

# **Electronic Grant Management System (eGMS)**

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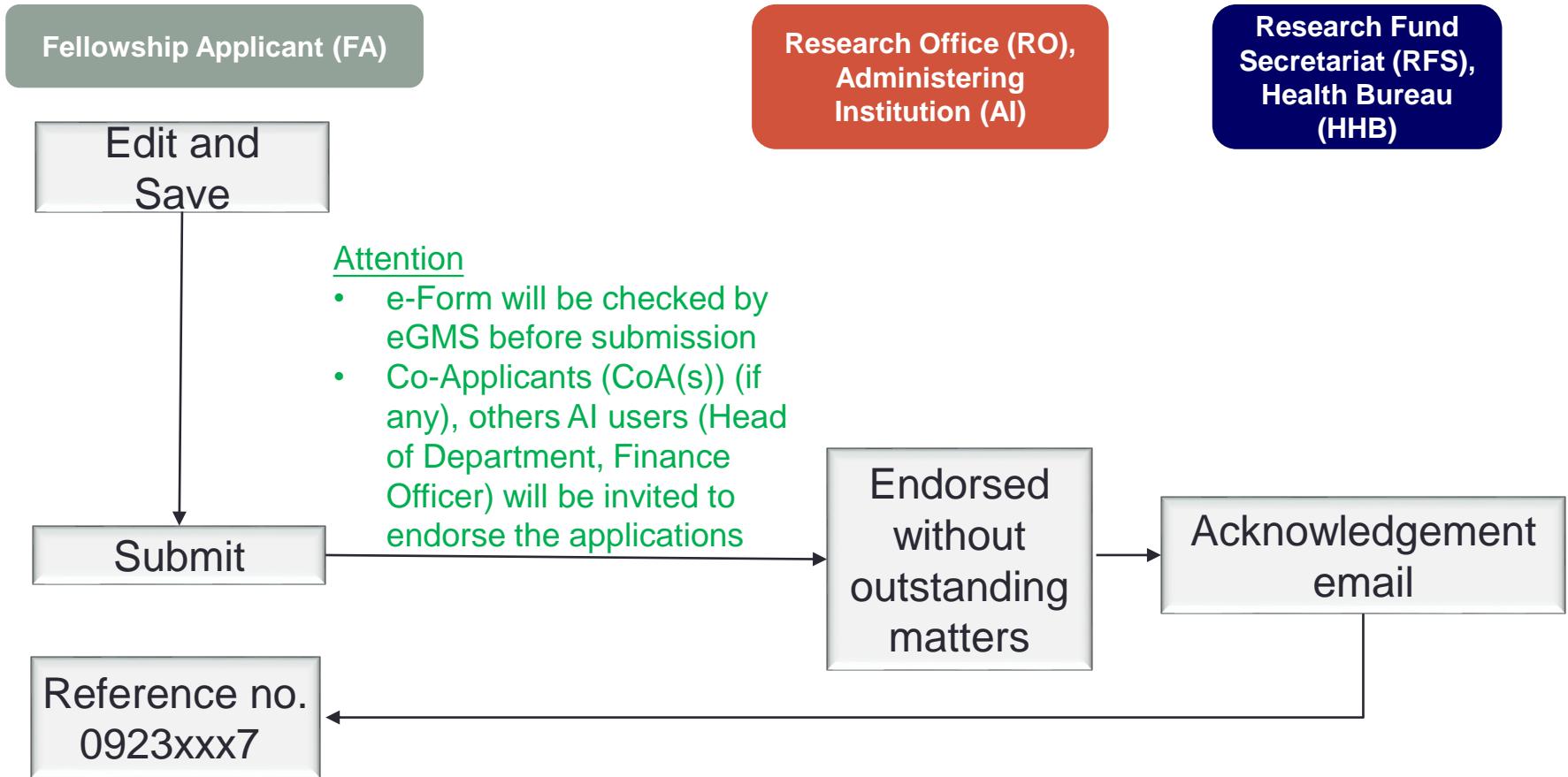
*(for Fellowship Applicant)*

**Research Fund Secretariat  
Health Bureau  
November 2023**

# 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



# 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 Xxx,

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 **0923xxx7** 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 Jun 2024 (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](mailto:egmsenquiry@healthbureau.gov.hk).

# Checklist for submission of application

Have you read the Application Guideline and Explanatory Notes?

1

Do you have an eGMS account with PA role?

2

Have you downloaded the research proposal template?

3

Do you have all Co-applicants' information?

4

Have you obtained the Mentor's CV and consent?

5

Have you obtained the nomination letter from Administering Institution?

6

# **Part I (a) - Introduction of eGMS**

# Overview

- **Log-in page:** <https://rfs.healthbureau.gov.hk/eGMS/>


### Login to eGMS

Email:

*Your login email is your email address.*

Password:

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

 **Login with iAM Smart**

[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@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)) if you have any questions.

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](#).

# Minimum system requirements

- Google Chrome or Mozilla Firefox or Safari 7+
- 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 file)*



# Operating system requirements

- Microsoft Windows running 8.1/10
- Apple Mac OS x 10.5 or above
- Fedora Linux Core 7 or above

# **Part I (b) - eGMS User Accounts**

# 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



Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Health Bureau, HKSAR.

This is an online platform for managing the funding applications administered by the Research Fund Secretariat. The system supports electronic submission of proposals, on-line management of approved projects and dissemination of project results.

All grant applications must be submitted via this system starting from the launch of eGMS in December 2014. By setting up one single eGMS account, you can submit multiple grant applications for funding administered by the Research Office of the Health Bureau.

**Note:**  
**All Fellowship Applicants (FAs) should register a PA account.**

A screenshot of the eGMS website's login and registration interface. The page is divided into two main sections. The left section, titled 'Login to eGMS', contains an email input field, a password input field, a 'Login' button, and links for 'Forgot your password?' and 'Forgot your login?'. Below this is a 'Login with iAM Smart' button and a 'More Info >' link. The right section, titled 'Account Registration (FOR APPLICANTS ONLY!)', contains two buttons: 'Register for Principal Applicant Account' and 'Register for Co-Applicant Account'. A red arrow points from the 'Register for Principal Applicant Account' button to the right. Below the registration buttons is a section for 'Notes to Grant Review Board (GRB) Members/ External Reviewers' with a paragraph of text and an email address: 'egmsenquiry@healthbureau.gov.hk'. At the bottom left of the page is a link for 'Frequently Asked Questions'.

\*to be endorsed by AI's RO

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](#).

# 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

# 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@fhh.gov.hk](mailto:egmsenquiry@fhh.gov.hk).

The screenshot shows a registration form with various fields. Two red boxes highlight the 'AI' dropdown menu and the 'Password' field. Red arrows point from these boxes to a list of institutions and a 'Regenerate' button respectively.

Fields include: Email, Title, Last Name, First Name, Current Post, Unit / Department, AI (Please Select), Room / Floor, Building, Street, City / Area, Country / Region, Contact No., Fax, ORCID ID\*, Gender\*, Password, and Re-type Password.

AI dropdown menu options: 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.

Buttons: Submit, Cancel, Regenerate.

- Fill in all mandatory fields except gender.

- 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](mailto:egmsenquiry@healthbureau.gov.hk) if you have more than one login account in the eGMS.

Thank you.

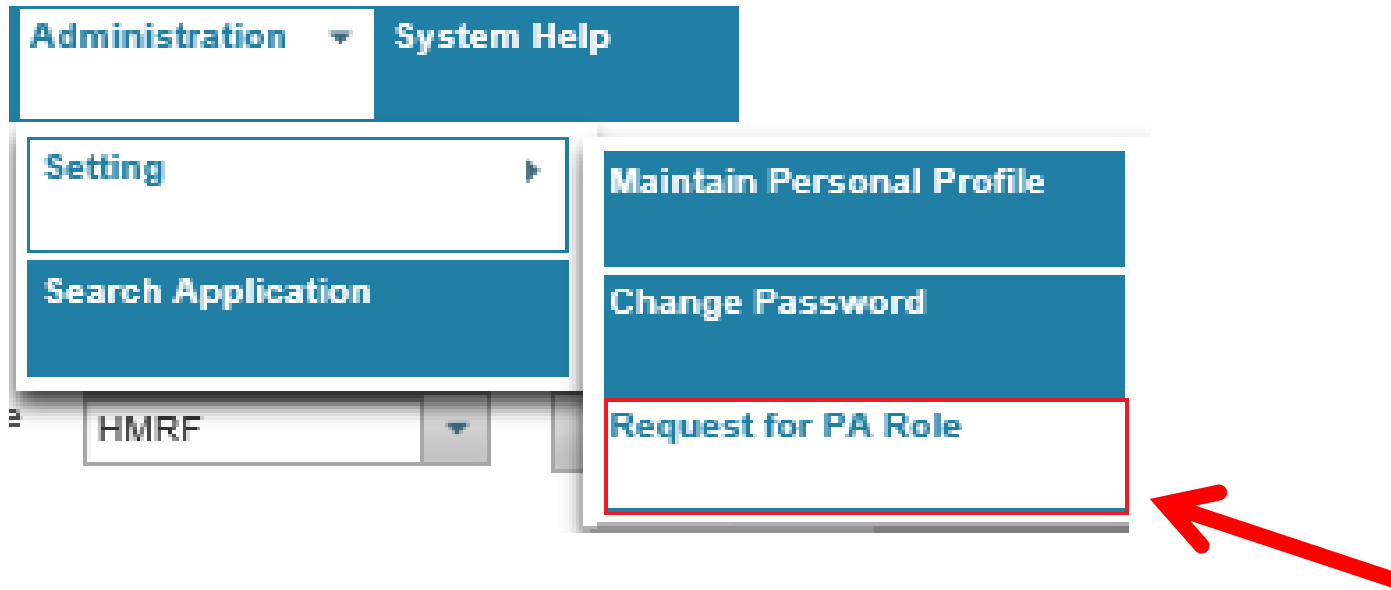
eGMS Administrator

*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	<input type="text"/>	Room / Floor	<input type="text"/>
Title	<input type="text"/>	Building	<input type="text"/>
Last Name	<input type="text"/>	Street	<input type="text"/>
First Name	<input type="text"/>	City / Area	<input type="text"/>
Location of Administering Institution	China - Hong Kong	Country / Region	CHINA - HONG KONG
Current Post	<input type="text"/>	Contact No.	<input type="text"/>
Unit / Department	<input type="text"/>	Fax	<input type="text"/>
AI	University of FHB	Authorised Role(s)	Co-Applicant
Affiliation		ORCID ID	<input type="text"/> - <input type="text"/> - <input type="text"/>
Gender*	<input type="radio"/> Male <input type="radio"/> Female		

This information is used for statistics only.

**Request PA Role**

**Request PA Role**

Your request will be forwarded to the Administering Institution for approval.



\*to be endorsed by AI's RO

# 3. New eGMS user, register for CoA account



Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Health Bureau, HKSAR.

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### Login to eGMS


Email:

*Your login email is your email address.*

Password:

[Forgot your password?](#)

[Forgot your login?](#)

 **Login with iAM Smart**

[More Info >](#)

[Frequently Asked Questions](#)

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

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

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](#).

### 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

\*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

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

Affiliation

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.

Room / Floor

Building

Street

Please enter number and name of street.

City / Area

Country / Region

Contact No.


Fax

ORCID ID\*  -  -  -

Gender\*  Male  Female

Information collected will be used for statistical purposes only.

Visual  Audio



- Fill in all mandatory fields except gender.

# 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](mailto: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](mailto:egmsenquiry@healthbureau.gov.hk).*

## 4. Existing eGMS user, request for CoA role

- Registration is NOT required.
- FA just needs to fill in relevant CoA's email address in Part I Section 11 (Project Team) of e-Form. CoA's role will be added to that user account accordingly.

# **Part II - How to submit an application?**

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# Login

<https://rfs.healthbureau.gov.hk/eGMS/>

## 1. Login with email address

**Login to eGMS**


Email:

*Your login email is your email address.*

Password:

[Forgot your password?](#)

[Forgot your login?](#)

 **Login with iAM Smart**

[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@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)) if you have any questions.

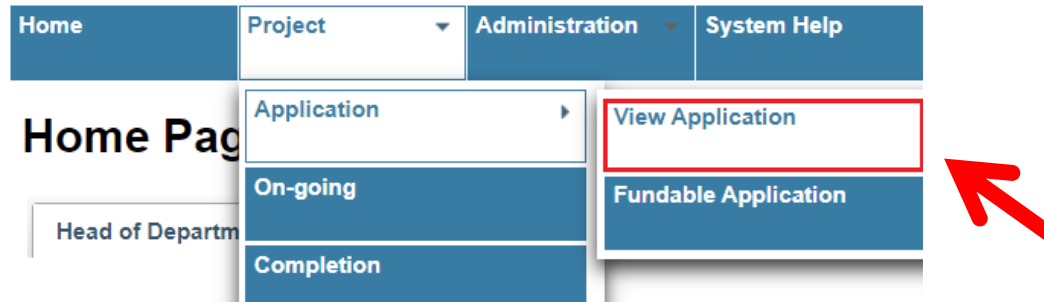
**Note:**  
The account will be locked after  
6 failed attempts

From 1st January 2019, with effect from 10 May 2019, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7.



# Submit an application

- Go to Project > Application > View Application



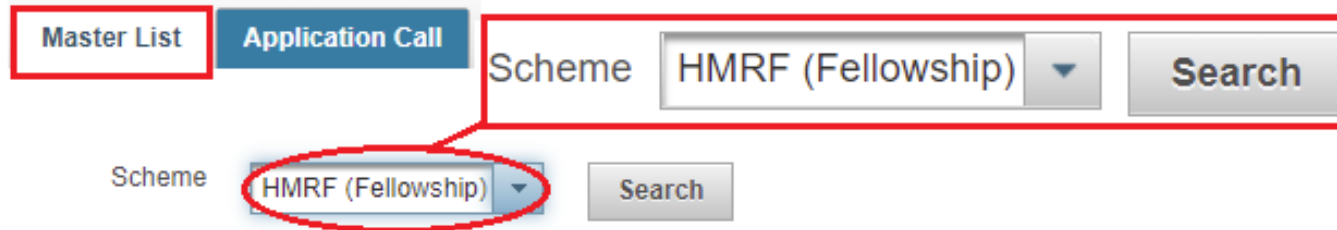
Note:

Application function is only available during the application period.

# Submit an application (cont'd)

- To **view** application(s), click “Master List”.
- Search “HMRF (Fellowship)” at “Scheme”.

## Application



The screenshot shows a web interface for submitting an application. At the top, there are two tabs: "Master List" (highlighted with a red box) and "Application Call". Below the tabs, there is a search form with a "Scheme" dropdown menu set to "HMRF (Fellowship)" and a "Search" button. A red box highlights the "Scheme" dropdown and the "Search" button. Below this, there is another "Scheme" dropdown menu set to "HMRF (Fellowship)" and a "Search" button. A red oval highlights the "Scheme" dropdown menu in this second instance.

Note: No item on the list before Fellowship Applicant submits his/her first application to the 2023 Open Call for Research Fellowship Scheme.

# Submit an application (cont'd)

(1 of 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)
								-	-	-	-		

No records found.

<b>Co-Applicant(s) Signed</b> -	<b>Head of Department Signed*</b> -	<b>Finance Officer Signed</b> -	<b>Research Officer Signed</b> -
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Note:

FA 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”

## Application

Principal Applicant **Co-Applicant**

Master List **Application Call**

(1 of 1) << 1 >> 20 v

Year	Scheme	AOP	Announcement Date	AI's internal deadline	Closing Date	Actions
2023	HMRF	Research Fellowship Scheme	21 Aug 2023	N/A	21 Nov 2023	<a href="#">Web-based e-Form (see Notes 1 and 2)</a> <a href="#">Complete Web-based Online e-Form</a> <a href="#">Download - Part I Section 7 (a) – (h) Research Proposal Template</a> <a href="#">Download - Part I Section 14a (i) Excel Templates [Optional]</a> <a href="#">Download - Part I Section 14a (ii) Excel Templates [Optional]</a> <a href="#">Download - Part I Section 15a (i) Excel Templates [Optional]</a> <a href="#">Download - Part I Section 15a (ii) Excel Templates [Optional]</a>

Note: Useful templates for completing Sections 7, 14 and 15 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](http://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 the nature of the Web, we cannot guarantee that any transmission of any personally identifiable information and/or any other information under the Services is completely secure. By using or accessing the Services and in consideration of such access and use, you acknowledge that you are satisfied that the security features that the RFS has adopted are adequate for all your purposes.

**User Conduct**

You shall be held solely and fully liable for all losses and damages incurred to the HKSAR Government if:

- you upload, post, email, offer or otherwise transmit any information in respect of which you have no right (either proprietary, contractual, or fiduciary) to transmit or which is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, libelous, obscene, pornographic, invasive of privacy or public rights, illegal or otherwise objectionable;
- you impersonate any person or entity by way of transmitting any forged or manipulated information through the use of this System;
- you upload, post, email, offer or otherwise transmit any information that infringe any proprietary

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 confirm that I have used the standard proposal template under Section 7 of Part I and understand that my application will not be processed if incorrect template has been used.

You need to scroll through all the contents in the Terms of Use before you are able to click

- 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 withdrawal.
- I confirm that I have used the standard proposal template under Section 7 of Part I and understand that my application will not be processed if incorrect template has been used.

- Click the Check Boxes and “Continue”

# Submit an application (cont'd)

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

of 22

Personal Information (A to D)	Mentor Information (E)	Justifications of Application (F)	
Research Fellowship Period, Training Proposal (G to H)		Project Information (I 1 to I 4)	
Potential Application, Keyword (I 5 to I 6)	Project Proposal (I 7)	Project Duration, Timetable of Work (I 8 to I 9)	
Budget Plan (I 10)	Project Team (I 11)	CV (I 12)	Ethics Approval (I 13)
Related Proposal and Track Records (I 14 to I 15)		Declaration and Nomination Letter (J)	

## Health and Medical Research Fund

### RESEARCH FELLOWSHIP SCHEME APPLICATION FORM

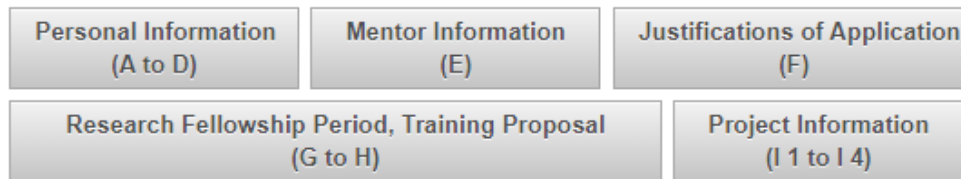
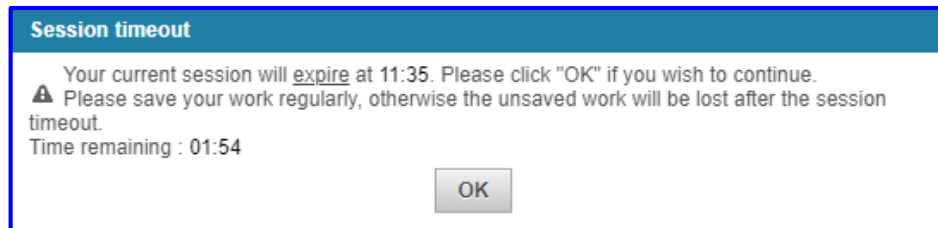
*The information and personal data provided in the application form will be used by the Research Council, the Research Fellowship Assessment Panel, the Research Fund Secretariat and the relevant government department(s) or its authorised users for the purposes of assessing applications to the Research Fellowship Scheme of 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 PART H (except proposal details) and Sections 1 – 6 and 11 of PART I with the status of research project will be made available for public access once funding approval is offered.*

# Submit an application (cont'd)

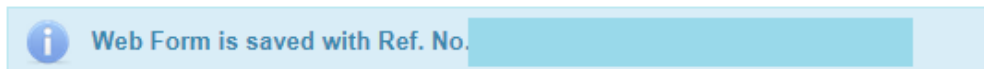
## Note:

The system will be timed out if the application form has been idled for 20 minutes. There is no auto-save function.

Please use the “Save” function to save your application regularly.

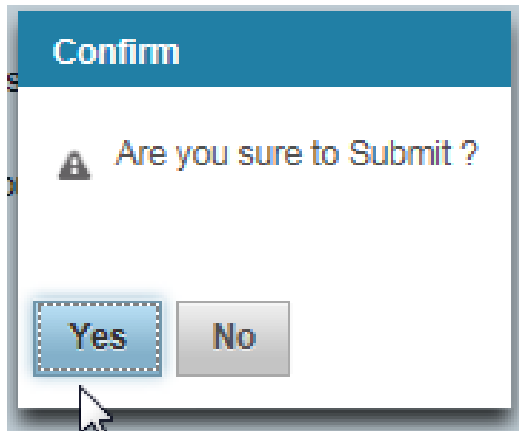


An acknowledgment message for 'Web Form is saved' with a temporary Ref. No. will be shown at the top.



# Submit an application (cont'd)

- Submit the application to AI users



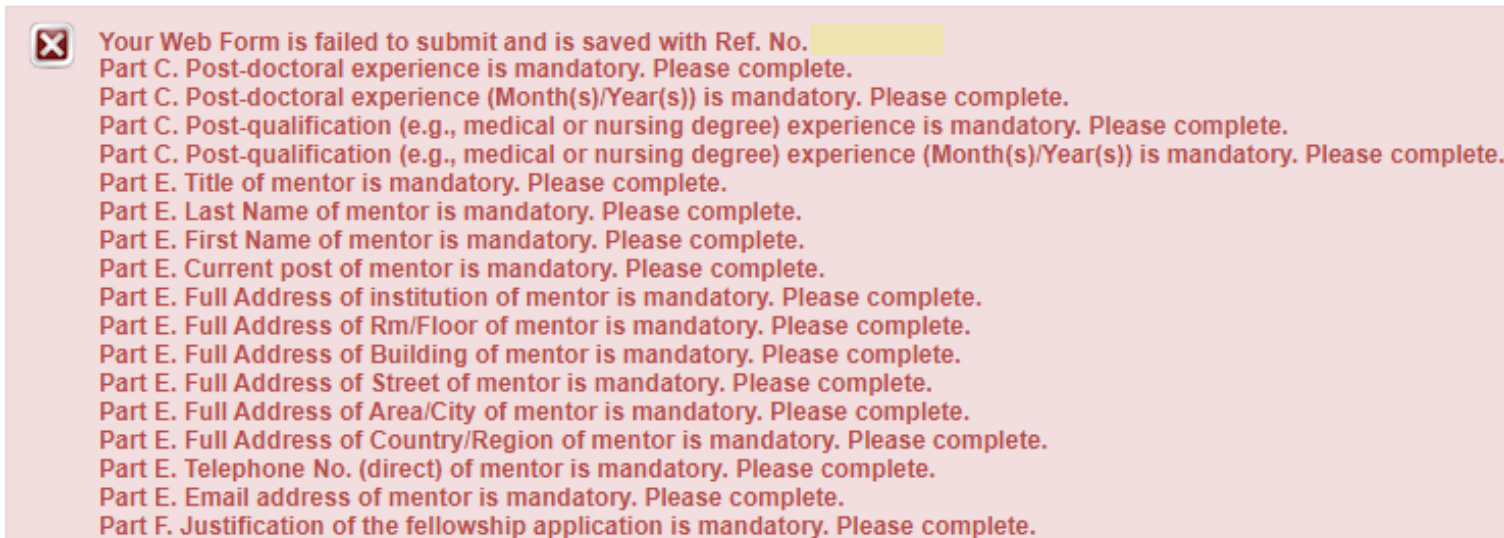



# Submit an application (cont'd)

## Validation checking

- The e-Form will only be checked by eGMS after clicking the “Submit” button.

## Submit Web Form



 Your Web Form is failed to submit and is saved with Ref. No. [REDACTED]

- Part C. Post-doctoral experience is mandatory. Please complete.
- Part C. Post-doctoral experience (Month(s)/Year(s)) is mandatory. Please complete.
- Part C. Post-qualification (e.g., medical or nursing degree) experience is mandatory. Please complete.
- Part C. Post-qualification (e.g., medical or nursing degree) experience (Month(s)/Year(s)) is mandatory. Please complete.
- Part E. Title of mentor is mandatory. Please complete.
- Part E. Last Name of mentor is mandatory. Please complete.
- Part E. First Name of mentor is mandatory. Please complete.
- Part E. Current post of mentor is mandatory. Please complete.
- Part E. Full Address of institution of mentor is mandatory. Please complete.
- Part E. Full Address of Rm/Floor of mentor is mandatory. Please complete.
- Part E. Full Address of Building of mentor is mandatory. Please complete.
- Part E. Full Address of Street of mentor is mandatory. Please complete.
- Part E. Full Address of Area/City of mentor is mandatory. Please complete.
- Part E. Full Address of Country/Region of mentor is mandatory. Please complete.
- Part E. Telephone No. (direct) of mentor is mandatory. Please complete.
- Part E. Email address of mentor is mandatory. Please complete.
- Part F. Justification of the fellowship application is mandatory. Please complete.

Resume

Click “Resume” to revise the e-Form

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

## For attention

- The validation checking can only be done when you submit your application to the RO of your institution/hospital.
- Applicants are required to read the Training Manual carefully and **reserve sufficient time** to address the errors discovered during validation checking at the time of submission.

# Submit an application (cont'd)

## - tooltips for filling the application form

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

### PART A – PERSONAL INFORMATION

Title (Prof/Dr/Mr/Mrs/Ms)	Mr
Last name	UNID
First name	PA1
Current post(s)	PA
Full address Department	Department 1
Institution	The University D
Rm/Floor	-
Building	-
Street	-
Area / City	-
Country / Region	CHINA - HONG KONG
Telephone No. (direct)	11111111
Mobile No.	1000011112222
Fax No.	11111111

- Part A and Part I Section 11 of this application form have been auto-filled using the personal information in your eGMS profile.
- If you would like to update your personal information in Part A, you can update your eGMS personal profile (*Access path: Administration > Setting > Maintain Personal Profile*).

Note: Please update your profile before completing the e-Form.

# Part I - Section 1 area of research :

## 1. AREA OF RESEARCH

Please tick the appropriate box

### Area

- Public health
- Health and health services
- Infectious diseases

### Type

- Clinical
- Pre-clinical

Note: only “Clinical” study can be selected for Area under “Public health” and “Health and health services”.

# Part I - Section 7 project proposal:

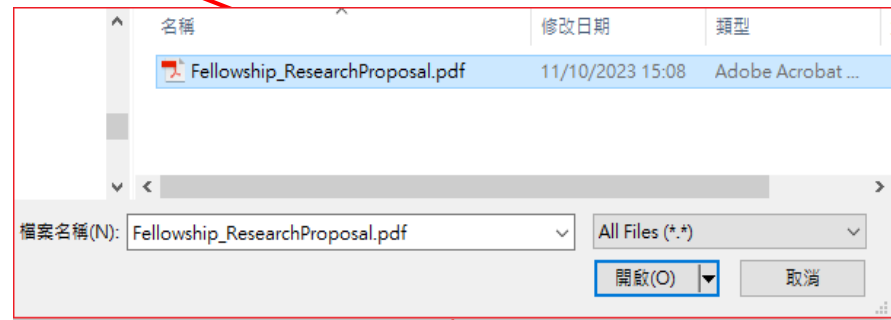
Download the template by clicking the link *or* refer to Slide 28 for downloading the template

**7. PROJECT PROPOSAL**  
Please download the [standard proposal template](#) from the Research Fund Secretariat website.

confirm that I have used the standard proposal template under Section 7 of Part I and understand that my application will not be processed if incorrect template has been used.

**Browse** Please attach (a) - (h) of the proposal (in PDF format only and the maximum file size is 600KB):

Note: please convert the  
Ms Word file to  
**PDF format**



Uploaded file name : [Fellowship\\_ResearchProposal.pdf](#)

- Click the check-box  
→ click “Browse”  
to attach the research  
proposal.

- Click “Attach” to upload additional materials to Section 7(i) and 7(j).
- Select the attachment type and fill in the description of the additional materials accordingly.
- Please attach the files referred in the proposal in Section 7 (i).

7(i) Attachment(s) referred in the proposal

No.	Type	Description
		Example: Figures/tables – Preliminary data Diagram – Study flow chart Appendix – Questionnaires/Tools/Patient consent form
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	Diagram/ Figure/Table	<input type="text"/>
4.	Questionnaire/Tool	<input type="text"/>
5.	Patient consent form	<input type="text"/>
	Others	<input type="text"/>
	<input type="text"/>	<input type="text"/>

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 8MB).

Attach file(s)
✕

1

2

3

4

5

- Please attach other additional material in Section 7(j)

7(j) List of additional materials

No.	Type	Description
		Example: Ethics/safety approval(s) Consent for accessing third-party data Letters of collaboration from study partners Quotation of budget item(s) Supporting documents of training proposal
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	Ethics/safety approval(s)	<input type="text"/>
4.	Consent for accessing third-party data	<input type="text"/>
5.	Letters of collaboration from study partners	<input type="text"/>
	Quotation of budget item(s)	<input type="text"/>
	Supporting documents of training proposal	<input type="text"/>
	Others	<input type="text"/>

**Attach file(s)** ✕

1

2

3

4

5

Please attach additional materials in the above table (in PDF format only and total file size should not exceed 5MB)

## Part I – Section 10 budget plan:

- Please fill in the budget according to the Financial Year.
- (The total cost of the item(s) will be calculated automatically by the system.)

### 10b. DETAILS OF FINANCIAL SUPPORT REQUESTED

#### 10b(i). TRAINING COSTS (To the nearest HK\$)

Please specify (itemise in detail)	Year 1 (HK\$)	Year 2 (HK\$)	Unit Price (HK\$)	No. of Unit	Total (HK\$)
Training/Course Fee	1000	1000	1000	2	2000
Air Passage for Overseas Training (up to two round trips economy class)					0
Accommodation Expense for Overseas Training					0
Subsistence Allowance for Overseas Training					0
					0
					0
					0
					0
					0
<b>Total Annual Costs</b>	1000	1000			2000



- Fill in Section 10b(ii) “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.)

10b(ii). STAFF DETAILS

Types of Staff	Details of Posts				Monthly Salary S (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)x(C)(%) xD; or AxB(R)x(C)(H) HK\$
Reliever(s)									
Reliever 1	1	1	F	1	10000	M	80	10	80000
								0	0
								0	0
								0	0
								0	0
Research Staff									
Research Staff	1	1	F	1	10000	M	80	10	80000
								0	0
								0	0
								0	0
								0	0
Other Supporting Staff (e.g. secretarial, clerical, administrative)									
Other Staff	1	1	F	1	10000	M	50	10	50000
								0	0
								0	0
								0	0
								0	0

\* For reliever, "efforts" refers to the teaching work of the fellowship applicant to be taken up by the reliever. For research and other supporting staff, "efforts" refers to the time spent on project.

- Fill in Section 10b(iii) “Staff costs” according to the Financial Year. (The total cost of the item(s) will be calculated automatically by the system.)

**10b(iii). STAFF COSTS (To the nearest HK\$)**

Types of Staff	Year 1 (HK\$)	Year 2 (HK\$)	Total (HK\$)
<b>Reliever(s)</b>			
Reliever 1	50000	30000	80000
			0
			0
			0
<b>Sub-Total</b>	50000	30000	80000
<b>Research Staff</b>			
Research Staff	50000	30000	80000
			0
			0
			0
<b>Sub-Total</b>	50000	30000	80000
<b>Other Supporting Staff</b>			
Other Staff	30000	20000	50000
			0
			0
			0
<b>Sub-Total</b>	30000	20000	50000
<b>Total Annual Costs</b>	130000	80000	210000

# Part I – Section 11 applicants (project team):

Add  Applicants

0	1	2	3	4	5	6	7
<b>Applicant 2</b>		<input type="button" value="Remove"/>	<input type="button" value="Move Down"/>				
Title (Prof/Dr/Mr/Mrs/Ms)		<input type="text"/>					
Last name		<input type="text"/>					
First name		<input type="text"/>					
Current post(s)		<input type="text"/>					
Department		<input type="text"/>					
Institution		<input type="text"/>					
E-mail		<input type="text"/> <input type="button" value="Confirm"/>					
ORCID ID		<input type="text" value="9999"/> - <input type="text" value="9999"/> - <input type="text" value="9999"/> - <input type="text" value="9999"/>					
No. of hrs/weeks on project		<input type="text"/>					
Role and Responsibility on the Proposed Project		<input type="text"/>					
<b>Applicant 3</b>		<input type="button" value="Remove"/>	<input type="button" value="Move Down"/>	<input type="button" value="Move Up"/>			
Title (Prof/Dr/Mr/Mrs/Ms)		<input type="text"/>					
Last name		<input type="text"/>					

- Select the number of Co-Applicants to be added to the proposal.
- Click “Remove” to remove the irrelevant Co-Applicant, if any
- Click “Move Down” or “Move Up” to rearrange the order of project team members.  
(Note: relevant CVs in **Part I – Section 12** will be re-ordered accordingly.)

# Part I – Section 14a (i) & (ii) – similar or related proposals:

1. Select “Yes” if applicable

2. (Optional)  
 → Click “Upload”  
 to attach the Excel form.  
 Please fill in either the e-Form  
 or the Excel template for  
 Section 14a (i) & 14a(ii).

(Note: refer to Slide 28 for  
 downloading the template)

3. Click “Browse” under  
 each project to attach the  
 supporting documents.

## 14. SIMILAR OR RELATED PROPOSALS

Attention: Failure to make declaration may lead to application not eligible for further processing and shall be subject to penalty as determined by the Research Council.

### THIS APPLICATION

14a. (i) Have any of the applicants listed in Section 11 of PART I submitted this or a similar research proposal to the HMRF or other funding agencies in the past three years?  YES  NO (1)

Attention: Include all similar proposals in the past three years from the closest HMRF or other funding agencies (for those with extensive changes or improvements to similar applications, the reviewers' comments).

Attach file(s)

Browse Delete

Upload Cancel

Upload (2)

No.	Project Title	Name of Applicant(s)	Project Ref. No.	Funding Agency
1				
2				
3				
4				
5				
6				
7				
8				
9				

If yes, please provide the following details:-

No.	Project Title	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Decision / Rating
1					
	Previous application (in PDF format only and the maximum file size is 1MB)	<input type="text"/> Browse (3)	All comments raised by the funding agency and point-by-point responses to address these comments (if any, in PDF format only and the maximum file size is 600KB)	<input type="text"/> Browse (3)	

Add 0 pages

# Part I – Section 15 (i) & (ii) – other applications and track record:

1. Select “Yes” if applicable
2. If the check-box for HMRF application is selected, and the grant is undertaken as a FA, an additional box for publication will appear for input
3. (Optional)  
→ Click “Upload” to attach the Excel form. Please fill in either the e-Form or the Excel template for Section 15a(i) or 15a(ii).  
  
(Note: refer to Slide 28 for downloading the template)

15a. (i) Has the Fellowship Applicant (FA) listed in Section 11 of PART I been awarded grant(s) currently ongoing or completed from the HMRF or other funding agencies (local or overseas) in the past three years? **(1)**

YES  NO

Details of grant(s) funded or undertaken by FA (in a Principal Applicant (PA) or Co-Applicant (Co-A) capacity)

Please tick if this is HMRF application **(2)**

Attach file(s)

 **Browse**  **Upload** **(3)**

No.	Project Title	PA or Co-A	Proje	ate (/yyyy)	Completion Date/ To be completed (dd/mm/yyyy)	Time Spent by PA on the Project (hrs/ %)
1		<b>(2)</b> PA				%

No.	Is HMRF application?	Project Title	PA or Co-A	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Amou
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Please give a summary of the similarities and differences between this application and the awarded project (400 words max)

Publications/ Scientific papers directly resulting from this grant: **(2)**

# Part J declaration and nomination letter:

## Mentor

I confirm that, if the applicant is awarded the fellowship, I shall be his/her mentor and undertake to provide guidance to the Fellowship Applicant to select the training programme and carry out the research project throughout the fellowship period I have known the applicant for a period of  years and have been the applicant's

- research adviser
- dissertation / thesis adviser
- teacher
- others (please specify: )

I support this fellowship application on the basis of the following merits:

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:

I attach a copy of my Curriculum Vitae to this application.

### Signature of MENTOR

Name (BLOCK LETTER)

INSTITUTION/DEPARTMENT

POSITION HELD

EMAIL ADDRESS

CONFIRM EMAIL ADDRESS

Attach (in PDF format only and the maximum file size is 1MB)

Prev  of 21 Next

Date

**Attach file(s)**

Curriculum Vitae

Signature hardcopy

(i) Click on the click box to enable the "Attach" button.

(ii) Click "Attach" to attach files (Curriculum Vitae/Signature).

## Administering Institution

- Application should be endorsed and submitted, together with a nomination letter.
- *Attach the nomination letter from the President/Vice-Chancellor (for Stream A) or*
- *Hospital Chief Executive (for Stream B)*

### Administering Institution

This application should be endorsed and submitted, **together** with a nomination letter, by/ through (i) the Head of Department, (ii) the officer who will be responsible for administering the fellowship that may be awarded and (iii) the finance officer who will be responsible for overseeing/ administering the related finance matters. Each party should be asked to complete the following declaration.

I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with the conditions of Research Fellowship Scheme if a grant is awarded as a result of this application.

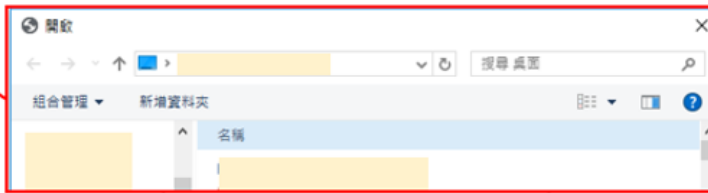
Please attach the nomination letter from the President/Vice-Chancellor (for Stream A) or Hospital Chief Executive (for Stream B).  
(in PDF format only and the maximum file size is 1.5MB)

**Signature of HEAD OF DEPARTMENT**  
Name (BLOCK LETTER) \_\_\_\_\_  
INSTITUTION/DEPARTMENT \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_  
CONFIRM EMAIL ADDRESS \_\_\_\_\_

**Authorised Signature on behalf of ADMINISTERING INSTITUTION**  
POSITION HELD \_\_\_\_\_  
NAME (BLOCK LETTER) \_\_\_\_\_ DATE \_\_\_\_\_

**Signature on behalf of FINANCE OFFICER/TREASURER**  
Name (BLOCK LETTER) \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS of FINANCE OFFICER / TREASURER \_\_\_\_\_  
TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

Prev 21 of 21



# **Part III - Action required under different application status**

---



# Edit “Temp Save” application

## 1. Click “Master List”




### Application

Principal Applicant

(1)

Scheme

(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)
(2)	Ref. No.  							N/A	N	N	N		

## 2. Click “Temp Ref. No.” to edit the Web-based Online e-Form

# View “Pending Signature” application or “Revised Pending Signature” application

1. Click “Master List”

2. Click “N” to send the 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		

eGMS - electronic Grant Management System -

### Co-Applicant List

Title	Last Name	First Name	Affiliation	Co-Applicant(s) Signed	Actions
			-	N (3a)	Re-Send

**Confirm**

⚠ Are you sure to re-send email to CoA?  
(3b)

3. Click “Re-Send” & “Yes” for confirmation

# Edit “Pushed back” application

1. Go to Project > Application >View application

## Application

Principal Applicant  Co-Applicant

Master List  Application Call

Scheme

(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)
	Temp Ref. No. (3)						Pushed Back <a href="#">Details</a>	Y	N	N	N		

2. Click “[Details](#)” to view the “pushed back” reason(s)
3. Click “[Temp Ref. No.](#)” to edit the Web-based Online e-Form

Details

⚠ Pushed back by Dr UNIC Dh1

Reason(s):

Invalid application

# Summary of the application status

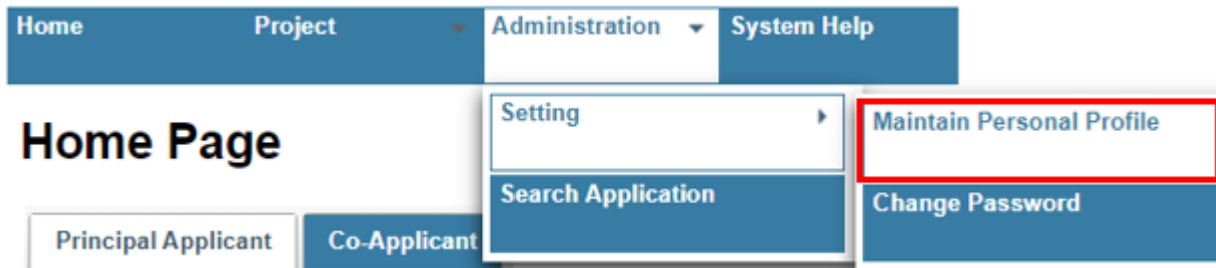
- *Temp Save*  
Application saved in eGMS but not yet submitted to Administering Institution (AI) users (i.e. DH, FO and RO).
- *Pending Signature*  
Application is submitted and pending endorsement from CoA(s) (if any) and/or AI users.
- *Pushed back*  
Application has been pushed back by AI user(s) and is pending revision from FA.
- *Revised Pending Signature*  
Pushed back application revised and re-submitted to AI users. CoA(s) (if any) do not need to sign such revised application.
- *Submitted to Research Fund Secretariat*  
Application has been endorsed by CoA(s) (if any) and AI users and submitted to Research Fund Secretariat (RFS) by RO.

# **Part IV - Delegation of Principal Applicant (PA)**

---

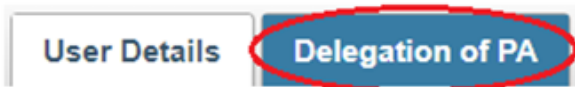
# Delegation of PA

- Go to Administration > Setting > Maintain Personal Profile



- Click “Delegation of PA”

## Maintain Personal Profile



Email

Title

Last Name

First Name

# View “Delegation of PA”

- View “Delegation List” and “Delegation History”

## Maintain Personal Profile

**User Details** | 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

### Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
				<a href="#">Edit</a> <a href="#">Delete</a>

Save

Export to CSV

### Delegation History

(1 of 1) << 1 >> 20

Action Time	Action Performed	Delegate Name	Email	Delegate Period
	Delete			
	Add			

# Update “Delegation of PA”

## Maintain Personal Profile

User Details    Specialty (HMRP)    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 **FA** 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 in with PA account (Register PA Account if any)

2

- Fill in Web-based Online e-Form

3

- Submit completed form to CoA (if any)\* and AI Users# for endorsement

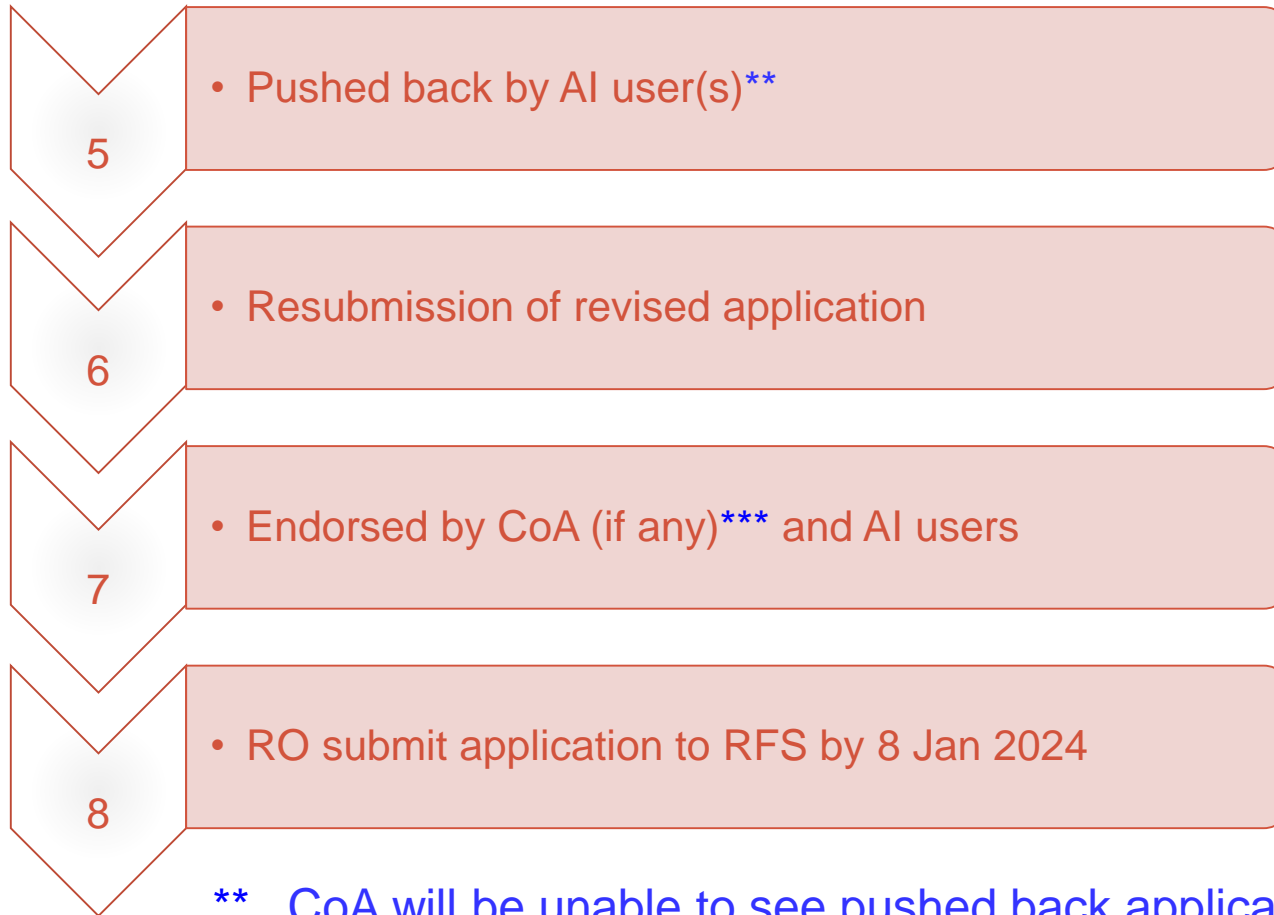
Temp Save

Pending Signature

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

\* It is always FA's responsibility to collect CoAs' electronic endorsement. If CoA's physical signature is attached in PART J, electronic signature is not required.

# Application procedure summary



## Application Status

Pushed Back

Revised Pending  
Signature

Submitted to  
Research Fund  
Secretariat

\*\* CoA will be unable to see pushed back application

\*\*\* CoA provided endorsement before pushed back, re-endorsement is not required for revised application.

## Attention:

- Please save your application regularly as the system will be timed out if the application form has been idled for 20 minutes.
- The validation checking can only be done when you submit your application to the RO of your institution/ hospital.
- Applicants are required to read the Training Manual carefully and **reserve sufficient time** to address the errors discovered during validation checking at the time of submission.
- Pay attention to Administering Institution's **internal deadline**
- The fellowship applicant's email address entered in the e-Form will be used by the Secretariat for **all communication relating to the application, including announcement of result.**

# Need help?

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

- [Explanatory Notes](#) + Quick Guide
- RFS contact
  - Email: [rfs@healthbureau.gov.hk](mailto:rfs@healthbureau.gov.hk)  
[egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)
  - Tel: 3427 3344