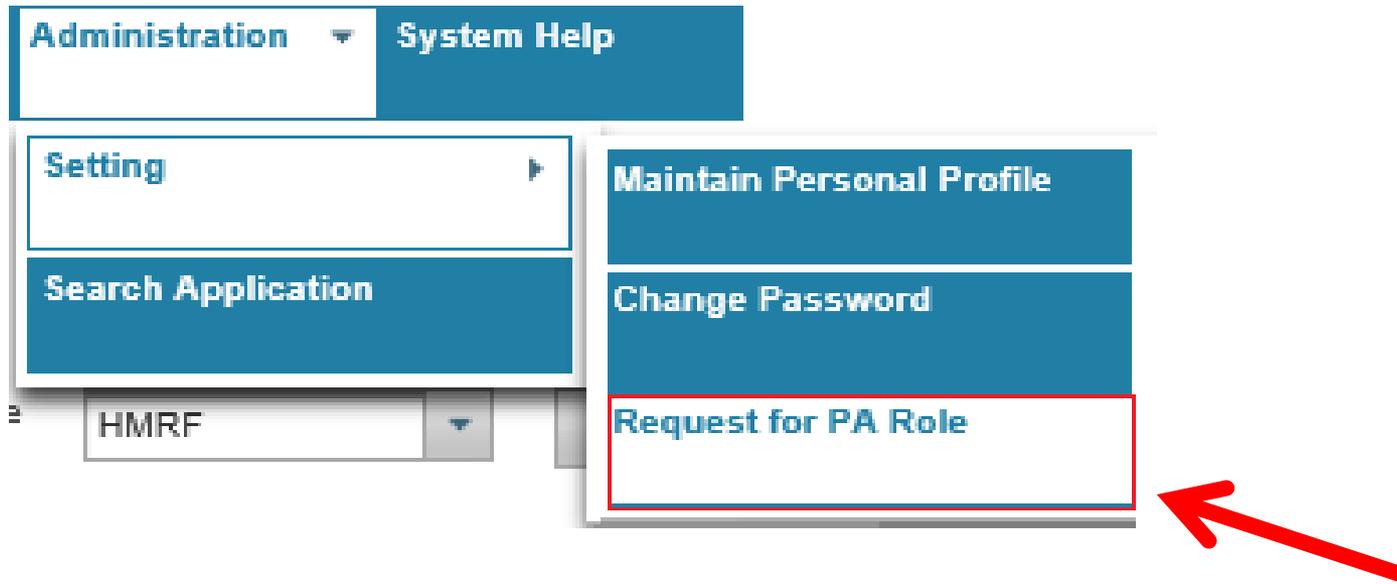
2. Existing local CoA, request for PA role (cont'd)
(For local CoA without PA role in his/her eGMS account)

Request for PA Role

Email		Room / Floor	
Title		Building	
Last Name		Street	
First Name		City / Area	
Location of Administering Institution	China - Hong Kong	Country / Region	CHINA - HONG KONG
Current Post		Contact No.	
Unit / Department		Fax	
AI	University of FHB	Authorised Role(s)	Co-Applicant
Affiliation		ORCID ID	9999 - 9999 - 9999 - 9999
Gender*	◯ Male ◯ Female		
	This information is used for statistics only.		

Request PA Role

Request PA Role

Your request will be forwa... dministering Institution for approval.

*to be endorsed by RO of AI

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3. New eGMS user, register for CoA account

eGMS
electronic Grant Management System

Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Research and Data Analytics Office under the Health Bureau, HKSAR.

The eGMS is an online platform which supports electronic submission and assessment of grant applications to the Health and Medical Research Fund (HMRF) and reports of HMRF-funded projects as well as dissemination of project results.

By setting up a single eGMS account, each user can manage all of the activities under his/her purview using the eGMS platform.

Login to eGMS

Email:

Your login email is your email address.

Password:

Login   Forgot your password?
         Forgot your login?

Continue with iAM Smart

More Info >

Account Registration *(FOR __APPLICANTS__ ONLY!)*

Register for Principal Applicant Account

Register for Co-Applicant Account

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

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

Frequently Asked Questions

3. New eGMS user, register for CoA account (cont'd)

- Please do not register if you are an existing eGMS user.

You should not register for an eGMS account if

1. you are a **Grant Review Board Member** (your login email is your email address.); or
2. you are an **External Reviewer** (your login email is your email address.); or
3. you are a **Principal Applicant (PA)** and submitted application via eGMS before; or
4. you are a **Co-Applicant (CoA)** and signed an application via eGMS before; or
5. you have an eGMS account already.

[Continue]   [Exit]

CoA account registration

• Fill in all mandatory fields

*If you are an External Reviewer, you are not required to register for the CoA account.

(*Optional field for registration)

Email	
	Please provide institutional email account
Title	Please Select ▾
Last Name	
First Name	
	Please enter the English name before the English translation of your Chinese name (e.g. David Tai-man).
Location of Administering Institution	○ China - Hong Kong ○ Overseas
Current Post	
Unit / Department	
AI	Please Select ▾
	To be completed by CoA whose affiliation is in Hong Kong and has been registered with the Secretariat. If you do not find your AI from the pull down menu, please complete affiliation below.
Affiliation	
	To be completed by CoA whose affiliation is NOT in Hong Kong or who is not able to find the affiliation from AI's pull down menu.
Room / Floor	
Building	
Street	
	Please enter number and name of street.
City / Area	
Country / Region	Please Select ▾
Contact No.	
Fax	
ORCID ID*	9999 - 9999 - 9999 - 9999
Gender*	○ Male ○ Female
	Information collected will be used for statistical purposes only.

● Visual   ○ Audio

twkv6r

Regenerate

Submit   Cancel

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Successful CoA account registration

- Please login with temporary password and reset the password.

eGMS - Account Registration for Co-Applicant: Mr COA unia

Dear (Name of Account holder)

Thank you for registering with the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR.

Please find the temporary password for accessing the electronic Grant Management System (eGMS):

Password: [Temporary password]
Login page: https://rfs.healthbureau.gov.hk/eGMS/

Please be reminded to set up a new password after logging in to the eGMS

Please contact the Research Fund Secretariat at egmsenquiry@healthbureau.gov.hk if you have more than one login account in the eGMS and have not merged these accounts into one account yet.

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@healthbureau.gov.hk.

4. Existing eGMS user, request for CoA role

- Registration is NOT required.

- PA just needs to fill in relevant CoA's email address in Section 7 (Project Team) of e-Form. CoA's role will be added to that user account accordingly.

Part II - How to submit an application?

Login
https://rfs.healthbureau.gov.hk/eGMS/

Login to eGMS

Email:

Your login email is your email address.

Password:

Login   Forgot your password?

Forgot your login?

Continue with iAM Smart

More Info >

Frequently Asked Questions

Ac...

(Option 1) Login with email address and password
Note:
The account will be locked after 6 failed attempts

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

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

(Option 2) Login with iAM Smart
(Refer to Slide 26)

Login with iAMSmart

- Scan the QR code on the screen with the iAM Smart smartphone application
- <u>If this is your first time logging into your eGMS account with iAM Smart,</u> the eGMS will prompt you to enter your eGMS account email and password for authentication.

Confirmation message for successful linkage with iAM Smart will appear.

Submit an application

- Go to Project > Application > View Application
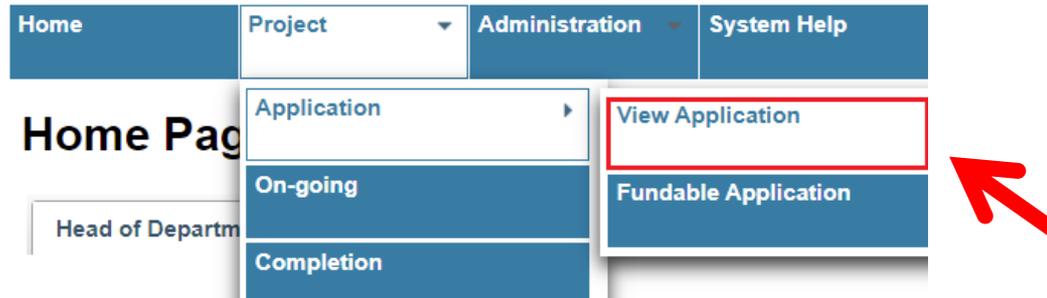
Note:
Application function is only available during the application period.

Submit an application (cont'd)

Note:

1) No item on the "Master list" before PA submits his/her first application to the 2025 Open Call.

2) PA can view the endorsement status of CoA(s) and AI users of an application on the "Master List".

Submit an application (cont'd)

- Click "Application Call"

Year	Scheme	AOP	Announcement Date	AI's internal deadline	Closing Date	Actions
2025	HMRF	Public health, human health and health services Prevention, treatment and control of infectious diseases Advanced medical research Health Promotion	18 Dec 2025	N/A	31 Mar 2026	Web-based e-Form (see Notes 1 and 2) Complete Web-based Online e-Form Download - Section 10(a)-(h) Research Proposal Template Download - Section 10(a)-(h) Health Promotion Proposal Template Download - Section 17 Excel Template [Optional] Download - Response Letter Template (For Resubmission Only)

Web-based e-Form (see Notes 1 and 2)
Complete Web-based Online e-Form
Download - Section 10(a)-(h) Research Proposal Template
Download - Section 10(a)-(h) Health Promotion Proposal Template
Download - Section 17 Excel Template [Optional]
Download - Response Letter Template (For Resubmission Only)

Note: Useful templates for completing Sections 10 and 17 can be downloaded here.

Submit an application (cont'd)

- Read all " Terms and Conditions"

Terms of Use

Terms and Conditions

The following terms and conditions (the 'Terms and Conditions') govern your use of the electronic Grant Management System (the 'System') provided by the Research Fund Secretariat (the 'RFS') of the Health Bureau, the Government of the Hong Kong Special Administrative Region (the 'HKSAR Government') and the information (the 'Information') and the functions (the 'Functions') contained on or available through the System (collectively the 'Services'). By accessing, using or downloading from the System or the Services, you agree to be bound by this Terms and Conditions, which the HKSAR Government may change from time to time without further notice to you. You are advised to read this Terms and Conditions carefully.

Restrictions on Use

You may not access, use, download, copy, print, display, link, frame, store for subsequent use, transmit or distribute any Information from the System, except as expressly provided in this Terms and Conditions. You may access the System and display, download, print the Information for non-commercial use, provided that you do not cause or permit the Information to be modified in any manner, including without limitation by removal of any copyright notice, disclaimer, warning or notice. You may link to the System, provided that the link targets the System homepage at the URL rfs.healthbureau.gov.hk/eGMS that you deliver notice of the link, including the URL of each webpage containing the link, to the RFS.

Risk and Security

You acknowledge that you use the Services of the System at your own risk and shall bear all risks associated with the use of the Services. You acknowledge that, given

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 it is my responsibility to ensure that the application fulfills all the submission requirements stated in the Guidance Notes and Explanatory Notes.

✅ I understand that applications that are outside the funding scope, incomplete, inconsistent with the submission requirements, or insufficiently detailed will not be processed and may result in administrative withdrawal.

✅ I understand that I have to use the correct proposal template for research/health promotion project under Section 10, otherwise my application will not be processed.

✅ I understand that agreement for newly approved grant will not be issued if I have not submitted the outstanding / overdue report(s) / certified financial statement(s) and audited account(s) / outcome evaluation questionnaire(s) for my other grants supported by the HMRF.

[Continue]   [Cancel]

- Click the Check Boxes and "Continue"

Submit an application (cont'd)

- Click the button and go to the relevant Section directly.

Health and Medical Research Fund

| GRANT APPLICATION FORM |

The information and personal data provided in the application form will be used by the Research Council, External Reviewers, the Grant Review Board, the Research Fund Secretariat and the relevant government bureaux/ department(s) or its authorised users for the purposes of assessing applications to the Health and Medical Research Fund (HMRF) or checking of plagiarism/duplicate funding. For successful applications, such information and personal data will also be used for project monitoring, research and statistical analysis, promotion, publicity and dissemination purposes as appropriate. Contents of the submitted application set out in Sections 4-5,7 (name, department and institution), 9 and 13 with the status of project will be made available for public access once funding approval is offered. The Government may, without reference to the Principal Applicant or the Institution disclose to any Government's Bureau/Department which administers funds to support health and medical related research as it thinks fit, the penalty imposed to Principal Applicant of the Application due to Principal Applicant's scientific misconduct and/or non-compliance with HMRF's requirements according to the Management of Track Records of Applicants which is updated from time to time and available on the website of the Research Fund Secretariat of the Health Bureau of the Government.

Submit an application (cont'd)

Note:
The system will be logged out if the application form has been idled for 20 minutes. There is no auto-save function.
Please click the "Save" to save your work regularly.

Session timeout

Your current session will expire at 11:35. Please click "OK" if you wish to continue.
⚠ Please save your work regularly, otherwise the unsaved work will be lost after the session timeout.
Time remaining : 01:54

OK

Save   Submit

1   Next
of 18

Basic Information (1 to 5)   Potential Appl (6)

An acknowledgment message for 'Web Form is saved' with a temporary Ref. No. will be shown at the top.

ⓘ Web Form is saved with Ref. No.

Submit an application (cont'd)

<u>Validation checking</u>

- Completed sections will be marked with ✔

- Incomplete sections will be marked with ⚠ for your attention. Click the relevant tab to return to the relevant section to view the incomplete items.
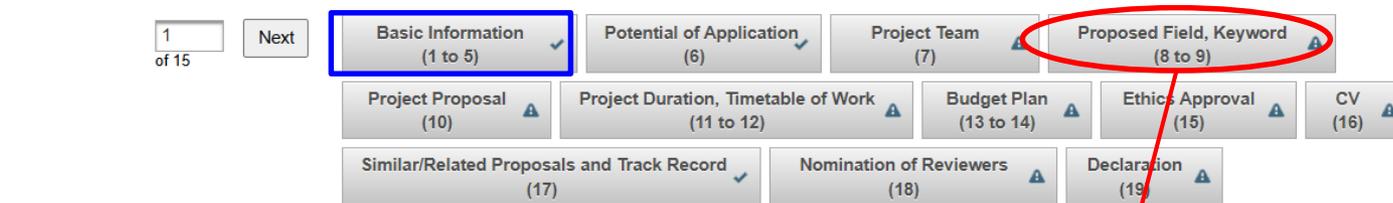
View the alert message and complete the outstanding items.

Note:
Only error free Web-based Online e-Form can be submitted successfully to AI users.

Submit an application (cont'd)

- Submit the application to CoA(s) and AI users

Save **Submit**

Confirm

⚠ Are you sure to Submit ?

Yes **No**
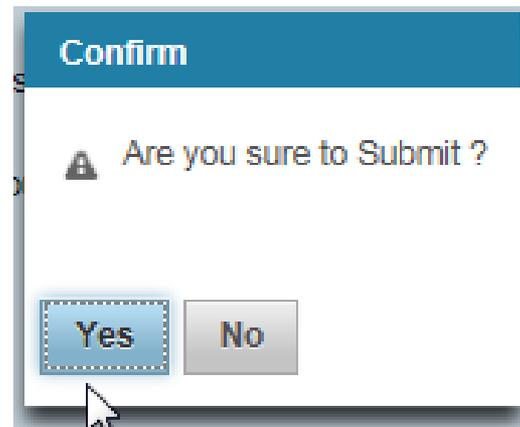
An acknowledgment message for 'Web Form is submitted' with a temporary Ref. No. will be shown at the top.

Submit Web Form

ℹ The Web form with Ref. No. TMP XXXXX has been submitted. Your application is pending endorsement from Co-applicant(s), if any, and your Administering Institution users (i.e. Head of Department, Finance Office and Research Office). You can view the signing status on the Master List. You will receive an email notification with an official 8-digit reference number after your Administering Institution has submitted your application to the HMRF.

Close

Submit an application (cont'd)
- tooltips for filling the e-Form

- Read the Explanatory Notes
- Mouse over 🛈 to view the tooltips

Sample:

5. ABSTRACT OF PROJECT 🛈 *(Word limit: 250 words, in BMJ format)*

Abstract MUST be in BMJ format (max. 250 words) with the following headings: objectives; hypothesis to be tested; design and subjects; study instruments; interventions; main outcome measures; data analysis; expected results. For details, please refer to http://www.bmj.com/about-bmj/resources-authors/house-style.

Section 1 submission (for re-submission):

Applications in the **2024 HMRF Open Call** that are rated "**2**" or rated "**3**" / "**4**" but finally **not funded** are eligible for resubmission.

Example with validation messages:
When you click "Save", validation messages will appear at the top of the page if any required fields are incomplete or if ineligible information is provided.

Save	Submit

❌ Section 1. Resubmission - Rating of previous submission is mandatory. Please complete.
Section 1. Resubmission - The file size of attachment should not exceed 800KB.
Section 1. Resubmission - Only applications rated "2" or above in the 2024 HMRF Open Call are eligible for resubmission.

1. SUBMISSION

○ New Project   ● Re-Submission   (Quote Previous Ref. No.:) ℹ

01230161

Rating* of previous submission to HMRF: ℹ [▼]

Structured point-by-point response to GRB Assessment Report (all GRB and Reviewers' comments using standard template): ℹ

[ ] Browse

Uploaded file name : Demo_PDF_size_more_than_800kb.pdf [Delete File]   (file size limit: 800KB)

*Only those with rating of 2 or above are eligible for re-submission.
(In PDF format only and the maximum file size is 800KB)

Please refer to the relevant sections of Guidance Notes on resubmission

Section 3 thematic priorities:

Select the most relevant thematic priority from the selection menu by clicking "Select".

3. THEMATIC PRIORITIES

Please select the most relevant thematic priority* ⓘ
*please refer to the Explanatory Notes for details of the thematic priorities

Please Select

Section 4 project title:

The project title should align with the format as specified in the e-Form.

(i.e. only the first letter of the first word should be capitalized, except specific terms.)

4. PROJECT TITLE *(Word limit: 25 words)*

Only the first letter of the first word in the project title should be capitalised except specific terms, e.g.
Systematic evaluation of payback of publicly funded health and health services research in Hong Kong

Section 7 applicants (project team):

- Select the number of CoA to be added to the proposal. You must have at least one CoA. You should tick the box to nominate one CoA to take up the role to PA, in case you cannot continue the project.

- Click "Remove" to remove the irrelevant CoA, if needed

- Click "Move Down" or "Move Up" to rearrange the order of project team members. (Note: relevant CVs in **Section 16** will be reordered accordingly.)

Section 10 project proposal:

Download the template by clicking the link *or* refer to Slide 29 for downloading the template

10. PROJECT PROPOSAL

Please attach (a) – (h) of the proposal (in PDF format only and the maximum file size is 1.1MB):

☑ I confirm that I have used the standard proposal template for research/health promotion project under Section 10, and understand that my application will not be processed if incorrect proposal template has been used.

Please download the Proposed Template for Research Project from the Research Fund Secretariat website.

[Browse]

Note: please convert the
     Ms Word file to
     PDF format
     (file size limit: 1.1MB)

HMRF_Proposed_Research_Project_2025.... 11/21/2025 10:44 ... Adobe Acrobat

File name: HMRF_Proposed_Research_Project_2025. ⌄ | 所有檔案 ⌄

[Open] [Cancel]
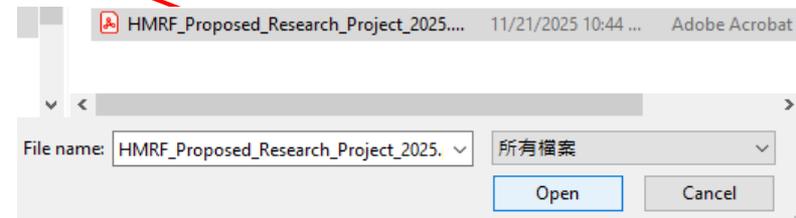
- Click the check-box
  → click "Browse"
  to attach the research
  proposal.

Uploaded file name : HMRF_Proposed_Research_Project_2025.pdf.pdf [Delete File]

Example: Items to be declared for Health Promotion projects

10. PROJECT PROPOSAL

Please attach (a) – (h) of the proposal (in PDF format only and the maximum file size is 1.1MB):

☑ I confirm that I have used the standard proposal template for research/health promotion project under Section 10, and understand that my application will not be processed if incorrect proposal template has been used.

☑ I confirm that I have used the pre-set criteria for process and outcome evaluation based on the RE-AIM framework and understand that failing to do so will lead to the application being ineligible for further processing.

Please download the Proposed Template for Health Promotion Project from the Research Fund Secretariat website.

[ ] [Browse]

Download the template for Health Promotion projects by clicking the link
or
refer to Slide 29 for downloading the template

Example: Items to be declared for projects with thematic priority of Implementation Science

10. PROJECT PROPOSAL

Please attach (a) – (h) of the proposal (in PDF format only and the maximum file size is 1.1MB):

☑ I confirm that I have used the standard proposal template for research/health promotion project under Section 10, and understand that my application will not be processed if incorrect proposal template has been used.

☑ I confirm that I have used the appropriate framework(s)/model(s) to analyse barriers and facilitators of implementation outcomes for research projects addressing the thematic priority of Implementation Science.

Please download the Proposed Template for Research Project from the Research Fund Secretariat website.

[ ] [Browse]

- Click "Attach" to upload additional materials to Section 10(i) and 10(j).
- Select the attachment type and fill in the description of the additional materials accordingly.
- Please attach the files referred in the proposal under Section 10 (i) (file size limit: 8MB).

- Please attach other additional materials in Section 10(j)
  (file size limit: 5MB)

10(j). List of additional materials (for supporting documents not referred in the proposal)

No.	Type	Description
		Example: Ethics/safety approval(s) Consent for accessing third-party data Letters of collaboration from study part Quotation of budget item(s)
1.		
2.		
3.		
4.		
5.		

Ethics/safety approval(s)
Consent for accessing third-party data
Letters of collaboration from study partners
Quotation of budget item(s)
Others

Please attach the files in eGMS according to the order shown in the above table (in PDF format only and total file size should not exceed 5MB)

Attach

Attach file(s)

1 [   ] Browse

2 [   ] Browse

3 [   ] Browse

4 [   ] Browse

5 [   ] Browse

Close

Section 13-14 budget plan:

- The summary of financial support requested is automatically filled after the cost details at <u>Section 14</u> is completed.

13. SUMMARY OF FINANCIAL SUPPORT REQUESTED ⓘ

	Project Year 1 (HK$)	Project Year 2 (HK$)	From Project Year 3 onwards (HK$)	Total (HK$)
Staff Costs	20000	20000	20000	60000
Other Expenses	5000	0	5000	10000
Equipment Cost	200000	300000	0	500000
Sub-total	225000	320000	25000	
Grant Total				570000

Section 14 details of financial support requested:

- Fill in Section 14a "Staff details" according to the types of staff and the breakdown of heading. (The total cost of the item(s) will be calculated automatically by the system.)

14. DETAILS OF FINANCIAL SUPPORT REQUESTED
14a. STAFF DETAILS

Types of Staff	Details of Posts				Monthly Salary $ (M) or Hourly Rate (R)		Efforts on Project (E) % / Total Hours on Project (H)	No. of Months Required	Staff Costs for Entire Project
	Rank	Pay Scale & Point	Part Time (P) or Full Time (F)	(A) No.	(B) HK$		(C) % / H	(D)	AxB(M)xC(%)xD; or AxB(R)xC(H) HK$
Project Staff									
Staff 1	1	1	F	1	15000	M	100	2	30000
								0	0
								0	0
								0	0
								0	0
Other Supporting Staff (e.g. secretarial, clerical, administrative)									
Supporting Staff 1	1	1	F	1	15000	M	100	2	30000
								0	0
								0	0
								0	0
								0	0

- Fill in Section 14b "Staff details" the staff costs by the financial year. (The total cost of the item(s) will be calculated automatically by the system.)

14b. STAFF COSTS *(To the nearest HK$)*

Types of Staff	Project Year 1 (HK$)	Project Year 2 (HK$)	From Project Year 3 onwards (HK$)	Total (HK$)
Project Staff				
Staff 1	10000	10000	10000	30000
				0
				0
				0
				0
Sub-Total	10000	10000	10000	30000
Other Supporting Staff				
Supporting Staff 1	10000	10000	10000	30000
				0
				0
				0
				0
Sub-Total	10000	10000	10000	30000
Total Annual Costs	20000	20000	20000	60000

- Fill in Section 14c "Other Expenses" by the financial year.
- (The total cost of the item(s) will be calculated automatically by the system.)

14c. OTHER EXPENSES *(To the nearest HK$ and provide unit cost as far as possible)*

Please specify (itemise in detail)	Project Year 1 (HK$)	Project Year 2 (HK$)	From Project Year 3 onwards (HK$)	Unit Price (HK$)	No. of Unit	Total (HK$)
Conference (i.e. Travel and subsistence) (Up to $10,000)	0	5000	0	2500	2	5000
Publication Costs (Up to $30,000)	0	0	15000	5000	3	15000
Reference Materials (Up to $5,000)						0
Audit Fee (Up to $5,000 if requesting at or below $1,000,000 or $10,000 if requesting over $1,000,000)	1000	1000	1000	1000	3	3000
Incentives for subjects						0
Research Postgraduate Studentship (Unit price = Monthly studentship x Effort on project (%); No. of Unit = Duration of support to project (month)).						0
Testing	20000	10000	0	10000	3	30000
						0
						0
Total Annual Costs	21000	16000	16000			53000

Note: **Leave the fields blank** instead of entering zero ("0") if budget(s) is not required for any of the budget items.

- Fill in Section 14d "Equipment" in detail by the financial year. (The total cost of the item(s) will be calculated automatically by the system.)

14d. EQUIPMENT *(To the nearest HK$. Unit price under $10,000 should be included in "Other Expenses")*

Please specify (itemise in detail)	Project Year 1 (HK$)	Project Year 2 (HK$)	From Project Year 3 onwards (HK$)	Unit Price (HK$)	No. of Unit	Total (HK$)
Equipment	200000	300000	0	100000	5	500000
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
Total Annual Costs	200000	300000	0			500000

Section 16 CV:

- Project team members should provide their ORCID ID, if available, in Section 7 (Project Team).
  The ORCID ID will then be auto-filled in this section.

16. CURRICULUM VITAE OF ALL APPLICANTS

Principal Applicant		
Title:	Last name:	First name:
ORCID ID:		
Education/Training:		

Section 17 – similar or related proposals and track record:

Applicants should provide **a list of all applications:** <u>submitted in the past 3 years</u> or <u>pending funding decision</u> or <u>intended for submission in the next 6 months</u> to the HMRF or other funding agencies (local or non-local) -

- PA in this application taking PA or CoA role in the declared application
- Other Applicant(s) (i.e. CoA) of this application taking PA role in the declared application

Declared application This Application	PA role	CoA role
PA	Yes	Yes
CoA (Applicant 2-9)	Yes	No

Note: Applicants are obliged to notify the Secretariat immediately of the funding decision of all declared similar/related applications once it is available. Any false declaration may lead to application not eligible for further processing and shall be subject to penalty as determined by the Research Council.

Section 17 – similar or related proposals and track record (cont'd):

1. Section 17 can be completed either by uploading the Excel template or by entering the information directly in the e-Form.

Excel

Option 1:
To complete by Excel template
(Note: Download the template by clicking the button under "Attach files(s)")

- Complete the list of the declared applications with the required information in the template.

- Click "Upload" to attach the completed Excel form.

   Go to Slide 54 to continue.

---

17. SIMILAR / RELATED PROPOSALS AND TRACK RECORD

Attention:

1. Please ensure the information provided herein is true and accurate. Any false declaration may lead to application not eligible for further processing and shall be subject to penalty as determined by the Research Council.
2. Provide a list of **all applications** in which Principal Applicant (PA) taking PA/ Co-applicant (Co-A) role or Co-A taking PA role submitted to the HMRF or other funding agencies (local and non-local) by the applicants listed in Section 7 **in the past three years** from the closing deadline:
   (a) For funded proposals – list all proposals funded or recommended for support by HMRF or funded by other funding agencies (local or non-local) in the past three years from the closing deadline and (i) indicate whether they are similar or related to the application, (ii) upload the similar or related application, and (iii) provide information as requested.
   (b) For not funded proposals – list all proposals not funded by HMRF or other funding agencies (local or non-local) in the past three years from the closing deadline and indicate whether they are similar or related to this application. Such similar/related not funded proposal must be submitted as a new application (while those HMRF applications previously rated "2" or above in the 2024 HMRF Open Call should be submitted as "Re-submission" in Section 1) by highlighting the major changes in different colour after extensive changes or improvements have been made. And, attach (i) a copy of the previously submitted applications; (ii) the decision letters; (iii) reviewers' comments, if available, and the corresponding point-by-point responses to address all reviewers' comments. Explanation should be provided if previous applications, reviewers' comments or point-by-point responses are not submitted.
3. Provide a list of all appl... A role and are pending funding decision or intended for submission... ocal) in the next six months from the closing deadline by the applica... r related to the application. Provide a summary of the similarities and d... n and this application.
4. At any time before the a... applicants are obliged to notify the Research Fund Secretariat imme...
   o any other similar... nding agencies (local or non-local) in addition to those listed belo...
   o the funding decis... vailable.

Attach file(s)

[Browse] [Delete]

Download Excel Template

[Upload] [Cancel]

[Upload] 🛈
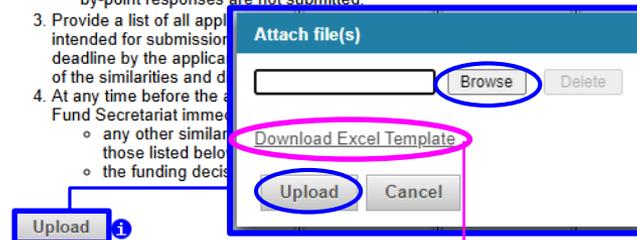
	A	B	C	D	E
2	No.	Project Ref. No.	Project Title	Is PA involved in Name of Applicants?	Role of PA in the involved application
3	1				
4	2				
5	3				
6	4				
7	5				

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Section 17 – similar or related proposals and track record (cont'd):

e-Form

Option 2:
To complete by entering the information directly in the e-Form:

- Enter the required information and click "**Save**".
- Validation prompts will appear at the top of the page for any missing or incomplete required field.

Section 17 – similar or related proposals and track record (cont'd):

e-Form

- If you are unsure which fields require input, please click "Save".
- Validation prompts will appear at the top of the page to assist your completion.

  <u>*Go to Slide 54*</u> to continue.

Note: Fields not required input will be shaded.

Section 17 – similar or related proposals and track record (cont'd):

Excel | e-Form

- To indicate the applicant(s) and his/her role in the declared application(s)

  i.   Click "Select" under "Name of Applicants.

  ii. Select the role (PA / Co-A) for the applicant(s) in the declared application.

  iii. Click "Save"

  Note: For HMRF application, only one PA role can be assigned.

Section 17 – similar or related proposals and track record (cont'd):

Excel   e-Form

Example with two applicants with PA role selected for HMRF application:

Example with only CoA taking a CoA role in the declared application:

Excel   e-Form

- Click "**Browse"** to upload the required documents, such as the previous application, funding agency comments with your point-by-point responses, or an explanation if any of these documents are not submitted.

No.	Project Ref. No. Project Title	Name of Applicant(s) (Role)	Funding Agency	Funding Amount (HKD)	Status	Is it a similar/related research proposal to this application ● YES ○ NO	
1	12345678	Select	Others		Not funded	Upload previous application (in PDF format only and the maximum file size is 3.5MB) (file size limit: 3.5MB) [____] Browse	Upload all comments raised by the funding agency **and** point-by-point responses to address these comments OR provide explanation why application, comments or point-by-point responses are not submitted
	Test	Prof PA Demo (PA), Dr COA 1 (Co-A)	Test			☐ I confirm that I cannot provide the application	(PDF format only and the maximum file size is 600KB) (file size limit: 600KB) [____] Browse
							☐ I confirm that no comments have been received from the funding agency

Summary of the similarities and differences (400 words max)

Note: (For non-HMRF applications only)
If the documents are not available, tick the relevant confirmation checkbox.

Time Spent by PA on the Project (hrs/ %)	Expected Date of Decision (dd/mm/yyyy)	Publications/ Scientific papers directly resulting from this grant:
[____] %	[____]	
Start Date (dd/mm/yyyy)	Completion Date/ To be completed (dd/mm/yyyy)	
[____]	[____]	

Section 18 - nomination of non-local reviewers: (Optional)

1. Select up to three non-local reviewers from the drop-down menu.

2. Fill in the details of the nominated reviewers. Nominated reviewers must be experts in the specialised fields and have experience in grant review. However, the final selection of non-local reviewers for any grant application is at the discretion of the Secretariat.

CONFIDENTIAL

NOMINATION OF NON-LOCAL REVIEWERS
(For Internal Reference of the Research Fund Secretariat Only)

Ref. No. (official use only)	
Project Title:	
Principal Applicant:	

19a The Principal Applicant can nominate up to three non-local reviewers whom they consider qualified to review this application. Nominated reviewers must be expert in the specialised fields and have experience in grant review. However, the final selection of non-local reviewers for any grant application is at the discretion of the Research Fund Secretariat.

Reviewer #1
Title (Prof/Dr/Mr/Mrs/Ms)

Last name

First name

Position

Department

Organisation

Address   Rm/Floor

               Building

               Street

               Area / City

               Country / Region

               Postal Code

Telephone No.

Fax No.

Email

ORCID ID   9999 - 9999 - 9999 - 9999

Area of expertise

Group	Field
	Please specify:

(1) Add 0 experts

(2)

Section 18 nomination of non-local reviewers (cont'd): (Optional)

Nominated reviewer **must not** have any past or present significant personal and/or professional relationship between any of the applicant(s) listed in Section 7 (Project Team) of eForm.

Failure to declare potential conflict of interest shall be subject to penalty.

Note: alert message will appear if you have declared any significant relationship with the reviewer.

19b. The Principal Applicant (PA) is responsible for the proper and complete declaration of any past or present significant personal and/or professional relationship between any of the applicant(s) (including PA and Co-applicant) listed in Section 7 and the nominated reviewer(s). **Failure to declare potential conflict of interest shall be subject to penalty as determined by the Research Council.** Please refer to the Explanatory Notes for examples of significant personal and/or professional relationships.

Nature of relationship (please elaborate)   Reviewer   Please provide the name of the applicant(s) listed in Section 7 and nature and duration of the relationship

1   2   3

None

Spouse/partner/direct relative

Close personal contact

Research collaborator (co-grant applicant/holder) within three years from date of nomination

Mentor/student (under direct supervision) within three years from date of nomination

Work colleague in the same department within three years from date of nomination

Employer/employee/business partner (including direct supervisor/subordinate) within three years from date of nomination

Others: please specify (within three years from the date of nomination)

Error

Nominated reviewer 1 must not have any past or present significant personal and/or professional relationship between any of the applicant(s) listed in Section 7.

OK

Section 19 Declaration and Authorisation:

19. DECLARATION AND AUTHORISATION

1. Does the Administering Institution or any of the applicants listed in Section 7, or any of the proposed personnel and sub-contractors / agencies to be engaged in the project, have any actual or perceived conflict of interest, such as receiving any funding or assistance directly or indirectly from industries (including but not limited to tobacco related businesses, infant formula companies, or organisations funded by such businesses), or using the grant monies (budgeted under Sections 13 & 14) to purchase products or services from businesses owned wholly or partly by the Administering Institution or any of the applicants listed in Section 7, or any of the proposed personnel and sub-contractors / agencies to be engaged in the project?   ○ YES ○ NO

If yes, please provide information on the following -
a. The nature of relationship; and
b. Duration of the relationship

2. Does the Administering Institution or any of the applicants listed in Section 7 or any of the proposed personnel and sub-contractors / agencies to be engaged in the project, have received/will receive any sponsorship related to any commercial product for this application. If yes, please specify (i) the product, (ii) details of the sponsorship, e.g. free provision of products or rental of equipment and (iii) provide valid justification for such arrangement.   ○ YES ○ NO

3. Are you being debarred from submitting applications to the HMRF or any other funding schemes (local or non-local), as at the closing deadline?   ● YES ○ NO

PA must declare:

➢ Any actual or perceived conflict of interest
➢ Any sponsorship received / to be received related to any commercial product for this application

Warning

Applications from principal applicants who are being debarred from submitting applications to the HMRF or any other funding schemes (local or non-local) as at the closing deadline will not be considered.

[Close]

Note: PA being debarred from submission of the HMRF or any other funding schemes (local or non-local) as at the closing deadline is **ineligible** to apply.

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Section 19 Declaration and Authorisation (cont'd):

(Optional)

- If the Co-A(s) have provided email endorsements/ physical signatures, select the checkbox for the corresponding Co-A(s).

- Click "Attach" to upload the supporting document (see examples) for Co-A(s)' endorsement.

Part III - Action required under different application status

Edit "Temp Save" application

1. Click "Master List"

Application

| Principal Applicant | Co-Applicant |

| Master List | Application Call |

(1)

Scheme [HMRF ▼] [Search]   (1 of 1) ◄◄ **1** ►► 20 ▼

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
	Ref. No. 🗑 📄		📄				Temp Save	N/A	N	N	N		

(2)

2. Click "Temp Ref. No." to edit the *e-Form*

View "Pending Signature" application or "Revised Pending Signature" application

1. Click "Master List"

2. Click "N" if you wish to send reminder to CoA

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
							Pending Signature	(2) N	N	N	N		

(3a)

Co-Applicant List — eGMS - electronic Grant Management System -

Title	Last Name	First Name	Affiliation	Co-Applicant(s) Signed	Actions
			-	N	Re-Send

Confirm

⚠ Are you sure to re-send email to CoA?

Yes   No   (3b)

3. Click "Re-Send" & "Yes" for confirmation

Edit "Pushed back" application

1. Click "Master List"

2. Click "Details" to view the "pushed back" reason(s)

3. Click "Temp Ref. No." to edit the e-Form

Summary of the application status

- *Temp Save*
Application saved in eGMS but not yet submitted to AI users (i.e. Head of Dept, Finance Officer, Research Officer).

- *Pending Signature*
Application is submitted and pending endorsement from CoA(s) (if any) and/or AI users.

- *Pushed back*
Application has been pushed back by AI user(s) and is pending revision by PA.

- *Revised Pending Signature*
Pushed back application revised and re-submitted to AI users.
CoA(s) do not need to sign such revised application.

- *Submitted to Research Fund Secretariat*
Application has been endorsed by CoA(s) and AI users and submitted to Research Fund Secretariat (RFS) by AI's RO.

Part IV –
Delegation of PA

Delegation of PA

- Go to Administration > Setting > Maintain Personal Profile
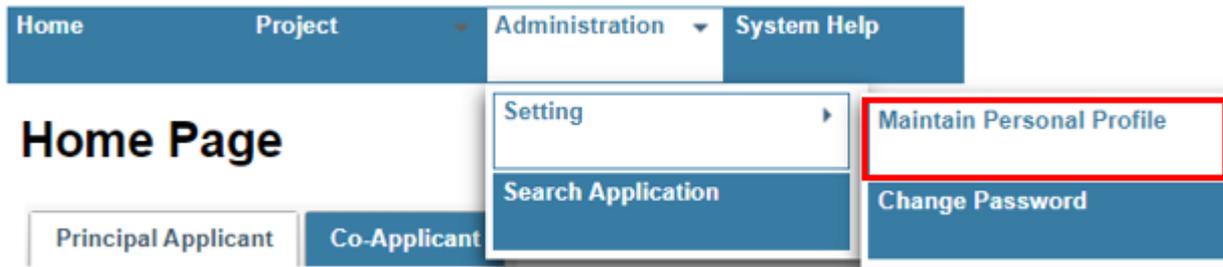
- Click "Delegation of PA"

View "Delegation of PA"

- View "Delegation List" and "Delegation History"

Update "Delegation of PA"

Maintain Personal Profile

User Details	Specialty (HMRF)	Delegation of PA

Assign Delegate

Email

Start Date

End Date

Assign Delegate

If your delegate is not an existing user in eGMS, please create an user.

Create Delegate → Create delegate if the delegate does not exist in the eGMS

Delegation List

Delegate Name ⇕	Email ⇕	Assigned Time	Delegate Period	Actions
				Edit 🗑

Save   Export to CSV

Edit and delete delegate

Delegation of PA

PA's delegate can
fill in e-form / save the e-form
during the delegation period

eGMS user

Only **PA** can
submit to AI users

PA role user

Summary and key points

Prepare the application **as soon as practicable** to avoid any unforeseen situations.

Application procedure summary

Application Status

1
- Login with eGMS account with PA role

2
- Fill in e-Form

Temp Save

3
- Submit completed form to CoA and AI Users# for endorsement
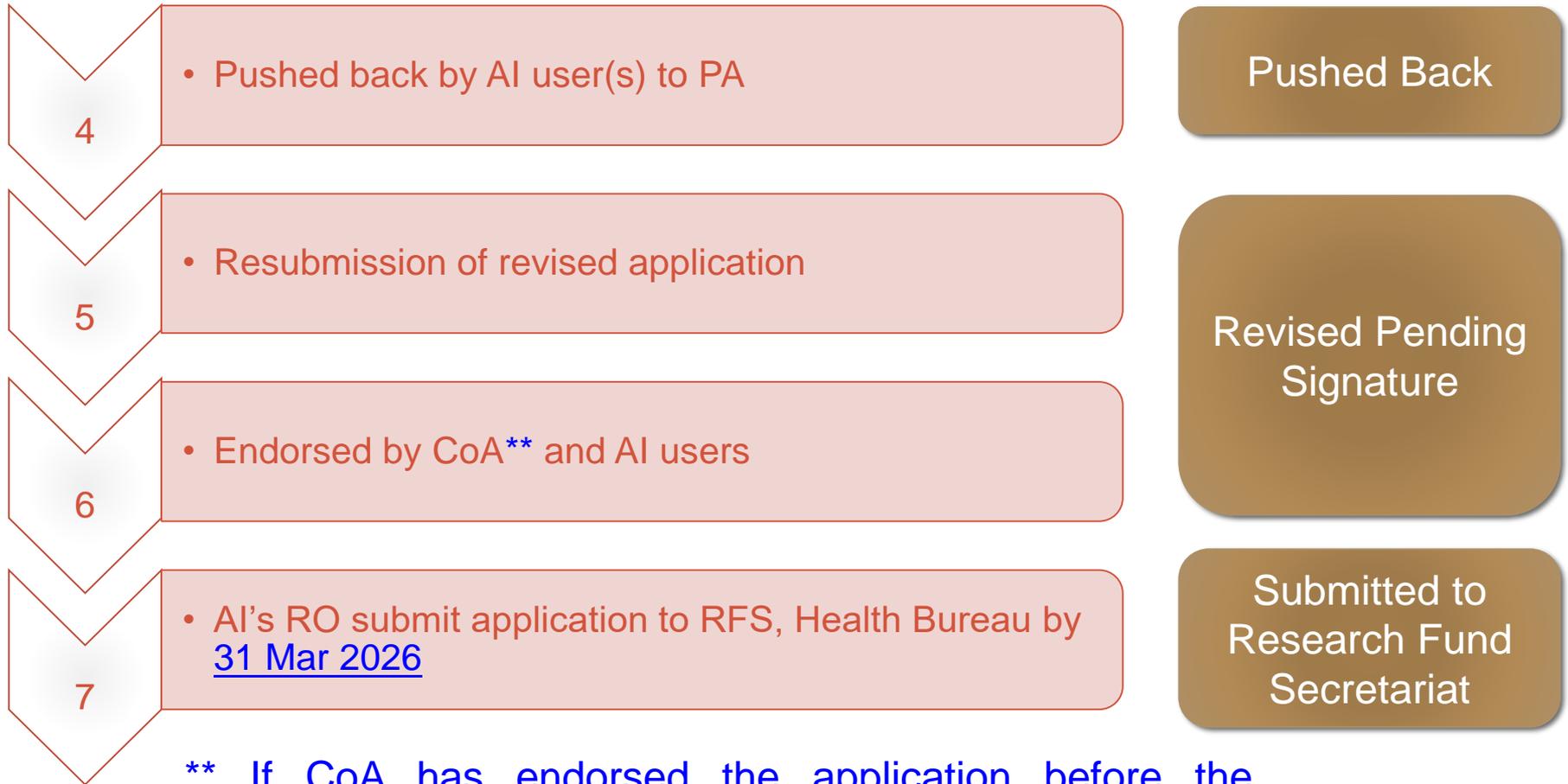
Pending Signature

\# Pay attention to AI's internal deadline, if any.

* It is always PA's responsibility to collect CoAs' electronic signature. If CoA's physical signature is attached in **Section 19**, CoA's electronic signature is not required.

Application procedure summary

Application Status

Step	Procedure	Status
4	• Pushed back by AI user(s) to PA	Pushed Back
5	• Resubmission of revised application	Revised Pending Signature
6	• Endorsed by CoA** and AI users	
7	• AI's RO submit application to RFS, Health Bureau by 31 Mar 2026	Submitted to Research Fund Secretariat

** If CoA has endorsed the application before the application is pushed back by AI user(s) to PA, CoA is not required to endorse the revised application again.

Attention:

- Please save your application regularly as the system will be logged out if the e-Form has been idled for 20 minutes.

- Reserve sufficient time for amending any errors discovered during validation checking.

- Pay attention to AI's internal deadline.

- The PA's email address entered in the e-Form will be used by the RFS for all communication relating to the application, including announcement of result.

Attention:

- Use the correct template under <u>Section 10</u> for the particular Area of Project below –

  - for Public health, human health and health services or Prevention, treatment and control of infectious diseases or Advanced medical research project, please use template "Proposed Research Project"

    2025 HMRF Open Call – Research Proposal

    10.   PROPOSED RESEARCH PROJECT

  - for Health promotion project, please use template "Proposed Health Promotion Project"

    2025 HMRF Open Call – Health Promotion Proposal

    10.   PROPOSED HEALTH PROMOTION PROJECT

Need help?

RFS website: https://rfs.healthbureau.gov.hk/

- Explanatory Notes + Quick Guide

- Training Manual under System Help in eGMS

System Help   ✉ User ID:

- RFS contact
  - Email: egmsenquiry@healthbureau.gov.hk

  - Tel: 3427 3344

Thank you!