

Quick Guide for Completing the Electronic Application Form

(A) Minimum system requirements

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

1. Google Chrome¹ or Mozilla Firefox² or Safari³
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 Template)

¹ Recommended version for Google Chrome is 130 or above.

² Recommended version for Mozilla Firefox is 133 or above.

³ Recommended version for Apple Safari is 18 or above.

Operating system

1. Microsoft Windows 10 or above
2. Apple macOS 14 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**.

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(B) Access to eGMS

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

Login to eGMS

Email:

Your login email is your email address.

Password:

[Forgot your password?](#)

[Forgot your login?](#)

[More Info >](#)

[Frequently Asked Questions](#)

Account Registration (FOR APPLICANTS ONLY!)

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

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

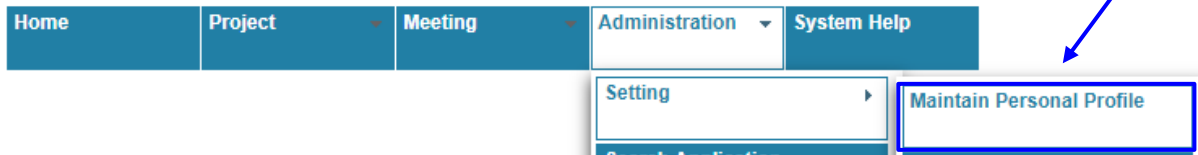
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(C) Complete the Web-based Online e-Form

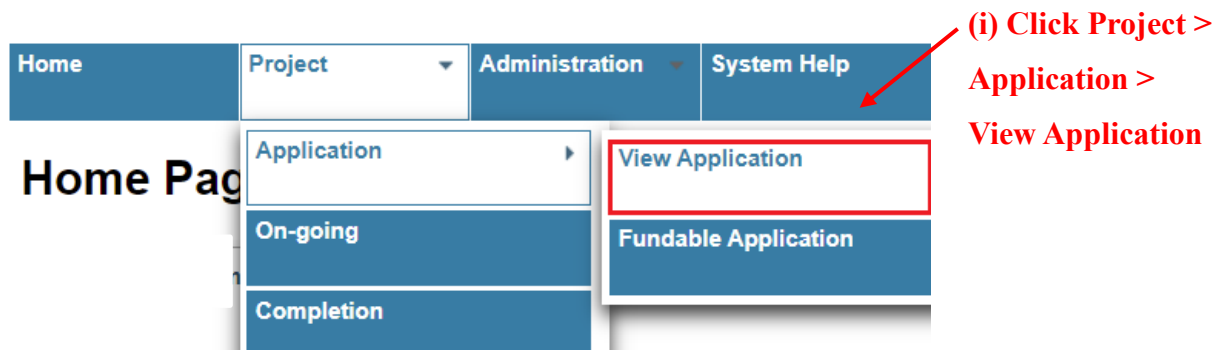
Reminder:

Please update your personal profile before filling in the e-Form.

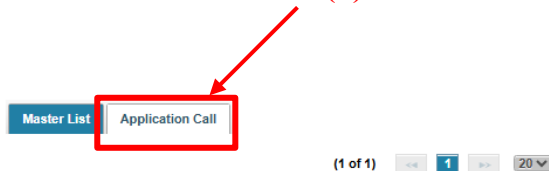
Click “Maintain Personal Profile” to update your personal information



Your latest personal information will be filled in the e-Form automatically (**Section 7 Project Team**).



(ii) Click the tab “Application Call”



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

Year	Scheme	AOP	Announcement Date	AI's internal deadline	Closing Date	Actions
2025	HMRF	Public health, human health and health services Prevention, treatment and control of infectious diseases Advanced medical research Health Promotion	18 Dec 2025	N/A	31 Mar 2026	Web-based e-Form (see Notes 4 and 2) Complete Web-based Online e-Form Download - Section 10(a)-(h) Health Promotion Proposal Template Download - Section 10(a)-(h) Health Promotion Proposal Template Download - Section 17 Excel Template (Optional) Download - Response Letter Template (For Resubmission Only)

(Note: Useful templates for completing Sections 10 and 17 can be downloaded here. Please refer to Pages 7-8 of this Quick Guide.)

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Terms of Use

Except as otherwise provided in these Terms and Conditions, to the maximum extent permitted by applicable law, the RFS provides the System and the Services "as is" and with all faults; and the HKSAR Government disclaims with respect to the System and the Services all warranties and conditions, whether express, implied or statutory, including without limitation any warranties or conditions of or related to accuracy, currency, merchantability, fitness for a particular or any purpose, durability, absence of defects, title, non-infringement of third party intellectual property rights, or fault-free or continuous service or operability.

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To the maximum extent permitted by applicable law, in no event shall the HKSAR Government or anyone acting on its behalf be liable for any direct, indirect, special, incidental or consequential damages whatsoever, including without limitation damages for personal injury, death, loss of profits, loss of confidential or other information, business interruption, loss of privacy, failure to meet any duty (including without limitation any duty of good faith or reasonable care), negligence, negligent misrepresentation, failure to warn, and any other pecuniary or other loss whatsoever, arising out of or in any way related to the System or the Services, including without limitation any use or misuse of, or inability to use, the System or the Services, or otherwise under or in connection with any provision of this Terms and Conditions, including without limitation any breach of any term or condition or a fundamental breach of this Terms and Conditions, even if the HKSAR Government or anyone acting on its behalf has been advised of the possibility of such damages.

Jurisdiction and Governing Law
This Terms and Conditions shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region, the People's Republic of China. You agree to submit any dispute arising from or in connection with this Terms and Conditions to the exclusive jurisdiction of the courts of Hong Kong.

Notice and Limitation
In the event that you suffer any loss or damage arising from or in connection with your use, misuse or inability to use this System or the Services, you shall not commence any claim or proceeding, arising from or in connection with the System or the Services, unless and until you have delivered notice of such loss and damage and provided the RFS with sixty (60) days to correct such situation. In any event, you shall not bring any claim against the HKSAR Government more than six (6) months after the purported cause of action has arisen. The RFS's address for legal notices is 9/F, Rumsey Street Multi-storey Carpark Building, 2 Rumsey Street, Sheung Wan Hong Kong.

Severability
The provisions of this Terms and Conditions are severable, and should any provision hereof be void, voidable or unenforceable under any applicable law, such void, voidable or unenforceable provision shall not affect or invalidate any other provisions of this Terms and Conditions, which shall continue to govern as though the void, voidable or unenforceable provision were not a part hereof.

Suspension and Termination
The HKSAR Government or anyone acting on its behalf reserves the right to suspend and/or terminate your use of the System, and your password, PIN and/or username at any time without notice to you.

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 it is my responsibility to ensure that the application fulfills all the submission requirements stated in the Guidance Notes and Explanatory Notes.
- I understand that applications that are outside the funding scope, incomplete, inconsistent with the submission requirements, or insufficiently detailed will not be processed and may result in administrative withdrawal.
- I understand that I have to use the correct proposal template for research/health promotion project under Section 10, otherwise my application will not be processed.
- I understand that agreement for newly approved grant will not be issued if I have not submitted the outstanding / overdue report(s) / certified financial statement(s) and audited account(s) / outcome evaluation questionnaire(s) for my other grants supported by the HMRF.

Continue

Cancel

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

(v) Click the relevant tab to go to the relevant Section directly for completing the details

Save Submit

1 of 18 Next

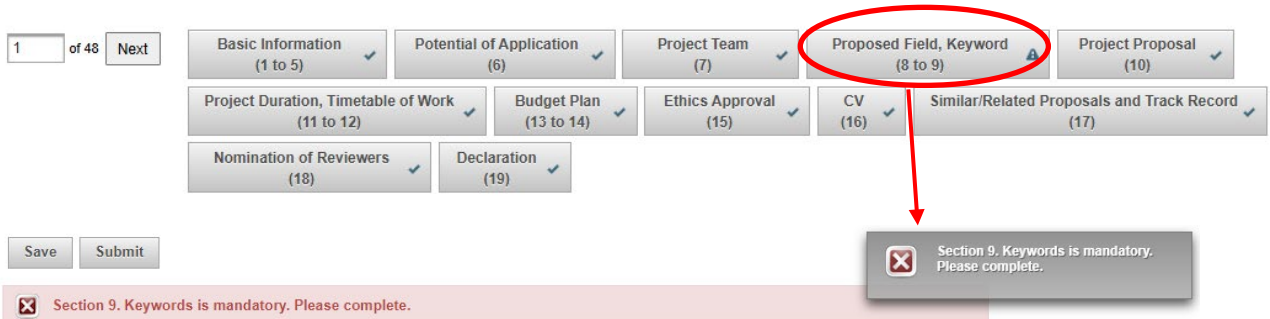
Basic Information (1 to 5)	Potential of Application (6)	Project Team (7)	Proposed Field, Keyword (8 to 9)	Project Proposal (10)
Project Duration, Timetable of Work (11 to 12)	Budget Plan (13 to 14)	Ethics Approval (15)	CV (16)	Similar/Related Proposals and Track Record (17)
Nomination of Reviewers (18)	Declaration (19)			

(Attention: The eGMS will be logged out automatically if the screen has been idling for 20 minutes. Please be reminded to save your work regularly.)

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(vi) Incomplete Sections will be marked with  for your attention. Click the relevant tab to return to the relevant Section to view the incomplete items.

Completed Sections will be marked with  .



1 of 48 Next

Basic Information (1 to 5) ✓ Potential of Application (6) ✓ Project Team (7) ✓ Proposed Field, Keyword (8 to 9) ⚠ Project Proposal (10) ✓

Project Duration, Timetable of Work (11 to 12) ✓ Budget Plan (13 to 14) ✓ Ethics Approval (15) ✓ CV (16) ✓ Similar/Related Proposals and Track Record (17) ✓

Nomination of Reviewers (18) ✓ Declaration (19) ✓

Save Submit

Section 9. Keywords is mandatory. Please complete.

8. PROPOSED FIELD

Primary

Group	Field
A01 Cardiorespiratory medicine a	A01-02 Haematology (incl. blood

Secondary

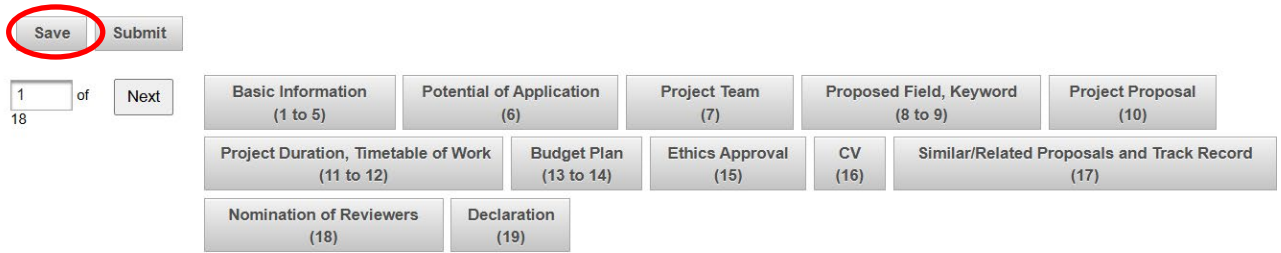
Group	Field

9. KEYWORDS

(vii) View the alert message and complete the outstanding items.

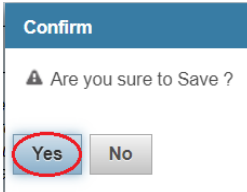
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(viii) Click “Save” to save the e-Form and “Yes” for confirmation.



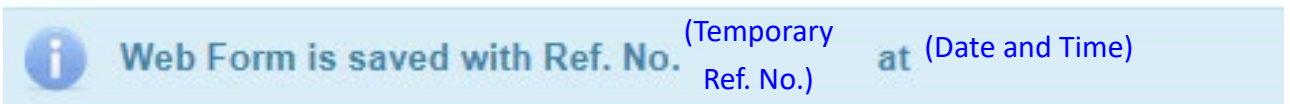
The screenshot shows a navigation menu for the e-Form. At the top left, there are two buttons: "Save" and "Submit". The "Save" button is circled in red. Below these buttons is a progress indicator showing "1" in a box, followed by "of" and "18", and a "Next" button. The main menu consists of several grey buttons arranged in three rows:

- Row 1: "Basic Information (1 to 5)", "Potential of Application (6)", "Project Team (7)", "Proposed Field, Keyword (8 to 9)", "Project Proposal (10)"
- Row 2: "Project Duration, Timetable of Work (11 to 12)", "Budget Plan (13 to 14)", "Ethics Approval (15)", "CV (16)", "Similar/Related Proposals and Track Record (17)"
- Row 3: "Nomination of Reviewers (18)", "Declaration (19)"



The screenshot shows a "Confirm" dialog box with a blue header. The text inside reads "Are you sure to Save ?" with a warning icon. At the bottom, there are two buttons: "Yes" and "No". The "Yes" button is circled in red.

(ix) An acknowledgment message will be displayed on the top showing the e-Form has been saved with a temporary Ref. No.



The screenshot shows a light blue banner with a white information icon on the left. The text reads: "Web Form is saved with Ref. No. (Temporary Ref. No.) at (Date and Time)".

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(D) Supplementary Information for Completing Sections 10 and 17 of the eForm

1. Go to Application > Application Call page

Application

Master List Application Call

(1 of 1) 1 20

Year	Scheme	AOP	Announcement Date	AI's internal deadline	Closing Date	Actions
2025	HMRF	Public health, human health and health services Prevention, treatment and control of infectious diseases Advanced medical research Health Promotion	18 Dec 2025	N/A	31 Mar 2026	Web-based e-Form (see Notes 1 and 2) Complete Web-based Online e-Form Download - Section 10(a)-(h) Research Proposal Template Download - Section 10(a)-(h) Health Promotion Proposal Template Download - Section 17 Excel Template (Optional) Download - Response Letter Template (For Resubmission Only)

For Section 10 (a) – (h), after you have completed the “Research Proposal” or “Health Promotion” template (in MS Word), please convert it into a PDF file and then click “Browse”. Select the PDF file and upload it. (The file size should not exceed 1.1MB.)

10. PROJECT PROPOSAL

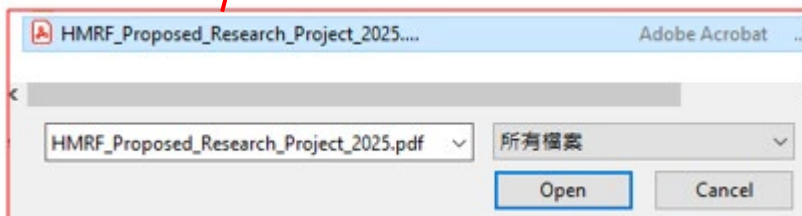
Please attach (a) – (h) of the proposal (in PDF format only and the maximum file size is 1.1MB):

I confirm that I have used the correct proposal template for research/health promotion project under Section 10, and understand that my application will not be processed if incorrect proposal template has been used.

Please download the [Proposed Template for Research Project](#) from the Research Fund Secretariat website.

Word count for Section 10(a) – (d):

Please note the word limit for Section 10(a) to (d) is 4,000. Any information related to Section 10 (a) to (d) provided in the Attachment file in Section 10(i), if considered essential, will be included in calculating the total word count of Section 10(a) to (d).



Uploaded file name : [HMRF_Proposed_Research_Project_2025.pdf](#)

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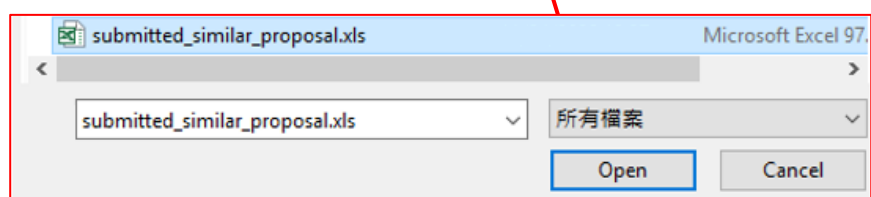
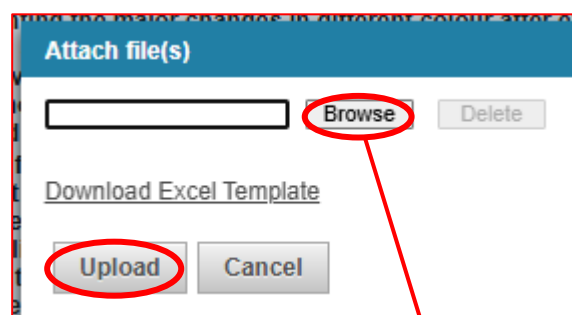
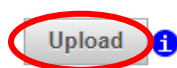
For Section 17, after completing the Excel file of the relevant records from you and project team members, please click “Browse”, select the Excel file and upload it. (The file size should not exceed 1MB.)

An example in Section 17 is stated below -

17. SIMILAR / RELATED PROPOSALS AND TRACK RECORD

Attention:

1. Please ensure the information provided herein is true and accurate. Any false declaration may lead to application not eligible for further processing and shall be subject to penalty as determined by the Research Council.
2. Provide a list of **all applications** in which Principal Applicant (PA) taking PA/ Co-applicant (Co-A) role or Co-A taking PA role submitted to the HMRF or other funding agencies (local and non-local) by the applicants listed in Section 7 **in the past three years** from the closing deadline:
 - (a) **For funded proposals** – list all proposals funded or recommended for support by HMRF or funded by other funding agencies (local or non-local) in the past three years from the closing deadline and (i) indicate whether they are similar or related to the application, (ii) upload the similar or related application, and (iii) provide information as requested.
 - (b) **For not funded proposals** – list all proposals not funded by HMRF or other funding agencies (local or non-local) in the past three years from the closing deadline and indicate whether they are similar or related to this application. Such similar/related not funded proposal must be submitted as a new application (while those HMRF applications previously rated “2” or above in the 2024 HMRF Open Call should be submitted as “Re-submission” in Section 1) by highlighting the major changes in different colour after extensive changes or improvements have been made. And, attach (i) a copy of the previously submitted applications; (ii) the decision letters; (iii) reviewers’ comments, if available, and the corresponding point-by-point responses to address all reviewers’ comments. Explanation should be provided if previous applications, reviewers’ comments or point-by-point responses are not submitted.
3. Provide a list of all applications in which PA taking PA/Co-A role or Co-A taking PA role and are pending funding decision or intended for submission to the HMRF or other funding agencies (local and non-local) in the next six months from the closing deadline by the applicants listed in Section 7. Indicate whether they are similar or related to the application. Provide a summary of the similarities and differences between the declared similar/related application and this application.
4. At any time before the announcement of the funding decision of this application, applicants are obliged to notify the Research Fund Secretariat immediately of:
 - any other similar/related applications to be submitted to HMRF or other funding agencies (local or non-local) in addition to those listed below; and
 - the funding decision of all declared similar/related applications once it is available.



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(E) Need Help?

1. 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 and re-submit.
2. For enquiry, please contact the Research Fund Secretariat by email (egmsenquiry@healthbureau.gov.hk), or by phone at 3427 3344 during office hours.

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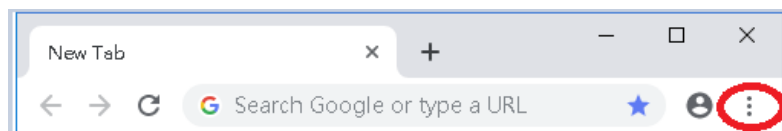
Appendix

1. Google Chrome

(a) We recommend eGMS user to use version 130 or above. If you are using Google Chrome version 22 or above, TLS 1.1 is automatically supported. TLS 1.1 and 1.2 are automatically enabled from version 29 or above.

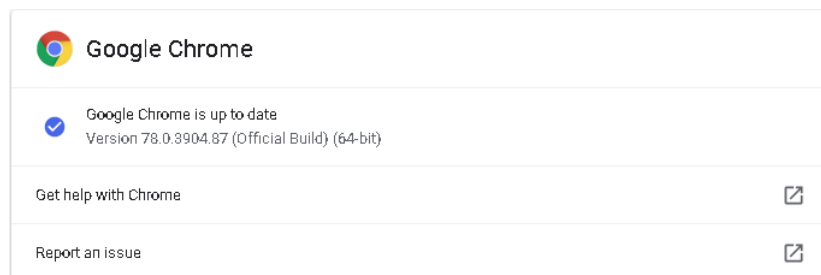
(b) To find out which version of google chrome you are using -

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



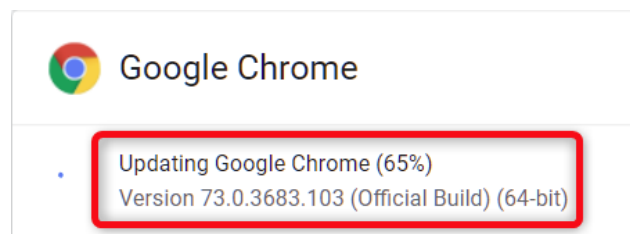
iii. At the bottom of the menu, click “Help”, then click “About Google Chrome”

iv. The version of Google Chrome will be shown



(c) To update Google Chrome:

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

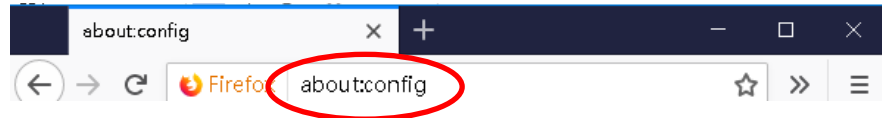


- ii. Close your browser and restart Chrome to complete the updates

2. Mozilla Firefox

(a) Set the TLS version of the browser

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



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



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

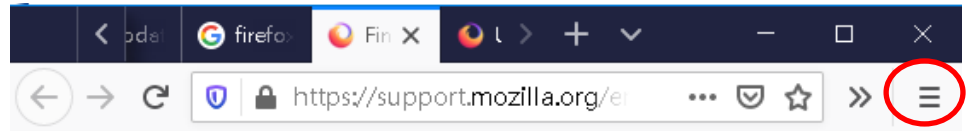
偏好設定名稱	狀態	類型	值
devtools.remote.tls-handshake-timeout	預設值	整數	10000
gl.use-tls-is-current	預設值	整數	0
network.http.spdy.enforce-tls-profile	預設值	布林 (Boolean) 值	true
network.http.tls-handshake-timeout	預設值	整數	30
network.proxy.proxy_over_tls	預設值	布林 (Boolean) 值	true
security.tls.enable_Ortt_data	預設值	布林 (Boolean)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

- vi. Click “OK”
- vii. Close your Firefox browser and restart your Firefox browser
- viii. Recommended version 133 or above

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Appendix

- (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.