

# Quick Guide for Completing the Electronic Application Form

## (A) Minimum system requirements

To use the electronic Grant Management System (eGMS), your computer should meet these minimum system requirements -

1. Google Chrome<sup>1</sup> or Mozilla Firefox<sup>2</sup> or Safari 7+
2. Enable Transport Layer Security (TLS) version 1.2 in the browser
3. 1280 x 1024 Minimum Screen Resolution
4. Microsoft Office Word 2007 or above (for opening MS Word Offline Application Form)

<sup>1</sup> Recommended version for Google Chrome is 57 or above.

<sup>2</sup> Recommended version for Mozilla Firefox is 51 or above.

### Operating system

1. Microsoft Windows 8.1/10
2. Apple Mac OS x 10.5 or above
3. Fedora Linux Core 7 or above

### Transport Layer Security (TLS)

Since old Transport Layer Security (TLS) versions may cause security risks, we highly recommend eGMS users to enable TLS version 1.2 in their browsers. Please refer to the details in **Appendix**.

## (B) Access to eGMS

1. Address: <https://rfs.healthbureau.gov.hk/eGMS/>
2. Login account: If you have not registered for a Principal Applicant (PA) account in the electronic Grant Management System (eGMS), please register on the login page of the eGMS (see below). You will then have to wait for approval from your Administering Institution (AI) for the creation of PA account.
3. If co-applicant is not an existing eGMS user, he/she is encouraged to register a co-applicant account from the eGMS login page in advance. Their electronic endorsement of the proposal will be required after submission of the application by FA.

**Login to eGMS**

Email:

Your login email is your email address.

Password:

[Forgot your password?](#)

[Forgot your login?](#)

[More Info >](#)

[Frequently Asked Questions](#)

**Account Registration (FOR APPLICANTS ONLY!)**

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

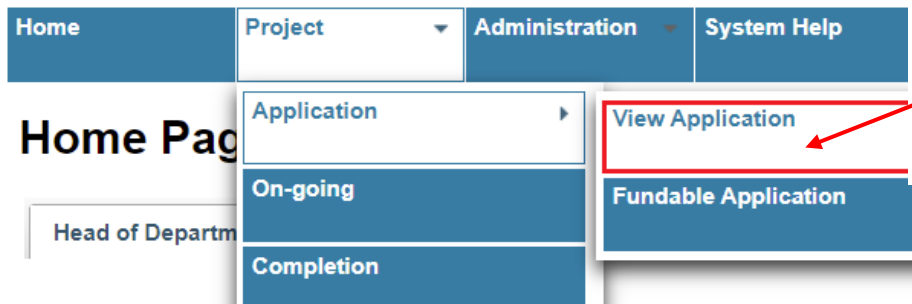
eGMS account has already been registered for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: [egmsenquiry@fhb.gov.hk](mailto:egmsenquiry@fhb.gov.hk)) if you have any questions.

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For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+ with Transport-Level-Security (TLS) protocol version 1.2. For details, please click [here](#).

**(C) Complete the Web-based Online e-Form**

**(i)**  
**Click Project >**  
**Application >**  
**View Application**



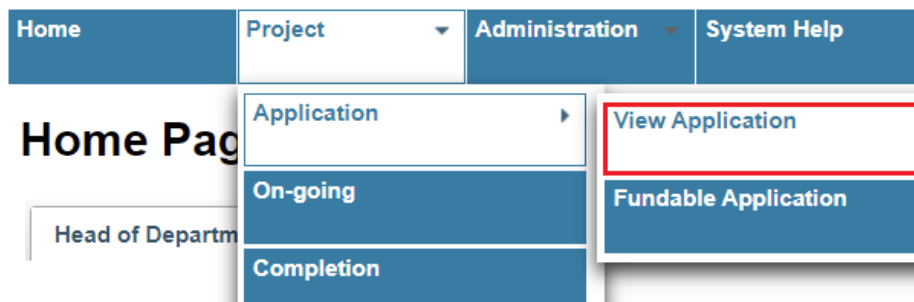
**(ii)**  
**Click the tab “Application Call”**



**(iii)**  
**Click “Complete Web-based Online e-Form”**

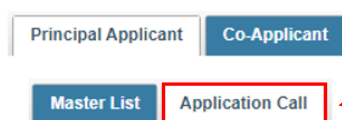
(Note: If FA needs to complete the Application offline, please refer to Part D and E)

## (D) Downloading the MS Word Offline Application Form



(i)  
Click Project >  
Application >  
View Application

## Application



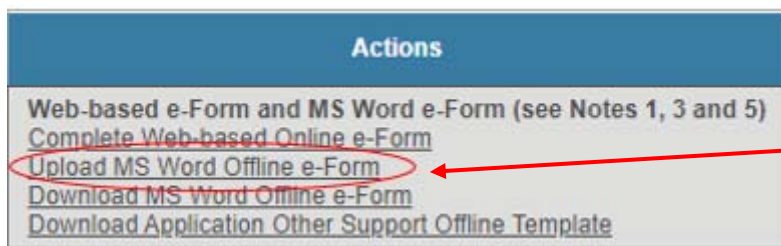
(ii)  
Click the tab "Application Call"

(1 of 1) << 1 >> 20 ▾

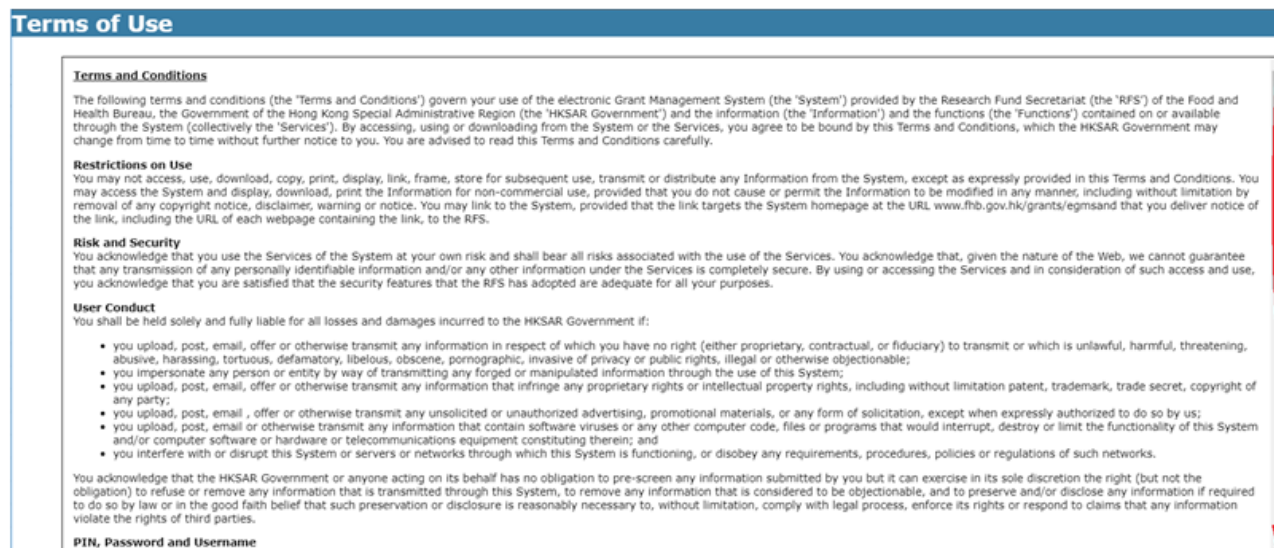
Year	Scheme	AOP	Announcement Date	Internal Deadline	Closing Date	Actions
	HMRF	Fellowship				Web-based e-Form and MS Word e-Form (see Notes 1, 3 and 5) Complete Web-based Online e-Form Upload MS Word Offline e-Form <u>Download MS Word Offline e-Form</u> Download Application Other Support Offline Template

(iii)  
Click "Download MS Word Offline e-Form" to download the application form

## (E) Uploading the MS Word Offline Application Form

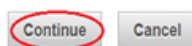


(i) Click “Upload MS Word Offline e-Form” to upload the completed Offline e- Form



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 have read and understood the Application Guidelines for Research Fellowship Scheme (Application Guidelines) and the Explanatory Notes for completing Research Fellowship Application Form (Explanatory Notes).
- I understand that application which is incomplete, inconsistent with the submission requirements, or insufficiently detailed to be processed by the Research Fund Secretariat may result in administrative withdrawal.
- I have used the correct template under Section 9 of Part F. I understand that FHB will not process my application if the wrong template has been used.

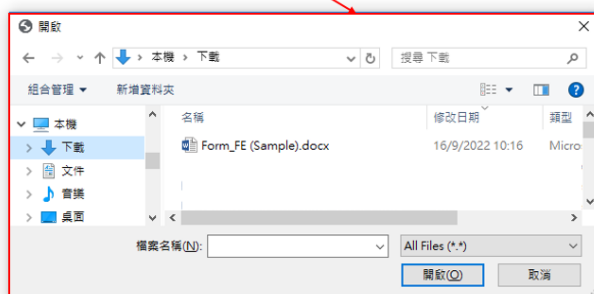


(ii) Read the Terms of Use, tick the boxes and click “Continue”

## Upload Word Form

Scheme HMRP (FellowShip)  
MS Word Form  **Browse**

**Upload** **Cancel**



(iii) Click “Browse” and select the completed Offline e-Form

This is an invalid MS Word Form.

**Note: only MS Word offline application form could be uploaded. Error message will pop up if incorrect file is attached.**

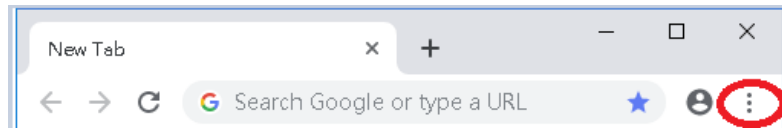
## **(F) Need Help?**

1. To complete the MS Word Offline Application Form, please refer to the Training Manual under “System Help” in eGMS for Completing MS Word Offline Application Form.
2. If some fields are not completed according to the format, error message box will be popped up when you click the “Submit” button in the application form. Please edit the application form again and re-submit.
3. For enquiry, please contact the Research Fund Secretariat:  
Email:  
[egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)

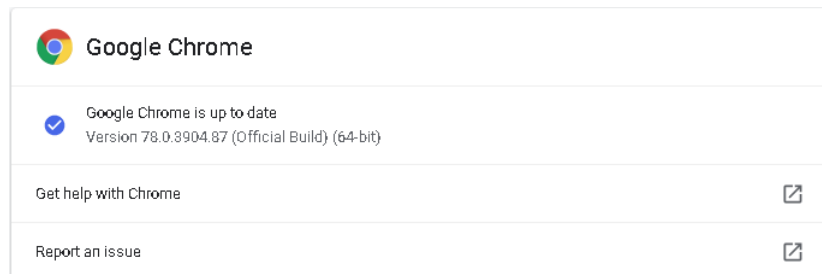
## 1. Google Chrome

(a) We recommended eGMS user to use version 57 or above. If you are using Google Chrome version 22 or above, TLS 1.1 is automatically supported. TLS 1.1 and 1.2 are automatically enabled from version 29 or above.

- (b) To find out which version of google chrome you are using -
- i. Open your Chrome browser.
  - ii. Click the “More” icon at the right corner of the address bar.

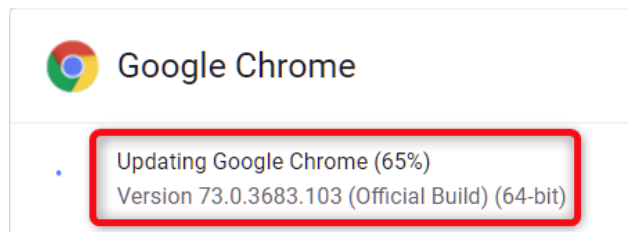


- iii. At the bottom of the menu, click “Help”, then click “About Google Chrome”
- iv. The version of Google Chrome will be shown



(c) To update Google Chrome:

- i. Chrome will check for any updates and immediately download them when you open the About Google Chrome page

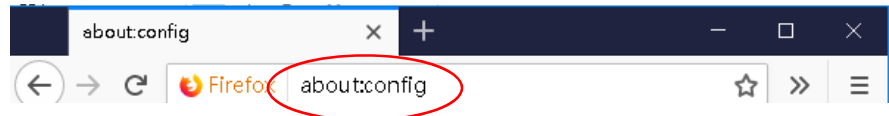


- ii. Close your browser and restart Chrome to complete the updates

## 2. Mozilla Firefox

(a) Set the TLS version of the browser

- i. Open Firefox browser
- ii. In the address bar, type “about:config” and press “Enter”



- iii. In the Search field, enter “tls”. Find and double-click the entry for “security.tls.version.max”



- iv. Set the integer value to 2 to force a minimum protocol of TLS 1.1
- v. Set the integer value to 4 to force a maximum protocol of TLS 1.3

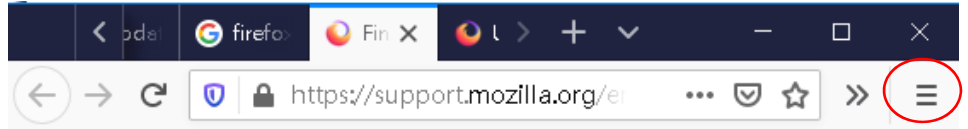
偏好設定名稱	狀態	類型	值
devtools.remote.tls-handshake-timeout	預設值	整數	10000
gl.use-tls-is-current	預設值	整數	0
network.http.spdy.enforce-tls-profile	預設值	布林 ( Boolean ) 值	true
network.http.tls-handshake-timeout	預設值	整數	30
network.proxy.proxy_over_tls	預設值	布林 ( Boolean ) 值	true
security.tls.enable_Ortt_data	預設值	布林 ( Boolean ) 值	true
security.tls.enable_post_handshake_auth	預設值	布林 ( Boolean ) 值	false
security.tls.hello_downgrade_check	預設值	布林 ( Boolean ) 值	false
security.tls.insecure_fallback_hosts	預設值	字串	
security.tls.version.fallback-limit	預設值	整數	4
security.tls.version.max	預設值	整數	4
security.tls.version.min	已修改	整數	2

- vi. Click “OK”
- vii. Close your Firefox browser and restart your Firefox browser
- viii. Recommended version 51 or above



(b) To find out which version of Firefox browser you are using:

- i. Open your Firefox browser
- ii. At the top of your Firefox browser, to the right of the address bar, click the “Menu” icon



- iii. At the bottom of the menu, click “Help”, then “About Firefox”
- iv. The version of Firefox browser will be shown



(Note: Updated version will be downloaded automatically)



- v. Close your browser and restart Firefox browser to complete the update

### 3. Safari

There are no options for enabling SSL protocols. If you are using Safari version 7 or above, TLS 1.2 is automatically enabled.