

# Health and Medical Research Fund

## Explanatory Notes – Grant Application for Investigator-initiated Projects

### IMPORTANT!

- All applicants **MUST** read these *Explanatory Notes* in conjunction with the *Guidance Notes – Grant Application for Investigator-initiated Projects (the Guidance Notes)* before completing the electronic Application Form (e-Form). Incomplete applications, applications not adhering to these notes, or insufficiently detailed proposals will not be processed and may result in administrative withdrawal.
- For general queries about completing the e-Form, please contact the Research Fund Secretariat (the Secretariat) (email: [rfs@fhb.gov.hk](mailto:rfs@fhb.gov.hk) or fax: 2102 2444).

### GENERAL INFORMATION

1. All applications must be submitted via the electronic Grant Management System (eGMS) (<https://rfs.fhb.gov.hk/eGMS/>) by completing the e-Form on or before the deadline of submission specified by the Secretariat. Principal applicants who are new to the eGMS are strongly advised to prepare their applications ***well before the deadline of submission*** to avoid unexpected situations. Principal applicants will receive an acknowledgement email from eGMS after their applications have been submitted to the Secretariat successfully.
2. Principal applicants should complete one e-Form for each application submission via the eGMS. The *Quick Guide for completing the e-Form* is available at **Annex A**.
3. Each principal applicant is allowed to submit ***one application*** only (either a new or a resubmission of an application). The principal applicant shall be ***based in a Hong Kong organisation*** throughout the project period and be employed by the administering institution at the time of submitting the application.
4. Application without the endorsement(s) of principal applicant, Head of Department (or Head of Agency in Non-governmental organisation (NGO)), and authorised persons on behalf of the administering institution and finance office will be treated as incomplete application and will not be considered.
5. The principal applicant should make sure that all co-applicants endorse the application as the track record for the whole project team might be adversely affected if misconduct/fraud is found. All project team members should be well aware of their participation and roles and responsibilities in the project. Please refer to the *Management of Track Records of Applicants* which can be downloaded from – [https://rfs.fhb.gov.hk/english/policies\\_guidelines/policies\\_guidelines.html](https://rfs.fhb.gov.hk/english/policies_guidelines/policies_guidelines.html).
6. The personal data provided in the Application Form will be used by the Research Council (RC), External Reviewers, the Grant Review Board, the Secretariat and the relevant government department(s) or its authorised users for the purposes of assessing applications to the Health and Medical Research Fund (HMRF) or checking of plagiarism/duplicate funding. For successful applications, such data will also be used for project monitoring, research and statistical analysis, promotion, publicity and dissemination purposes as appropriate. Contents of the submitted application set out in Sections 1 to 9 with the status of project will be made available for public access once funding approval is offered.

# **GRANT APPLICATION FORM**

**All applicants must confirm that they have read and understood the *Explanatory Notes* and *Guidance Notes* before preparing this application.**

**Area of project:** The HMRF will consider funding health and medical research and health promotion projects in the following areas (please refer to paragraph 1.2 of the *Guidance Notes* for details) –

- Public health, human health and health services (e.g. primary care, non-communicable diseases, Chinese medicine, etc.);
- Prevention, treatment and control of infectious diseases, in particular emerging and re-emerging infectious diseases;
- Advanced medical research which applies advanced technologies including but not limited to biotechnology in medicine, use of drugs and treatments, clinical trials, virtual health such as telemedicine, etc., to facilitate the translation of knowledge generated from health and health services or infectious diseases studies into clinical practice and to inform health policy; and
- Health promotion that facilitates mobilisation of local resources to promote good health and prevention of illness in the community.

*Note: To help the Secretariat identify appropriate peer reviewers and for other administrative purposes, please indicate your proposed Area of Project. The RC may revise the proposed Area of Project of the application, if necessary.*

- 1. Submission:** If this is a resubmission (refer to paragraph 2.4.6 of the *Guidance Notes*), please quote the previous reference number, select the rating of the previous submission, and attach a structured response to the Grant Review Board and expert reviewers (if any) in PDF file.
- 2. Funding request:** Please select the appropriate category according to the proposed project sum. For application of Seed Grant (i.e. grant ceiling is HK\$500,000), please refer to paragraph 2.1.2 of the *Guidance Notes*.
- 3. Project title:** The project title should be concise but informative and self-explanatory.  
**Limit to 25 words.**
- 4. Abstract of project:** Presented **in BMJ house style** of **not more than 250 words** with the following headings: objectives; hypothesis to be tested; design and subjects; instruments; interventions; main outcome measures; data analysis and expected results. For details, please refer to <http://www.bmj.com/about-bmj/resources-authors/house-style>.
  - 4a. Proposed group and field:** Please select at least one group and field. The full list is at **Annex B**.
  - 4b. Keywords:** Please enter up to 10 keywords for the project.
- 5. Potential application:**
  - 5a.** Apart from academics, please explain how the research findings will benefit patients and/or the healthcare system. Describe in simple language the potential of the research findings to improve patient care, population health, influence clinical practice and/or health services management, or inform health policy in Hong Kong and elsewhere. What are the potential facilitators and barriers to this impact being achieved?. Elaborate in **not more than 500 words**.
  - 5b.** Please select the respective reference code of the **most relevant** thematic priority. If the application is outside the thematic priorities, please select “NA” (i.e. Not Applicable). Please refer to the Secretariat’s website for details and [reference codes of the thematic priorities](#).

Applicants should keep under continuous review the question of whether the work has potential

wider application, taking appropriate action in accordance with the administering institution's procedures for the protection and exploitation of research findings/project outcomes.

6. **Proposed start and end dates:** The expected start date is counted as the date on which the administering institution first incurs a direct cost for the funded project. The completion date should be entered based on the proposed duration of the grant. The grant period is calculated from the month closest to the start date up to the month including the end date of the project. The project start date must be after the announcement of funding decisions. For example, applications submitted by the closing date of 31 March 2022 should not expect to start before 1 December 2022.
7. **Summary of financial support requested:** The principal applicant is not required to complete Section 7; the e-Form will automatically summarise the funding requested in Section 10. Costs should be rounded to the nearest dollar. Applicants should refer to "Items Allowable and Unallowable for Reimbursement" and "Financial Arrangements" in Appendices A and B of the *Guidance Notes*.
8. **Research ethics/safety approval/consent for accessing third-party data (if applicable):** If research ethics, safety approval and/or consent for accessing third-party data has/have been received, complete this section. If not, state the current progress of seeking the approval(s) and/or consent in Section 13(k) (if applicable). Approval from the Central Panel on Administrative Assessment of External Data Requests of Hospital Authority (HA) is required for using HA data for research. Please visit <http://www3.ha.org.hk/data/Provision/Index/> for details. Please submit your application to HA in advance.
9. **Applicants (Project Team):** Each application should have one principal applicant and not more than nine Co-applicants. The email address of each applicant must be entered twice to minimise incorrect entries. The employment relationship between the principal applicant and the administering institution should be made clear. The principal applicant shall be ***based in a Hong Kong organisation*** throughout the project period and be employed by the administering institution ***at the time of submitting the application***. If an applicant holds more than one post, e.g., one in University and one in Hospital or another Service or Unit, details of the position at the administering institution should be stated. All applicants are expected to be personally and actively engaged in the project.
10. **Details of financial support requested:** All items must be fully justified as stated in Appendix A of the *Guidance Notes*. Costs of work incurred ***before*** the commencement date or the writing-up of such work are ***not allowed***. Application should be based on ***actual prices***. No allowance should be made for inflation.

The administering institution shall be responsible for the provision of the basic facilities required to support the project including employment service of the required project staff, procurement of services and equipment, accounting services, etc.

#### ***10a. STAFF DETAILS***

The proposed project staff shall enter into **contract of employment with the administering institution**. Staff costs should be justified in terms of the level of expertise and workload required by the project. Applicants ***should consult their finance office about the pay scale and the appropriate pay point proposed***. In general, salary scales that apply to equivalent workers employed by the administering institution are acceptable. Funding may be requested for full-time (which may be for periods shorter than the duration of the grant) or part-time posts. For part-time staff, the aggregated and averaged part-time effort must meet at least the 20% threshold. Monthly contributions to the Mandatory Provident Fund should also be included and absorbed in the monthly salary instead of stated as a separate item. Staff benefits such as gratuity, bonus, severance payment, untaken leave of staff employed and medical insurance

costs will ***not*** be supported.

Information in this section should reflect salary costs for the ***entire*** project, based on the proposed salaries as at the date of the application and the estimated percentage on level of participation in the project. The ***actual*** costs for each financial year of the grant should be entered in “Staff Costs”.

**Remarks for Section 10(b)-(d):** If the grant period exceeds 24 months and the expenses will be incurred more than three financial years, the annual cost of the third financial year and thereafter should be grouped together.

#### ***10b. STAFF COSTS***

Please provide the annual costs for each post identified in “Staff Details” above during the proposed project period.

#### ***10c. OTHER EXPENSES***

Other expenses include consumable or equipment items costing less than HK\$10,000, conference (i.e. travel and subsistence), publication costs, reference materials, printing and stationery, etc. Only direct costs can be charged to the project grant. Indirect costs of the project will not be considered.

##### ***For incentives***

The purchase of gifts, coupons, etc., as incentives/tokens of appreciation for study participants is allowed if well justified with valid reason(s). A governance system shall be in place to adequately monitor the disbursement of incentives to ensure accountability and traceability.

##### ***For purchase of services***

Purchase of services from non-local organisations, such as consultancy for project, experimental work, Biosafety Level 3 (BSL-3)/P3 laboratory facilities, etc., is allowed if it is well justified with valid reason(s), which should include full justifications for not acquiring the resources/facilities in Hong Kong.

##### ***For travel and subsistence***

The cost of local travel for project staff to attend clinics and training sites, for purposes directly related to the project are allowed.

#### ***10d. EQUIPMENT***

Only include items dedicated to the project and costing HK\$10,000 or above. Items costing less than HK\$10,000 should be included under “Other Expenses”.

Purchase of particular types of equipment should be well justified by, but not limited to, the needs of the project and cost, performance and specifications. Tendering should be carried out according to the administering institution’s procedures. The administering institution should pay attention to the transparency and fairness in the procurement process and follow its disposal procedures properly. Where the relevant guidelines are not in place, the institution should adopt the *Notes on Acquisition and Disposal of Equipment Items for Institutions without Established Guidelines* which can be obtained from the Secretariat.

##### ***For computer equipment, software and computing consumables***

Advice should be sought from the Secretariat on the relevance and costs of computing equipment/facilities requested in proposed applications for funding. Applicants should therefore list the make and model, quantity, price and annual maintenance costs of equipment along with any special features required, e.g., communications, graphics, etc. In cases where funding is sought for storage media or devices, an estimate in storage capacity (in megabytes) should also be provided.

The purpose of any special software to be developed, e.g., commissioned in house, or modifications of existing software should be detailed and the development time required given in hours or man-months.

If external resources are to be used, the estimated time required, a breakdown of the resources required, and the cost per unit of computing time/purchase of consultancy, should be given.

Any computing consumable to be purchased should be itemised under “Other Expenses” with a breakdown of both quantity and price.

Should computing advice be sought, details of the persons/organisations to be consulted should be given.

- 11. Other support, similar or related proposals and track record:** All applicants listed in Section 9 must declare whether any similar grant applications have been submitted *in the past three years from the closing deadline*, are currently submitted, or will be submitted in the next six months to the HMRF or any of its preceding funding schemes, or other funding agencies (local or overseas). Failure to make declaration shall be subject to penalty as determined by the RC. Please refer to the *Management of Track Records of Applicants* which can be downloaded from <https://rfs.fhb.gov.hk>.

Proposals rejected or not supported by HMRF or other funding agencies (local or overseas) must be submitted **as a new application with extensive changes or improvements** made to the rejected application and with full justifications. **Resubmission of the rejected application is not accepted.** Principal applicant should provide (a) all comments raised by the funding agency; (b) the principal applicant’s responses to address these comments; (c) the revised proposal with highlights of changes made; and (d) detailed explanation and justifications if no change is made in the proposal.

**Applicants should declare any duplicate funding in the e-Form.** At any time before the announcement of the funding decision of the HMRF application for investigator-initiated projects, applicants are required to notify the Secretariat immediately about (a) any other similar or related application submitted to other funding agencies in addition to those listed in the e-Form; and (b) the funding decision of any similar or related application once available. If the application has been approved, indicate the current status: on-going, completed, withdrawn, terminated, not yet started, etc.

- 12. Declaration and authorisation:** Administering institution and any of the applicants listed in Section 9 should declare any actual or perceived conflict of interest in Section 12.

The e-Form must be endorsed by all applicants, the Head of Department (or Head of Agency in NGO), and authorised persons on behalf of the administering institution and finance office via the eGMS. The email address of the Head of Department (or Head of Agency in NGO) must be entered twice to minimise incorrect entries. If the principal applicant has attached co-applicant(s)’ physical signature(s) (an email confirmation from co-applicant(s) is accepted), the relevant electronic signature is not required (i.e. the eGMS will not send out notification email to the co-applicant(s) concerned for endorsement.)

13. Depending on the type of proposal submitted, please follow the relevant guidelines as follows –

**Proposed research project**

**Content required for the Area of Project -**

- **Public health, human health and health services research**
- **Infectious diseases**
- **Advanced medical research**

Sections (a) – (h) of the proposal, with the standard header “**2021 HMRF Open Call Proposal**”, should be **attached as a PDF file** to the e-Form. To ensure consistency and fairness, applicants must strictly comply with the formatting requirements listed below. The Secretariat **will not process applications that do not comply with these formatting requirements**. In particular, insufficiently detailed proposals may be withdrawn.

***Format***

**13 (a) – (d) inclusive: Not more than 4,000 words. Please provide the word count for Section 13 (a) – (d).**

**Research proposals beyond the word limit will NOT be considered.**

**Figures and tables must be appended separately and SHOULD NOT be embedded within the text.**

Margin: Left at least 2.5cm. Others at least 1.5cm

Font: At least 10-point. Preferably Arial.

Character spacing: Normal

Line spacing: At least Single

The template for Section 13(a) – (h) can be downloaded from the Secretariat’s website <https://rfs.fhb.gov.hk>.)

- Title:** Same as Section 3
- Introduction:** Explain the relevance of the proposal to the scope of the fund and summarise previous work in the field (including any by the applicants) drawing attention to gaps in present knowledge and citing key references.
- Aims and Hypotheses to be Tested:** State the aims and hypotheses, wherever possible, as a list of questions to which answers will be sought.
- Plan of Investigation:** Give practical details of how answers will be obtained to the questions posed.

For advanced medical research, please state clearly how the study will focus on clinical studies and apply advanced technologies to facilitate the translation of knowledge generated from health and health services or infectious diseases studies into clinical practice and to inform health policies.

For study addressing thematic priorities under Implementation Science, please state clearly the proposed framework(s)/ model(s) to be adopted and the pre-set criteria to evaluate/assess the barriers and facilitators of implementation outcomes.

For Seed Grant application (i.e. grant ceiling is HK\$500,000), please state clearly the pre-set criteria to enable scale-up to a larger project and/or enhance the

efficacy/effectiveness of existing practice.

Essential information should include –

- (i) Subjects to be included in the study with justifications. Where appropriate show a power analysis to support the chosen sample size.
  - (ii) Methods to be employed, giving references where these are non-standard. Where new methods are being developed, arrangements for establishing validity and reliability should be described. Examples of non-standard questionnaires, tests etc. should accompany the application or their content be clearly indicated.
  - (iii) Study design described in sufficient detail to allow assessment of workload and timetable and including experiments, observations to be made, randomisation method where relevant, and the use of controls.
  - (iv) Data processing and analysis including outcome measures, means of validating records, and the type of statistical analysis to be carried out.
  - (v) Potential pitfalls and contingency plans
- e. **Existing Facilities:** Describe resources and facilities available for supervision, equipment, space, staffing, relevant departmental interests, and collaboration. Supplementary sponsorship must be fully justified. Applicants shall state clearly whether any supplementary support has been/will be received from other sources, including but not limited to monetary, investigational new drugs/devices, reagents, and consumables and rental of equipment.
- f. **Justification of Requirements:** The staff requirement should be justified in terms of expertise and workload required by the research. Reasons should be given for selecting particular types of equipment. **Please refer to the allowable and unallowable items at Appendix A of the Guidance Notes.**
- g. **Plan to Disseminate Research findings to end users:** Describe the ways in which the research results will be disseminated.
- h. **Key References:** Include a maximum of 25 references in Vancouver style. Follow the “*Uniform Requirements for Manuscripts Submitted to Biomedical Journals*” at [www.icmje.org/index.html](http://www.icmje.org/index.html) for referencing. If it is considered essential to cite work by the applicants that are *in press* for publication, please provide a copy (PDF file) in “Section 13 (i) - List of additional materials”.

### **Proposed health promotion project**

#### **Content required for the Area of Project - Health promotion**

Sections (a) – (h) of the proposal, with the standard header “**2021 HMRF Open Call Proposal – Health Promotion**”, should be attached as a PDF file to the e-Form. To ensure consistency and fairness, applicants must strictly comply with the formatting requirements listed below. The Secretariat **will not process applications that do not comply with these formatting requirements**. In particular, insufficiently detailed proposals may be withdrawn.

- a. **Title:** Same as Section 3
- b. **Justification for conducting the project:** Explain the health needs of the local community (supported by published data or relevant experiences), summarise others’ strategies to address the specific needs by reviewing information published locally or overseas, and explain the strategies proposed in this project to address the needs supported



by scientific evidence. Key references should be cited.

- c. **Aim and Objectives:** State the long-term ultimate aims, and a list of objectives that are specific, measurable, achievable, relevant, and time-bound.
- d. **Project Plan:** Give practical details of how the stated objectives will be achieved. This should include information on –

Please state clearly the pre-set criteria for process and outcome evaluation based on the RE-AIM framework. Please refer to <https://re-aim.org/> or <https://www.fic.nih.gov/About/center-global-health-studies/neuroscience-implementation-toolkit/Pages/methodologies-frameworks.aspx> for reference).

For Seed Grant application (i.e. grant ceiling is HK\$500,000), please state clearly the pre-set criteria to enable scale-up to a larger project and/or enhance the efficacy/effectiveness of existing practice.

- (i) **Target group** to be included in the project. Justify and explain the feasibility in reaching the target group size.
  - (ii) **Implementation plan** described in sufficient detail to allow assessment of workload and **timetable**.
  - (iii) **Contingency/alternative plan** if any problem encountered during implementation.
  - (iv) **Cross-sector collaboration** including collaborations among public and private sectors, NGOs and tertiary institutions. Collaborations in project implementation between NGOs and tertiary institutions are highly encouraged.
  - (v) **Indicators and targets** linked to the stated objectives, which can show to what extent are the objectives achieved.
  - (vi) **Evaluation plan** of how and when the indicators and targets will be measured throughout the project period to evaluate to what extent are the objectives achieved, including but not limited to pre- and post-intervention measurements.
  - (vii) **Results analysis** including how the evaluation results will be processed and interpreted to evaluate to what extent are the objectives achieved, including the type of statistical analysis to be carried out.
- e. **Existing Facilities:** Describe resources and facilities available for supervision, equipment, space, staffing, relevant departmental interests, and collaboration.
  - f. **Justification of Resource Requirements:** The staff requirement should be justified in terms of expertise and workload required by the project. If any income will be generated from the project, please specify how it will be used to offset the project expenditure. If any supplementary support, monetary or non-monetary, has been/will be received from other sources, including but not limited to devices, consumables and rental of equipment, please specify how it will meet the expenditure or resource requirement of the project. **Please refer to the allowable and unallowable items at Appendix A of the *Guidance Notes*.**
  - g. **Community Impact and Sustainability:** Describe how this project will enhance your community's capacity to promote health in the long run, such as establishment of partnership, transfer of knowledge, enhancement of problem solving abilities, or development of infrastructure. Describe the ways in which the project benefits will be disseminated and sustained after the funding period, such as alternative financial support, adoption of the project by administering institution or other organisation(s), establishment



of new policies/procedures, or development of new products.

- h. **Key References:** Include a maximum of 25 references.

**Section 13(i) – (k) apply to both research projects and health promotion projects–**

- i. **List of additional materials:** Include figures/tables, study instruments, questionnaires, consent forms, project protocol, implementation guidelines, diagrams of equipment, etc. Figures and tables should be of sufficient size and resolution to allow easy reading. Use colour where applicable. Not more than five figures and/or tables are allowed. List the items that have been attached. All attachments should be as PDF files only. The limit of the total file size is 8MB.
- j. **Timetable of work:** In the table provided, describe clearly the key milestones of the project, the date (i.e. months after project commencement) by which these key milestones are expected to be reached, and the resulting deliverable. An example is included for reference, which may be overwritten/deleted in the final submission. Include 3 to 5 key milestones. These milestones will be used to determine the frequency of reporting progress to the Secretariat.
- k. **Research ethics/safety approval/consent for accessing third-party data:** Select () the appropriate boxes to confirm if approvals for the respective ethics, safety issues and/or consent for accessing third-party data has been obtained or is being sought from the proper authorities. Provision of the ethics approvals and/or consent is not required at the time of submission. Principal applicants shall submit such approvals and/or consent **within 12 weeks** (or as specified by the Secretariat) after the announcement of funding decisions. Failure to do so will result in withdrawal of grant. Letters of exemption for non-applicable regulatory committees are not required. For details regarding Independent Ethics Committee/Institutional Review Board (IRB), please refer to Section 3 of Efficacy Guidelines (E6 – Good Clinical Practice) published by the International Council for Harmonisation at <https://www.ich.org/page/efficacy-guidelines>.

Clinical Trials: Under regulation 36B of the Pharmacy and Poisons Regulations (Cap 138A), for the purpose of conducting a clinical trial on human beings or medicinal tests on animals, a Clinical Trial Certificate/Medicinal Test Certificate issued by the Department of Health must be obtained prior to the commencement of the research project. Principal applicants conducting clinical trials, in particular those involving the use of Chinese medicine, are strongly advised to confirm the need of a Clinical Trial Certificate/Medicinal Test Certificate from the Department of Health as early as practical (preferably before/during the submission of applications to the HMRF) to avoid delay in project commencement. If a Clinical Trial Certificate/Medicinal Test Certificate is required, failure to present a valid clinical trial certificate by a specified deadline will result in withdrawal of the grant.

14. **Report on previous research grants:** Report all previous grants supported by the HMRF or any of its preceding funding schemes held by all applicants (if applicable), including projects currently underway and completed research/projects **in the past three years from the closing deadline**.

If progress, interim, final or dissemination reports for other projects supported by the HMRF are overdue, specify the reasons and indicate when these reports will be submitted. Failure to submit the required reports on time will affect this and future grant applications.

Briefly summarise current perception of the significance of the work done (e.g., apart from knowledge, conceptual or methodological advances, contribution, if any, to health care, medical

practice, training, applicability/spin-off) and of the project's significance for your own, your assistants', and your colleagues' scientific development.

Please list full papers published or "in press" in refereed journals with titles, page numbers and co-authorships.

15. **Curriculum vitae (CV) and roles & responsibilities of all applicants:** Each applicant listed in Section 9 must provide his/her personal particulars and their specific role and responsibilities on this project. **Up to five most recent relevant publications of applicant(s) in the past three years from the closing deadline** should be listed.

## ***NOMINATION OF NON-LOCAL REVIEWERS***

**Nomination of reviewers:** The principal applicant is encouraged to nominate up to ***three non-local*** experts whom they consider qualified to review this application. Nomination of experts with experience in specialised fields is particularly welcome. Your nominations will enhance the quality and speed of the review process. The Secretariat shall invite appropriate experts to review the application.

When nominating non-local reviewers, the principal applicant is responsible for the proper and complete declaration of any past or present significant personal and/or professional relationship between any of the applicant(s) listed in Section 9 and the nominated expert(s). Significant relationship includes, but is not limited to, spouse/partner/other relative; close personal friend; employer/employee/business partner; mentor/student; departmental colleague; research collaborator/co-author, etc. Please note that a relationship as co-author includes “in press” articles.

Please elaborate, as appropriate, the name(s) of applicant(s) and the nature and duration of the relationship declared (e.g., when and where the relationship was developed, name/nature of project, publications or events involved, etc.). **Failure to declare potential conflict of interest shall be subject to penalty as determined by the RC. Please refer to the *Management of Track Records of Applicants* which can be downloaded from –**

**[https://rfs.fhb.gov.hk/english/policies\\_guidelines/policies\\_guidelines.html](https://rfs.fhb.gov.hk/english/policies_guidelines/policies_guidelines.html).**

# Quick Guide for Completing the Electronic Application Form

## Annex A

### (A) Minimum system requirements

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

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

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

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

#### Operating system

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

#### Transport Layer Security (TLS)

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

## Quick Guide for Completing the Electronic Application Form

### (B) Access to eGMS

1. Address: <https://rfs.fhb.gov.hk/eGMS/>
2. Login account: If you have not registered a Principal Applicant (PA) account in the electronic Grant Management System (eGMS), please register on the login page of the eGMS (see below) for endorsement by your Administering Institution (AI).

**Login to eGMS**

Email:

*Your login email is your email address.*

Password:

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

[More Info >](#)

[Frequently Asked Questions](#)

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

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

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

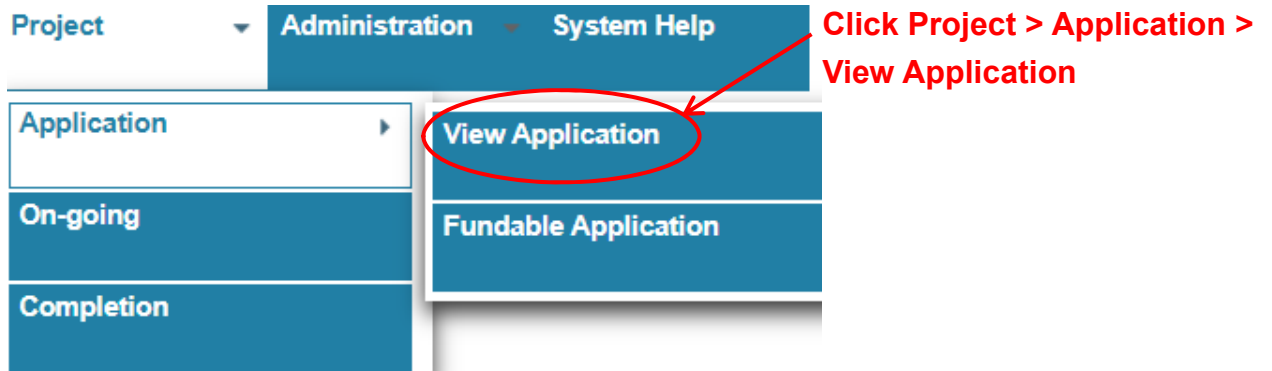
v2.151(Soft Launch)

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](#).

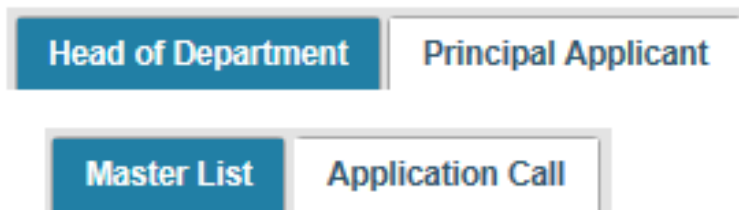
This system does not support email domain @163.com.

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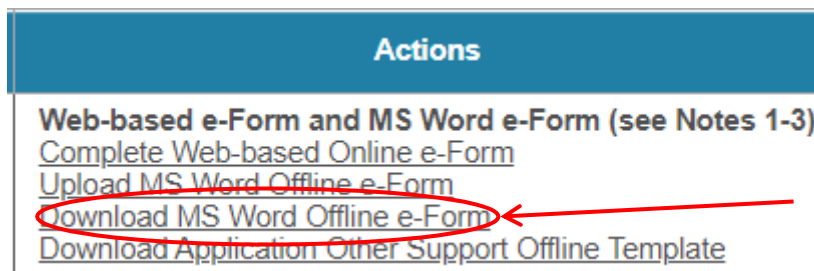
### (C) Downloading the MS Word Offline Application Form



## Application



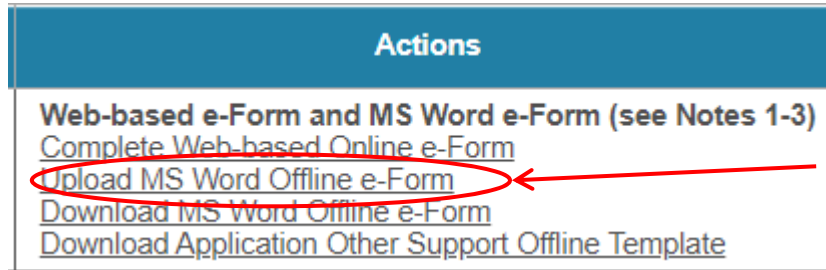
Click the tab "Application Call" under "Principal Applicant" tab



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

## Quick Guide for Completing the Electronic Application Form

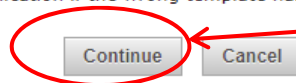
### (D) Uploading the MS Word Offline Application Form



Click "Upload MS Word Offline e-Form" to Upload the completed Offline e-Form

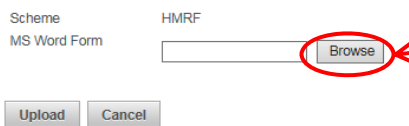
You need to scroll through all the contents in the Terms of Use before you are able to click the check box below.

- I have read and agreed with the above Terms of Use.
- I understand that I have to read the Explanatory Notes and Guidance Notes for Research Grant Application before completing the application form.  
I understand that applications that are incomplete, inconsistent with the submission requirements, or insufficiently detailed to allow external peer review will not be processed by the Research Fund Secretariat and may result in administrative withdrawal.
- I have used the correct template under Section 13. I understand that FHB will not process my application if the wrong template has been used.



Read the Terms of Use, tick the boxes and click "Continue"

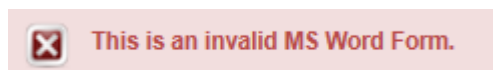
### Upload Word Form



Click "Browse" and select the completed Offline e-Form



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





## Quick Guide for Completing the Electronic Application Form

### (E) Need Help?

1. To complete the MS Word Offline Application Form, please refer to the Help Manual for Completing MS Word Offline Application Form.
2. If some fields are not completed according to the format, error message box will pop up when you click the “Submit” button in the application form. Please edit the application form again before successful submission.
3. For enquiry, please contact the Research Fund Secretariat:  
Email: [egmsenquiry@fhb.gov.hk](mailto:egmsenquiry@fhb.gov.hk) or fax: 2102 2444

# Quick Guide for Completing the Electronic Application Form

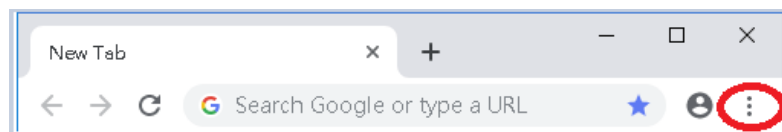
## Appendix

### 1. Google Chrome

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

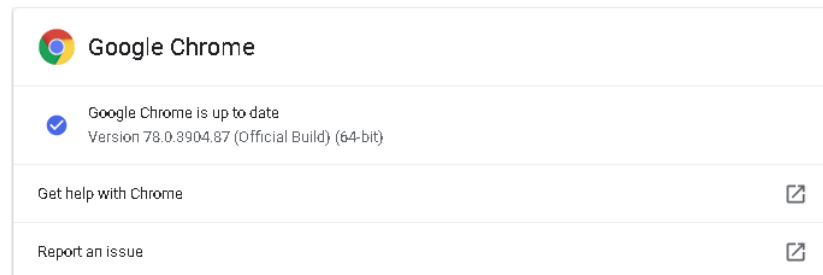
(b) To find out which version of google chrome you are using -

- i. Open your Chrome browser.
- ii. Click the “More” icon at the right corner of the address bar.



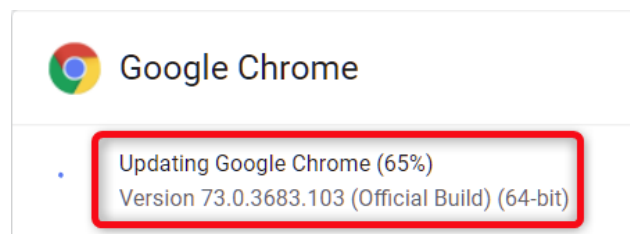
iii. At the bottom of the menu, click “Help”, then click “About Google Chrome”

iv. The version of Google Chrome will be shown



(c) To update Google Chrome:

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



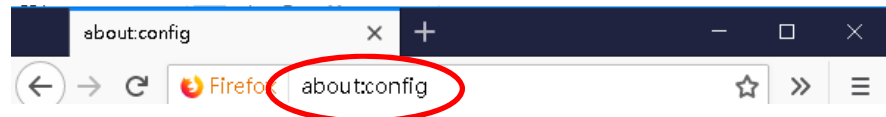
- ii. Close your browser and restart Chrome to complete the updates

## Quick Guide for Completing the Electronic Application Form

### 2. Mozilla Firefox

(a) Set the TLS version of the browser

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



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



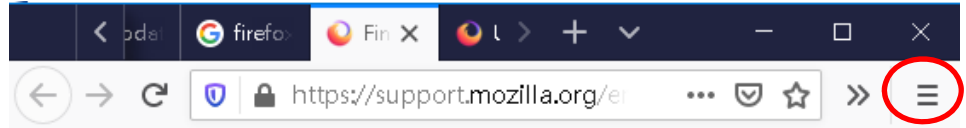
- iv. Set the integer value to 2 to force a minimum protocol of TLS 1.1
- v. Set the integer value to 4 to force a maximum protocol of TLS 1.3

| 偏好設定名稱                                  | 狀態  | 類型               | 值     |
|---|-----|------------------|-------|
| devtools.remote.tls-handshake-timeout   | 預設值 | 整數               | 10000 |
| gl.use-tls-is-current                   | 預設值 | 整數               | 0     |
| network.http.spdy.enforce-tls-profile   | 預設值 | 布林 ( Boolean ) 值 | true  |
| network.http.tls-handshake-timeout      | 預設值 | 整數               | 30    |
| network.proxy.proxy_over_tls            | 預設值 | 布林 ( Boolean ) 值 | true  |
| security.tls.enable_0rtt_data           | 預設值 | 布林 ( Boolean ) 值 | true  |
| security.tls.enable_post_handshake_auth | 預設值 | 布林 ( Boolean ) 值 | false |
| security.tls.hello_downgrade_check      | 預設值 | 布林 ( Boolean ) 值 | false |
| security.tls.insecure_fallback_hosts    | 預設值 | 字串               |       |
| security.tls.version.fallback-limit     | 預設值 | 整數               | 4     |
| security.tls.version.max                | 預設值 | 整數               | 4     |
| security.tls.version.min                | 已修改 | 整數               | 2     |

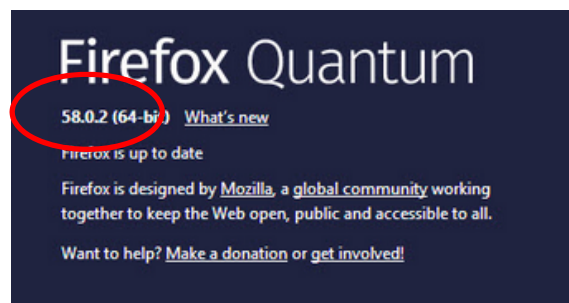
- vi. Click “OK”
- vii. Close your Firefox browser and restart your Firefox browser
- viii. Recommended version 51 or above

## Quick Guide for Completing the Electronic Application Form

- (b) To find out which version of Firefox browser you are using:
- i. Open your Firefox browser
  - ii. At the top of your Firefox browser, to the right of the address bar, click the “Menu” icon



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



(Note: Updated version will be downloaded automatically)



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

### 3. Safari

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

## Classification of Areas of Expertise (Research Field) (Version 3.0)

Adapted and modified (with permission) from the Australian Bureau of Statistics:

Australian Bureau of Statistics (ABS) and Statistics New Zealand (Statistics NZ). *Australia and New Zealand Standard Research Classification (ANZSRC) 2008*, cat. no. 1297.0, ABS, Canberra, 31 Mar 2008, <http://www.abs.gov.au/2008>.

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| Group No.  | Field No.   |
|--|---|
| A01 Cardiorespiratory medicine and haematology   | A01-01 Vascular medicine and surgery ( <i>incl. cardiology</i> )  |
|  | A01-02 Haematology ( <i>incl. blood transfusion</i> )   |
|  | A01-03 Respiratory medicine   |
|  | A01-99 Cardiorespiratory medicine and haematology not elsewhere classified<br>Please specify.   |
| A02 Clinical sciences  | A02-01 Anaesthesiology  |
|  | A02-02 Dermatology  |
|  | A02-03 Emergency medicine   |
|  | A02-04 Endocrinology ( <i>incl. diabetes mellitus, obesity-related metabolic disorders</i> )  |
|  | A02-05 Gastroenterology and hepatology  |
|  | A02-06 Geriatrics and gerontology   |
|  | A02-07 Infectious diseases ( <i>incl. prevention, control, treatment and management of patients</i> ) ( <i>Please also refer to A04 for Medical microbiology</i> )  |
|  | A02-08 Intensive care   |
|  | A02-09 Nephrology and urology   |
|  | A02-10 Nuclear medicine   |
|  | A02-11 Orthopaedics   |
|  | A02-12 Otorhinolaryngology  |
|  | A02-13 Pathology ( <i>excl. oral pathology</i> )  |
|  | A02-14 Physiotherapy  |
|  | A02-15 Podiatry   |
|  | A02-16 Radiology and organ imaging  |
|  | A02-17 Rehabilitation and therapy ( <i>incl. occupational therapy but excl. physiotherapy</i> )   |
|  | A02-18 Rheumatology and arthritis   |
|  | A02-19 Surgery  |
|  | A02-20 Venereology  |
|  | A02-21 Palliative medicine and care   |
|  | A02-22 Sleep medicine   |
| A02-99 Clinical sciences not elsewhere classified<br>Please specify.   |   |
| A03 Traditional Chinese Medicine   | A03-01 Traditional Chinese Medicine ( <i>natural products, incl. herbs</i> )  |
|  | A03-02 Acupuncture ( <i>incl. electroacupuncture, auriculotherapy</i> )   |
|  | A03-03 Mind-body therapies ( <i>incl. Taichi, Qigong, Yoga, mindfulness and relaxation training</i> )   |
|  | A03-04 Manipulative and body-based practices ( <i>incl. guasha, tuina, etc</i> )  |
|  | A03-05 Integration of Traditional Chinese Medicine with conventional therapy  |
|  | A03-99 Traditional Chinese Medicine not elsewhere classified<br>Please specify.   |
| A04 Medical microbiology<br>(microbiology related to human medicine and health, laboratory diagnosis)  | A04-01 Medical bacteriology ( <i>incl. antibiotic resistance</i> )  |
|  | A04-02 Medical infection agents ( <i>incl. prions</i> )   |
|  | A04-03 Medical parasitology   |
|  | A04-04 Medical virology   |
|  | A04-05 Medical mycology   |
|  | A04-06 Infection control  |
|  | A04-99 Medical microbiology not elsewhere classified<br>Please specify.   |
| A05 Mental health and behavioural disorders<br>( <i>incl. dementia, Alzheimer's disease, delirium, addictive behaviour, schizophrenia, psychosis, depression, anxiety, sleep disorders, attention deficit hyperactivity disorder (ADHD), autism, post-traumatic stress disorders, violence</i> ) | A05-01 Organic, including symptomatic, mental disorders ( <i>incl. dementia, Alzheimer's disease, delirium</i> )  |
|  | A05-02 Mental and behavioural disorders due to psychoactive substance use ( <i>incl. addiction, smoking, drinking alcohol</i> )   |
|  | A05-03 Schizophrenia, schizotypal and delusional disorders ( <i>incl. psychosis</i> )   |
|  | A05-04 Mood [affective] disorders ( <i>incl. mania, depression</i> )  |
|  | A05-05 Neurotic, stress-related and somatoform disorders ( <i>incl. stress, anxiety, somatoform pain, post-traumatic stress disorders</i> )   |
|  | A05-06 Behavioural syndromes associated with physiological disturbances and physical factors ( <i>incl. eating disorders, nonorganic sleep disorders; non-disease-based sexual dysfunction, abuse of non-dependence-producing substances</i> )                    |
|  | A05-07 Disorders of adult personality and behaviour ( <i>incl. habit and impulse disorders, self-harm, gender identity disorders, violence</i> )  |
|  | A05-08 Mental retardation   |
|  | A05-09 Disorders of psychological development ( <i>incl. specific development disorders of speech and language, reading and spelling disorders, autism spectrum disorders, overactive disorder associated with mental retardation and stereotyped movements</i> ) |
|  | A05-10 Behavioural and emotional disorders with childhood and adolescence onset ( <i>incl. hyperkinetic disorder, attention-deficit hyperactivity disorder (ADHD), conduct disorders (e.g. school violence), Tic disorders</i> )                                  |
|  | A05-99 Mental health not elsewhere classified<br>Please specify.  |
| A06 Neurosciences<br>( <i>incl. Parkinson's disease, epilepsy, multiple sclerosis, stroke</i> )  | A06-01 Autonomic nervous system   |
|  | A06-02 Cellular nervous system (nervous system at the cellular and molecular levels)  |
|  | A06-03 Central nervous system ( <i>incl. Parkinson's disease, epilepsy, multiple sclerosis, stroke</i> )  |
|  | A06-04 Neuromuscular system   |
|  | A06-05 Peripheral nervous system  |
|  | A06-06 Sensory systems  |
|  | A06-99 Neurosciences not elsewhere classified<br>Please specify.  |
| A07 Psychology   | A07-01 Health psychology  |
|  | A07-02 Clinical and counselling psychology  |
|  | A07-03 Risk behaviour   |
|  | A07-04 Behavioural decision-making ( <i>incl. decision science and behavioural economics</i> )  |
|  | A07-99 Psychology not elsewhere classified<br>Please specify.   |
| A08 Cognitive sciences   | A08-01 Linguistic processes ( <i>incl. speech production and comprehension</i> )  |
|  | A08-02 Neurocognitive patterns and neural networks  |
|  | A08-99 Cognitive sciences not elsewhere classified<br>Please specify.   |

| Group No.  | Field No.   |
|--|---|
| A09 Dentistry  | A09-01 Dental materials and equipment   |
|  | A09-02 Dental therapeutics, pharmacology and toxicology   |
|  | A09-03 Endodontics  |
|  | A09-04 Oral and maxillofacial surgery   |
|  | A09-05 Oral medicine and pathology  |
|  | A09-06 Orthodontics and dentofacial orthopaedics  |
|  | A09-07 Paedodontics   |
|  | A09-08 Periodontics   |
|  | A09-09 Special needs dentistry  |
|  | A09-10 Dental public health   |
|  | A09-11 Oral biosciences ( <i>incl. oral microbiology</i> )  |
|  | A09-99 Dentistry not elsewhere classified<br>Please specify.  |
| A10 Nursing  | A10-01 Aged care nursing  |
|  | A10-02 Clinical nursing: primary (preventive), secondary (acute care), tertiary (rehabilitative)  |
|  | A10-03 Mental health nursing  |
|  | A10-04 Midwifery  |
|  | A10-99 Nursing not elsewhere classified<br>Please specify.  |
| A11 Nutrition and dietetics  | A11-01 Clinical and sports nutrition  |
|  | A11-02 Dietetics and nutrigenomics  |
|  | A11-03 Nutritional physiology   |
|  | A11-04 Nutrition  |
|  | A11-99 Nutrition and dietetics not elsewhere classified<br>Please specify.  |
| A12 Oncology and carcinogenesis  | A12-01 Cancer biology   |
|  | A12-02 Cancer diagnosis and prognosis ( <i>incl. cancer markers</i> )   |
|  | A12-03 Cancer genetics, genomics and epigenetics  |
|  | A12-04 Cancer therapy ( <i>excl. chemotherapy and radiation therapy</i> )   |
|  | A12-05 Chemotherapy   |
|  | A12-06 Haematological tumours   |
|  | A12-07 Molecular targets  |
|  | A12-08 Radiation therapy  |
|  | A12-09 Solid tumours  |
|  | A12-10 Psychosocial oncology  |
|  | A12-99 Oncology and carcinogenesis not elsewhere classified<br>Please specify.  |
| A13 Ophthalmology and optometry  | A13-01 Ophthalmology  |
|  | A13-02 Optical technology   |
|  | A13-03 Vision science   |
|  | A13-99 Ophthalmology and optometry not elsewhere classified<br>Please specify.  |
| A14 Paediatrics and reproductive medicine  | A14-01 Foetal development and medicine  |
|  | A14-02 Obstetrics and gynaecology   |
|  | A14-03 Paediatrics ( <i>incl. neonatology</i> )   |
|  | A14-04 Reproduction ( <i>incl. infertility</i> )  |
|  | A14-99 Paediatrics and reproductive medicine not elsewhere classified<br>Please specify.  |
| A15 Pharmacology and pharmaceutical sciences   | A15-01 Basic pharmacology ( <i>non-human laboratory experiments incl. animal, organ, tissue</i> )   |
|  | A15-02 Clinical pharmacology and therapeutics ( <i>incl. pharmacokinetics, pharmacodynamics, pharmacoepidemiology</i> )                                 |
|  | A15-03 Clinical pharmacy and pharmacy practice  |
|  | A15-04 Pharmaceutical sciences (formulation and drug delivery research)   |
|  | A15-05 Pharmacogenomics   |
|  | A15-06 Toxicology ( <i>incl. clinical toxicology</i> )  |
|  | A15-99 Pharmacology and pharmaceutical sciences not elsewhere classified<br>Please specify.   |
| A16 Public health and health sciences  | A16-01 Aged health care   |
|  | A16-02 Care for disabled  |
|  | A16-03 Community child health   |
|  | A16-04 Environmental and occupational health and safety   |
|  | A16-05 Epidemiology   |
|  | A16-06 Family care  |
|  | A16-07 Health and community services ( <i>incl. services provided at the interface between primary and secondary care, health and social services</i> ) |
|  | A16-08 Health care administration ( <i>incl. services provided at ONE specific sector at primary or secondary care</i> )                                |
|  | A16-09 Health counselling   |
|  | A16-10 Health information systems ( <i>incl. surveillance</i> )   |
|  | A16-11 Health promotion ( <i>incl. physical activity</i> )  |
|  | A16-12 Preventive medicine  |
|  | A16-13 Primary health care  |
|  | A16-14 Quality of life research   |
|  | A16-15 Complex interventions evaluation   |
|  | A16-16 Food safety  |
|  | A16-17 Public health genomics and screening   |
|  | A16-18 Adolescent health  |
|  | A16-19 Vaccination programme  |
| A16-99 Public health and health services not elsewhere classified<br>Please specify. |   |
| A17 Immunology   | A17-01 Allergy  |
|  | A17-02 Applied immunology ( <i>incl. vaccine science and development, antibody engineering, xenotransplantation and T-cell</i> )                        |
|  | A17-03 Autoimmunity   |
|  | A17-04 Cellular immunology  |
|  | A17-05 Humoral immunology and immunochemistry   |
|  | A17-06 Immunogenetics ( <i>incl. genetic immunology</i> )   |
|  | A17-07 Innate immunity  |
|  | A17-08 Transplantation immunology   |
|  | A17-09 Tumour immunology  |
|  | A17-99 Immunology not elsewhere classified<br>Please specify.   |

| Group No.   | Field No.  |
|---|--|
| A18 Human movement and sports science                                     | A18-01 Movement control and biomechanics   |
|   | A18-02 Exercise physiology   |
|   | A18-03 Sports medicine   |
|   | A18-04 Sport and exercise psychology   |
|   | A18-99 Human movement and sports science not elsewhere classified<br>Please specify.     |
| A19 Mathematics and Statistics in Health                                  | A19-01 Biostatistics   |
|   | A19-02 Meta-analysis   |
|   | A19-03 Clinical trial research methodology   |
|   | A19-04 Instrument development (incl. self-reported outcomes, psychometric analysis)      |
|   | A19-05 Mathematical modelling  |
| A19-99 Statistics not elsewhere classified<br>Please specify.             |  |
| A20 Biochemistry and cell biology   | A20-01 Analytical biochemistry   |
|   | A20-02 Bioinformatics  |
|   | A20-03 Metabolomics, proteomics and intermolecular interactions                          |
|   | A20-04 Cellular processes, signal transduction and mechanisms                            |
|   | A20-05 Stem cell   |
|   | A20-06 Genomics, Genetics and epigenetics (excl. cancer genetics)                        |
|   | A20-07 Protein chemistry (incl. protein functions and dynamics)                          |
|   | A20-08 Structural biology (incl. proteins, nucleic acids)                                |
|   | A20-09 RNA biology (incl. non-coding RNA)  |
|   | A20-99 Biochemistry and cell biology not elsewhere classified<br>Please specify.         |
| A21 Analytical chemistry  | A21-01 Analytical spectrometry   |
|   | A21-02 Electroanalytical chemistry   |
|   | A21-03 Immunological and bioassay methods  |
|   | A21-04 Instrumental methods (excl. immunological and bioassay methods)                   |
|   | A21-05 Quality assurance, chemometrics, traceability and metrological chemistry          |
|   | A21-06 Sensor technology (chemical aspects)  |
|   | A21-99 Analytical chemistry not elsewhere classified<br>Please specify.                  |
| A22 Macromolecular and material chemistry                                 | A22-01 Chemical characterisation of materials  |
|   | A22-02 Physical chemistry of materials   |
|   | A22-03 Synthesis of materials  |
|   | A22-99 Macromolecular and material chemistry not elsewhere classified<br>Please specify. |
| A23 Medicinal and biomolecular chemistry                                  | A23-01 Biomolecular modelling and design (incl. drug design and development)             |
|   | A23-99 Medicinal and biomolecular chemistry not elsewhere classified<br>Please specify.  |
| A24 Organic chemistry   | A24-01 Natural product chemistry   |
|   | A24-99 Organic chemistry not elsewhere classified<br>Please specify.                     |
| A25 Environmental science and management                                  | A25-01 Environmental management  |
|   | A25-02 Environmental monitoring  |
|   | A25-03 Environmental science   |
|   | A25-99 Environmental science and management not elsewhere classified<br>Please specify.  |
| A26 Biomedical engineering  | A26-01 Biomaterials  |
|   | A26-02 Biomechanical engineering   |
|   | A26-03 Biomedical instrumentation (incl. surgical instrumentation)                       |
|   | A26-04 Medical devices (incl. implants, prosthetics)                                     |
|   | A26-05 Rehabilitation engineering  |
| A26-99 Biomedical engineering not elsewhere classified<br>Please specify. |  |
| A27 Medical biotechnology   | A27-01 Gene and molecular therapy  |
|   | A27-02 Medical biotechnology diagnostics (incl. biosensors)                              |
|   | A27-03 Medical molecular engineering of nucleic acids and proteins                       |
|   | A27-04 Regenerative medicine (incl. stem cells and tissue engineering)                   |
| A27-99 Medical biotechnology not elsewhere classified<br>Please specify.  |  |
| A28 Nanotechnology  | A28-01 Nanomaterials   |
|   | A28-02 Nanomedicine  |
|   | A28-03 Nanotoxicology, health and safety   |
|   | A28-99 Nanotechnology not elsewhere classified<br>Please specify.                        |
| A29 Specialist studies in education                                       | A29-01 Learning sciences   |
|   | A29-02 Special education and disability  |
|   | A29-99 Specialist studies in education not elsewhere classified<br>Please specify.       |
| A30 Applied economics   | A30-01 Health economics  |
|   | A30-99 Applied economics not elsewhere classified<br>Please specify.                     |
| A31 Demography  | A31-01 Family and household studies  |
|   | A31-02 Fertility   |
|   | A31-03 Migration   |
|   | A31-04 Mortality   |
|   | A31-05 Population trends and policies  |
| A31-99 Demography not elsewhere classified<br>Please specify.             |  |
| A32 Policy and administration   | A32-01 Environment policy  |
|   | A32-02 Health policy   |
|   | A32-99 Policy and administration not elsewhere classified<br>Please specify.             |



| Group No.          | Field No.   |
|--------------------|---|
| A33 Applied ethics | A33-01 Medical ethics   |
|                    | A33-99 Applied ethics not elsewhere classified<br>Please specify.             |
| A99 Others         | A99-99 Health and medical research not elsewhere specified<br>Please specify. |