

Electronic Grant Management System (eGMS)

Training Manual for Fellowship Applicants (FAs) Application Module

(Research Fellowship Scheme)

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

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Abbreviations

AI = Administering Institution

CoA = Co-Applicant

DH = Department Head*

eGMS = Electronic Grant Management System

EO = Executive Officer*

FA = Fellowship Applicant

FO = Finance Officer*

PA = Principal Applicant

RFAP = Research Fellowship Assessment Panel

RFS = Research Fund Secretariat

RO = Research Officer*

** AI users*

1. Register for PA Account

Login to eGMS

Email:

Your login email is your email address.

Password:

[Forgot your password?](#)

[Forgot your login?](#)

[Login](#)

[Continue 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.

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](#)

Step 1:

- Go to eGMS login page: <https://rfs.healthbureau.gov.hk/eGMS/>
- Click 'Register for Principal Applicant Account'.
- After reading the message on the pop up window, click 'Continue'.

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@healthbureau.gov.hk.

Email (Note 1)
Please provide institutional email account

Title

Last Name

First Name

Please enter the English name before the English translation of your Chinese name (e.g. David Tai-man).

Current Post

Unit / Department

AI (Note 2)
If you cannot find your AI from the pull down menu, please send email to egmsenquiry@healthbureau.gov.hk.

Room / Floor

Building

Street

Please enter number and name of street.

City / Area

Country / Region

Contact No.

Fax


Gender* ☐ Male ☐ Female

Information collected will be used for statistical purposes only.

Password (Note 3)
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 check this box to confirm that you have read and accepted the [Terms and Conditions](#) for the use of eGMS.

(Note 4)

Step 2:

- Complete **all** fields except gender which is optional.
 - Click '**Submit**'.
- PA account is endorsed by RO.

Notes:

- (1) The email must be listed in the AI's domain / sub-domain list.
- (2) If the AI is not in pull-down menu, please email to egmsenquiry@healthbureau.gov.hk.
- (3) The format of password: at least 10 characters containing at least one digit 0-9 and one alphabet, e.g. eur2ireig1.
- (4) '**Submit**' can only be clicked after all compulsory fields have been completed

Sample email for Account Registration

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

Dear (The 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.

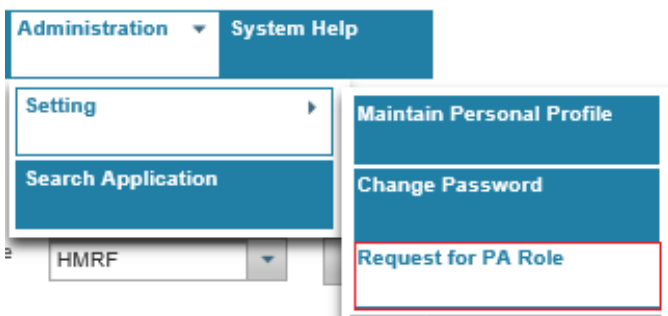
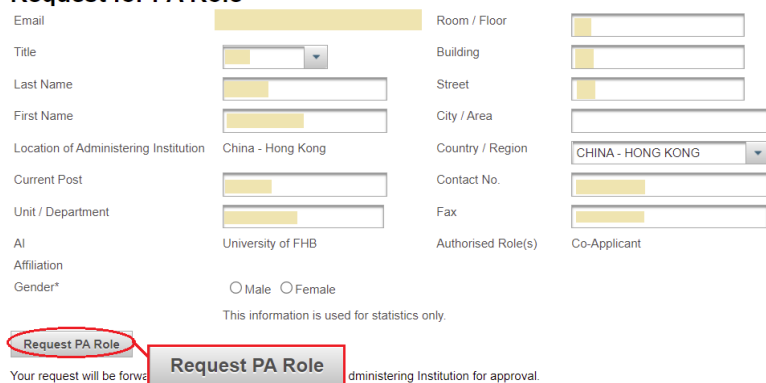
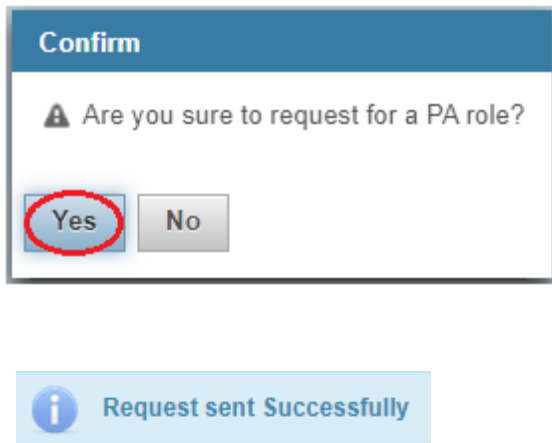
eGMS Administrator

Step 3:

Email notification for account registration will be sent to registered user after RO's endorsement.

Click the 'eGMS URL' to go to the eGMS login page.

2. Request for PA Role (For local CoA without PA role in his/her eGMS account)

	<p>Step 1:</p> <p>Go to Administration > Setting > Request for PA role</p> <p>(Remark: If 'Request for PA role' is not found in the menu, please email to egmsenquiry@healthbureau.gov.hk).</p>
	<p>Step 2:</p> <p>Click 'Request PA role'.</p>
	<p>Step 3:</p> <p>Click 'Yes' for confirmation.</p> <p>An acknowledgment message for the request sent will be shown at the top.</p> <p>(Remark: PA role will be activated after the endorsement by RO.)</p>

Successful Registration:

Sample email to PA for successful account registration

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

Dear (The Name of Principal Applicant),

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).

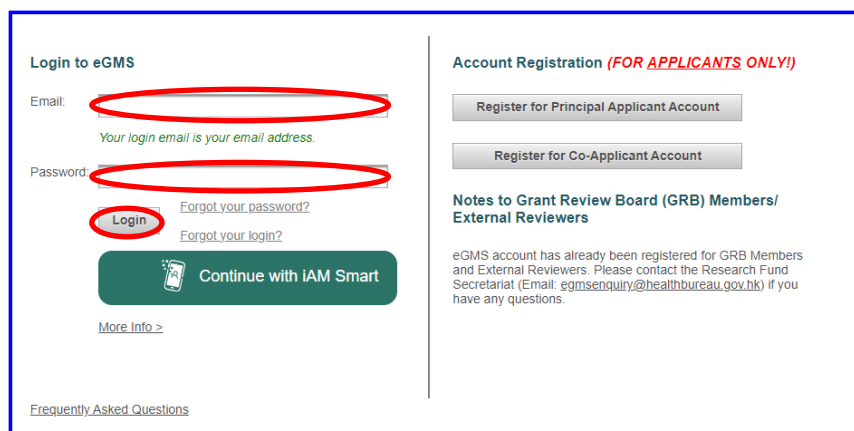
Please contact to the Research Fund Secretariat at egmsenquiry@healthbureau.gov.hk if you have more than one login account in the eGMS.

Thank you.

Step 4:

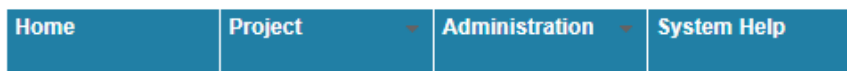
Email notification for account registration will be received after RO's endorsement.

Click the 'eGMS URL' to go to the eGMS login page.



Step 5:

- Go to the eGMS Login page.
- Enter login email.
- Enter password and click 'Login'.



Home Page

Principal Applicant

Co-Applicant

Home

Step 6:

- "Principal Applicant" tab will be shown at Home Page if PA role is activated.

3. eGMS - Home Page

eGMS

electronic Grant Management System

Home

Project

Administration

System Help

Home Page

To Do List

Home

Call YearScheme

Please Select

Search

Call YearScheme

Please Select

Search

Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application
		Push Back Application		Push Back Application			

*Reports to be submitted will be shown 30 days before the due date.
PR will be shown 14 days before the due date.

Export to CSV

Export to CSV

⚠ Please create a password (6 characters) for the CSV file.

Password:

Export

Cancel

Available functions on Home Page:

To Do List

The list of items pending your action would be shown.

Completed items would be removed from the To Do List.

(i) Search projects by call year and/or scheme

(ii) Sort the applications by “Ref. No.”, “Project Title”, “Type” or “Description”

(iii) To export the records into an Excel file, click “Export to CSV”

Note:

- User should set a 6-character password to protect the downloaded Excel file for security reasons.

eGMS

electronic Grant Management System

Home

Project

Administration

System Help

Home Page

To Do List

Home

Call Year

Scheme

HMRP (Fellowship)

Search

(i)

Call Year

Scheme

HMRP (Fellowship)

Search

(ii)

Ref. No.

Actions

Project Title

Funding Amount (PKS)

Status

Start Date

End Date

Required?

Interim Report

Final Report

(1 of 1)

1

20

Note: Versitech (VXF) e-Form is no longer supported, you can view the application(s) through PDF version next to the Ref. No.

Download related correspondence for approved Application

Export to CSV

(iii)

Export to CSV

Please create a password (6 characters) for the CSV file.

Password:

Export

Cancel

Home

Provides an overview of all your projects

(i) Search projects by call year and/or scheme: HMRP (Fellowship)

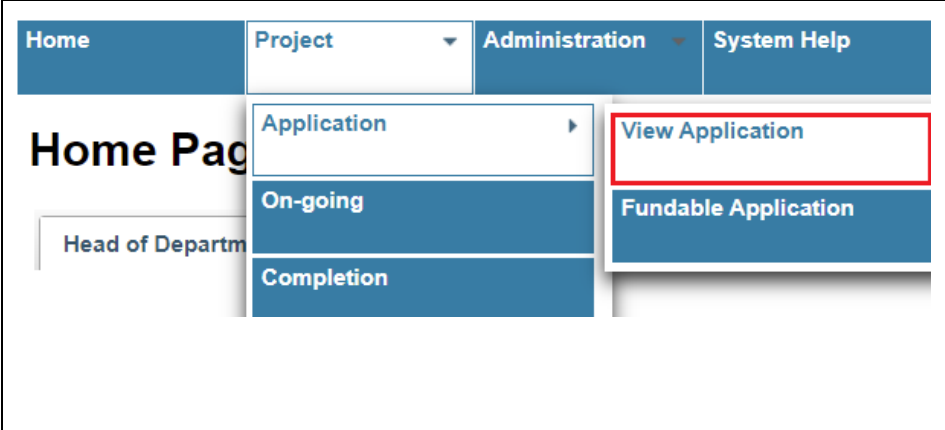
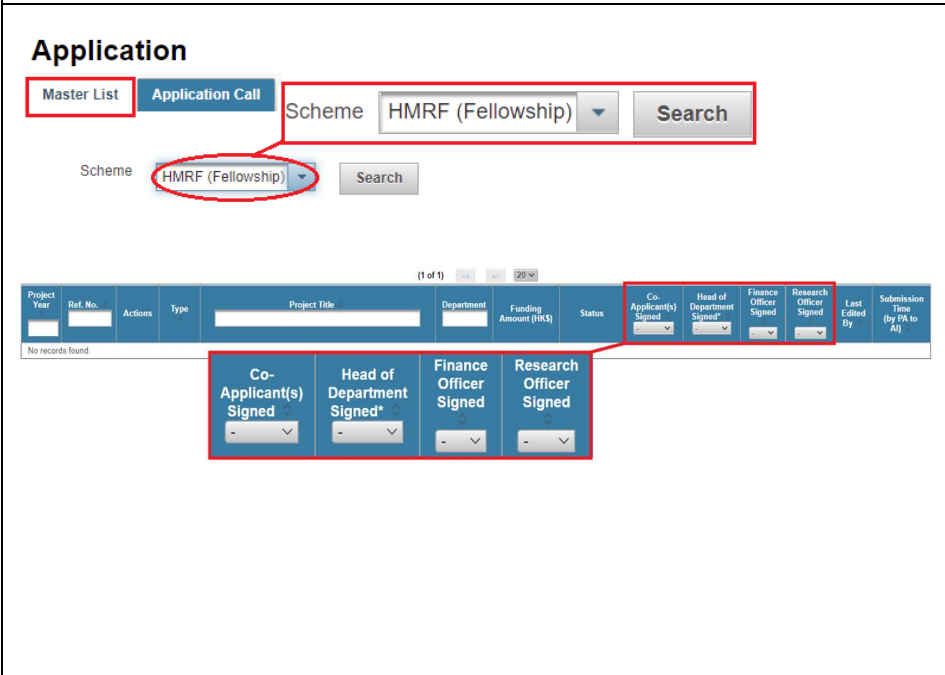
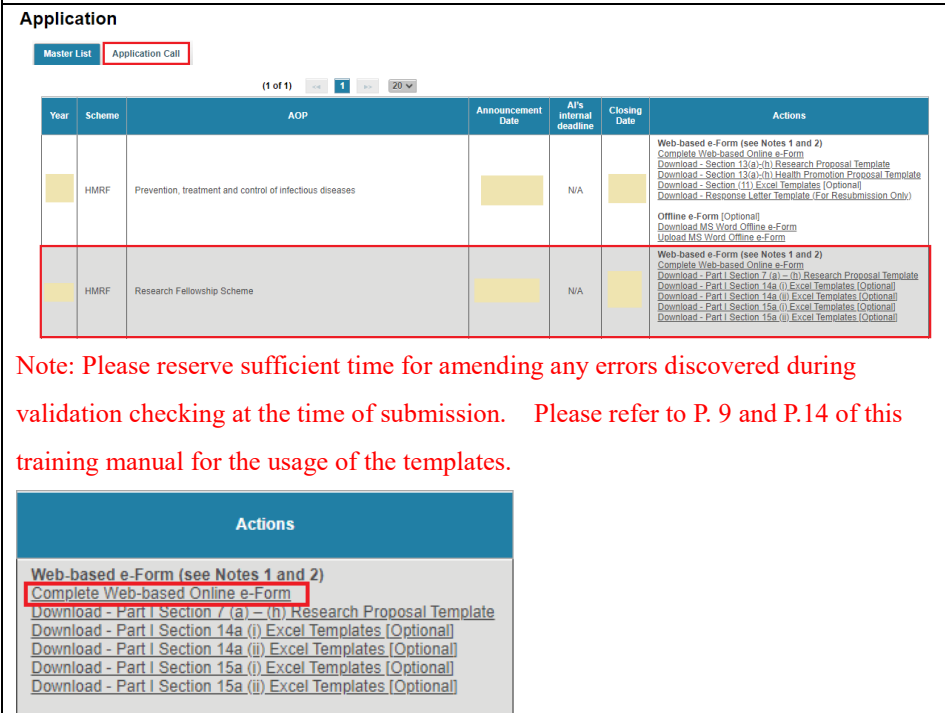
(ii) Sort the applications by “Ref. No.” or “Project Title”

(iii) To export the records into an Excel file, click “Export to CSV”


Note:

- User should set a 6-character password to protect the downloaded Excel file for security reasons.

4. Submit Application

	<p>Note:</p> <p>Application function is only available during the application period.</p> <p>Step 1:</p> <p>Go to Project > Application > View Application</p>
	<p>Note:</p> <p>FA user can view the signing status of CoA(s) and AI users of an application on the 'Master List'.</p> <p>Step 2:</p> <p>2.1 To view application(s), click 'Master List'.</p> <p>2.2 Select and search 'HMRF (Fellowship)' at 'Scheme'.</p>
 <p>Note: Please reserve sufficient time for amending any errors discovered during validation checking at the time of submission. Please refer to P. 9 and P.14 of this training manual for the usage of the templates.</p>	<p>Step 3:</p> <p>To complete Application by clicking 'Application Call'. Application forms are located under 'Actions'.</p> <p>- 'Complete Web-based Online e-Form'</p>


Example for the tooltips from the information icon:

4. ABSTRACT OF PROJECT 


Abstract MUST be in BMJ format (max. 250 words) with the following headings: objectives; hypothesis to be tested; design and subjects; study instruments; interventions; main outcome measures; data analysis; expected results. For details, please refer to <http://www.bmj.com/about-bmj/resources-authors/house-style>.



To facilitate users to complete the Web-based Online e-Form:

- Applicants could hover the mouse over the 'Information' icon to review the details concerned.


 Part A. Confirm E-mail of Personal Information is mandatory. Please complete.

Save Submit


 Part A. Confirm E-mail of Personal Information is mandatory. Please complete.

1 of 22 Next **Personal Information (A)**  Qualification, Employment (B to D)  Mentor Information (E) Justifications (F)

Potential Application, Keyword Project Proposal Project Duration, Timetable of Work Bu


Personal Information (A) 

(For 2024 Open Call onwards)

Any incomplete sections will be marked with .

Click the **button** to go to the relevant section.

Incomplete items will be listed at the top of the page.

Completed sections will be marked with  for reference.

P I.7

7. PROJECT PROPOSAL

Have you submitted a similar proposal to the HMRF which was not funded?

☐ Yes ☒ No

Resubmission of similar application that was not funded in the previous application round(s) of HMRF is not accepted.

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

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

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

Note: You are not allowed to submit the same or similar proposals not funded by the HMRF.

Part I Section 7:

7. (a)-(h)

(1) Declare whether a similar proposal had been submitted to the HMRF.

(2) If not, click the **check-box**.

(3) Click '**Browse**' to attach the proposal.

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

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

Please attach the files in eGMS according to the order shown in the above table (in PDF format only and total file size should not exceed 8MB).

Attach

Attach file(s)

1 Browse

2 Browse

3 Browse

4 Browse

5 Browse

Close

7. (i)

- Click ‘Attach’ to upload additional materials.

- Select the type and fill in the description of the additional materials accordingly.

Example for Part I Section 10: Budget Plan:

10b. DETAILS OF FINANCIAL SUPPORT REQUESTED

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

Please specify (itemize in detail)	Fellowship Year 1 (HK\$)	Fellowship 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 (Indicate room rate per night under "Unit Price")					0
Subsistence Allowance for Overseas Training (Indicate standard rate per day under "Unit Price")					0
					0
					0
					0
					0
					0
Total Annual Costs	1000	1000			2000

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			
Reliever(s)									
Reliever 1	1	1	F	1	10000	M	50	10	50000
								0	0
								0	0
								0	0
								0	0
Research Staff									
Research Staff	1	1	F	1	10000	M	30	10	30000
								0	0
								0	0
								0	0
								0	0
Other Supporting Staff (e.g. secretarial, clerical, administrative)									
Other Staff	1	1	F	1	5000	M	20	10	10000
								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.

Part I Section 10b(i): Budget Plan

Fill in the budget according to the Financial Year.

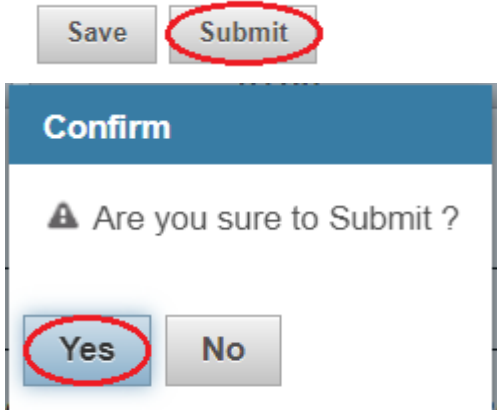


(The total cost of the item(s) will be calculated automatically by the system.)

- 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.)

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	<p>To submit the Web-based Online e-Form to AI users for endorsement:</p> <ul style="list-style-type: none"> - Click 'Submit' to submit the Web-based Online e-Form. - Click 'Yes' for confirmation.
<p>Submit Web Form</p> <div data-bbox="215 734 1126 1059"> <p> Your Web Form is failed to submit and is saved with Ref. No. [redacted].</p> <p>Part C. Post-doctoral experience is mandatory. Please complete.</p> <p>Part C. Post-doctoral experience (Month(s)/Year(s)) is mandatory. Please complete.</p> <p>Part C. Post-qualification (e.g., medical or nursing degree) experience is mandatory. Please complete.</p> <p>Part C. Post-qualification (e.g., medical or nursing degree) experience (Month(s)/Year(s)) is mandatory. Please complete.</p> <p>Part E. Title of mentor is mandatory. Please complete.</p> <p>Part E. Last Name of mentor is mandatory. Please complete.</p> <p>Part E. First Name of mentor is mandatory. Please complete.</p> <p>Part E. Current post of mentor is mandatory. Please complete.</p> <p>Part E. Full Address of institution of mentor is mandatory. Please complete.</p> <p>Part E. Full Address of Rm/Floor of mentor is mandatory. Please complete.</p> <p>Part E. Full Address of Building of mentor is mandatory. Please complete.</p> <p>Part E. Full Address of Street of mentor is mandatory. Please complete.</p> <p>Part E. Full Address of Area/City of mentor is mandatory. Please complete.</p> <p>Part E. Full Address of Country/Region of mentor is mandatory. Please complete.</p> <p>Part E. Telephone No. (direct) of mentor is mandatory. Please complete.</p> <p>Part E. Email address of mentor is mandatory. Please complete.</p> <p>Part F. Justification of the fellowship application is mandatory. Please complete.</p> </div> <p>Resume</p>	<p>Note:</p> <p>A temporary Ref. No. will be issued after save/submission.</p> <p>Incomplete Web-based Online e-Form will pop-up an error message with a list of incomplete items.</p>
<p>Submit Web Form</p> <div data-bbox="215 1171 1035 1328"> <p> The Web form with Ref. No. [redacted] has been submitted. Your application is pending endorsement from Co-applicant(s), if any, and your Administering Institution users (i.e. Head of Department, Finance Office and Research Office). You can view the signing status on the Master List. You will receive an email notification with an official 8-digit reference number after your Administering Institution has submitted your application to the HMRP.</p> </div> <p>Close</p>	<p>(Remark: only error free Web-based Online e-Form can be submitted successfully to AI users.)</p> <p>A pop-up message with temporary Ref. No. will be issued after successful submission of Web-based Online e-Form to AI users.</p>

14. SIMILAR OR RELATED PROPOSALS

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

THIS APPLICATION

14a. (i) Have any of the applicants listed in Section 11 of PART I submitted this or a similar research proposal to the HMRF or other funding agencies in the past three years?

Attention:

1. For similar funded proposals - declare all similar proposals funded or recommended for support by HMRF or funded by other funding agencies in the past three years from the closing deadline.

2. For similar not funded proposals

- declare all similar proposals not funded by other funding agencies (local or overseas) in the past three years from the closing deadline. Submission of such similar proposal must be submitted as a new application with extensive changes or improvements. And, attach (i) a copy of each of the previously submitted similar applications, (ii) the decision letters and reviewers' comments, if available; and (iii) point-by-point responses to address all reviewers' comments, if available.
- resubmission of similar application that was not funded in the previous application round(s) of HMRF is not accepted.

If yes, please provide the following details:-

Please tick if this is HMRF application

No.	Project Title	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Decision / Rating
1					

Previous application (in PDF format only and the maximum file size is 3.5MB)

Add 0 pages

Prev 15 of 22 Next

Master List Application Call

Actions

Web-based e-Form (see Notes 1 and 2)

Complete Web-based Online e-Form

Download - Part I Section 7 (a) – (h) Research Proposal Template

Download - Part I Section 14a (i) Excel Templates [Optional]

Download - Part I Section 14a (ii) Excel Templates [Optional]

Download - Part I Section 15a (i) Excel Templates [Optional]

Download - Part I Section 15a (ii) Excel Templates [Optional]

14. SIMILAR OR RELATED PROPOSALS

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

THIS APPLICATION

14a. (i) Have any of the applicants listed in Section 11 of PART I submitted this or a similar research proposal to the HMRF or other funding agencies in the past three years?

Attention:

1. For similar funded proposals - declare all similar proposals funded or recommended for support by HMRF or funded by other funding agencies in the past three years from the closing deadline.

2. For similar not funded proposals

- declare all similar proposals not funded by other funding agencies (local or overseas) in the past three years from the closing deadline. Submission of such similar proposal must be submitted as a new application with extensive changes or improvements. And, attach (i) a copy of each of the previously submitted similar applications, (ii) the decision letters and reviewers' comments, if available; and (iii) point-by-point responses to address all reviewers' comments, if available.
- resubmission of similar application that was not funded in the previous application round(s) of HMRF is not accepted.

If yes, please provide the following details:-

Please tick if this is HMRF application

No.	Project Title	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Decision / Rating
1					

Part I Section 14 and Section 15: (Optional)

Option A:

Enter the information directly in the e-Form..


Option B:

Under “Application Call”, click ‘Download – [Section to be completed] Excel Templates (Optional)’ and complete Section 14/ 15.

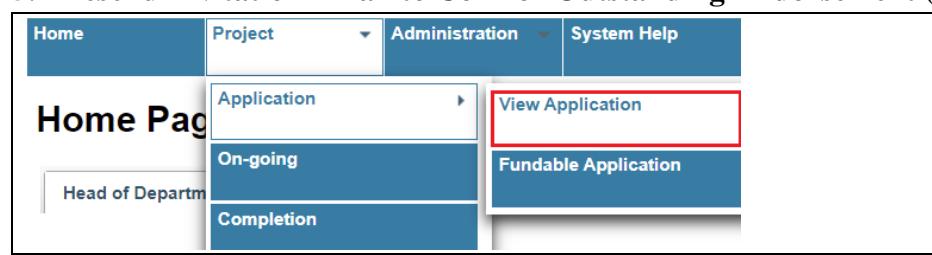
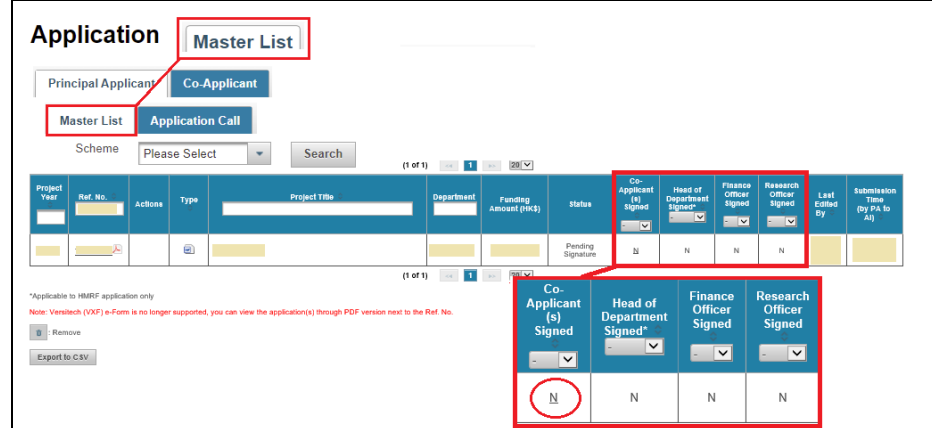
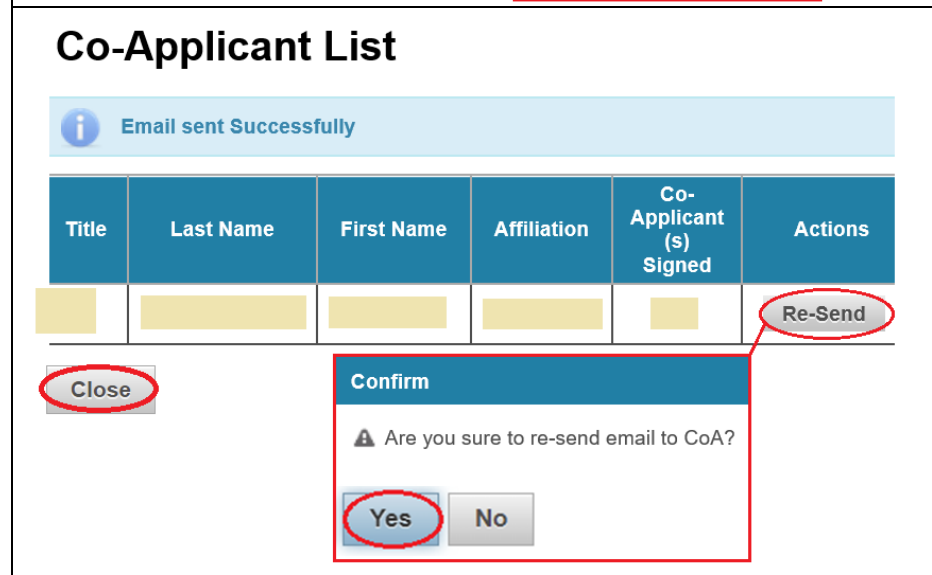
Click ‘Upload’ to upload the completed Offline Excel form.

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	<p>(Remark: only error free Web-based Online e-Form could be submitted successfully to AI users.)</p> <p>Submit the uploaded Web-based Online e-Form to AI users for endorsement.</p> <ul style="list-style-type: none"> Click 'Submit' to submit the Web-based Online e-Form. Click 'Yes' for confirmation. <p>A pop-up message with temporary Ref. No. will be issued after successful submission of Web-based Online e-Form to AI users.</p>
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5. Resend Invitation Email to CoA for Outstanding Endorsement (Optional)

	<p>Step 1:</p> <p>Go to Project > Application > View Application</p>
	<p>Step 2:</p> <ul style="list-style-type: none"> - Go to Application > Master List - Click 'N' to view CoA(s) with outstanding signature(s).
	<p>Step 3:</p> <ul style="list-style-type: none"> - Click 'Re-Send' and 'Yes' for confirmation - A reminder will be sent to the CoA concerned to sign on the Web-based Online e-Form. - Click 'Close' to return to the Master List.

6. Process ‘Pushed Back’ Application

Subject: eGMS –(temporary reference number) : “PUSH BACK” Application

Dear (The Name of Principal Applicant/Fellowship Applicant),

The captioned application titled (Project Title)has been pushed back by your Administering Institution for your rectification.

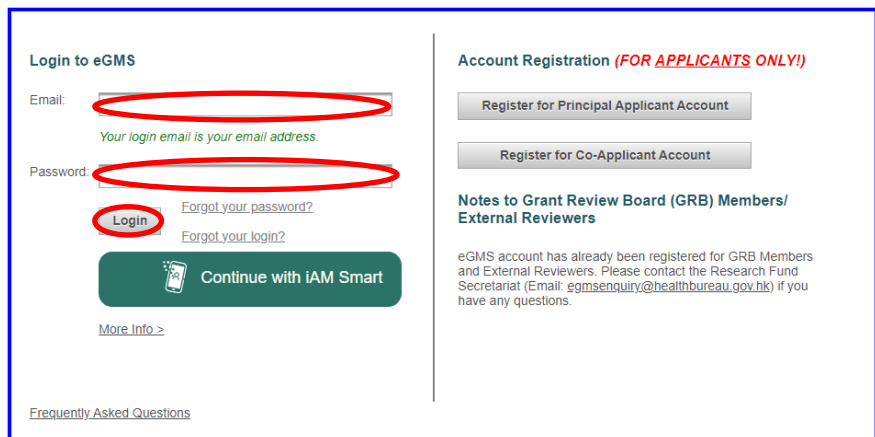
Please login to the eGMS (eGMS URL) for your necessary action(s).

Thank you.

Step 1:


Email notification for ‘Push Back’ Application.

Click the ‘eGMS URL’ to eGMS login page.



Step 2:

- Go to the eGMS Login page.
- Enter login email.
- Enter password and click ‘Login’.

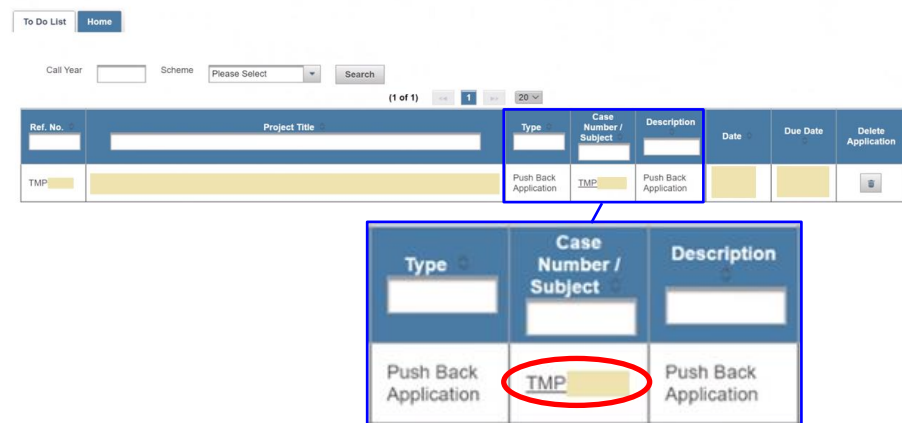


Method A

Step 3:

Go to Home

Home Page

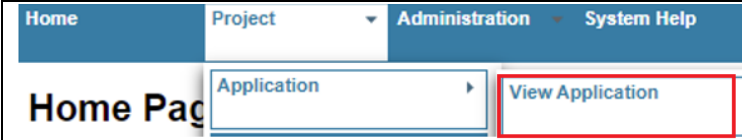
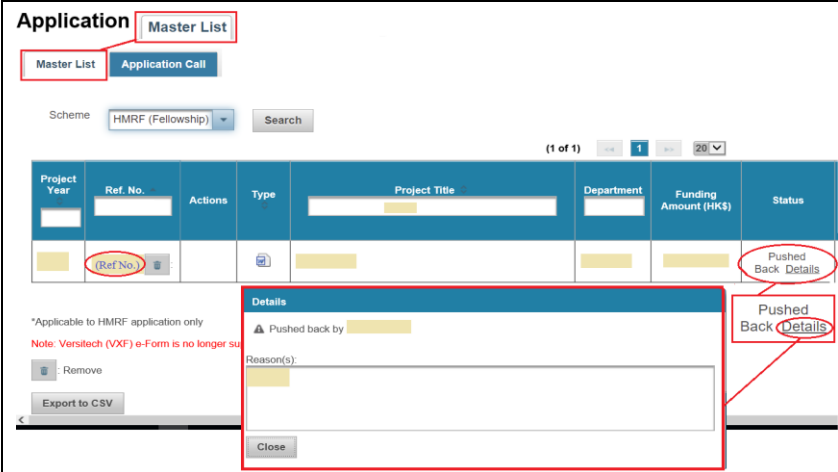
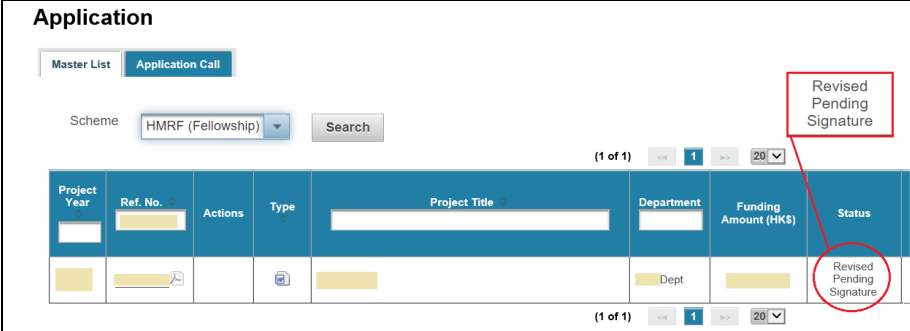


Step 4:

Go to To Do List

(i) Click the ‘Case Number / Subject’ of the project under type: ‘Push Back Application’

[Go to Step 5](#)

	<p>Or Method B</p> <p>Step 3:</p> <p>Go to Project > Application > View application</p>
	<p>Step 4:</p> <ul style="list-style-type: none"> - Select 'Master List' - Click 'Details' under Status to view the reason(s) for pushing back the application. - Click 'Ref. No.' to revise the Web-based Online e-Form. <p>Go to Step 5</p>
	<p>Step 5:</p> <p>After the revised application has been submitted to AI users, the status will be changed to 'Revised Pending Signature'.</p>

Home Page

To Do List

Home

Call Year

Scheme


Please Select

Search

(1 of 1)

1

20

Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application
TMP		Push Back Application	TMP	Push Back Application			

OR

Application

Master List

Application Call

Scheme


Please Select

Search

(1 of 1)

1

20

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (By FA to AI)
							Pushed Back Details	N/A	N	N	N		

Pushed Back Details

Confirm

⚠ Are you sure to remove the application?

Yes

No

Application[] is removed successfully

Step 6:

To delete pushed back Application, go to Home Page > To Do List **OR** Application > Master List.

Click 'Trash' icon and 'Yes' for confirmation.

An acknowledgment message for successful removal will be shown at the top.

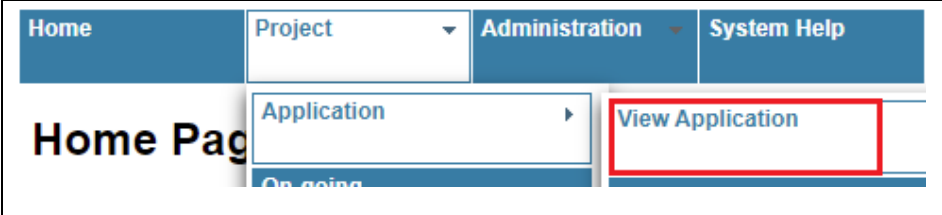
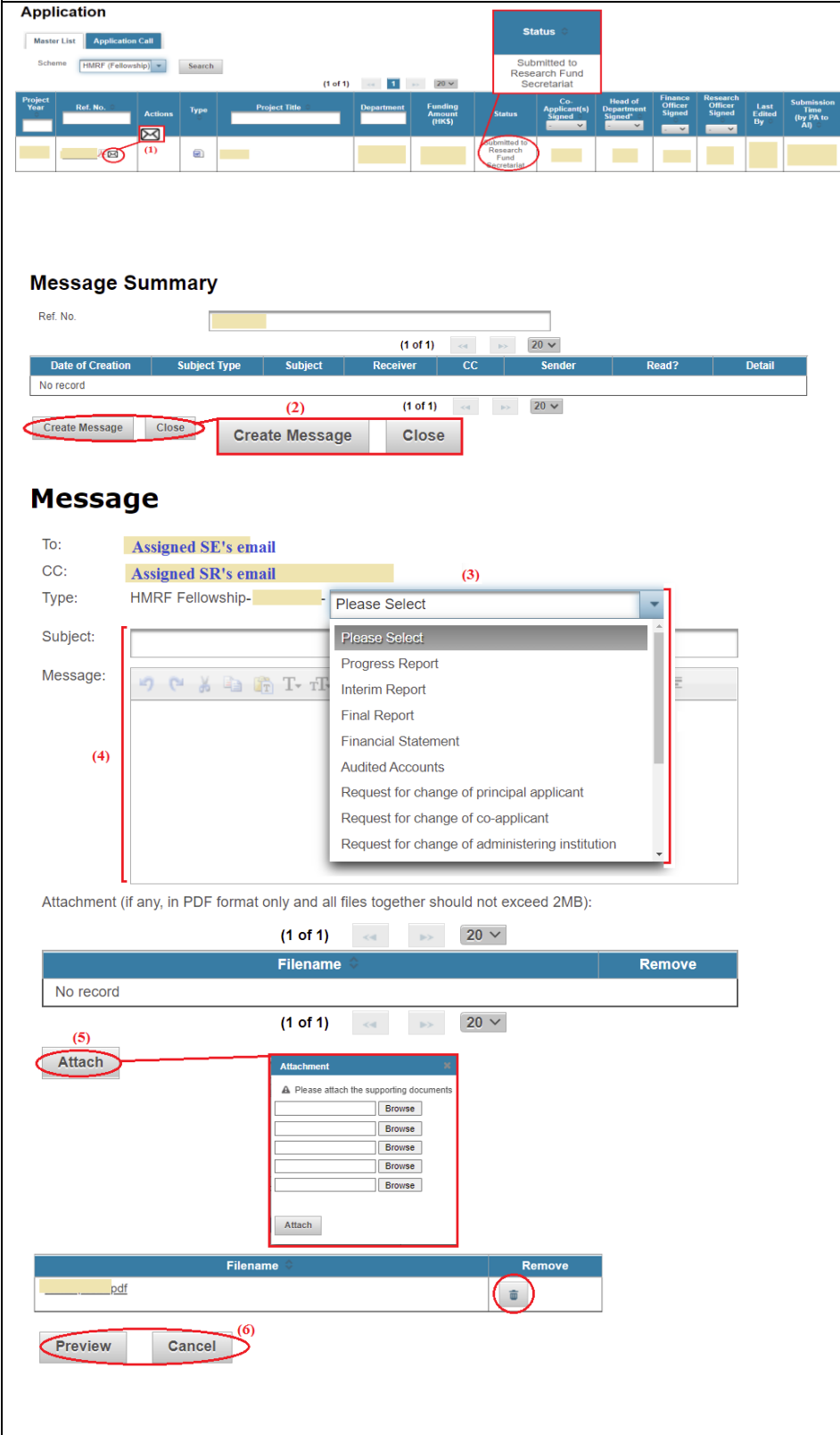
TM_FA_App (Updated: Dec 2024) Version 4.2

P. 20

7. Acknowledgement of Application Endorsed by Administering Institution (AI)

<p>Subject: eGMS – (RefNo) : Successful Submission of Grant Application</p> <p>Dear (Title) (Last Name) (First Name) (The Name of Principal Applicant/Fellowship Applicant),</p> <p>This email is to acknowledge that your grant application titled (Project Title) (temporary reference number) has been successfully submitted to the the Research Fund Secretariat, Health Bureau, HKSAR.</p> <p>An official number (official reference number) has been assigned to this application. Please quote this number for enquiry in future.</p> <p>A notification email will be sent to inform you of the result tentatively in (Month and Year of result announcement).</p> <p>Thank you.</p>	<p>After RO has submitted the application to RFS, an email notification will be sent to FA with an official reference number.</p> <p>Note:</p> <p>FA has to quote the official reference number for future enquiry.</p>
---	--

8. Communicate with RFS through Message Icon

	<p>Step 1:</p> <p>Go to Project> Application> View Application</p>
	<p>Step 2:</p> <p>(Note: 'Message icon' will be available for the communication with RFS after the application has been submitted to RFS.)</p> <p>(1) Click 'Message icon' to view message summary.</p> <p>(2) Click 'Create Message' to send message to RFS <i>or</i> 'Close' to close the pop up window.</p> <p>(3) Select type of message.</p> <p>(4) Fill-in the Subject and message.</p> <p>(5) Click 'Attach' to upload attachment(s), if any. (Attachment should be in PDF format only and all files together should not exceed 2MB.)</p> <p>To remove the uploaded file, click 'Trash' icon.</p> <p>(6) Click 'Preview' to preview message or 'Cancel' to close the window without any action.</p> <p>(7) Click 'Back' for further editing, 'Send'</p>

Preview Message

To: Assigned SE's email
CC: Assigned SR's email
Type: HMRF Fellowship-
Subject:
Message:

Attachment (if any, in PDF format only and all files together should not exceed 2MB):

(1 of 1) 1 20

Filename	Remove
pdf	

(1 of 1) 1 20

Attach

(7) Back Send Cancel

Message Summary

Ref. No.

(1 of 1) 1 20

Date of Creation	Subject Type	Subject	Receiver	CC	Sender	Read?	Detail
						N	View Detail

Message Summary

Ref. No.

(1 of 1) 1 20

Date of Creation	Subject Type	Subject	Receiver	CC	Sender	Read?	Detail
						Y	View Detail

Detail of Message

Type: HMRF- 04210022-
Subject:
Message:
(1 of 1) 1 20
Filename
No record
(1 of 1) 1 20
Close

to send the message to RFS or 'Cancel' to close the window without any action.

The message will be recorded at message summary after sending to RFS.

(8) Click 'View Detail' to review the message sent. After receiver reading the message, 'Y' will be shown under 'Read?' column.

Example email for informing new inbox message.

Subject: eGMS – New inbox message

Dear (The Name of user),

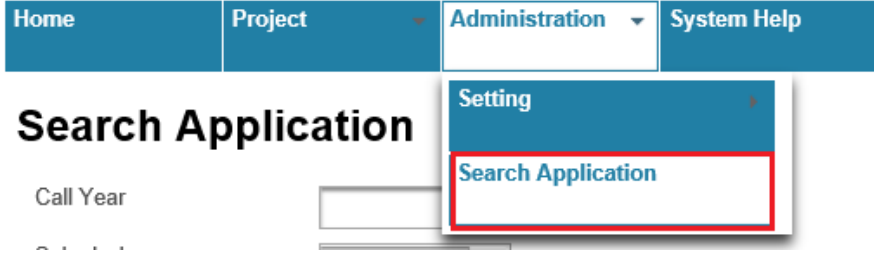
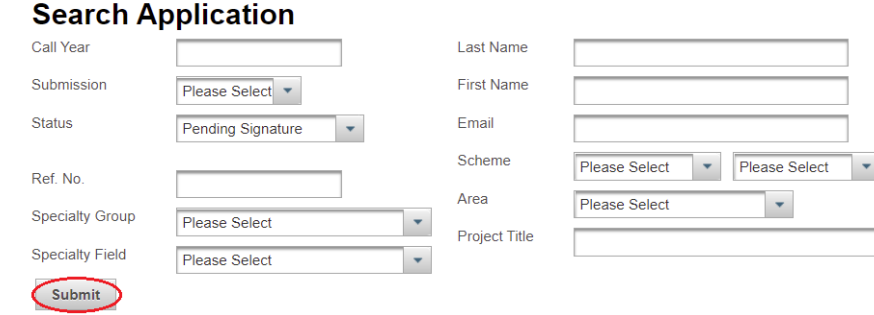
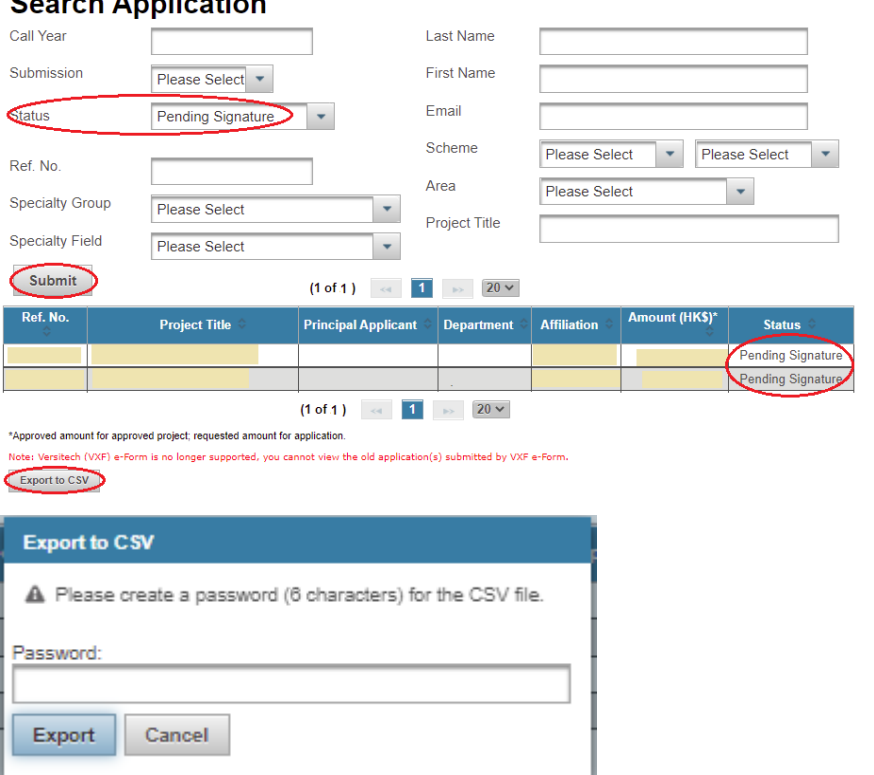
This email is sent to inform you that there is a new message in your inbox. Please login to the eGMS (eGMS URL) for your necessary action(s).

Thank you.

Email notification for informing new inbox message will be received if RFS has sent you a message through the message icon.

Click the 'eGMS URL' to go to the eGMS login page for necessary action.

9. Search Application

	<p>Step 1:</p> <p>Go to Administration > Search Application</p>
	<p>Step 2:</p> <ul style="list-style-type: none"> - Input keyword(s) and search criteria to search application(s). - Click 'Submit'.
	<p>Step 3:</p> <ul style="list-style-type: none"> - Applications that match with the keyword(s) and search criteria will be listed. - Click 'Export to CSV' to export search results to an Excel file. <p>Note:</p> <p>PA user should set a 6-character password to protect the downloaded Excel file for security reasons.</p>

10. Submit Revised Application

Funding results of the (Year) Open Call for Investigator-initiated Projects under the Health and Medical Research Fund (HMRF)

Dear (The Name of Head, RO),

I am pleased to inform you that the funding results of the (Year) Open Call for Investigator-initiated Projects under the Health and Medical Research Fund have been issued.

Funding results can be viewed via the electronic Grant Management System (eGMS) ([eGMS URL](#))

Fellowship Applicants (FAs) can view their funding results on the grant applications via the eGMS ([eGMS URL](#)).

FAs with fundable applications (i.e. recommended for support (subject to satisfactory response to the Research Fellowship Assessment Panel (RFAP)'s comments) are able to view RFAP's comments via the eGMS and are required to provide their response by [Due date]. Please remind the relevant FA(s) of your institution to submit the response via the eGMS on time. Late submission will lead to the grant application being rejected.

Approval letter and agreement will be issued after the PA/FA's response has been accepted and all outstanding issues (e.g. budget clarification, regulatory/ethics approval, etc.) have been resolved.

Should you have any questions, please feel free to contact me at [Tel of Assigned GM]. If you have difficulties in using the eGMS, please email to egmsenquiry@healthbureau.gov.hk.

Thank you.

Step 1:

Email notification for Funding Decision announced to RO.

FA could login to eGMS to revise application/ submit ethics approval.



Step 2:

Go to Home

Home Page

To Do List **Home**

Call Year Scheme Please Select

(1 of 1)

Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application
		Result Announcement		Revised Application			
		Result Announcement		Ethics / Safety Approval / Third-party data of revised proposal			

Type	Case Number / Subject	Description
Result Announcement		Revised Application
Result Announcement		Ethics / Safety Approval / Third-party data of revised proposal

Method A

Step 3:

Go to To Do List

- (i) Click the 'Case Number / Subject' of the project under type: 'Result Announcement'


[Go to Step 5](#)

Home Page

To Do List Home

Call Year Scheme HMRP (Fellowship) Search

(1 of 1) 1 20

Ref. No.	Actions	Project Title	Funding Amount (HK\$)	Status	Start Date
	Revision Required			Recommended for support	-

Or Method B

Step 3:

Go to ‘Home’ tab


(i) Click ‘Revision Required’ for projects with status ‘Recommended for support’.



[Go to Step 5](#)

(Report)

Revised Application / Research ethics / safety approval / consent for accessing third-party data

Ref. No.

Download RFAP Report: 

Request Type	Deadline	Pushed Back Reason	Status	Action
Revised Application			Pending Fellowship Applicant's submission	
Research ethics / safety approval / consent for accessing third-party data			Pending Fellowship Applicant's submission	

Step 5:

(i) Click ‘Report’ icon to review the RFAP Assessment Report.

(ii) Click ‘Edit’ to update the revised application form/ ethics approval form.

Save

Submit

1 of 14

Next

Personal Information (A)

Research Fellowship Period, Training Proposal (G to H)

Project Information (I 1 to I 4)

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)

Declaration and Nomination Letter (J)

Please provide your point-by-point response to the following questions of the Research Fellowship Assessment Panel (RFAP) Report. In addition, you also need to incorporate your response to the RFAP comments into the revised application. Any revisions to the budget other than those specified in the RFAP report will NOT be considered.

Point-by-point response to RFAP Report

Question 1:

Question 2:

Question 3:

Question 4:

Additional Information from Fellowship Applicant

Please click [here](#) or login eGMS (Access Path: Administration > Setting > Maintain Personal Profile) to provide your personal email address on or before

1 of 14

Next

Confirm

⚠ Are you sure to Save ?

Yes

No

Revised Application Form is saved with Ref. No. [redacted] at [redacted]

Confirm

⚠ Are you sure to Submit ?

Yes

No

Submit

Revise

Web Form

Revised Application Form is submitted with Ref. No. [redacted]

Close

Revised Application / Research ethics / safety approval / consent for accessing third-party data

Ref. No. [redacted]

Download RFAP Report: [icon]

Request Type	Deadline	Pushed Back Reason	Status	Action
Revised Application	[redacted]		Submitted to RFS	Edit
Research ethics / safety approval / consent for accessing third-party data	[redacted]		Pending Fellowship Applicant's submission	Edit

To completed the revised application according to the comments from RFAP.

(1) Click the button to go to the relevant Section directly.

1 a) Reply the Point-by-point response to RFAP Report

(2)

- Click 'Save' and 'Yes' for confirmation.

An acknowledgment message for saving the form with Ref. No. will be shown at the top.

- Click 'Submit' and 'Yes' for confirmation.

An acknowledgment message will pop up for the submission of revised form. Click 'Close' to close the pop-up window.

The Status will be updated as 'Submitted to RFS'.

Save

Submit

(3)

1 of 1

13. RESEARCH ETHICS / SAFETY APPROVAL / CONSENT FOR ACCESSING THIRD-PARTY DATA

Note: The primary responsibility for seeking the relevant approval/consent rests with the Fellowship Applicant.

Please tick the appropriate boxes to confirm if approval for the respective research ethics, safety issues and/or consent for accessing third-party data is required and has been obtained or is being sought. In particular, a Clinical Trial Certificate or Medicinal Test Certificate from the Department of Health is required for research grant applications that involve clinical trials on human beings or medicinal tests on animals.

Copies of the application for the respective research ethics, safety issues and/or consent for accessing third-party data or the actual approval documents, if available, can be submitted with this application. Such approval and/or consent issued by proper authority must be submitted within 12 weeks from the date of decision letter.

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.

(1)

Research ethics / safety approval / third-party data

Approval/consent not required

Approval/consent being sought

Approval/consent obtained

Approval from a recognised ethics committee is required for (i) to (iii) below:

(i) Human research ethics

Browse

(ii) Animal research ethics

Browse

(iii) Survey research ethics

Browse

For clinical trials on human beings or medicinal tests on animals

(iv) Certificate for Clinical Trial/Medicinal Test of pharmaceutical products (Cap. 138A, Regulation 36B) / Certificate for Clinical Trial and Medicinal Test of proprietary Chinese medicines (Cap. 549, section 129) from Department of Health

Browse

Approval from the Administering Institution's Safety Officer or equivalent is required for (v) to (viii) below:

(v) Biological safety

Browse

(vi) Ionising radiation safety

Browse

(vii) Non-ionising radiation safety

Browse

(viii) Chemical safety

Browse

Approval from the following data provider(s) for third-party data access:

(ix) Hospital Authority

Browse

(x) Department of Health

Browse

(xi) Other Government Departments

Please specify:

department 321

Browse

(xii) Others

Please specify:

Browse

1 of 1

Confirm

Are you sure to Save ?

Yes

No

Revised Application Form is saved with Ref. No. at

Confirm

Are you sure to Submit ?

Yes

No

To updated the Ethics Approval according to the comments from RFAP.

(1) Click the radio button further update the status of consent.

(2) Click 'Browse' to upload attachment(s).

(3) Click 'Save' and 'Yes' for confirmation.

An acknowledgment message for the form saved with Ref. No. will be shown at the top.

- Click 'Submit' and 'Yes' for confirmation.

An acknowledgment message will pop up for the submission of revised form. Click 'Close' to close the pop-up window.

Submit Revise Web Form



Revised Application Form is submitted with Ref. No. [Yellow Box]

Close

Revised Application / Research ethics / safety approval / consent for accessing third-party data

Ref. No.

Download RFAP Report:



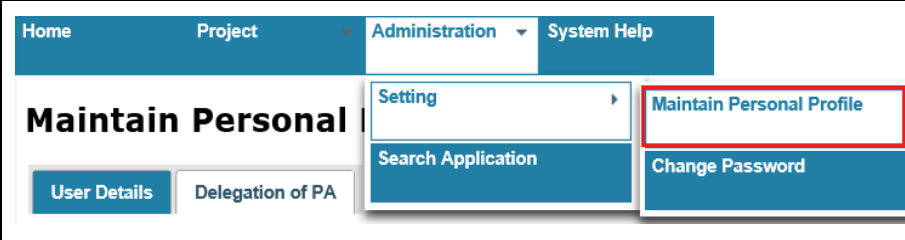
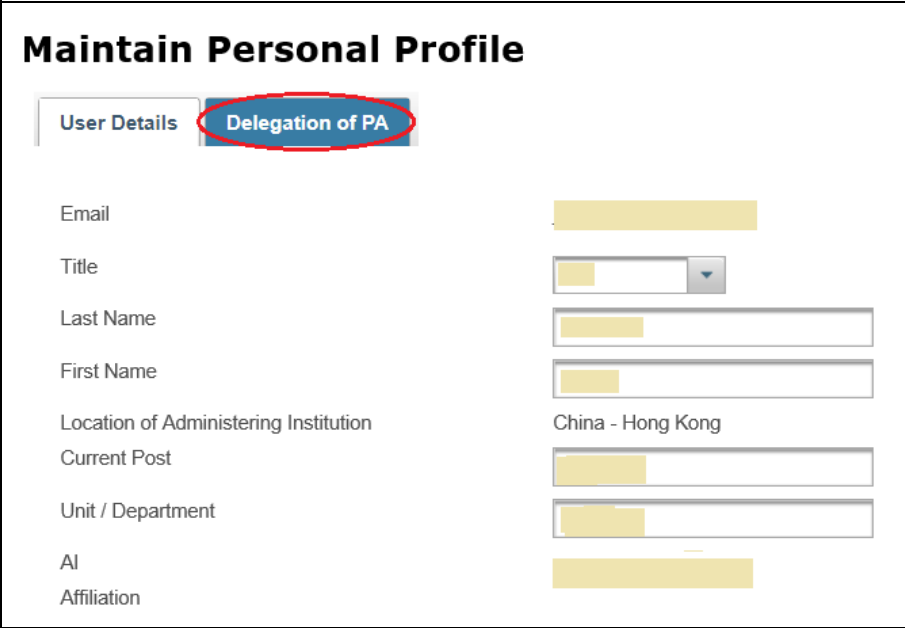
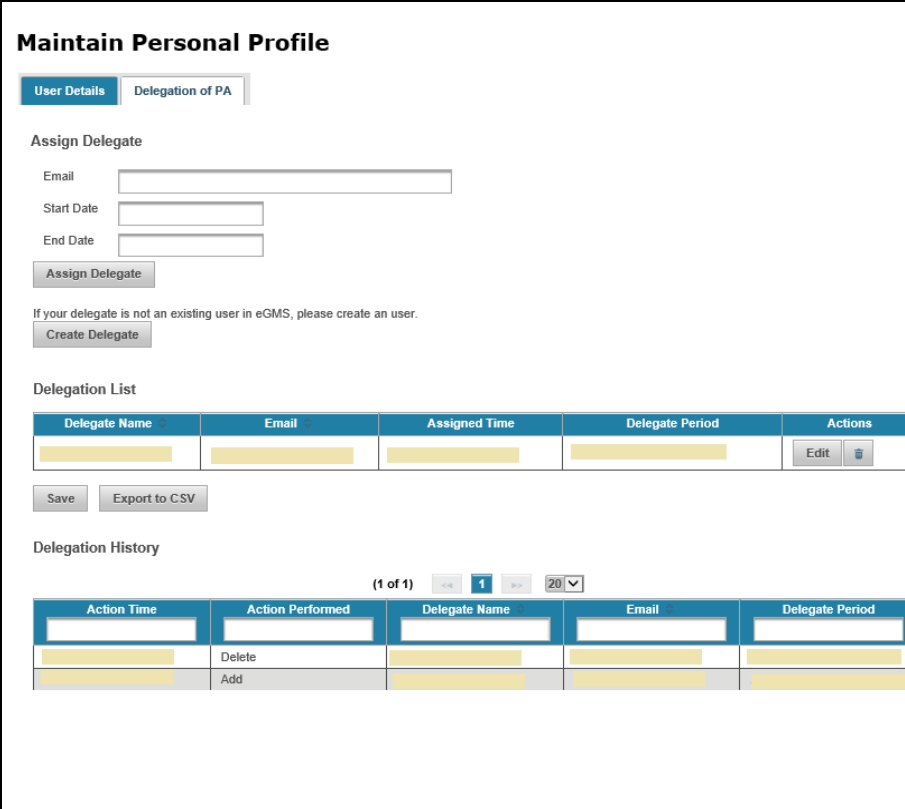
Request Type	Deadline	Pushed Back Reason	Status	Action
Revised Application	[Yellow Box]		Submitted to RFS	Edit
Research ethics / safety approval / consent for accessing third-party data	[Yellow Box]		Submitted to RFS	Edit

The Status will be updated as 'Submitted to RFS'.

11. Provide Personal Email Address and Mobile Phone Number

<div><div>HomeProjectAdministrationSystem Help</div><div>Maintain Personal Profile</div><div><div>User DetailsDelegation of PA</div><div>Setting</div><div>Search Application</div><div>Maintain Personal Profile</div><div>Change Password</div></div></div>	<p>Step 1:</p> <p>Go to Administration > Setting> Maintain Personal Profile</p>
<div><div><div>Location of Administering InstitutionChina - Hong Kong</div><div>Current PostProfessor</div><div>Unit / DepartmentDepartment 1</div><div>AIThe University A</div><div>Affiliation</div><div>Personal EmailTestinghealthbureau@gmail.com</div><div>PA in Cc List of CoA EmailYes</div><div>Save</div></div><div><div>Country / RegionCHINA - HONG KONG</div><div>Contact No.12345678</div><div>Mobile No.12345678</div><div>Fax12345678</div><div>Authorised Role(s)Co-Applicant, Principal Applicant</div><div>ORCID ID9999 - 9999 - 9</div></div></div>	<p>Step 2:</p> <p>Provide your personal email address and mobile phone number and click 'Save'.</p>

12. Delegation of PA

	<p>Step 1: Go to Administration > Setting> Maintain Personal Profile</p>
	<p>Step 2: Select 'Delegation of PA'.</p>
	<p>Step 3: To view/update the delegation of PA:</p> <p><u>Step 3a:</u> View the 'Delegation List' and 'Delegation History' of his/her delegate on Delegation of PA.</p>

Maintain Personal Profile

User Details

Delegation of PA

Assign Delegate

Email

Start Date

End Date

Assign Delegate

(3b-2)

(3b-1)

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

Create Delegate

Delegation List

Delegate Name		Assigned Time	Delegate Period	Actions
<input type="text"/>		<input type="text"/>	<input type="text"/>	Edit
(3b-3)		<input type="text"/>	<input type="text"/>	Edit

Save

Export to CSV



Delegation list has been updated successfully.

(Remark:

- PA can assign more than one delegate.
- If the delegate does not exist in eGMS, please refer to Step 3c to create delegate (PA).)

Step 3b:

To assign delegate.

3b-1 Fill in Assigned user's email and delegate period.

3b-2 Click 'Assign Delegate'.

3b-3 New record will be shown at 'Delegation List'.

- Click 'Save' and 'Yes' for confirmation.

An acknowledgment message for the 'Delegation list has been updated successfully' will be shown at the top.

Maintain Personal Profile

User Details

Delegation of PA

Assign Delegate

Email

Start Date

End Date

Assign Delegate

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

Create Delegate

Create Delegate

Email

Please provide institutional email account

Title

Last Name

First Name

Please enter the English name before the English translation of your Chinese name (e.g. China - Hong Kong)

Location of Administering Institution

Current Post

Unit / Department

AI (for Hong Kong only)

Room / Floor

Building

Street

Please enter number and name of street.

City / Area

Country / Region

Contact No.

Fax

Gender* ☐ Male ☐ Female

Information collected will be used for statistical purposes only.

Confirm

Are you sure to create this user?

Yes

No



User with email [] is created

Step 3c:

To create delegate.

- Click 'Create Delegate'.

- Complete delegate's contact information.

(Email notification with login email and password will be sent to the delegate.)

- Click 'Save' and 'Yes' for confirmation.

An acknowledgment message for the update will be shown at the top.

Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
			(3d-4)	<div>Edit (3d-1)</div>

Save (3d-5)

Export to CSV

Start Date (DD MM YYYY)

End Date (DD MM YYYY)

Save (3d-3)

Calendar (3d-2)

Confirm

Are you sure to update delegation list?

Yes (3d-6)

No

Delegation list has been updated successfully.

Step 3d:

To edit Delegation List

3d-1 Click ‘Edit’ at ‘Delegation List’.

3d-2 Select the ‘Start Date’ and ‘End Date’.

3d-3 Click ‘Save’.

3d-4 The ‘Delegate Period’ is updated.

3d-5 Click ‘Save’.

3d-6 Click ‘Yes’ for conformation.

An acknowledgment message for the update will be shown at the top.

Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
				<div>Edit (3e-1)</div>

Save

Export to CSV (3e-2)

Confirm

Are you sure to update delegation list?

Yes (3e-3)

No

Delegation list has been updated successfully.

Step 3e:

To delete delegate.

3e-1 Click the ‘Trash’ icon.

(*Record will be removed immediately on the screen after clicking ‘Trash’ icon.)

3e-2 Click ‘Save’.

3e-3 Click ‘Yes’ for conformation.

An acknowledgment message for the update will be shown at the top.

Confirm

⚠ Are you sure to update delegation list?

Yes

No

(3d-6)

i

Delegation list has been updated successfully.