Electronic Grant Management System (eGMS)

Training Manual for
Fellowship Applicants (FAs)

Project Monitoring Module

(Research Fellowship Scheme)

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

Content

Abbreviations

AI = Administering Institution

CoA = Co-Applicant

DH = Department Head*

DR = Dissemination Report

eGMS = Electronic Grant Management System

EO = Executive Officer*

FA = Fellowship Applicant

FO = Finance Officer*

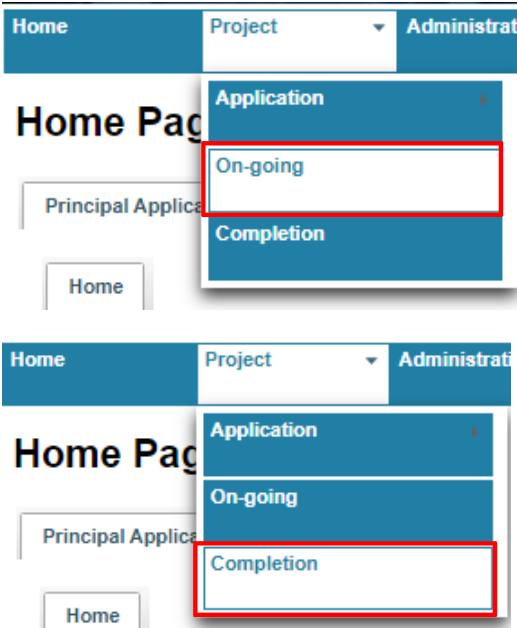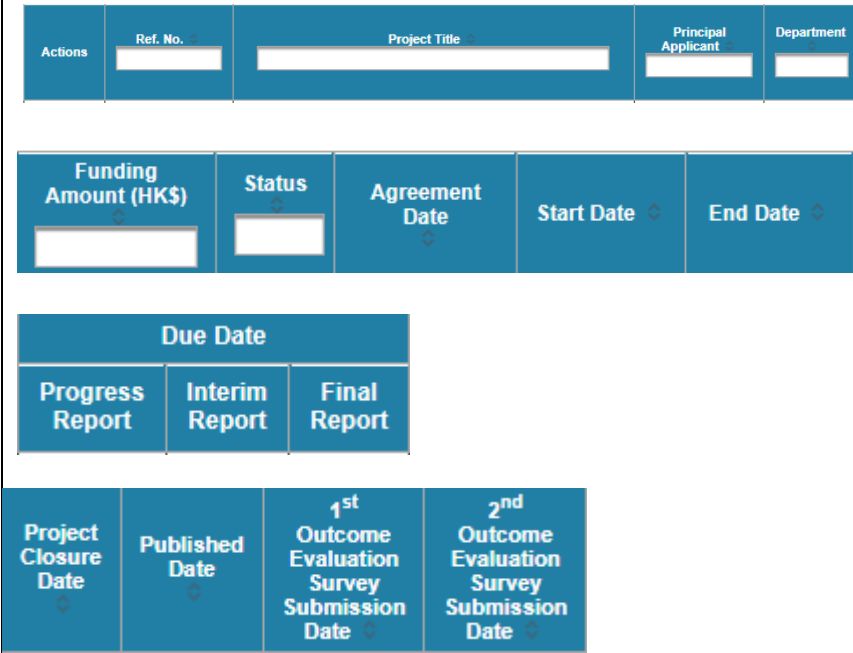FR = Final Report

IR = Interim Report

PA = Principal Applicant

RFS = Research Fund Secretariat
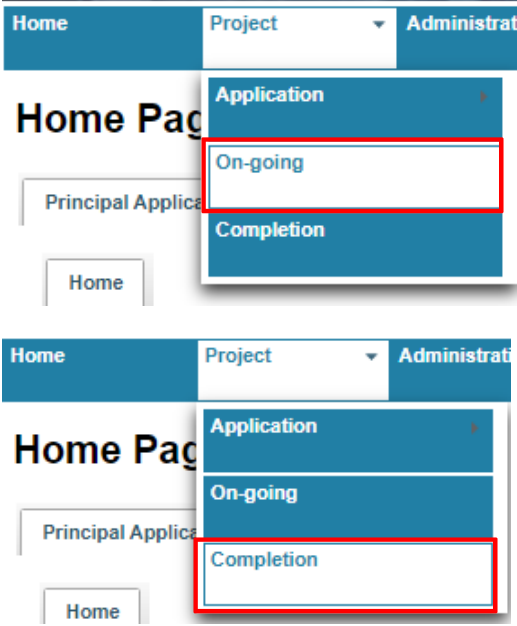
RO = Research Officer*
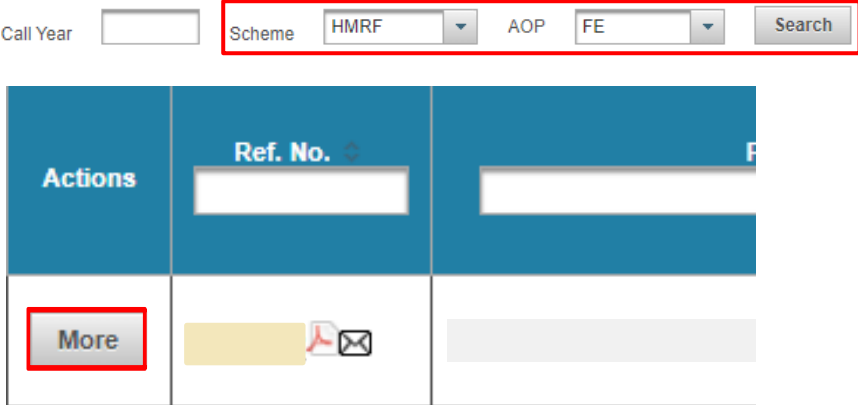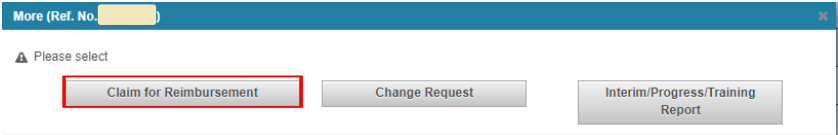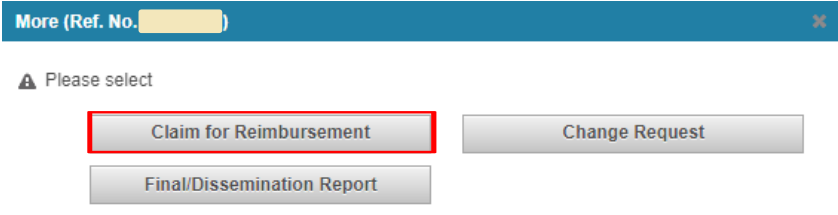
TR = Training Report

* AI user

View the Summary of Approved Project(s)

	Step 1: Go to Project > On- going Or Go to Project > Completion
	Step 2: Preview the project summary - Approved amount, - Project status, - Agreement issued date, - Project duration, - Due date of report(s). - Project Closure Date - Published Date of FR - Submission Date of 1st Outcome Evaluation Survey - Submission Date of 2nd Outcome Evaluation Survey

Submission of Claim Form

	Step 1: Go to Project > On- going Or Go to Project > Completion
	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "Search". Click "More". .
(For On-going) (For Completion) 	*Step 3:* Click "Claim for Reimbursement".

Claim for Reimbursement of Expenditure

Project Reference No.
Project Title
Start Date End Date
Principal Applicant (PA)
Administering Institution (AI)
Approved Amount (HKD) 395,000.00 Accumulated Claim (HKD) 24,000.00
Available Amount (HKD) 371,000.00
Amount for Individual Category Staff (HK$) 360,000.00 Other Expenses (HK$) 35,000.00 Equipment (HK$) 0.00

(1 of 1) 1 20

Claim Sequence	Last Edited By	Submission Date to RFS	Submitted by	Staff (HK$)	Other Expenses (HK$)	Equipment (HK$)	Total (HK$)	Status	Received Date from RFS	Payment Date	Actions
02130016-CF-001		10 Jul 2014		360,000.00	0.00	0.00	360,000.00	Rejected by RFS	10 Jul 2014		View
02130016-CF-002		10 Jul 2014		0.00	20,000.00	0.00	20,000.00	Paid	10 Jul 2014	10 Jul 2014	View
02130016-CF-003		3 Oct 2014		0.00	4,000.00	0.00	4,000.00	Paid	21 Jan 2015	2 Feb 2015	View
02130016-CF-004		10 Oct 2014		0.00	10,100.00	0.00	10,100.00	Withdrawn			View

(1 of 1) 1 20

Accumulated Claim (HKD) Staff (HK$) 0.00 Other Expenses (HK$) 24,000.00 Equipment (HK$) 0.00
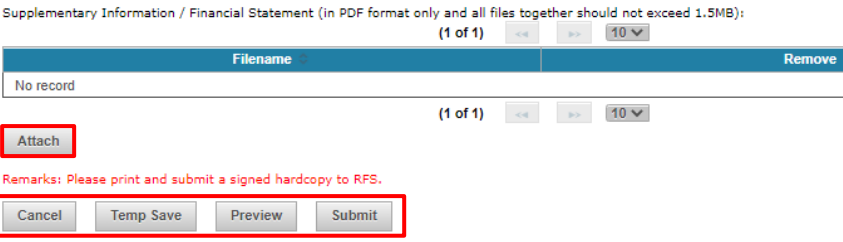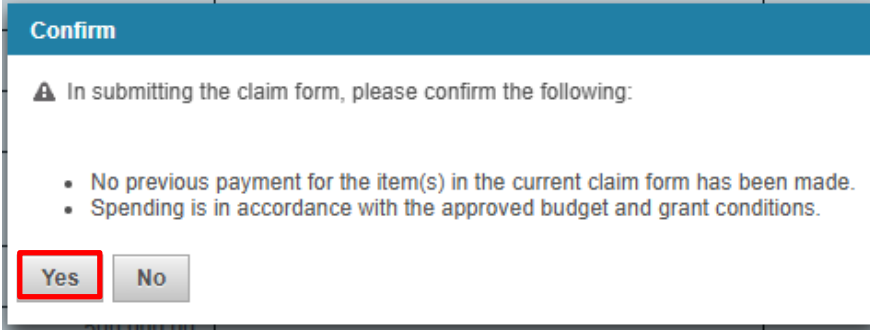Available Amount (HKD) 360,000.00 11,000.00 0.00

[Create new claim form] [Export to CSV] [Close]

Step 4:

Click "Create new claim form".

Period of Claim (MMM YYYY) From [Please Select] [Please Select] To [Please Select] [Please Select]

Category	Item	Approved Amount (HK$) (A)	Accumulative Claim (HK$) (B)	Available Amount (HK$) (C) = (A) - (B)	Amount (HK$)	Remarks
Training	Training/Course Fee	3,200.00		3,200.00		
Training	Air Passage for Overseas Training (up to two round trips economy class)	11,000.00		11,000.00		
Training	Accommodation Expense for Overseas Training	1,800.00		1,800.00		
Training	Subsistence Allowance for Overseas Training	4,500.00		4,500.00		
				Subtotal	0.00	
Staff Cost (Reliever Staff)	Reliever A	2,800.00		2,800.00		
Staff Cost (Research Staff)	MR1 C	5,000.00		5,000.00		
Staff Cost (Supporting Staff)	cleaning Staff	280.00		280.00		
				Subtotal [Details]	0.00	
Other Expenses	Conference Attendance (Up to $10,000)	900.00		900.00		
Other Expenses	Publication Costs (Up to $20,000)	1,900.00		1,900.00		
Other Expenses	Reference Materials (Up to $5,000)	900.00		900.00		
Other Expenses	Audit Fee (Up to $5,000 if requesting at or below $1,000,000 or $10,000 if requesting over $1,000,000)	1,740.00		1,740.00		
				Subtotal	0.00	
Equipment	Material2	300,000.00		300,000.00		
				Subtotal	0.00	

Staff Detail

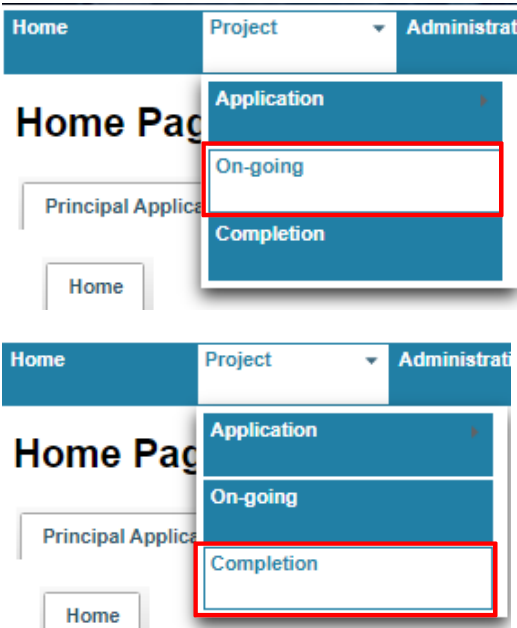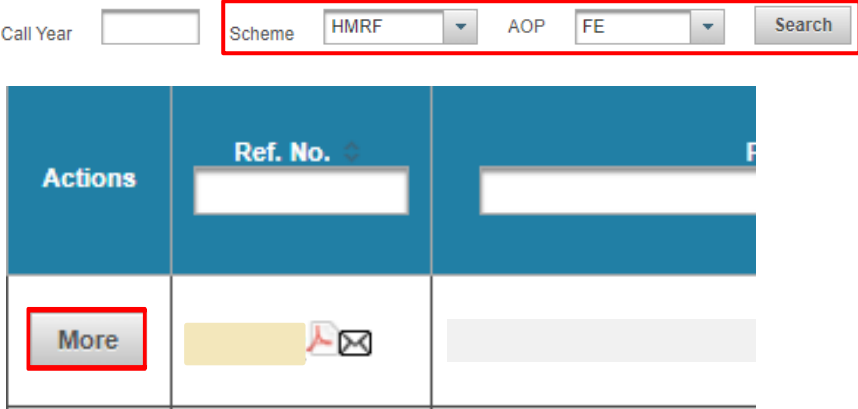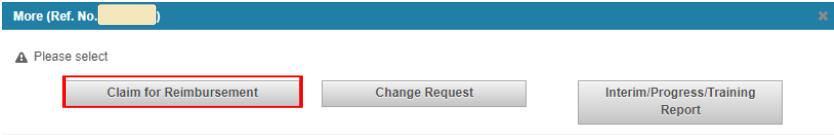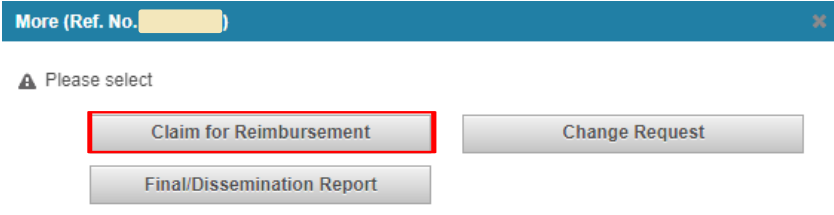| Rank/Type	Rank	Pay Scale & Point	Part Time (P) or Full Time (F)	No. (N)	HK$/Month (M) / Hourly Rate (R)	Efforts on Project (E) % / No. of Hours Claimed on Project (H)	No. of Months Claimed	Adjustment (HK$) (A)	Actual staff cost (HK$) (N*M*%E*No. of Months Claimed; or N*R*H)+(A)	
Project Staff										
Research Assistant	Research Assistant	11	F	1	25,000.00 M	100.00 %				+
Research Assistant	Research Assistant	11	F	1	25,001.00 M	100.00 %				+
								Subtotal	0.00	

Step 5:

- Input claim period.

- Input claim amount for the budget item(s).

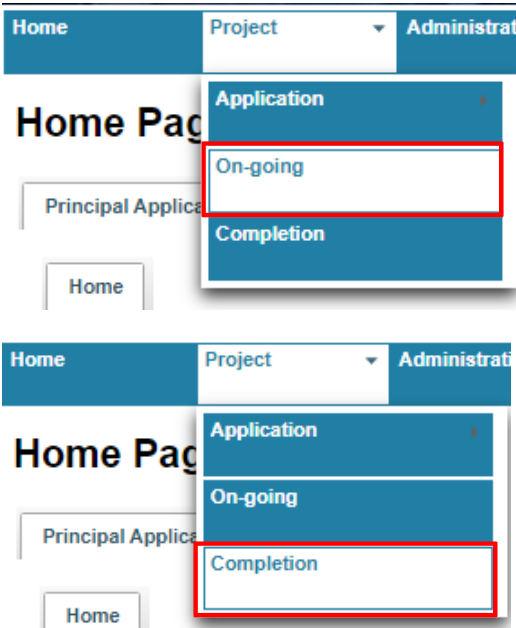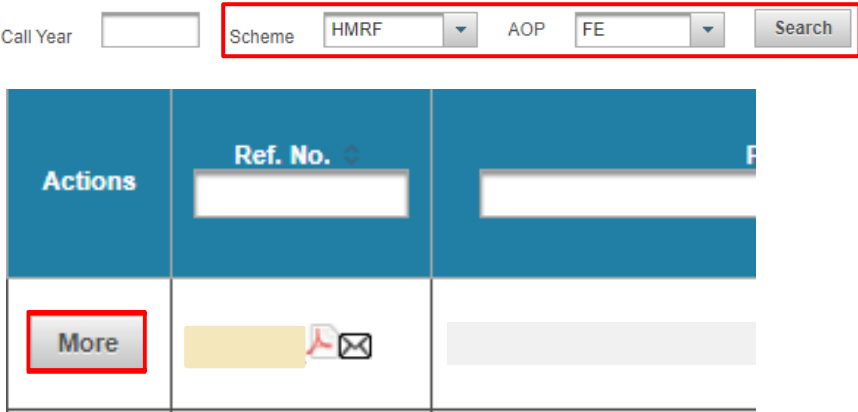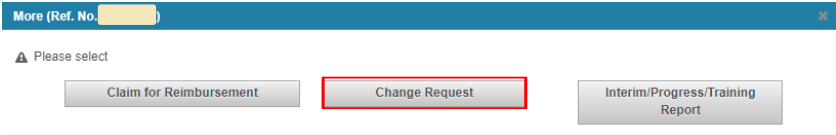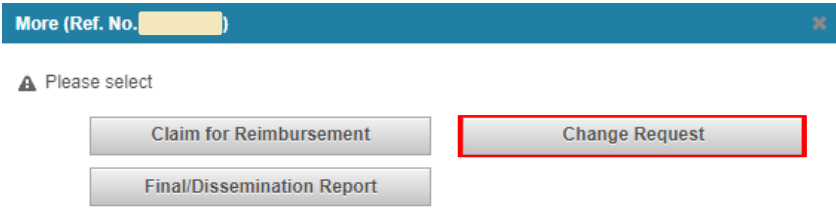- For staff cost, click "Details" and input claim amount for the budget item(s)

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

Supplementary Information / Financial Statement (in PDF format only and all files together should not exceed 1.5MB): (1 of 1) ◄◄ ►► 10 ▼ **Filename** / **Remove** No record (1 of 1) ◄◄ ►► 10 ▼ [Attach] Remarks: Please print and submit a signed hardcopy to RFS. [Cancel] [Temp Save] [Preview] [Submit]	- Click "Attach" to upload supplementary information (if any). - Click "Submit" to submit the claim form to RFS. OR Click "Temp Save" to save the claim form in the eGMS for submission later. OR Click "Cancel" to cancel the submission action.
Confirm ⚠ In submitting the claim form, please confirm the following: • No previous payment for the item(s) in the current claim form has been made. • Spending is in accordance with the approved budget and grant conditions. [Yes] [No]	*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 FA and FO to RFS. Please refer to the print function on P.5.

Print the Claim Form

	Step 1: Go to Project > On- going Or Go to Project > Completion
	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "Search". Click "More". .
(For On-going) (For Completion) 	*Step 3:* Click "Claim for Reimbursement".

Claim for Reimbursement of Expenditure	***Step 4:*** Click "<mark>View</mark>" to view the details of the Claim Form.
	Step 5: Click the "<mark>PDF icon</mark>" to download the claim form.
Attn: Secretariat Executive Research Fund Secretariat Research and Data Analytics Office, Health Bureau 9/F, Rumsey Street Multi-storey Carpark Building 2 Rumsey Street, Sheung Wan Hong Kong **Health and Medical Research Fund** **Claim for Reimbursement of Expenditure** Project Reference No. : Project Title : Project Commencement Date : Project End Date : Administering Institution (AI) : (Payee Name) Period of Claim : From To **Details of Expenditure:** | Category of Expenditure	Amount (HK$)	Remarks		***Step 6:*** - Print pdf file for signature by FO and FA. - Send the signed copy to RFS.

Submission of Change Request

	Step 1: Go to Project > On- going Or Go to Project > Completion
	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "Search". Click "More". .
(For On-going) (For Completion) 	***Step 3:*** Click "Change Request".

Change Request Summary

Project Reference No.	
Project Title	
Start Date	End Date	Status	In progress
Fellowship Start Date	Fellowship End Date	
Principal Applicant (PA)	
Administering Institution (AI)	

| Project Period | Study Design | Budget Virement | Submission Date of Report | CoA | Early Termination | Training | Mentor |

Step 4:

Select the type of change request to be submitted.

Create Change Request   Export to CSV   Close

| Project Period | Study Design | Budget Virement | Submission Date of Report | CoA | Early Termination | Training | Mentor |

(1 of 1)   1   20

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Original Fellowship End Date	New Fellowship End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Actions
08220067-CR-001	SR	Ms HHB SRESR1	31 Dec 2024	01 Jan 2025	31 Dec 2024	01 Jan 2025	13 Dec 2022	13 Dec 2022	Accepted	N/A	View
08220067-CR-004	PA	Prof UNIA PA	01 Jan 2025	02 Jan 2025	01 Jan 2025	02 Jan 2025	11 Jan 2024		Submitted	N/A	View

(1 of 1)   1   20

Create Change Request   Export to CSV   Close

Step 5:

Click "Create Change Request".

Remarks: If there is outstanding change request pending RFS' approval, FA cannot create another new request in the same category.

Step 6a:

- Fill in the proposed End Date and Fellowship End Date.

- Click "Attach" to upload supporting documents

- Provide justifications

Step 6b:

- Fill in the details for the change of study design.

- Attach revised proposal in track-change version & clean version

- Attach other supporting documents (if any).

- Provide details for revised work plan, if any, under Remarks

- Provide justifications

Budget Virement

Training Cost

Financial Year (dd/mm/yyyy)	Year 1	Year 2	From Year 3 onwards	Total (HK$)	Claimed Amount (HK$)	Action
Training/Course Fee	20,000.00	20,000.00	0.00	40,000.00	0.00	🗑
Training/Cours	20,000.00	20,000.00	0.00	40,000.00		
Subtotal	20,000.00	20,000.00	0.00	40,000.00		

Add Training Cost

Staff Details - Reliever(s)

Type of Staff	Rank	Pay Scale & Point	Part Time (P) or Full Time (F)	(A) No.	Monthly Salary $ (M) or Hourly Rate (R)	Efforts on Project (E) % / Total Hours on Project (H)	No. of Months required (D)	Adjustment (E) (HK$)	AxB(M)xC(%)xD+E; or AxB(R)xC(H)+E HK$	Claimed Amount (HK$)	Action
1	1	1	F	1	60000.0 (M)	100.00	1.0		60,000.00	0.00	🗑
1	1	1	F ▾	1	60,000.00 M ▾	100.00	1		60,000.00		

Add Reliever

Staff Cost - Reliever(s)

Financial Year (dd/mm/yyyy)	Year 1	Year 2	From Year 3 onwards	Total (HK$)	Claimed Amount (HK$)
1	60,000.00	0.00	0.00	60,000.00	0.00
1	60,000.00	0.00	0.00	60,000.00	
Subtotal	60,000.00	0.00	0.00	60,000.00	

Justifications

Justifications

Claimed Amount (HK$)	Action
0.00	🗑

Step 6c:

- Fill in the revised proposed budget amount.

- Click " 🗑 " to remove budget item.

Remarks: Any budget item that has already been reimbursed cannot be removed.

Add Training Cost

Training Cost

Detailed Item	Year 1	Year 2	From Year 3 onwards	Total (HK$)

Save   Cancel

Add Reliever

Staff Details - Reliever(s)

Type of Staff	
Rank	
Pay Scale & Point	
Part Time (P) or Full Time (F)	P ▾
(A) No.	
Monthly Salary $ (M) or Hourly Rate (R)	M ▾
Efforts on Project (E) % / Total Hours on Project (H)	
No. of Months required (D)	
Adjustment (E) (HK$)	
AxB(M)xC(%)xD+E; or AxB(R)xC(H)+E HK$	

Save   Cancel

Add Research Staff

Staff Details - Research Staff

Type of Staff	
Rank	
Pay Scale & Point	
Part Time (P) or Full Time (F)	P ▾
(A) No.	
Monthly Salary $ (M) or Hourly Rate (R)	M ▾
Efforts on Project (E) % / Total Hours on Project (H)	
No. of Months required (D)	
Adjustment (E) (HK$)	
AxB(M)xC(%)xD+E; or AxB(R)xC(H)+E HK$	

Save   Cancel

- Click "Add Training Cost", "Add Reliever", "Add Research Staff", "Add Support Staff", "Add Other Expenses" or "Add Equipment" to add new budget item(s).

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

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

Add Support Staff

Staff Details - Other Supporting Staff

Type of Staff	
Rank	
Pay Scale & Point	
Part Time (P) or Full Time (F)	P ▾
(A) No.	
Monthly Salary $ (M) or Hourly Rate (R)	M ▾
Efforts on Project (E) % / Total Hours on Project (H)	
No. of Months required (D)	
Adjustment (E) (HK$)	
AxB(M)xC(%)xD+E; or AxB(R)xC(H)+E HK$	

Save   Cancel

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

Add Other Expenses

Other Expenses

Detailed Item	Year 1	Year 2	From Year 3 onwards	Total (HK$)

Save   Cancel

Add Equipment

Equipment

Detailed Item	Year 1	Year 2	From Year 3 onwards

Save   Cancel

Unit Cost (HK$)	No. of Unit	Total (HK$)

Submission Date of Report Change Request No. ▭ Submission Date ▭ Change Request Status ▭ Original Due Date `1 May 2024` New Due Date ▭ Report Type `Interim Report` **Justifications** Justifications ▭	***Step 6d:*** - Fill in the proposed submission date of report(s). - Provide justifications. Remarks: This request will not change the completion date of the project.
CoA Change Request No. ▭ Submission Date ▭ Change Request Status ▭ Original PA `Prof UNIA PA` ☐ Change of FA ☑ Change of CoA ☐ Change of AI **Existing CoA** (1 of 1) `<<` **1** `>>` `20 ▾` 	Title	Last Name	First Name	Current Post(s)	Remove Existing CoA
---	---	---	---	---
Mr	TESTING1	TEsting1	TEsting1	No ▾ | (1 of 1) `<<` **1** `>>` `20 ▾` No / Yes Add `Please Select ▾` extra co-Applicant(s) Please Select / 1 / 2 / 3	***Step 6e:*** Remarks: FA and AI cannot be changed for Fellowship applications. - Select "Change of CoA" - Select "Yes/No" for removing existing CoA - Select the number of extra CoAs to be added

Remove CoA

New co-Applicant 1

Title   Please Select ▾

Last Name [   ]   First Name [   ]

Current Post(s) [   ]

Department [   ]

Full Address

Institution [   ]

Room / Floor [   ]

Building [   ]

Street [   ]

City / Area [   ]

Location of Administering Institution   ⦿ China - Hong Kong ◯ Overseas

Country / Region   China - Hong Kong

Contact No. [   ]   Fax [   ]

Email [   ]   No. of hrs/week on project [   ]

CV

Education/Training [   ]

Position and Honours (in reverse chronological order with dates) [   ]

Five Most Recent Relevant Publications and Description of Relevant Experience [   ]

Role and Responsibility in the Project [   ]

- Fill in the details, full address and CV of New CoA

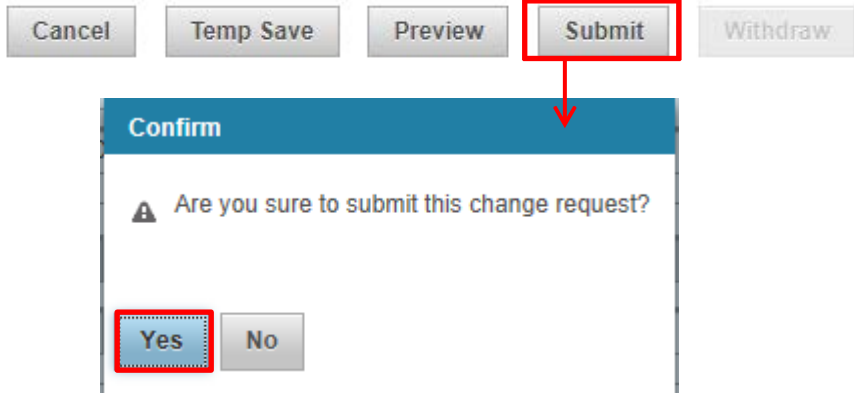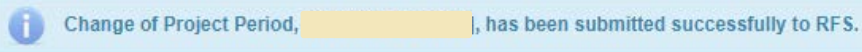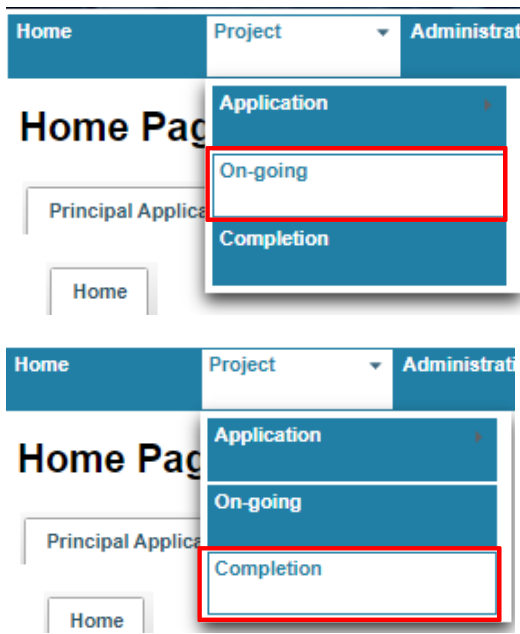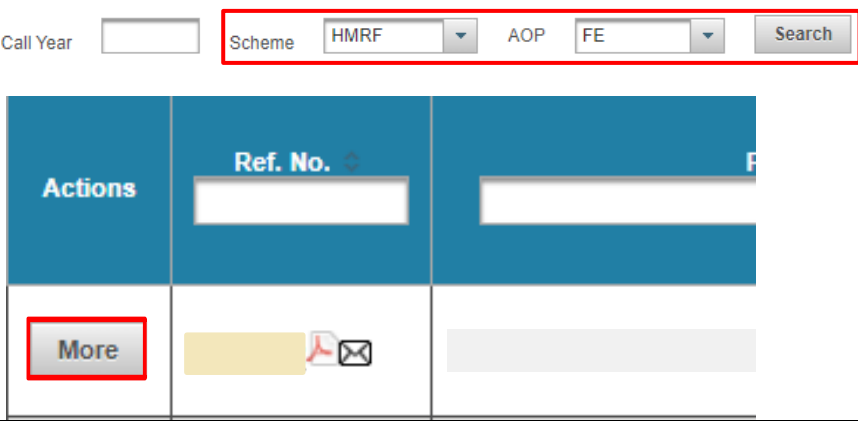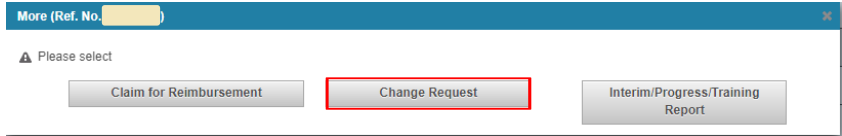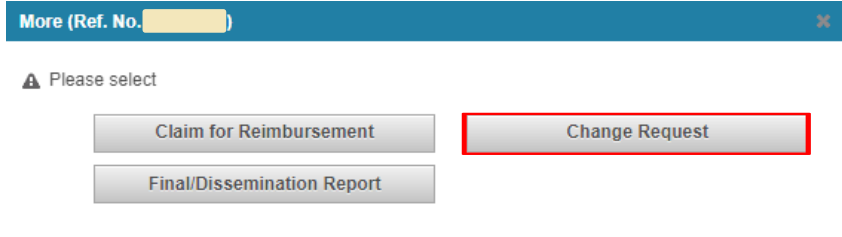|	
Supporting documents Please provide supporting documents (in PDF format only and the maximum file size is 600KB) for the change request, including 1) endorsement letter(s) from old AI representative and Department Head, 2) endorsement letter(s) from new PA and new Department Head, and 3) supporting letter(s) / acknowledgement from CoA(s). (1 of 1) `<<` `>>` `20 ∨` **Filename** — **Remove** No record (1 of 1) `<<` `>>` `20 ∨` `Attach` **Justifications** Justifications [ ]	- Click "**Attach**" to upload supporting documents - Provide justifications
Training **Training Plan** 	Title of the Programme	Description of the Programme and Overseas mentor	Training Institution/ Organisation	Country (Training Place)	Training Period	Duration	Action
---	---	---	---	---	---	---
Testing Programme	Testing Programme	Testing Programme	CHINA - HONG KONG	From 2023-05-01 To 2023-07-31	3 Month(s) 0 Day(s)	🗑
Testing Programme	Testing Programme	Testing Programme	CHINA - HONG KONG ∨	From 2023-05-01 To 2023-07-31	3 Month(s) 0 Day(s)	

				Total Duration	3 Month(s) 0 Day(s)	|
						
						`Add Training Plan`
						
						Title of the Programme
						
						Title of the Programme [ ]
						
						Description of the Programme and Overseas mentor [ ]
						
						Training Institution/ Organisation [ ]
						
						Country (Training Place) [∨]
						
						Training Period From [ ] To [ ]
						
						Duration Month(s) Day(s)
						
						`Save` `Cancel`
						
						Local and overseas mentors agree the changes: Yes (please provide supporting documents below) ☐
						
						Please provide the revised training plan in both track change and clean versions
						
						Track-change version (in PDF format only and the maximum file size is 1MB) [ ] `Browse` `Delete`
						
						Clean version (in PDF format only and the maximum file size is 1MB) [ ] `Browse` `Delete`
							Step 6f:
							
							- Fill in the revised training details
							
							- Click "**Add Training Plan**" and fill in the details if applicable
							
							- "**Tick**" the declaration statement
							
							- Attach revised training plan in track-change version & clean version

Supporting documents Please provide supporting documents (in PDF format only and the maximum file size is 600KB) for the change request. (1 of 1) 20 ∨ **Filename** / **Remove** No record (1 of 1) 20 ∨ [Attach] Justifications [ ]	- Click "Attach" to upload supporting documents - Provide justifications
Mentor 		Current Mentor	Proposed Changes
---	---	---
Name	TEsting	[ ]
Department	Department 1	[ ]
Institution	The University A	The University A
Email Address	dh1unia@healthbureau.gov.hk	[ ] | New mentor has known the applicant for a period of [ ] years and have been the applicant's ☐ research adviser ☐ dissertation / thesis adviser ☐ teacher ☐ others(please specify: [ ]) Throughout the fellowship period, I shall give the Fellowship Applicant all necessary guidance and shall be actively involved in overseeing the proposed research. My role and plan are as follows: [ ] **Supporting documents** Please provide supporting documents (in PDF format only and the maximum file size is 600KB) for the change request, including 1) endorsement letter(s) from old AI representative and Department Head, 2) endorsement letter(s) from new PA and new Department Head, and 3) supporting letter(s) / acknowledgement from CoA(s). (1 of 1) 20 ∨ **Filename** / **Remove** No record (1 of 1) 20 ∨ [Attach] Justifications [ ]	***Step 6f:*** - Fill in the proposed changes - Indicate the mentor's relationship with the FA - Fill in the mentor's role and plan - Click "Attach" to upload supporting documents - Provide justifications

	Step 7: - Click "==Submit==" and then "==Yes==" to submit the change request 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: A confirmation message will appear after successful submission of the change request.

View the Progress of Change Request

	Step 1: Go to Project > On- going Or Go to Project > Completion
	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "Search". Click "More". .
(For On-going) (For Completion) 	*Step 3:* Click "Change Request".

Change Request Summary

Project Reference No.	
Project Title	
Start Date	End Date	Status	In progress
Fellowship Start Date	Fellowship End Date	
Principal Applicant (PA)	
Administering Institution (AI)	

Project Period | Study Design | Budget Virement | Submission Date of Report | CoA | Training | Mentor

(1 of 1) << **1** >> 20 ∨

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Original Fellowship End Date	New Fellowship End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Actions
08220067-CR-001	SR	Ms HHB SRESR1	31 Dec 2024	01 Jan 2025	31 Dec 2024	01 Jan 2025	13 Dec 2022	13 Dec 2022	Accepted	N/A	View
08220067-CR-004	PA	Prof UNIA PA	01 Jan 2025	02 Jan 2025	01 Jan 2025	02 Jan 2025	11 Jan 2024		Submitted	N/A	View

(1 of 1) << **1** >> 20 ∨
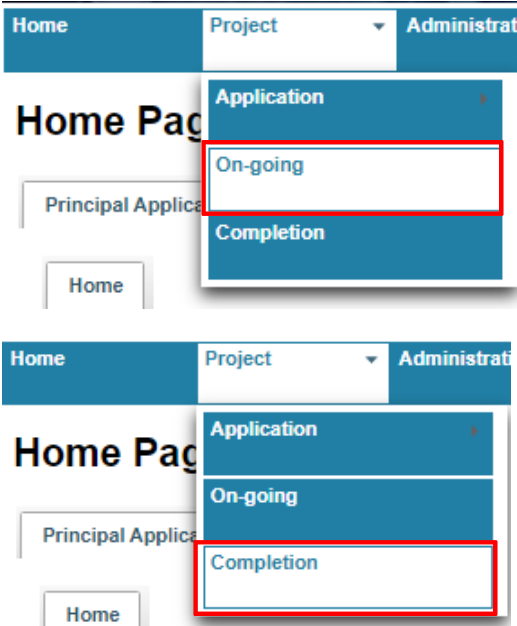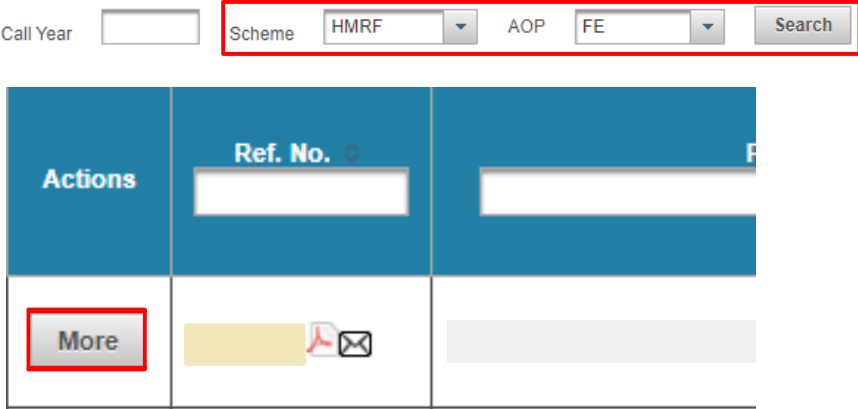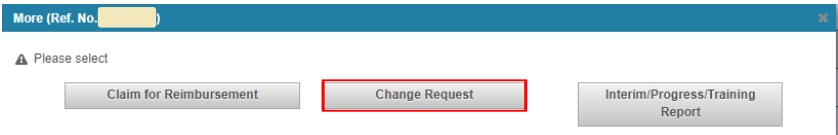
Create Change Request | Export to CSV | Close

Step 4:

- Select the type of change request to be viewed.

- Click "View".

Withdraw the Change Request

	Step 1: Go to Project > On- going Or Go to Project > Completion
	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "Search". Click "More". .
(For On-going) (For Completion) 	*Step 3:* Click "Change Request".

Change Request Summary

Project Reference No.	
Project Title	
Start Date	End Date	Status	In progress
Fellowship Start Date	Fellowship End Date	
Principal Applicant (PA)	
Administering Institution (AI)	

Project Period | Study Design | Budget Virement | Submission Date of Report | CoA | Training | Mentor

(1 of 1) << 1 >> 20 ⌄

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Original Fellowship End Date	New Fellowship End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Actions
08220067-CR-001	SR	Ms HHB SRESR1	31 Dec 2024	01 Jan 2025	31 Dec 2024	01 Jan 2025	13 Dec 2022	13 Dec 2022	Accepted	N/A	View
08220067-CR-004	PA	Prof UNIA PA	01 Jan 2025	02 Jan 2025	01 Jan 2025	02 Jan 2025	11 Jan 2024		Submitted	N/A	View

(1 of 1) << 1 >> 20 ⌄

Create Change Request | Export to CSV | Close

Step 4:

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

- Select the type of change request to be viewed.

- Click "View" to view the record to be withdrawn.

Change Request No.	Submission Date	Change Request Status	Submitted
Original End Date	New End Date	
Original Fellowship End Date	New Fellowship End Date	

Supporting documents

Please provide revised timetable of work (Section H9j) (in PDF format only and the maximum file size is 600KB) for the change request.

(1 of 1) << 1 >> 20 ⌄

Filename	Remove
	🗑

(1 of 1) << 1 >> 20 ⌄

Attach

Justifications

Justifications

Back | Temp Save | Submit | **Withdraw**

Step 5:

- Click "Withdraw".

Confirm

⚠ Are you sure to withdraw this change request?

Yes | No

- Click "Yes" to proceed.

Submission of Training Report

	Step 1: Go to Home
	Step 2: Go to To Do List - Click the "Case Number / Subject" of the project under type: "Report to be Submitted", Description: "TR" (Remarks: All reports that are pending submission would be shown in the To Do List 30 days before the due date.) Go to **Step 5**
	Or Method B **Step 1:** Go to Project > On- going

	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "==Search==". Click "==More==".
	Step 3: Click "==Interim / Progress / Training Report=="
	Step 4: Remark: Pay attention to the Report Ref. No. (TR1 means the **first** training report) - Select the report to be submitted. - Click "==Edit==" Go to ***Step 5***

Training Report

1. Project No.: [   ]

2. Grant Period: Commencement Date: [   ]   End Date: [   ]

3. Title of Project:

[   ]

4. Applications / Affiliations

List fellowship applicant and mentor (Any changes in the mentor must be approved by the Secretariat in advance.)

Fellowship Applicant / Mentor	Administering Institution
Prof PA UniC	The University C
Testing 2	The University C

5. Training Programme

5.1 Details of Training Programme

Title of the Programme	Testing 1
Training Institution/Organisation	Something different here
Training Period	from 2022-11-02 to 2023-10-06
Duration	11 Month(s) 5 Day(s)

5.2 Objectives of Training Programme

Approved Aims/Objectives	Estimated completion (%)	Delete
		🗑

Add

5.3 Training Programme:

[   ]

6. Signatures of Mentor

The fellowship mentor is required to sign the Report. By signing this Training Report, the fellowship mentor acknowledges that she/he agrees with the information contained herein (in PDF format only and the maximum file size is 1MB).
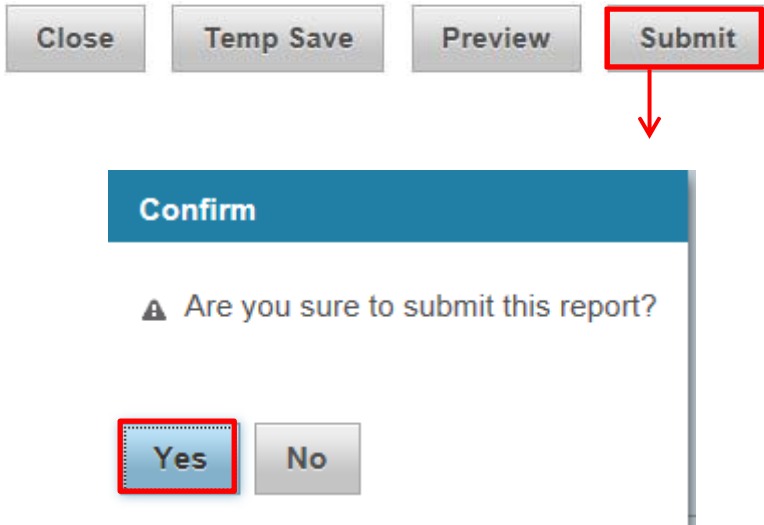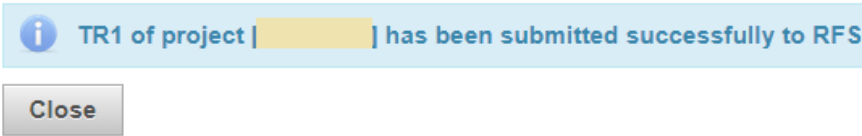
[   ] [Browse] [Delete]

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

[   ] [Browse] [Delete]

Step 5:
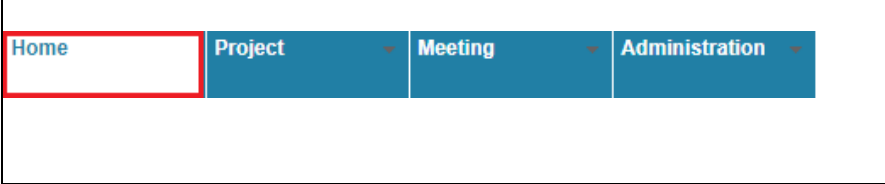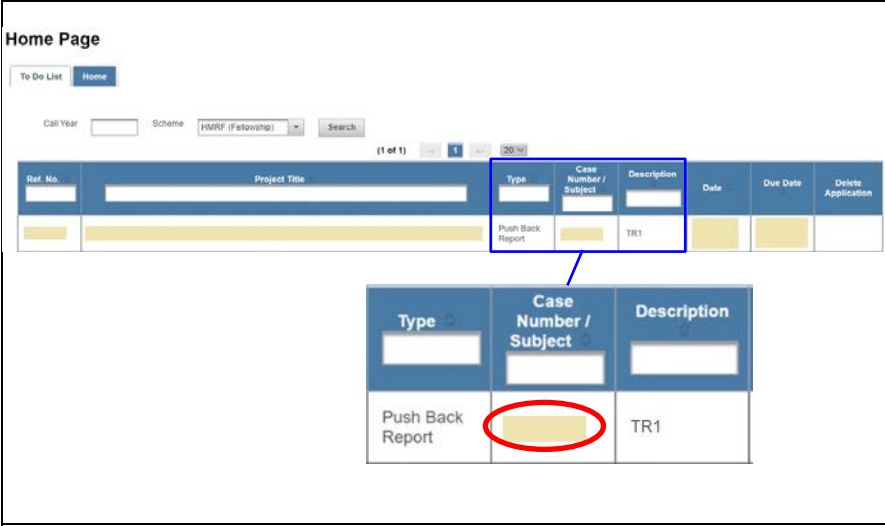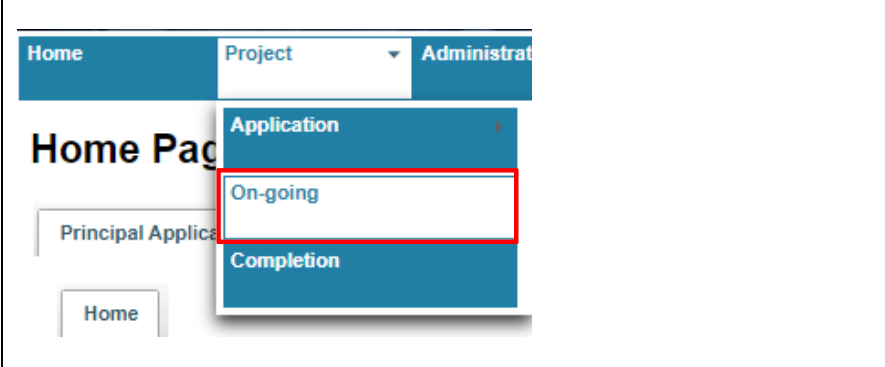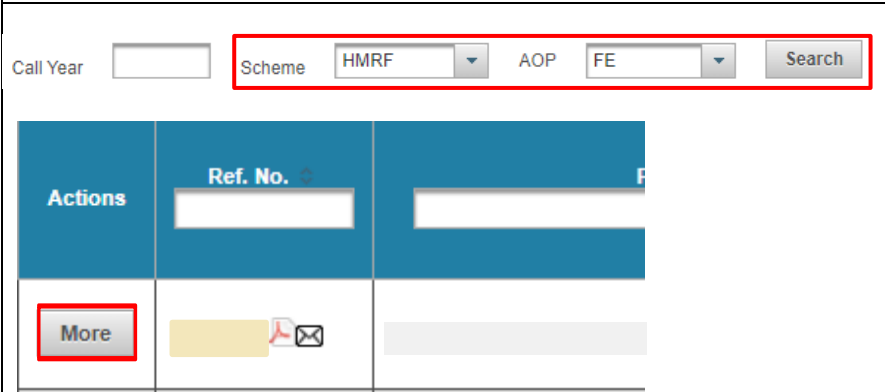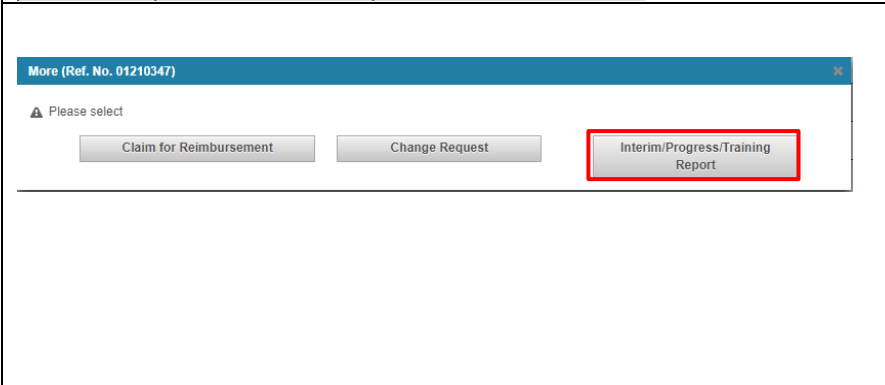
- Confirm the details of the project.

- Complete the TR.

- Click "Browse" to attach the supplementary information, if any.

	Step 6: - Click "==Submit==" and then "==Yes==" to submit the TR 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: A confirmation message will appear after successful submission of the TR.

Revision of Training Report

	Method A ***Step 1:*** Go to Home
	Step 2: Go to To Do List - Click the "Case Number / Subject" of the project under type: "Push Back Report", Description: "TR" Go to ***Step 4***
	Or Method B ***Step 1:*** Go to Project > On- going
	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "Search". Click "More".
	Step 3: Click "Interim / Progress / Training Report" Go to ***Step 4***

Report

Project Reference No.		
Project Title		
Start Date		End Date
Principal Applicant (PA)		
Administering Institution (AI)		

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Training Report	PA		TR1			Pushed Back	N/A	N/A	Edit	📄
Interim Report			IR1				N/A		Edit	

Close

Details
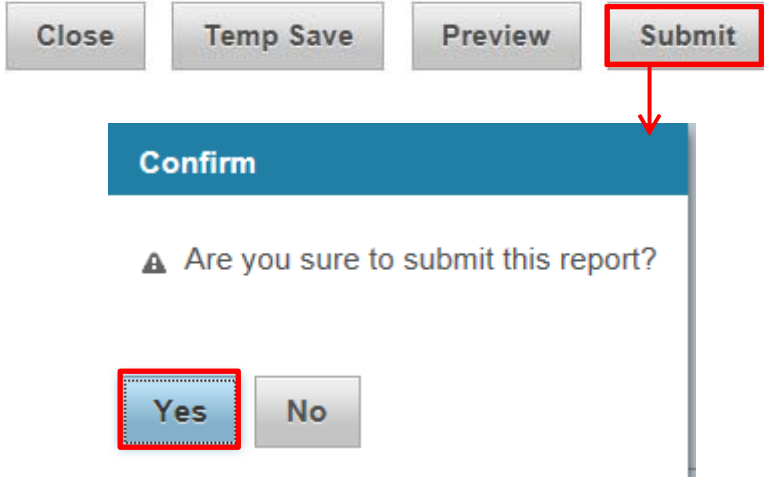
⚠ Pushed back by

Reason(s):

Step 4:
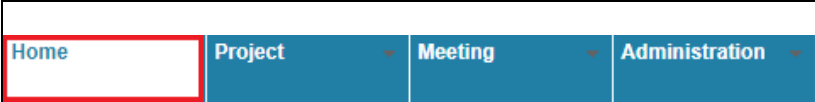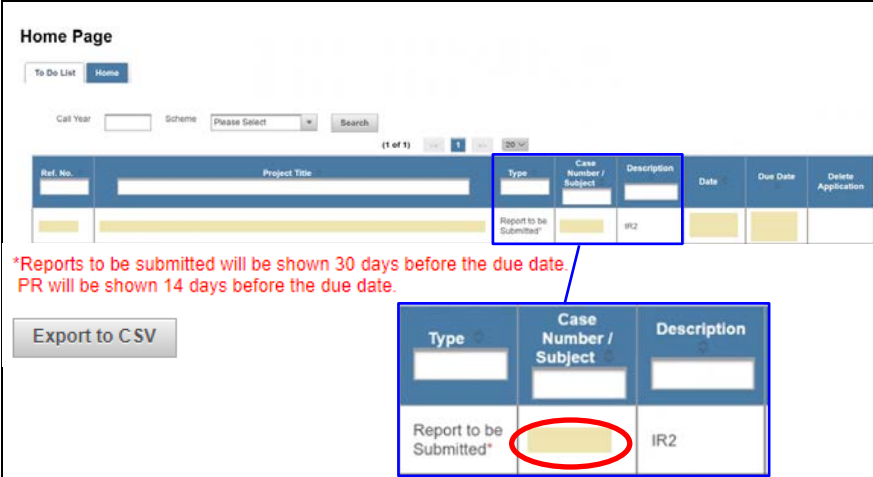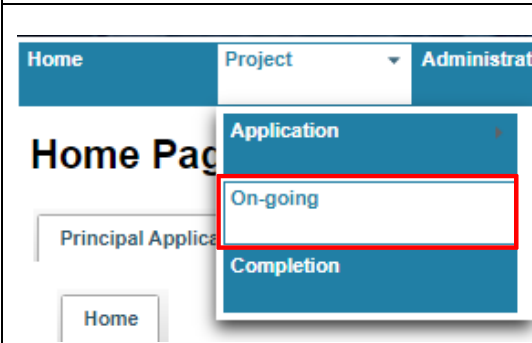
- Click "Pushed Back" for details entered by RFS.

- Click "Edit" to update the training report.

Training Report 1. Project No.: [____] 2. Grant Period: Commencement Date: [____] End Date: [____] 3. Title of Project: [_____]	***Step 5:*** - Update the TR.
	Step 6: - Click "Submit" and then "Yes" to submit the revised TR 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.

Training Report ⓘ TR1 of project [ ] has been submitted successfully to RFS [Close]	*Step 7:* A confirmation message will appear after successful submission of the revised TR.

Submission of Interim Report

	Method A ***Step 1:*** Go to Home
  Reports to be submitted will be shown 30 days before the due date. PR will be shown 14 days before the due date.	***Step 2:*** Go to To Do List - Click the "Case Number / Subject" of the project under type: "Report to be Submitted", Description: "IR" (Remarks: All reports that are pending submission would be shown in the To Do List 30 days before the due date.) Go to ***Step 5***
	Or Method B ***Step 1:*** Go to Project > On- going

Step 2:

Select "HMRF" under Scheme, and "FE" under AOP. Click "<mark>Search</mark>".

Click "<mark>More</mark>".

Step 3:

Click "<mark>Interim / Progress / Training Report</mark>"

Step 4:

Remark:
Pay attention to the Report Ref. No. (IR1 means the **first** interim report)

-   Select the report to be submitted.
-   Click "<mark>Edit</mark>".

Go to **Step 5**

Interim Report

Report Ref. No.: IR1

Report Due Date:

Report Status:

Please indicate if any change request is required. If yes, please submit the change request via eGMS before report submission.

◉ Yes ○ No

Please provide the information for the submitted change request(s):

Change Request	Sequence no.	Delete
Please Select ▾	-CR-	🗑

Add

Please provide the information for the submitted change request(s):

Change Request	Sequence no.	Delete
Please Select ▾	-CR-	🗑
Please Select ▾	-CR-	🗑

Add

1. Project No.:

2. Grant Period: Commencement Date: ___ End Date: ___

3. Title of Project:

4. Applications / Affiliations

List fellowship applicant and mentor (Any changes in the mentor must be approved by the Secretariat in advance.)

4. Applicant (s):	5. Administering Institution

5. Training Programme

5.1 Details of Training Programme

Title of the Programme	
Training Institution/Organisation	
Training Period	
Duration	

5.2 Objectives of Training Programme

Approved Aims/Objectives	Estimated completion (%)	Delete
		🗑

Add

Step 5a:

- 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 one change request was submitted.

Step 5b:

Complete the IR and attach the supplementary information, if any.

5.3 Training Programme:

```
[                                                            ]
[                                                            ]
[                                                            ]
[                                                            ]
```

6. Research Project

6.1. 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.

Approved Aims/Objectives	Estimated completion (%)	Delete
		🗑

Add

6.2 Timetable of Work:

Document the study progress according to the proposed timetable.

```
[                                                            ]
[                                                            ]
[                                                            ]
[                                                            ]
```

6.3 Achievements/Major Findings of the Project so far:

```
[                                                            ]
[                                                            ]
[                                                            ]
[                                                            ]
[                                                            ]
```

6.4. Project Team's Comments

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

```
[                                                            ]
[                                                            ]
[                                                            ]
[                                                            ]
[                                                            ]
[                                                            ]
[                                                            ]
```

7. Budget & Expenditure (attach a certified Financial Statement, in PDF format only and the maximum file size is 1.5MB):

Remarks: Please submit a signed hardcopy to RFS. Attachments are optional, but they must be in PDF format if they are attached to the report.

[   ] Browse Delete
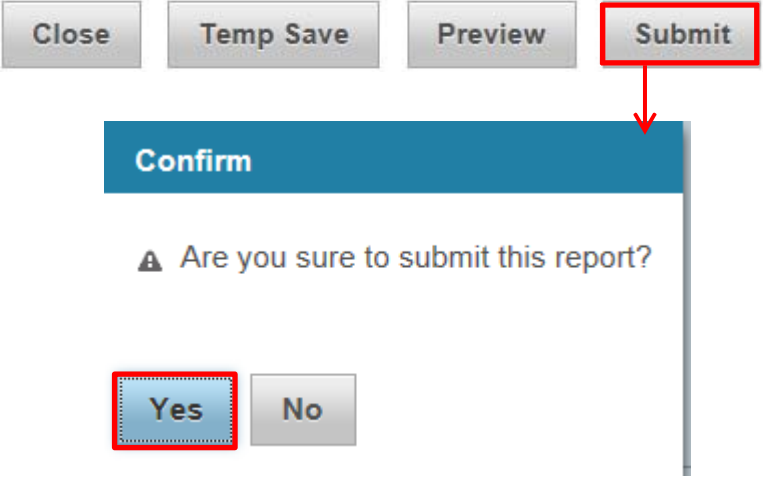
8. Publications, including in press

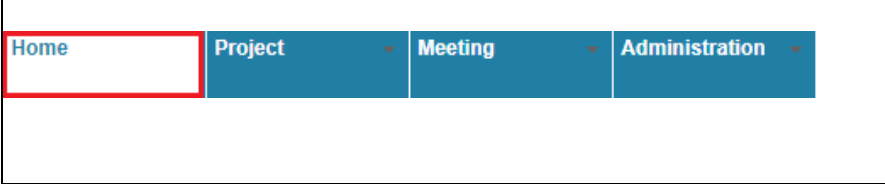Have any publications resulting directly from this research project been published?
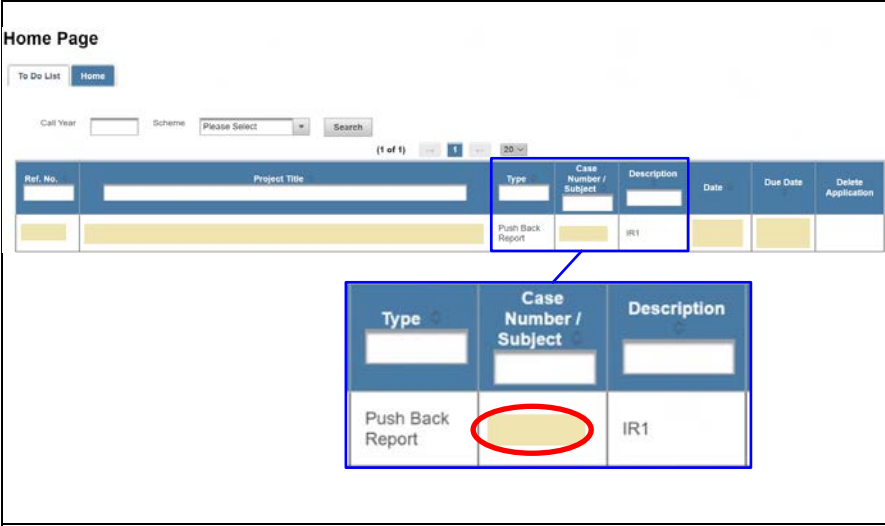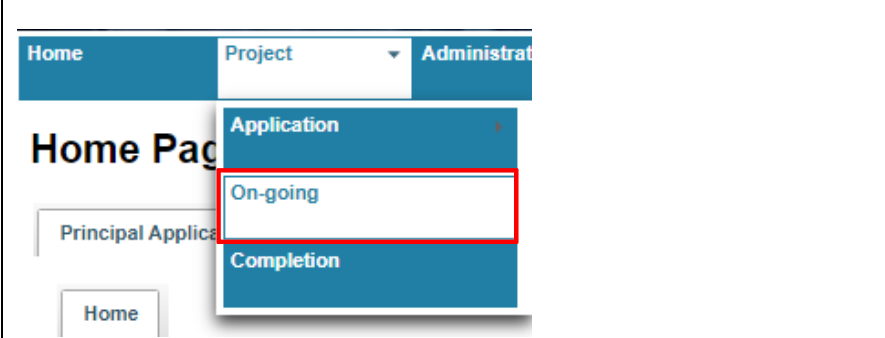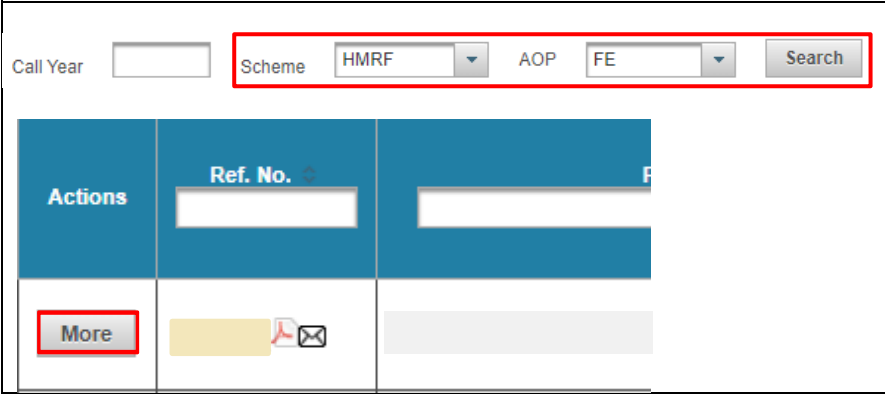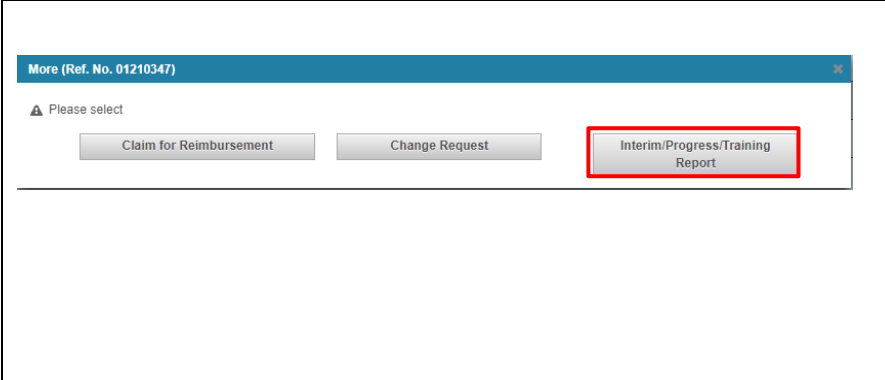
○ Yes   ○ No

9. Patents and other Intellectual Property Rights

Have any patents or other intellectual property rights resulting directly from this research project been produced?

○ Yes   ○ No

10. Signatures of Mentor

The fellowship mentor is required to sign the Report. By signing this Interim Report, the fellowship mentor acknowledges that she/he agrees with the information contained herein (in PDF format only and the maximum file size is 1MB).

[_____] Browse Delete

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

[_____] Browse Delete

☐ I hereby confirm this report is endorsed by the whole project team.

(Note: If the checkbox is clicked, further endorsement will not be required from CoA after submission.)

Step 5c: (Optional) : Applicable for project with CoA(s) only

Click 'I hereby confirm this report is endorsed by the whole project team'

Close | Temp Save | Preview | Submit

Confirm

⚠ Are you sure to submit this report?

Yes | No

Step 6:

- Click "Submit" and then "Yes" to submit the IR to RO.
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 ⓘ The latest version of IR1 of project [⬚⬚⬚⬚] has been submitted successfully to RO of AI, pending endorsement from RO and CoA(s), if any. [Close] (If the checkbox is clicked in Step 5c, the following confirmation message will show) **Interim Report** ⓘ The latest version of IR1 of project [⬚⬚⬚⬚] has been submitted successfully to RO of AI, pending endorsement from RO, if any. [Close]	***Step 7:*** A confirmation message will appear after successful submission of the IR. The report will be pending signature(s) from CoA (if any) and RO.

Revision of Interim Report

Home Project Meeting Administration	Method A ***Step 1:*** Go to Home
Home Page To Do List Home Call Year ___ Scheme Please Select ▾ Search (1 of 1) 1 20 ▾ 	Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application
		Push Back Report		IR1			| | Type ◇	Case Number / Subject ◇	Description ◇
Push Back Report	⬭	IR1		***Step 2:*** Go to To Do List - Click the "<mark>Case Number / Subject</mark>" of the project under type: "<mark>Push Back Report</mark>", Description: "<mark>IR</mark>" [Go to ***Step 4***](#)

Home   Project   Administrat...
 	
                Application ▸
Home Pag...   On-going
Principal Applica...   **Completion**
     Home
	Or Method B
	Step 1:
	
	Go to Project >
	On- going

Call Year ___ Scheme HMRF ▾ AOP FE ▾ Search 	Actions	Ref. No.	
More	📄✉			***Step 2:*** Select "HMRF" under Scheme, and "FE" under AOP. Click "<mark>Search</mark>". Click "<mark>More</mark>".
More (Ref. No. 01210347) ✕ ⚠ Please select Claim for Reimbursement Change Request Interim/Progress/Training Report	***Step 3:*** Click "<mark>Interim / Progress / Training Report</mark>" [Go to ***Step 4***](#)

Report

Project Reference No.

Project Title

Start Date   End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Training Report	PA		TR1			Accepted	N/A		View	
Interim Report	PA		IR1			Pushed Back	N/A		Edit	

Close

Details

⚠ Pushed back by

Reason(s):

Step 4:

- Click "<mark>Pushed Back</mark>" to view comments by CoA or RO or RFS.

- Click "Edit".

Interim Report Report Ref. No.: IR1 Report Due Date: Report Status: Pushed Back	***Step 5:*** - Update the IR.
Close **Temp Save** **Preview** **Submit** **Confirm** ⚠ Are you sure to submit this report? **Yes** **No**	***Step 6:*** - Click "Submit" and then "Yes" to submit the revised IR 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.
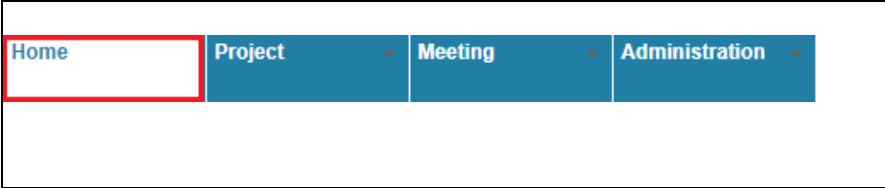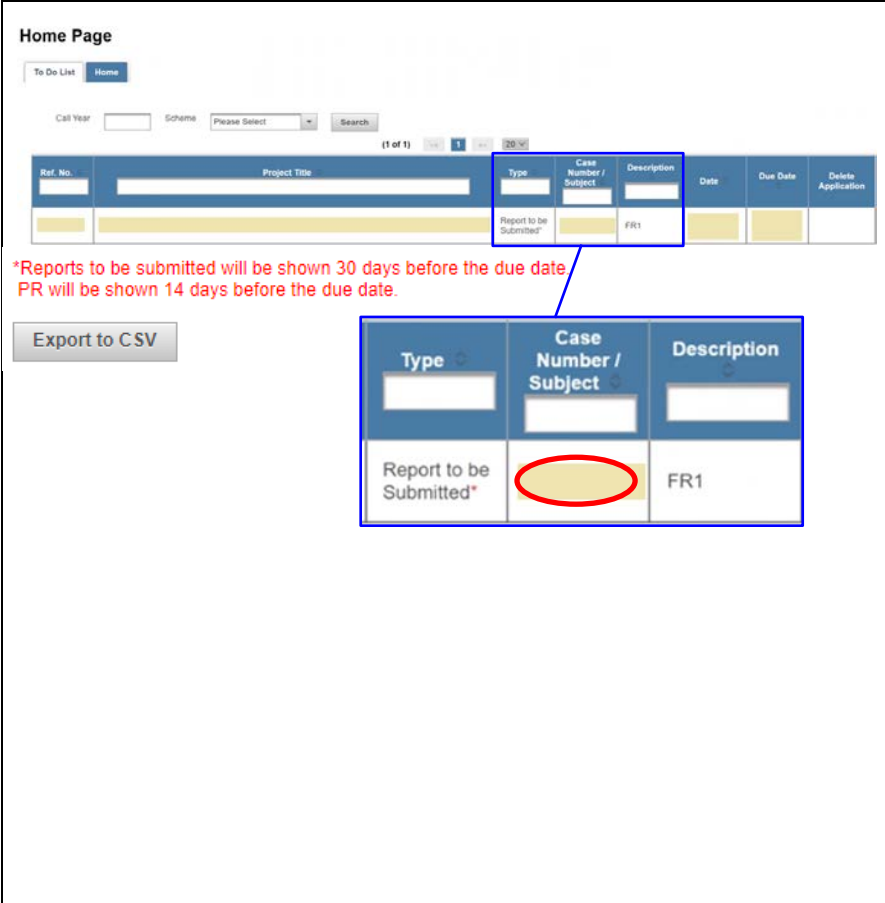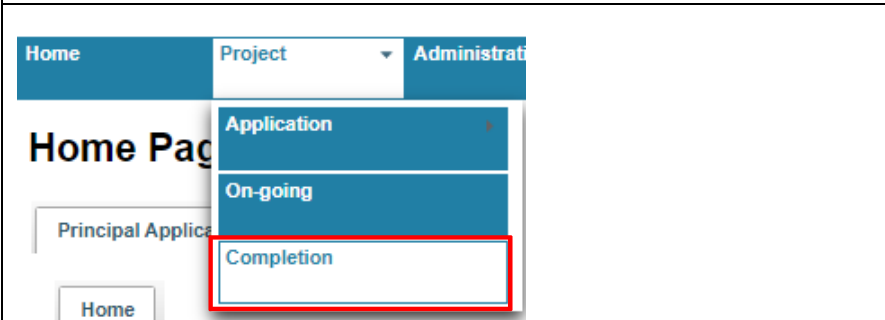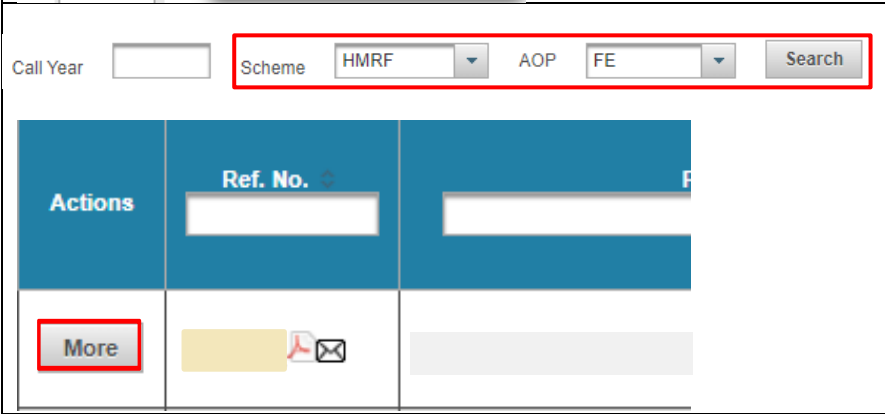
Interim Report ⓘ IR1 of project [08220067] was endorsed successfully. IR1 of project [08220067] has been submitted successfully to RFS. [Close]	*Step 7:* A confirmation message will appear after successful submission of the revised IR.

Submission of Final and Dissemination Report

	Method A **Step 1:** Go to Home
Home Page *Reports to be submitted will be shown 30 days before the due date. PR will be shown 14 days before the due date.* 	**Step 2:** Go to To Do List - Click the "Case Number / Subject" of the project under type: "Report to be Submitted", Description: "FR" (Remarks: All reports that are pending submission would be shown in the To Do List 30 days before the due date.) Go to **Step 5**
	Or Method B **Step 1:** Go to Project > Completion
	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "Search". Click "More".

Step 3:

Click "Final / Dissemination Report".

Step 4:
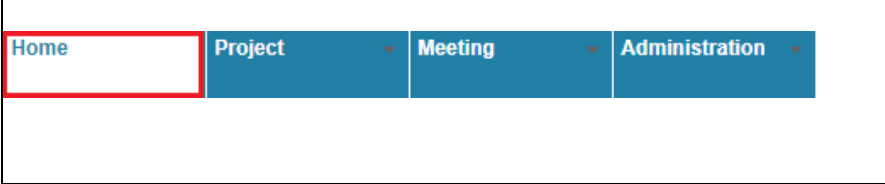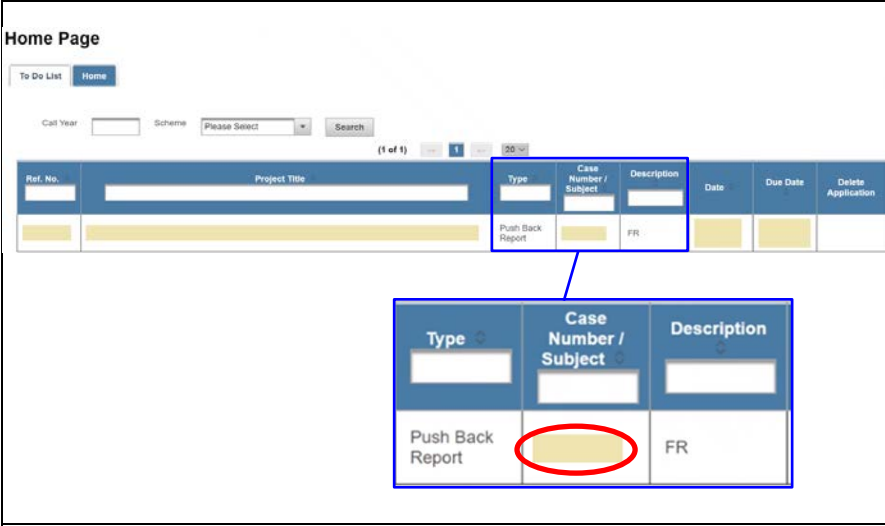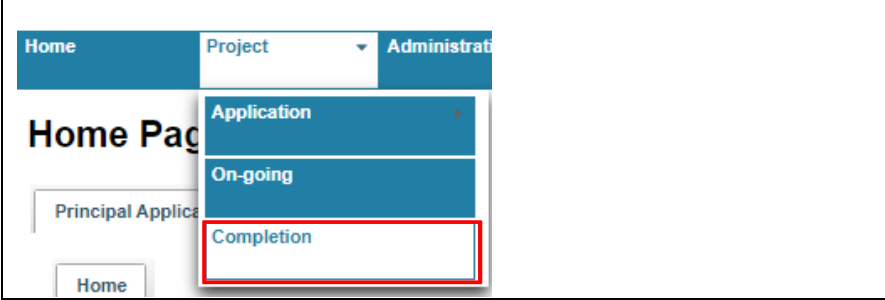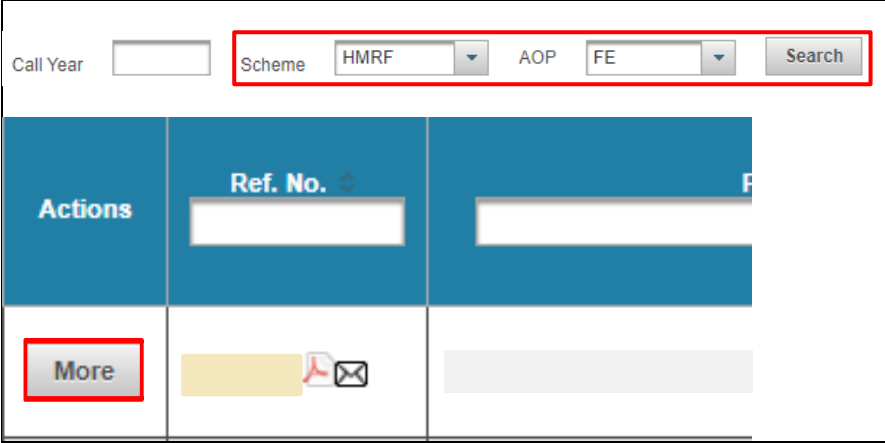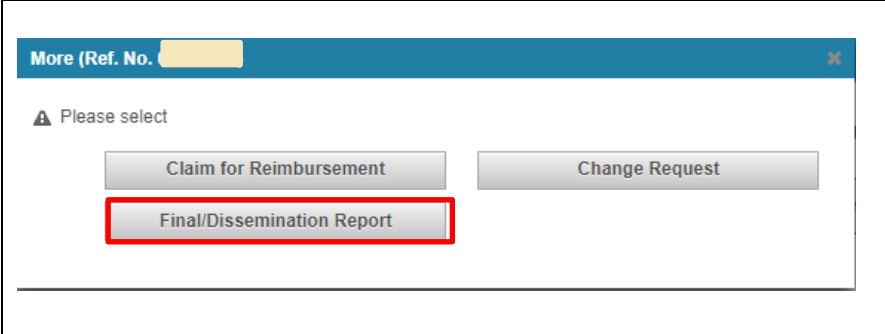
- Select the report to be submitted.
- Click "Edit".

Go to **Step 5**

Final Report & Dissemination Report

Report Ref. No. [FR1]

Project Reference No. [_____]

Project Title [_____]

Actual Start Date [_____]   Actual End Date [_____]

Report Status [_____]

* Only PDF and MS Word files are allowed for final and dissemination report.

Upload Final Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

[_____] [Browse] [Delete]

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

[_____] [Browse] [Delete]

Upload Dissemination Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

[_____] [Browse] [Delete]

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

[_____] [Browse] [Delete]

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

[_____] [Browse] [Delete]

Step 5:

- Upload the report(s).

(Note: Encrypted or protected PDF file cannot be uploaded.)

- Attach supplementary documents, if any.

Close Temp Save Preview **Submit**	***Step 6:***
Confirm	- Click "<mark>Submit</mark>" and then "<mark>Yes</mark>" to submit the FR to RO.
⚠ Are you sure to submit this report?	OR
Yes No	- Click "<mark>Temp Save</mark>" to save the report in the eGMS for submission later.
	OR
	- Click "<mark>Preview</mark>" to view the details before submission.
	OR
	- Click "<mark>Close</mark>" to cancel the submission action.
Final Report & Dissemination Report	***Step 7:***
ℹ The latest version of FR1 of project [ ] has been submitted successfully to RO of AI, pending endorsemen from RO and CoA(s), if any.	A confirmation message will appear after successful submission of the FR.
Close	The report will be pending signature(s) from CoA (if any) and RO.

Revision of Final Report

	Method A ***Step 1:*** Go to Home
	Step 2: Go to To Do List - Click the "Case Number / Subject" of the project under type: "Push Back Report", Description: "FR" Go to ***Step 4***
	Or Method B ***Step 1:*** Go to Project > Completion
	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "Search". Click "More".
	Step 3: Click "Final / Dissemination Report". Go to ***Step 4***

Report

Project Reference No. [____]

Project Title [____]

Start Date [____]   End Date [____]

Principal Applicant (PA) [____]

Administering Institution (AI) [____]

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Training Report	PA	[____]	TR1	[____]	[____]	Accepted	N/A		View	📄
Training Report	PA	[____]	TR2	[____]	[____]	Accepted	N/A		View	📄
Interim Report	PA	[____]	IR1	[____]	[____]	Accepted	N/A	Y	View	📄
Final Report	PA	[____]	FR1	[____]	[____]	Pushed Back	N/A	Y	Edit	FR 📄 DR 📄

Close

Details

⚠ Pushed back by [____]

Reason(s):

[____]

Step 4:

- Click "<mark>Pushed Back</mark>" to view comments by CoA or RO or RFS.

- Click "Edit"

Final Report & Dissemination Report	***Step 5:***
Report Ref. No. FR1	
Project Reference No.	
Project Title	
Actual Start Date Actual End Date	
Report Status Pushed Back	
* Only PDF and MS Word files are allowed for final and dissemination report.	
Upload Final Report	
Upload PDF file (in PDF format only and the maximum file size is 1.5MB)	- Click " 🗑 " to delete the old report(s)
.pdf [🗑] [Browse] [Delete]	
Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)	
.docx 🗑 [Browse] [Delete]	
Upload Dissemination Report	- Upload the revised report(s)
Upload PDF file (in PDF format only and the maximum file size is 1.5MB)	
.pdf 🗑 [Browse] [Delete]	
Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)	
.docx 🗑 [Browse] [Delete]	
Attachment (if any, in PDF format only and the maximum file size is 1.5MB):	- Delete and attach revised supplementary documents, if any.
.pdf 🗑 [Browse] [Delete]	

Close Temp Save Preview Submit **Confirm** ⚠ Are you sure to submit this report? Yes No	***Step 6:*** - Click "Submit" and then "Yes" to submit the revised FR 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:
Final Report & Dissemination Report ⓘ FR1 of project [ ] has been submitted successfully to RFS. Close	A confirmation message will appear after successful submission of the revised FR.

View the Final and Dissemination Report

	Step 1: Go to Project > Completion
	Step 2: Select "HMRF" under Scheme, and "FE" under AOP. Click "Search". Click "More". .
	Step 3: Click "Final / Dissemination Report".

Report

Project Reference No.

Project Title

Start Date   End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Training Report	PA		TR1			Accepted	N/A		View	📄
Training Report	PA		TR2			Accepted	N/A		View	📄
Interim Report	PA		IR1			Accepted	N/A	Y	View	📄
Final Report	PA		FR1			Accepted	N/A	Y	View	FR 📄 DR 📄

Close

Final Report & Dissemination Report

Report Ref. No.   FR1

Project Reference No.

Project Title

Actual Start Date   Actual End Date

Report Status   submitted to RFS

Upload Final Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)
   .pdf

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)
   .docx

Upload Dissemination Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)
   .pdf

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)
   .docx

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

   .pdf

Step 4:

Click PDF icon to download the report(s).

OR

- Click "View".

- View the uploaded files for the submission of FR and DR.

Submission of Outcome Evaluation Survey

(Function for Outcome Evaluation Survey will be activated by RFS in due course)

Sample of email notification sent to FA for complete the outcome evaluation survey Subject: eGMS : Attn: (The Name of Fellowship Applicant) - Outcome evaluation survey of project funded by the Health and Medical Research Fund(Ref No) (2 years / 4 years) after project end date Dear (The Name of Fellowship Applicant), **Outcome evaluation of projects funded by the Health and Medical Research (HMRF)** I am writing to invite you to complete the outcome evaluation survey of your project funded by the HMRF - • Reference No.: (Ref No) • Project Title: (Project Title) • Principal Applicant: (The Name of Fellowship Applicant) • Project Commencement Date: (Commencement Date) • Project End Date: (End Date) • Time point of this Outcome Evaluation Survey: (2 years / 4 years) From 2023 onwards, Fellowship Applicants are required to complete outcome evaluation surveys at **two time points, i.e. 2 years and 4 years after the project end date**. This arrangement will allow more time for outcomes and impacts derived from the research findings and health promotion projects to accrue, especially policy impacts and behaviour/practice changes. Fellowship Applicants are advised to maintain records of evidence of impacts/outputs generated from the funded grants. Please login to (eGMS URL) to complete the survey by (due date). Access path: Project > Completion > More > Outcome Evaluation Survey *Importance of your reply* 1. It is a **contractual requirement** that "*The Fellowship Applicant and the Institution shall provide to the Government such information relating to the Project as the Government may reasonably request for the purpose of auditing and evaluating the Projec*t." The Research Fund Secretariat **maintains the track records of grant applicants including completion of this survey for outcome evaluation**. 2. Starting from 2023, approval for **new funding will not be granted** if the Fellowship Applicant has not submitted outstanding/overdue report(s)/certified financial statement(s) and audited account(s)/**outcome evaluation surveys** for his/her other grants supported by the HMRF. 3. The purpose of this evaluation is to provide a quantitative and qualitative assessment of the outputs and deliverables of projects supported with public money. The information provided will be invaluable in helping the Health Bureau determine among other things to what extent the research findings have contributed or may contribute to informing **health policies and enhancing practice/changing behaviour, identifying knowledge gaps that may be worthy of further support**, and whether the supported research represents good value for money. Should you have technical issues in completing this online survey, please email to us *egmsenquiry@healthbureau.gov.hk*. Thank you very much.	***Step 1 :*** Email notification for complete the outcome evaluation survey will be received. - Please click on the eGMS URL to go to the eGMS login page.

	Step 2: Go to the eGMS Login page. Enter login email and password, and click 'Login'.
	Method A *Step 3:* Go to Home Page > To Do List - Click the "Case Number / Subject" of the project under type: "Outcome Evaluation (2-year)/ (4-year)" Go to *Step 5*
	Or Method B *Step 3:* Go to project > Completion

Step 4:

Select "HMRF" under Scheme, and "FE" under AOP. Click "Search".

4.1 Click 'Principal Applicant'.

4.2 Search 'Reference No.'.

4.3 Click 'More'.

4.4 Click 'Outcome Evaluation of HMRF Research Project - 1st Survey' or 'Outcome Evaluation of HMRF Research Project - 2nd Survey'.

or
Outcome Evaluation of HMRF Research Project - 2nd Survey'

Sample of Outcome Evaluation of HMRF Project:

Step 5:
- Fill in the outcome evaluation.

B. CAPACITY BUILDING

B1. Has participation in the research led to **additional formal qualifications** for any member of the project team or other research staff / post-graduate students etc, or is it likely to do so?

○ Yes ○ No *If Yes, give details below; If No, go to B2*

I. Any member of the project team					
Type of qualification awarded to project team member	**Please specify if 'Other' is chosen**	**Name of person gaining/expected to gain* qualification**		**Contribution from the research project**	**Delete**
		Gained	**Expected***		
No records found.					

[Add]

II. Any project staff, post-graduate students, etc					
Type of qualification awarded to research staff, postgraduate students, etc.	**Please specify if 'Other' is chosen**	**Name of person gaining/expected to gain* qualification**		**Contribution from the research project**	**Delete**
		Gained	**Expected***		
No records found.					

[Add]

*include post-graduate degrees currently in progress

B2. Has participation in the research led to **career advancement** for any member of the project team?

○ Yes ○ No *If Yes, give details below; If No, go to B3*

Name of team members	Changes in post		Contribution from the research project	Delete
	From	**To**		
No records found.				

[Add]

B3. Have the research project findings or methodology or theoretical developments **generated subsequent research** by any member of the project team?

○ Yes ○ No *If Yes, give details below; If No, go to B4*

Funder	Amount ($)	The importance of the research project to securing later funding	Delete
No records found.			

[Add]

B4. Are you aware of any significant ways in which your research project has contributed to further **research conducted by others**?

○ Yes ○ No ○ Don't know *If Yes, give details below; If No, go to B5*

Project team	Research project title/topic	The importance of your research project to further research by others	Delete
No records found.			

[Add]

B5. Did you **collaborate / enter into partnership** for the purpose of completing this project?

○ Yes ○ No *If Yes, give details below; If No, go to C1*

N.B. The list should tally with the authorship of the Final Report / Dissemination Report. If not, clarify under "Remarks".

During the conduct of this project the Principal Applicant (PA) collaborated / had a partnership with the following personnel from:*		
Personnel from…	**Personnel name / Department / Institution**	**Remarks**
…the PA's department		
…another department at the PA's institution		
…another institution in Hong Kong		
…an institution in Mainland China		
…an institution overseas (specify)		

* list all that apply

C1. Have the findings from your research project been used in **policy / decision making** at any level of the health service?[1]

○ Yes ○ No ○ Don't know *If Yes, give details below; If No, go to C5*

[1]Examples of the use of negative results from studies (despite adequate statistical power) should be included.

C2. Give details of the use including: the **levels** at which policies / decisions were influenced; and the **importance** or impact of the research project's findings to the adoption of the policy / decision.

Use the following letters to categorise the level influenced.
Geographical level
A = local (China - Hong Kong) B = national (China - Mainland) C = international
Organisational level in local / national / international context
D = Legislative Council E = Health Bureau F = Department of Health
G = Hospital Authority H = Universities / schools (please specify)
I = Professional organisations (please specify) J = Non-governmental organisations (NGOs) (please specify)
K = Others (please specify)

Policy / Decision Making	Geographical level	Organisational level	Degree of impact of research on policy/decision making	Delete
No records found.				

Add

C3. Give **a detailed narrative** explaining on how the research project findings led to or underpinned the health system policy or decision making listed in C2 , the beneficiaries, when the impact occurs/occurred, and evidence **evidence**[2] illustrating the extent of the impact.

[2]Evidence of policy relevance could take many forms including: citing / using research project findings in policy documents, treatment guidelines and protocols, being members of a committee issuing a policy document or a treatment guideline, inclusion of findings in a contract or in a document from an audit, an inspectorial or an evaluative body etc.

Policy / Decision Making	Detailed narrative explaining on how the research project findings led to or underpinned the health system policy or decision making, the beneficiaries, when the impact occurs/occurred, and evidence[2] illustrating the extent of the impact. (Indicative maximum 500 words)	Delete
No records found.		

Add

C4. Did the impacts listed in C3 result from research findings of more than one project? If so, provide details of the other projects, i.e. Name of funding agency, Title, Reference number, Principal Applicant, Approved amount, Start/End dates.

○ Yes ○ No *If yes, please specify*

Name of Funding Agency	Project Title	Reference Number	Principal Applicant	Approved Amount (HK$)	Project Start Date	Project End Date	Delete
No records found.							

Add

C5. Have you or your project team members participated in **health-related policy / advisory committees** as a direct outcome of this research?

○ Yes ○ No *If Yes, give details below; If No, go to D1*

Name of health-related policy / advisory committees	Post title	Contribution from the research project	Delete
No records found.			

Add

CHANGES IN PRACTICE

D1. Have the findings from your research project led to **changes**, either directly or through the application of research-informed policies, **in behaviour and / or practice?**[3]

○ Yes ○ No ○ Don't know *If Yes, give details below; If No, go to E1*

[3]Examples of the use of negative results from studies (despite adequate statistical power) should be included.

D2. Specify the **research end users** whose behaviour and / or practice has changed, the **level** at which any change occurred, and how important the research project findings were in changing behaviour and/or practice.

Use the following letters to categorise the level and research end user in which behaviour and/or practice have changed.

Geographical level

A = local (China - Hong Kong)   B = national (China - Mainland)   C = international

Organisational level in local / national / international context

D = Legislative Council   E = Health Bureau   F = Department of Health

G = Hospital Authority   H = Universities / schools (please specify)

I = Professional organisations (please specify)   J = Non-governmental organisations (NGOs) (please specify)

K = Others (please specify)

Research end users

L = Medical / allied health professionals / other providers

M = Health care managers/administrators

N = Health service users / the wider public

Behaviour / Practice	Geographical level	Organisational level	Research end user	Degree of impact of research on behavioural changes	Delete
No records found.					

[Add]

D3. Give **a detailed narrative** explaining how the research project findings led to or underpinned the changes in behaviour and/or practice listed in D2, the beneficiaries, when the impact occurs/occurred, and **evidence** [4] illustrating the extent of the impact.

[4]Evidence of changes in behaviour and/or practice could take many forms including: treatment guidelines and protocols, standard operating procedures, surveys of end-users, etc.

Behaviour / Practice	Detailed narrative explaining on how the research project findings led to or underpinned the changes in behaviour and/or practice, the beneficiaries, when the impact occurs/occurred, and evidence[4] illustrating the extent of the impact. (Indicative maximum 500 words)	Delete
No records found.		

D4. Are the above impacts listed in D3 result from research findings of more than one project? If so, provide details of the other projects, i.e. Name of funding agency, Title, Reference number, Principal applicant, Approved amount, Start/End dates,.

○ Yes   ○ No   *If yes, please specify*

Name of Funding Agency	Project Title	Reference Number	Principal Applicant	Approved Amount (HK$)	Project Start Date	Project End Date	Delete
No records found.							

[Add]

E. KNOWLEDGE TRANSFER AND LONG-TERM IMPACT

E1. State whether any of the following **dissemination activities** have been based on or resulted directly or indirectly from the findings of this research project.

Dissemination activities	
Conferences / workshops primarily for academics (e.g. keynote, speech, invited speaker, oral or poster presentation)	○Yes ○No
Conferences / workshops primarily for practitioners / service users (e.g. keynote, speech, invited speaker, oral or poster presentation)	○Yes ○No
Media presentations (e.g. Press conferences / briefings; Interview / article (newspapers, magazines, TV, radio, etc)	○Yes ○No
Other (please specify)	○Yes ○No

Previous evaluations have suggested that *liaison between researchers and potential users of the research findings* before starting the project or while it was in progress was a factor in subsequent utilisation of the findings.

E2. Did you liaise with **potential users of the research findings…**

…before starting the project?   ○Yes ○No

If YES, with whom did you liaise?

…during the research project?   ○Yes ○No

If YES, with whom did you liaise?

E3. Was such liaison a factor in whether the research findings were subsequently utilised or not?

○Yes ○No

E4. What aspects of the liaison were most important in determining whether the research findings were used or not?

E4. What aspects of the liaison were most important in determining whether the research findings were used or not?

E5. Were there **facilitators or barriers** that account for the research being utilised or not?

Facilitators: ○ Yes ○ No

If yes, please specify

Barriers: ○ Yes ○ No

If yes, please specify

END
Thank you for your help

(5.1) Close   **(5.2)** Temp Save   **(5.3)** Preview   **(5.4)** Submit to RFS

(5.1) Close Temp Save Preview Submit to RFS	***Step 5.1 (On a need basis)*** - Click 'Close' to close the browser.
(5.2) Close Temp Save Preview Submit to RFS ⓘ The Outcome Evaluation Survey of application : _____ , is saved. Close	***Step 5.2 (On a need basis)*** - Click 'Temp Save' to save. An acknowledgment message for temp saved will be shown at the top. - Click 'Close' to close the pop-up window.
Close Temp Save **(5.3)** Preview Submit to RFS	***Step 5.3 (On a need basis)*** - Click 'Preview' to preview the completed Survey.

D. Implementation (setting and organizational level) - How closely the actual implementation met the planned criteria to assure maximum reach and effectiveness?

D1. How closely the actual implementation met the planned criteria? Please select one below.
- No Criteria Met
- Somewhat Met
- Moderately Met
- Mostly Met
- All Met

D2. Were there any barriers (internal and external) identified for the implementation of your project strategies?
No   Yes (Give details below)

D3. What solutions did your project develop in response to problems/challenge, if any? e.g. availability, accessibility and affordability of health promotion material, etc.

E. Maintenance (individual or setting level) - the extent to which a programme or policy becomes institutionalised or part of the routine organizational practices and policies.

E1. Has your project been incorporated in the core business of the agencies/organizations?
No   Yes (Give details below)

E2. Did new structures and processess emerge to enable the ongoin health promotion interventions?
No   Yes (Give details below)

E3. Have funding or supports been sought or secured from other sources to continue or extend your project?
No   Yes (Give details below)

END
Thank you for your help

| Close | Back | Submit to RFS |

| Close | Back | Submit to RFS |

Confirm
⚠ Are you sure to submit the outcome evaluation survey?
[Yes] [No]

ℹ The Outcome Evaluation Survey for project _____ has been submitted.
[Close]

- Click '**Close**' to close the preview page;
- Click '**Back**' to return to previous step;
- Click '**Submit to RFS**' to submit the survey, and '**Yes**' to confirm the submission of survey to RFS.

Acknowledgment message for 'Outcome Evaluation has been submitted' will be shown at the top.

- Click '**Close**' to close the pop-up window.

(5.4)

| Close | Temp Save | Preview | Submit to RFS |

Confirm
⚠ Are you sure to submit the outcome evaluation survey?
[Yes] [No]

ℹ The Outcome Evaluation Survey for project _____ has been submitted.
[Close]

Step 5.4:
- Click '**Submit to RFS**' to submit the survey, and '**Yes**' to confirm the submission of survey to RFS.

Acknowledgment message for 'Outcome Evaluation has been submitted' will be shown at the top.

- Click '**Close**' to close the pop-up window.

Sample of Research Project: Acknowledge Email to Principal Applicant: for submission of Outcome evaluation survey Subject: [Acknowledgement] eGMS: Receipt of Outcome evaluation survey of project funded by the Health and Medical Research Fund (Ref No) Dear (The Name of Fellowship Applicant), This is to acknowledge receipt of the Outcome evaluation survey for the following project submitted via the electronic Grant Management System (eGMS): • Reference No.: (Ref No) • Project Title: (Project Title) • Principal Applicant: (The Name of Fellowship Applicant) • Project Commencement Date: (Commencement Date) • Project End date: (End Date) • Time point of this Outcome evaluation survey: (2 years / 4 years) Thank you very much.	**Step 6:** You will receive an email notification if you have submitted the Outcome evaluation survey.