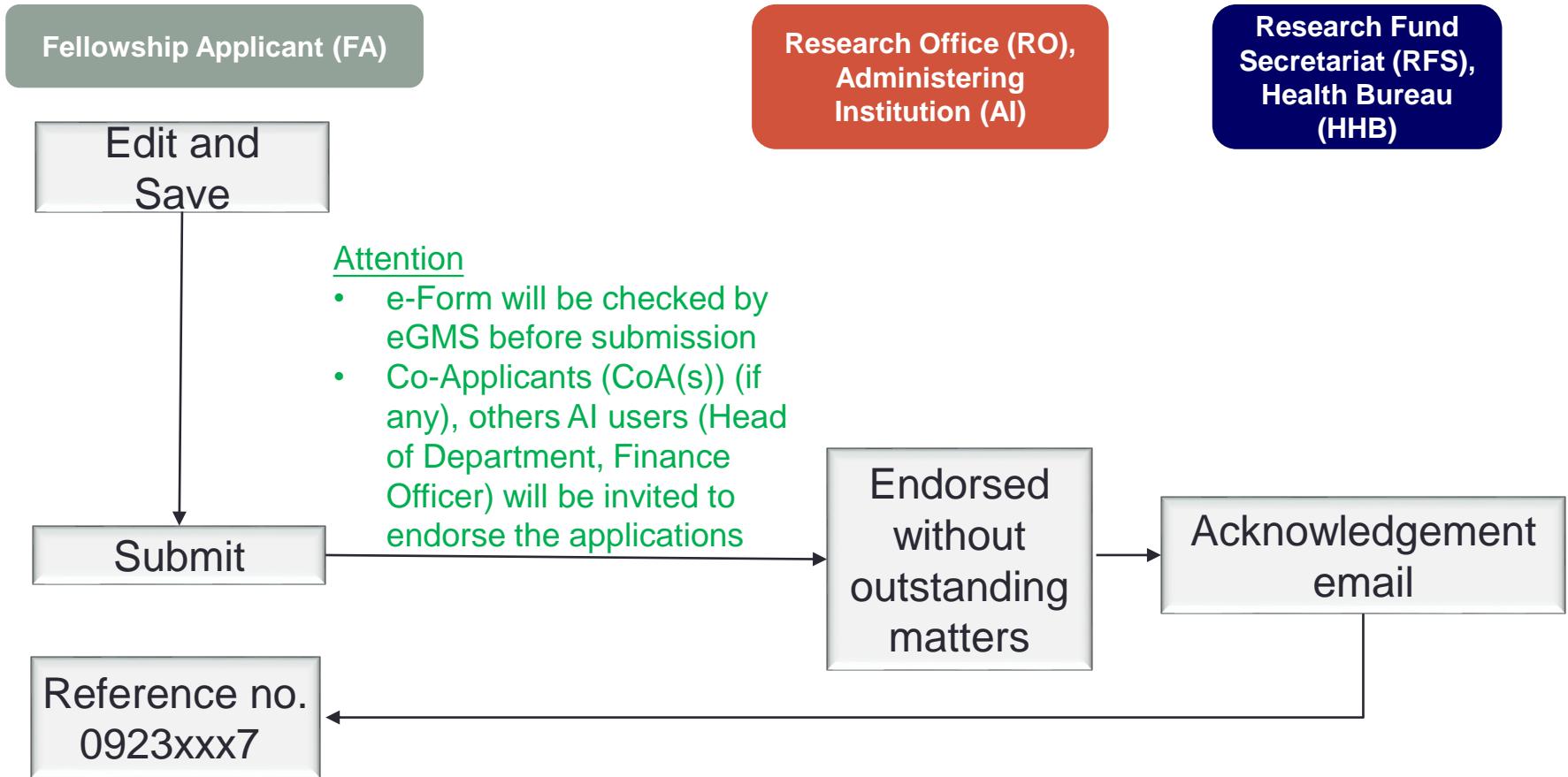# Electronic Grant Management System (eGMS)

(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

Fellowship Applicant (FA)

Research Office (RO), Administering Institution (AI)

Research Fund Secretariat (RFS), Health Bureau (HHB)

Edit and Save

Attention
- e-Form will be checked by eGMS before submission
- Co-Applicants (CoA(s)) (if any), others AI users (Head of Department, Finance Officer) will be invited to endorse the applications

Submit

Endorsed without outstanding matters

Acknowledgement email

Reference no. 0923xxx7

3

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.

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:

Login   Forgot your password?
         Forgot your login?

Login with iAM Smart

More Info >

Frequently Asked Questions

Account Registration *(FOR APPLICANTS ONLY!)*

Register for Principal Applicant Account

Register for Co-Applicant Account

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

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

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

eGMS
electronic Grant Management System

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.

Login to eGMS

Email:

Your login email is your email address.

Password:

[Login]   Forgot your password?
            Forgot your login?

[Login with iAM Smart]

More Info >

Account Registration *(FOR APPLICANTS ONLY!)*

[Register for Principal Applicant Account]

[Register for Co-Applicant Account]

*to be endorsed by AI's RO

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

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

Frequently Asked Questions

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@fhb.gov.hk .

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

Please Select

[search field]

- 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

Regenerate

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

Submit   Cancel

- 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.

14

Successful PA account registration

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

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

Dear (Name of Account holder)

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

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

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

Thank you.

eGMS Administrator

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

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

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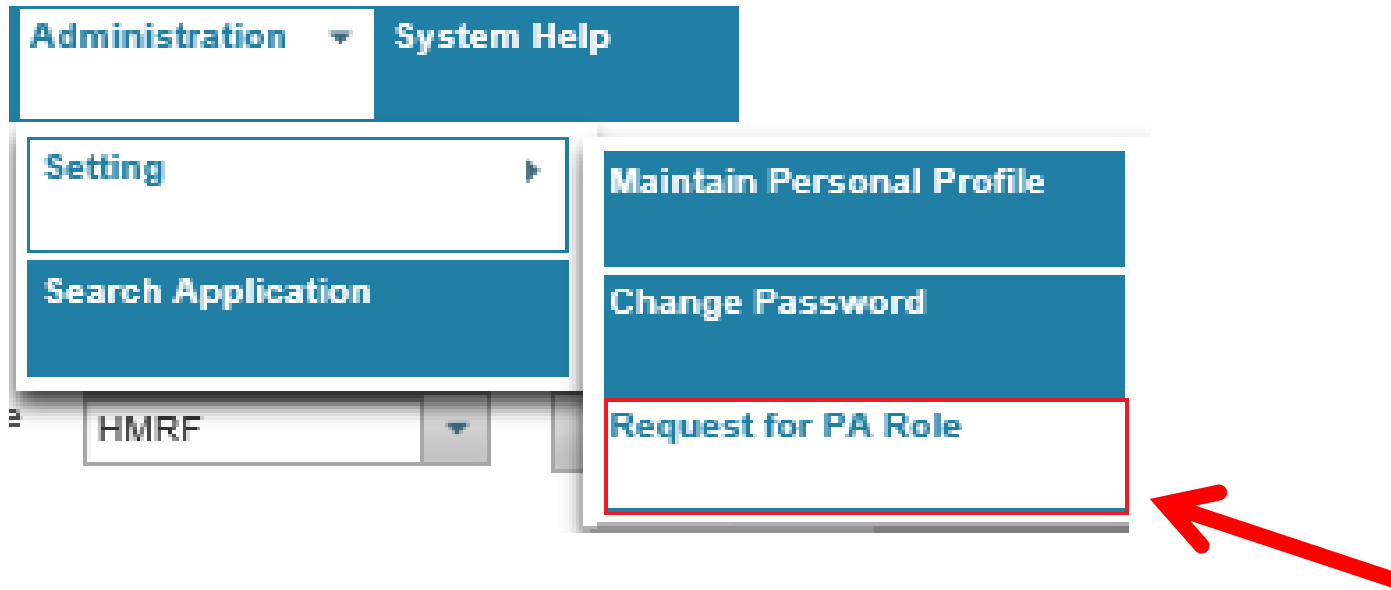
2. Existing local CoA, request for PA role (cont'd)
(For local CoA without PA role in his/her eGMS account)

Request for PA Role

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

This information is used for statistics only.

Request PA Role

Request PA Role

Your request will be forwa̶ dministering Institution for approval.

*to be endorsed by AI's RO

17

3. New eGMS user, register for CoA account

eGMS
electronic Grant Management System

Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the 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.

Login to eGMS

Email:

Your login email is your email address.

Password:

Forgot your password?

Login   Forgot your login?

Login with iAM Smart

More Info >

Frequently Asked Questions

Account Registration (FOR APPLICANTS ONLY!)

Register for Principal Applicant Account

Register for Co-Applicant Account

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

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

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 <u>not</u> required to register for the CoA account.

(*Optional field for registration)

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

twkv6r [Regenerate]

_____

[Submit] [Cancel]

- 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 if you have more than one login account in the eGMS and have not merged these accounts into one account yet.

Thank you.

eGMS Administrator

This is a computer-generated email sent from the eGMS. If you want to send a reply, please email to egmsenquiry@healthbureau.gov.hk.

4. Existing eGMS user, request for CoA role

- Registration is NOT required.

- 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?

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?

Login

Forgot your login?

Login with iAM Smart

More Info >

Note:
The account will be locked after
6 failed attempts

Frequently Asked Questions

Account Registration *(FOR UNDERLINE APPLICANTS ONLY!)*

Register for Principal Applicant Account

Register for Co-Applicant Account

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

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

Submit an application

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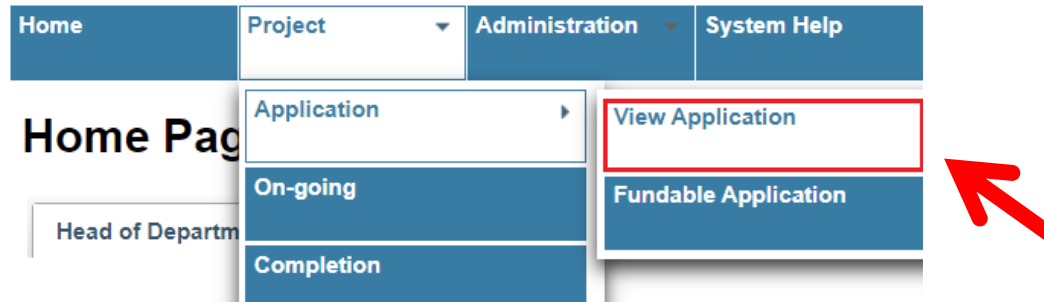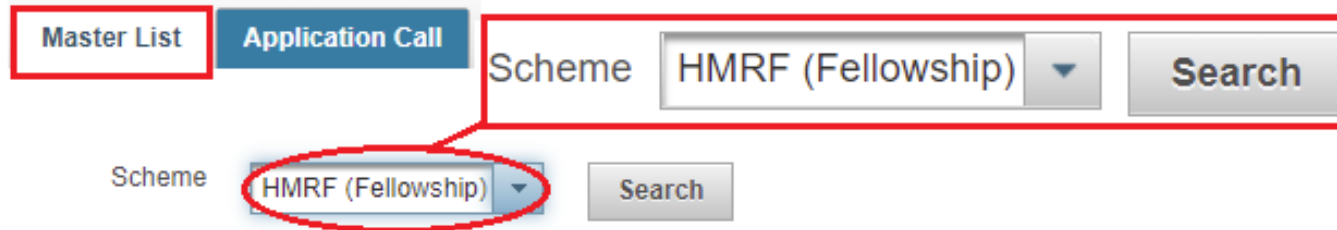
Note:
Application function is only available during the application period.

Submit an application (cont'd)

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

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)

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"

Note: Useful templates for completing Sections 7, 14 and 15 can be downloaded here.

Submit an application (cont'd)

- Read all "Terms and Conditions"

- Click the Check Boxes and "Continue"

Submit an application (cont'd)

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

Save	Submit

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)	

1 of 22 Next

Health and Medical Research Fund
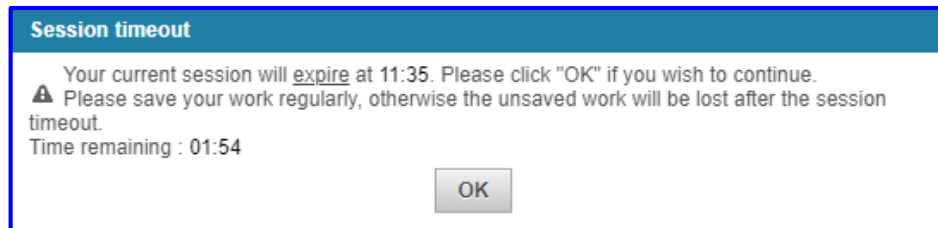
RESEARCH FELLOWSHIP SCHEME APPLICATION FORM

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.
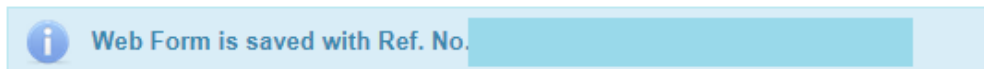
Submit an application (cont'd)

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.

Session timeout

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

OK

Save | Submit

1 | Next
of 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) |

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

ⓘ Web Form is saved with Ref. No.

Submit an application (cont'd)

- Submit the application to AI users
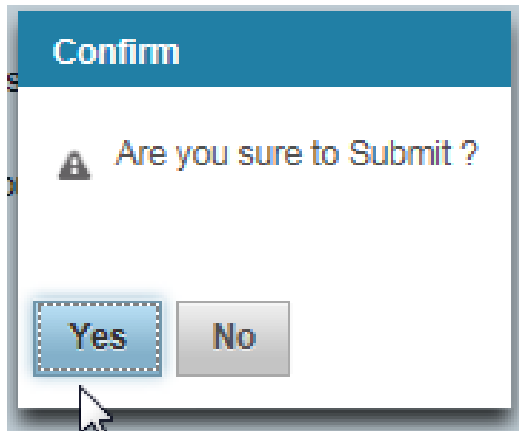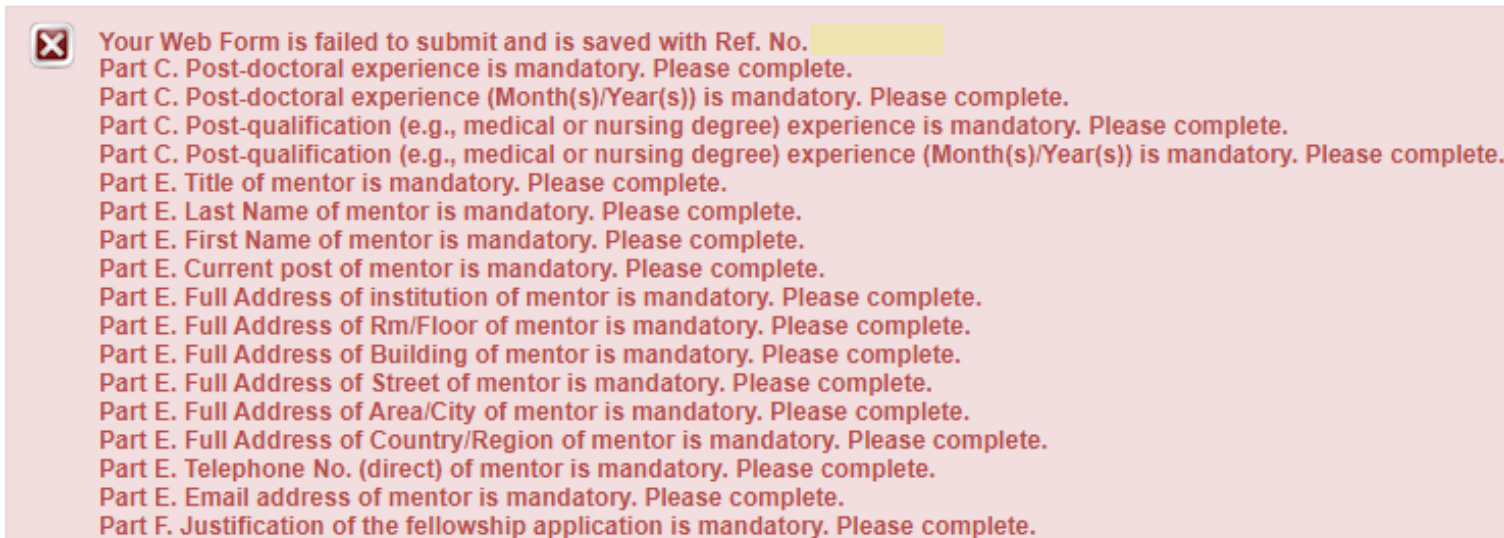
Submit an application (cont'd)

<u>Validation checking</u>

- 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. _____
> 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

Tooltip text:
- 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.

☑ 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.

[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

名稱	修改日期	類型
Fellowship_ResearchProposal.pdf	11/10/2023 15:08	Adobe Acrobat ...

檔案名稱(N): Fellowship_ResearchProposal.pdf | All Files (*.*)

開啟(O) | 取消
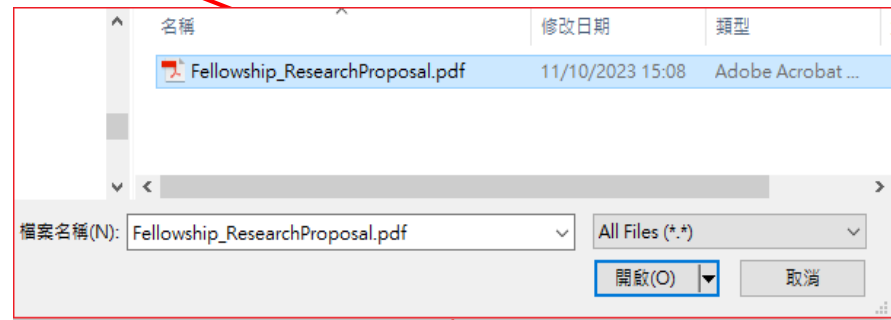
Uploaded file name : Fellowship_ResearchProposal.pdf [Delete File]

- 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).

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

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
Total Annual Costs	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 $ (M) or Hourly Rate (R) | | Efforts on Project (E) %/ Total Hours on Project (H)* | No. of Months Required | Staff Costs for Entire Project |
	Rank	Pay Scale & Point	Part Time (P) or Full Time (F)	(A) No.	(B) HK$		(C) % / H	(D)	AxB(M)xC(%) xD; or AxB(R)xC(H) HK$
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$)
Reliever(s)			
Reliever 1	50000	30000	80000
			0
			0
			0
			0
Sub-Total	50000	30000	80000
Research Staff			
Research Staff	50000	30000	80000
			0
			0
			0
			0
Sub-Total	50000	30000	80000
Other Supporting Staff			
Other Staff	30000	20000	50000
			0
			0
			0
			0
Sub-Total	30000	20000	50000
Total Annual Costs	130000	80000	210000

Part I – Section 11 applicants (project team):

- 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.

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, <u>and</u> the grant is <u>undertaken as a FA</u>, 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)

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 [0] 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)

☑ 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 [20] of 21 Next

Date

(i) ☑

Attach file(s)

Curriculum Vitae [   ] Browse

Signature hardcopy [   ] Browse

Close

(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.

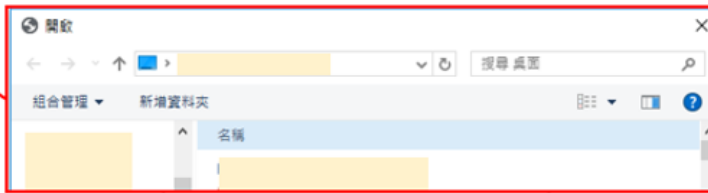- *Attach the nomination letter from the President/Vice-Chancellor (for Stream A) or*

- *Hospital Chief Executive (for Stream B)*

Part III - Action required under different application status

Edit "Temp Save" application

1. Click "Master List"

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

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

Edit "Pushed back" application

1. Go to Project > Application >View application

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

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

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.
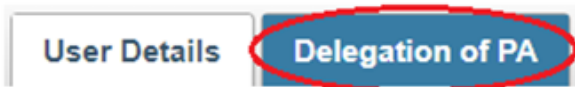
Part IV - Delegation of Principal Applicant (PA)

Delegation of PA

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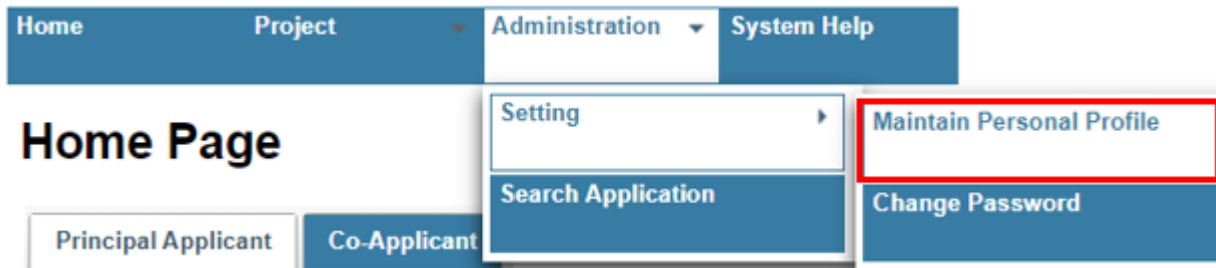
- Click "Delegation of PA"

View "Delegation of PA"

- View "Delegation List" and "Delegation History"

Update "Delegation of PA"

Maintain Personal Profile

User Details	Specialty (HMRF)	Delegation of PA

Assign Delegate

Email

Start Date

End Date

Assign Delegate

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

Create Delegate

Create delegate if the delegate does not exist in the eGMS

Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
				Edit 🗑

Save **Export to CSV**

Edit and delete delegate

Delegation of PA

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

eGMS user

Only **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

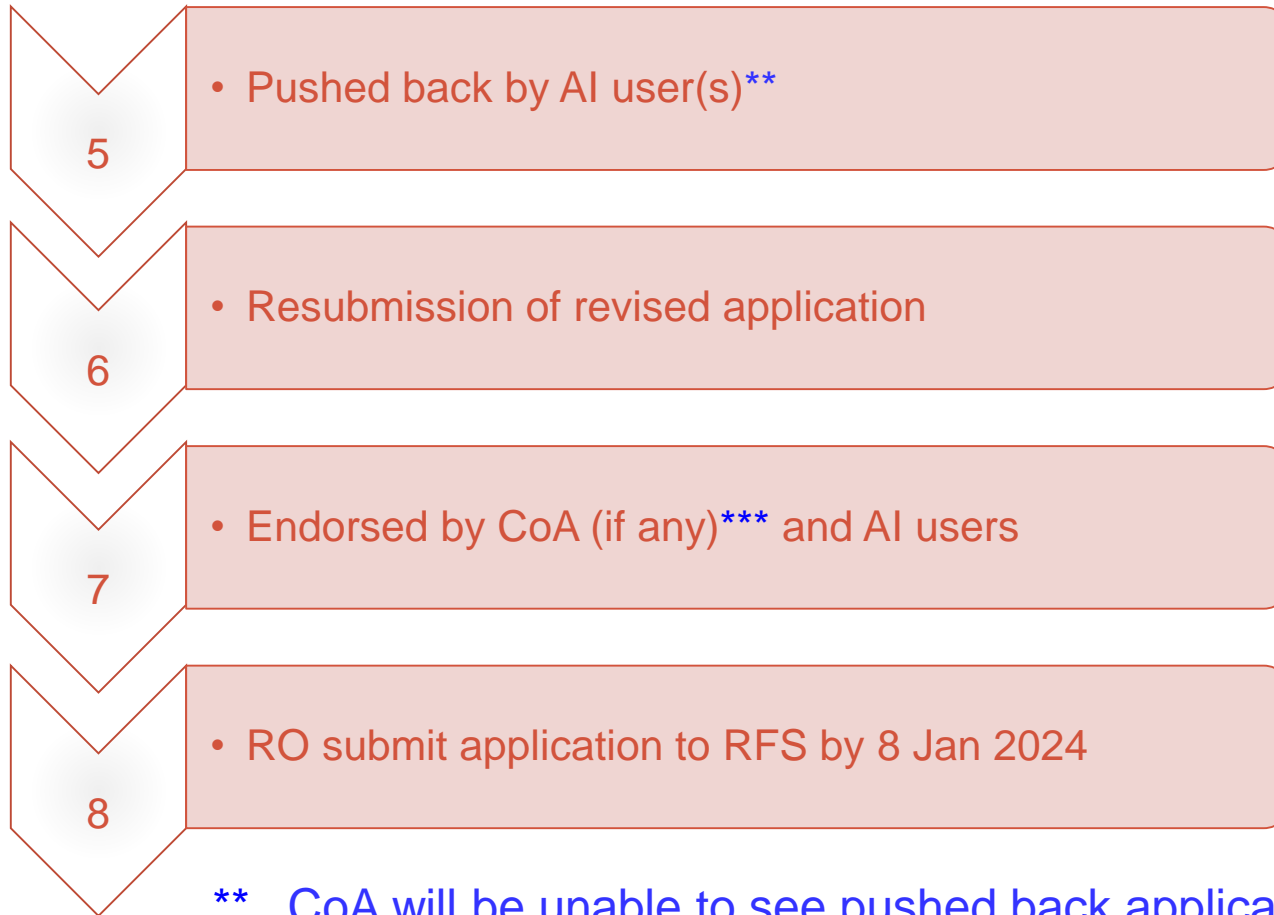|	
1	• Login in with PA account (Register PA Account if any)
2	• Fill in Web-based Online e-Form
3	• Submit completed form to CoA (if any)* and AI Users# for endorsement

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

5 • Pushed back by AI user(s)**

Pushed Back

6 • Resubmission of revised application

Revised Pending Signature

7 • Endorsed by CoA (if any)*** and AI users

8 • RO submit application to RFS by 8 Jan 2024

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
      egmsenquiry@healthbureau.gov.hk

    - Tel: 3427 3344