Electronic Grant Management System (eGMS)

Training Manual for
Principal Applicants (PAs)
Application Module

(Investigator-initiated Projects)

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

Content

Abbreviations

AI = Administering Institution

CoA = Co-Applicant

DH = Department Head*

eGMS = Electronic Grant Management System

EO = Executive Officer

FO = Finance Officer*

GRB = Grant Review Board

PA = Principal Applicant

RFS = Research Fund Secretariat

RO = Research Officer*

* AI users

1. Register for PA Account

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

Login to eGMS	**Account Registration** *(FOR APPLICANTS ONLY!)*
Email:	Register for Principal Applicant Account
Your login email is your email address.	Register for Co-Applicant Account
Password:	**Notes to Grant Review Board (GRB) Members/ External Reviewers**
Login	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.
Forgot your password?	
Forgot your login?	
Continue with iAM Smart	
More Info >	
Frequently Asked Questions	
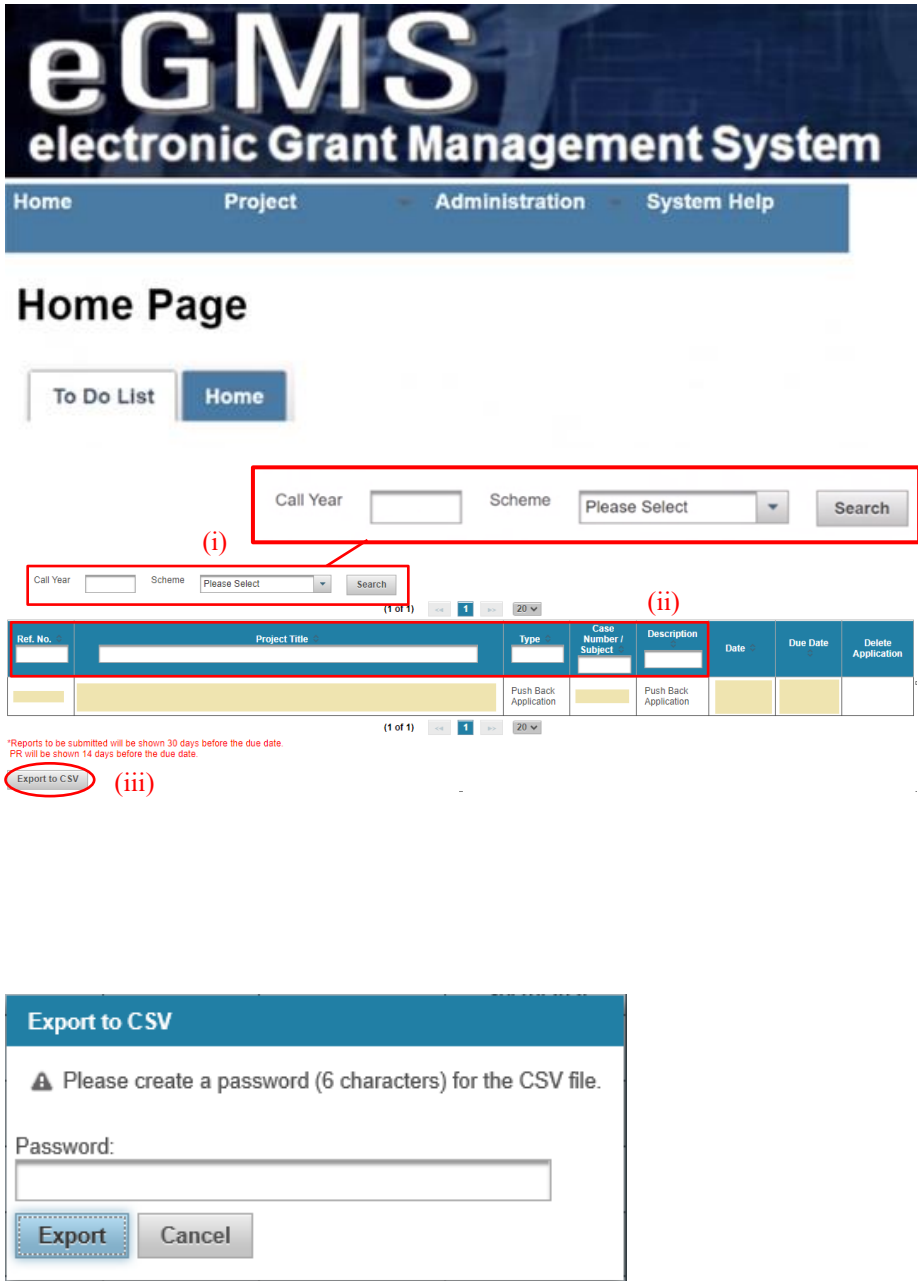
You should not register for an eGMS account if

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 the eGMS login page:

- 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	Please Select ▾	
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	_____	**(Note 2)**
AI	Please Select ▾	
	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	China - Hong Kong	
Contact No.	_____	
Fax	_____	
ORCID ID*	9999 - 9999 - 9999 - 9999	
Gender*	○ Male ○ Female	
	Information collected will be used for statistical purposes only.	
Password	_____ **(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

6d 44 g5   [Regenerate]

_____

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

[Submit] [Cancel]   **(Note 4)**

[Submit] [Cancel]

Step 2:

- Complete **all** fields except ORCID ID and gender.
- Click ==‘Submit’==.

Notes:

(1) The email must be listed in the AI's domain / sub-domain list.

(2) If the AI is not listed in the drop-down menu, please send an 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’== is only available when all the compulsory fields are completed.

PA account is then sent to RO for endorsement.

Sample email for Account Registration	Step 3:
Subject: eGMS – Successful Account Registration for Principal Applicant: (The Name of Principal Applicant)	Email notification for account registration will be received after RO's endorsement.
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 <u>successful</u>.	
You can now submit your grant application via the eGMS by logging in to the eGMS (eGMS URL).	Click the eGMS URL to go to the eGMS login page.
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	

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

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

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 <u>successful</u>. You can now submit your grant application via the eGMS by logging in to the <u>eGMS</u> (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 on 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 '<mark>Login</mark>'.

3. eGMS - Home Page

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.

Home

Provides an overview of all your projects

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

(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

Step 1:
Go to Project >
Application >
View Application

Note:
PA user can view the signing status of CoA(s) and AI users of an application on the '**Master List**'.

Step 2:
- To **view** submitted/ temp saved application(s), click 'Master List'.

(Remark: Pay attention to AI's internal deadline, if there is any. You cannot submit the "Temp Save" application to AI if you have passed the AI's internal deadline.)

(1 of 1) ◄◄ **1** ►► 20 ▼

Year	Scheme	AOP	Announcement Date	AI's internal deadline	Closing Date	Actions
	HMRF	Public health, human health and health services Prevention, treatment and control of infectious diseases Advanced medical research Health Promotion				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 17a (i) Excel Templates [Optional] Download - Section 17a (ii) Excel Templates [Optional] Download - Section 18a (i) Excel Templates [Optional] Download - Section 18a (ii) Excel Templates [Optional] Download - Response Letter Template (For Resubmission Only)

Actions

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 17a (i) Excel Templates [Optional]
Download - Section 17a (ii) Excel Templates [Optional]
Download - Section 18a (i) Excel Templates [Optional]
Download - Section 18a (ii) Excel Templates [Optional]
Download - Response Letter Template (For Resubmission Only)

Terms and Conditions

The following terms and conditions (the 'Terms and Conditions') govern your use of the electronic Grant Management System (the 'System') provided by the Research Fund Secretariat (the 'RFS') of the Health Bureau, the Government of the Hong Kong Special Administrative Region (the 'HKSAR Government') and the information (the 'Information') and the functions (the 'Functions') contained on or available through the System (collectively the 'Services'). By accessing, using or downloading from the System or the Services, you agree to be bound by this Terms and Conditions, which the HKSAR Government may change from time to time without further notice to you. You are advised to read this Terms and Conditions carefully.

Restrictions on Use

You may not access, use, download, copy, print, display, link, frame, store for subsequent use, transmit or distribute any Information from the System, except as expressly provided in this Terms and Conditions. You may access the System and display, download, print the Information for non-commercial use, provided that you do not cause or permit the Information to be modified in any manner, including without limitation by removal of any copyright notice, disclaimer, warning or notice. You may link to the System, provided that the link targets the System homepage at the URL rfs.healthbureau.gov.hk/eGMS that you deliver notice of the link, including the URL of each webpage containing the link, to the RFS.

Risk and Security

You acknowledge that you use the Services of the System at your own risk and shall bear all risks associated with the use of the Services. You acknowledge that, given the nature of the Web, we cannot guarantee that any transmission of any personally identifiable information and/or any other information under the Services is completely secure. By using or accessing the Services and in consideration of such access and use, you acknowledge that you are satisfied that the security features that the RFS has adopted are adequate for all your purposes.

User Conduct

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

- you upload, post, email, offer or otherwise transmit any information in respect of which you have no right (either proprietary, contractual, or fiduciary) to transmit or which is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, libelous, obscene, pornographic, invasive of privacy or public rights, illegal or otherwise objectionable;
- you impersonate any person or entity by way of transmitting any forged or manipulated information through the use of this System;
- you upload, post, email, offer or otherwise transmit any information that infringe any proprietary rights or intellectual property rights, including without limitation patent, trademark, trade secret, copyright of any party;
- you upload, post, email, offer or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, or any form of solicitation, except when expressly authorized to do so by us;
- you upload, post, email or otherwise transmit any information that contain software viruses or any other computer code, files or programs that would interrupt, destroy or limit the functionality of this System and/or computer software or hardware or telecommunications equipment constituting therein; and
- you interfere with or disrupt this System or servers or networks through which this System is functioning, or disobey any requirements, procedures, policies or regulations of such networks.

You acknowledge that the HKSAR Government or anyone acting on its behalf has no obligation to pre-screen any information submitted by you but it can exercise in its sole discretion the right (but not the obligation) to refuse or remove any information that is transmitted through this System, to remove any information that is considered to be objectionable, and to preserve and/or disclose any information if required to do so by law or in the good faith belief that such preservation or disclosure is reasonably necessary to, without limitation, comply with legal process, enforce its rights or respond to claims that any information violate the rights of third parties.

PIN, Password and Username

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

Step 3:

View the available schemes under 'Application Call'. Application form is located under 'Actions'.

- Click 'Complete Web-based Online e-Form'.

- Read all 'Terms and Conditions'.

- Click all check boxes and 'Continue'.

Session timeout

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

OK

Save   Submit

1   Next
of 18

Basic Information (1 to 5)	Potential 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)
Related Proposal and Track Records (17 to 18)	Nomination of Reviewers (19)	Declaration (20)

Health and Medical Research Fund

GRANT APPLICATION FORM

Confirm

⚠ Are you sure to Save ?

Yes   No

ℹ Web Form is saved with Ref. No. (Temporary Ref. No.)

(Attention: The eGMS will time out if the screen has been idled for 20 minutes. Please use the "Save" function to save your work regularly.)
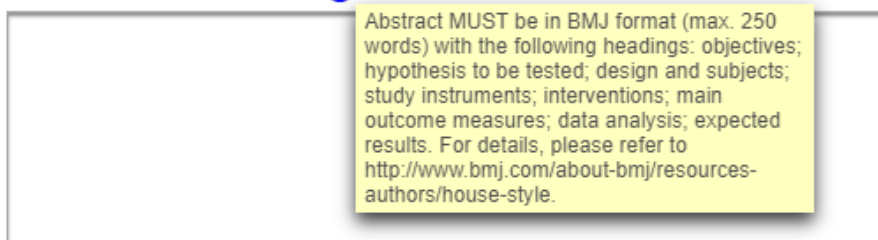
- Click the button to go to relevant Section directly.
- Click 'Save' to save the Web-based Online e-Form and 'Yes' for confirmation.

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

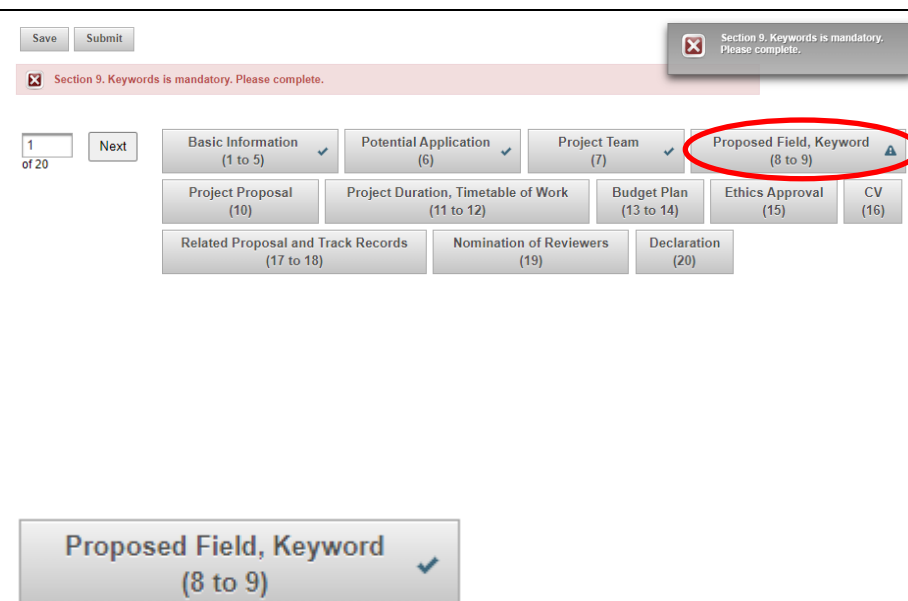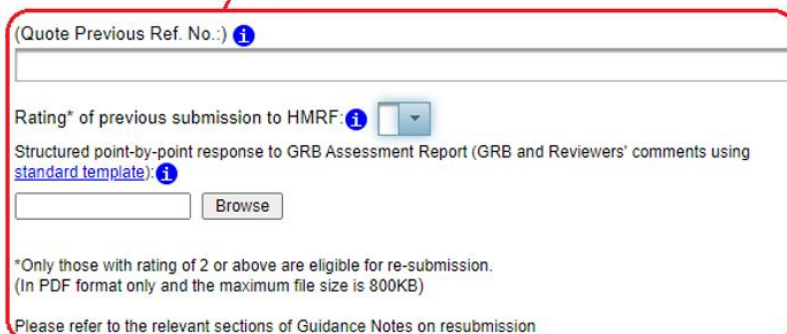|	
Points to Note - complete web-based online e-Form Example for the tooltips from the information icon: 5. ABSTRACT OF PROJECT 🛈 *(Word limit: 250 words, in BMJ format)* Abstract MUST be in BMJ format (max. 250 words) with the following headings: objectives; hypothesis to be tested; design and subjects; 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 Online e-Form. - Applicants could hover the mouse over the 'Information' icon to review the details concerned.
Save Submit ☒ Section 9. Keywords is mandatory. Please complete. ☒ Section 9. Keywords is mandatory. Please complete. 1 of 20 Next Basic Information (1 to 5) ✓ Potential 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) Related Proposal and Track Records (17 to 18) Nomination of Reviewers (19) Declaration (20) Proposed Field, Keyword (8 to 9) ✓	***(For 2024 Open Call onwards)*** Any incomplete sections will be marked with ⚠ . Click the <mark>button</mark> 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.
Section 1: Submission 1. SUBMISSION ○ New Project ● Re-Submission (Quote Previous Ref. No.:) 🛈 Rating* of previous submission to HMRF: 🛈 ▾ Structured point-by-point response to GRB Assessment Report (GRB and Reviewers' comments using standard template): 🛈 Browse *Only those with rating of 2 or above are eligible for re-submission. (In PDF format only and the maximum file size is 800KB) Please refer to the relevant sections of Guidance Notes on resubmission	Section 1: For re-submission, please provide relevant information and documents.

Section 3: Thematic Priorities

3. THEMATIC PRIORITIES

Please select the most relevant thematic priority* ⓘ
*please refer to the Explanatory Notes for details of the thematic priorities

Please Select

Dropdown:
- All
- A - Infectious Diseases
- B - Non-communicable Diseases
- C - Primary Healthcare
- D - Preventive Medicine
- E - Telehealth and Advanced Technology
- F - Implementation Science
- N/A - Not Applicable

(i)

Thematic Priority Selection ✕

All **(i)**

(iii) | Ref. Code | Description **(ii)**

	Ref. Code	Description
☐	A-0101	Promote research to better understand the pathogen characteristics and host factors that drive the impact of respiratory infections
☐	A-0102	Identify mechanisms and risk factors for the emergence of resistance to antiviral agents to respiratory pathogens, develop and evaluate effective strategies to ameliorate resistance emergence
☐	A-0103	Assess threats from zoonotic or other emerging respiratory pathogens and develop methods for reducing zoonotic risk
☐	A-0104	Impact of co-circulation or co-infection with COVID-19 and other respiratory pathogens
☐	A-0105	Investigate modes of transmission of respiratory pathogens (including determinants of contagiousness) and identify non-pharmaceutical interventions to limit its spread in hospitals and the community
☐	A-0106	Develop and evaluate strategies to improve COVID-19 and seasonal influenza vaccine uptake, especially in high risk groups
☐	A-0107	Develop novel and effective surveillance methods that allow early detection of respiratory pathogens at the community level
☐	A-0108	Promote research, evaluation and innovation for improved and novel detection and diagnosis of respiratory pathogens
☐	A-0109	Identify and characterise the spectrum and epidemiology of long COVID, particularly among different age groups and vulnerable populations
☐	A-0110	Identify new correlates of immune protection against respiratory pathogens
☐	A-0111	Develop candidate vaccines or therapeutics against respiratory pathogens

Save **Cancel** **(iv)**

Section 3:

Select the most relevant thematic priority from the selection menu by clicking '==Select=='.

(i) Select the thematic priority from the drop-down menu.

(ii) Search for the relevant description.

(iii) Select the most relevant item.

(iv) Click "Save"

Section 7: Applicants (Project Team)

7. APPLICANTS (PROJECT TEAM) ⓘ

	Principal Applicant
Title (Prof/Dr/Mr/Mrs/Ms/Miss)	[dropdown]
Last name	
First name	
Current post(s)	
Department	
Full address — Department	
Institution	
Rm/Floor	
Building	
Street	
Area / City	
Country / Region	[dropdown]
Telephone No. (direct)	
Fax No.	
E-mail	Confirm
ORCID ID	[____] - [____] - [____] - [____] **(i)**
H-Index	
Years of research experience in relevant field(s) of this project	
No. of hrs/week on project	
Role and responsibility on the project	

(ii)

Add [0] Applicants   Application with single applicant is not allowed. You must have at least one Co-applicant.

Section 7:

(i) ORCID ID is now available for both PA and Co-A(s).
Please provide a valid ORCID ID to facilitate the identification of researchers.

(ii) Select the number of CoAs to be added to the application using the drop-down menu.

PA's information

⚠
- The personal information in Section 7 of this application form is different from that in your eGMS personal profile.
- Click "Update" to use the personal information in your eGMS profile.
- Click "Submit" to adopt the changes you have made to Section 7. However, the personal information in your eGMS profile will remain unchanged.

	On Webform	PA's Profile
Title		
Last Name		
First Name		
Current Post(s)		
Department		
Institution		
Rm/Floor		
Building		
Street		
Area/City		
Country/Region	CHINA - HONG KONG	CHINA - HONG KONG
Tel		
Fax		
ORCID ID		

(i) **Update** (ii) **Submit** (iii) **Cancel**

A notification will pop up if the PA's profile in eGMS (Section 9) is different from PA's information in eGMS. The difference(s) will be highlighted in red.
- (i) Click 'Update' to update the Online e-Form.
- (ii) Click 'Submit' to adopt the changes made to the PA profile and submit the Online e-Form.
- (iii) Click 'Cancel' to close the notification window without any action.

(i-a) An acknowledgment message for the updated PA profile will be shown at the top, after clicking 'Update'.

(i-a)

PA's information

ⓘ Update to PA' profile succeed.

⚠
- The personal information in Section 7 of this application form is different from that in your eGMS personal profile.
- Click "Update" to use the personal information in your eGMS profile.
- Click "Submit" to adopt the changes you have made to Section 7. However, the personal information in your eGMS profile will remain unchanged.

	On Webform	PA's Profile
Title		
Last Name		
First Name		
Current Post(s)		
Department		
Institution		
Rm/Floor		
Building		
Street		
Area/City		
Country/Region	CHINA - HONG KONG	CHINA - HONG KONG
Tel		
Fax		
ORCID ID		

Update   **Submit**   **Cancel**

Applicant 2	Remove Move Down
Title (Prof/Dr/Mr/Mrs/Ms/Miss)	▼
Last name	
First name	
Current post(s)	
Department	
Institution	
E-mail	Confirm
ORCID ID	9999 - 9999 - 9999 - 9999
h-index	
Years of research experience in relevant field(s) of this project	
No. of hrs/week on project	
Role and responsibility on the project	
	☐ I nominate this applicant to take up the role of Principal Applicant (PA) in case I cannot continue this project and the Administering Institution cannot identify a replacement PA who is no less qualified in terms of relevant experience and qualifications than me. I have sought this applicant's consent.
Applicant 3	Remove Move Down Move Up (iii)
Title (Prof/Dr/Mr/Mrs/Ms/Miss)	▼

(iii) The order of the listed CoAs could rearrange.
- Click 'Remove' to delete the CoA's details.
- Click 'Move Down' / 'Move Up' to rearrange the order of the CoAs.

Section 10: Project Proposal

(Note: Please be reminded to use the correct proposal template and used the appropriate framework(s)/model(s))

Area of project (Please select one of the following) - ⓘ

○ Public health, human health and health services

○ Prevention, treatment and control of infectious diseases

○ Advanced medical research

○ Health Promotion ⓘ

10. PROJECT PROPOSAL
Please attach (a) – (h) of the proposal (in PDF format only and the maximum file size is 1.1MB):
(i) ☑ 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.

[   ] (Browse) (ii)

Word count for Section 10(a) – (d): [   ] (iii)

Section 10:

For Area of project:
Public health, human health and health services; or
Prevention, treatment and control of infectious diseases; or
Advanced medical research:

10. (a)-(h):
(i) Read and click the check-box to pop up 'Browse' button.
(ii) Click 'Browse' to attach the proposal.
(iii) Fill in the 'Word count' for Section 10 (a)-(d) accordingly.

	For Area of project: *Health promotion* 10 (a)-(h) (i) Read and click the check-boxes to pop up 'Browse' button. (ii) Click 'Browse' to attach the proposal. (iii) Fill in the word count for Section 10 (a)-(d).
	For proposals addressing the thematic priority of *Implementation Science*, there is an additional statement. (i) Read and click the check-boxes to pop up 'Browse' button. (ii) Click 'Browse' to attach the proposal. (iii) Fill in the word count for Section 10 (a)-(d).
	Section 10 (i) (i) Select the type and fill in the description of the additional material(s). (ii) Click 'Attach' (iii) 'Browse' and upload additional material(s).

10(j). List of additional materials

10(j). List of additional materials (for supporting documents not referred in the proposal)

No.	Type	Description
		Example: Ethics/safety approval(s) Consent for accessing third-party data Letters of collaboration from study part Quotation of budget item(s)
1.		
2.		
3.		
4.		
5.		

(i) dropdown:
- Ethics/safety approval(s)
- Consent for accessing third-party data
- Letters of collaboration from study partners
- Quotation of budget item(s)
- Others

(ii) 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 5MB)

Attach

Attach file(s)

1 [____] Browse *(iii)*
2 [____] Browse
3 [____] Browse
4 [____] Browse
5 [____] Browse

Close

Section 10 (j)

(i) Select the type and fill in the description of the additional material(s).

(ii) Click 'Attach'

(iii) 'Browse' and upload additional material(s).

Section 13: Summary of Financial Support Requested

13. SUMMARY OF FINANCIAL SUPPORT REQUESTED

	Project Year 1 (HK$)	Project Year 2 (HK$)	From Project Year 3 onwards (HK$)	Total (HK$)
Staff Costs	20000	20000	20000	60000
Other Expenses	5000	0	5000	10000
Equipment Cost	200000	300000	0	500000
Sub-total	225000	320000	25000	
Grant Total				570000

Section 14a-d: Details of Financial Support Requested

14. DETAILS OF FINANCIAL SUPPORT REQUESTED
14a. STAFF DETAILS

Types of Staff	Details of Posts					Monthly Salary $ (M) or Hourly Rate (R)		Efforts on Project (E) % / Total Hours on Project (H)	No. of Months Required	Staff Costs for Entire Project
	Rank	Pay Scale & Point	Part Time (P) or Full Time (F)	(A) No.		(B) HK$		(C) % / H	(D)	AxB(M)xC(%)xD; or AxB(R)xC(H) HK$
Project Staff										
Staff 1	1	1	F	1		15000	M	100	2	30000
									0	0
									0	0
									0	0
									0	0
Other Supporting Staff (e.g. secretarial, clerical, administrative)										
Supporting Staff 1	1	1	F	1		15000	M	100	2	30000
									0	0
									0	0
									0	0
									0	0

14b. STAFF COSTS *(To the nearest HK$)*

Types of Staff	Project Year 1 (HK$)	Project Year 2 (HK$)	From Project Year 3 onwards (HK$)	Total (HK$)
Project Staff				
Staff 1	10000	10000	10000	30000
				0
				0
				0
				0
Sub-Total	10000	10000	10000	30000
Other Supporting Staff				
Supporting Staff 1	10000	10000	10000	30000
				0
				0
				0
				0
Sub-Total	10000	10000	10000	30000
Total Annual Costs	20000	20000	20000	60000

Section 13:

The summary of financial support requested will be automatically filled after the cost details at Section 14 has been completed.

Section 14a:

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

Section 14b:

Fill in the staff costs by the financial year. (The total cost of the item(s) will be calculated automatically by the system.)

14c. OTHER EXPENSES *(To the nearest HK$ and provide unit cost as far as possible)*

Please specify (itemise in detail)	Project Year 1 (HK$)	Project Year 2 (HK$)	From Project Year 3 onwards (HK$)	Unit Price (HK$)	No. of Unit	Total (HK$)
Conference (i.e. Travel and subsistence) (Up to $10,000)	5000	0	5000	5000	2	10000
Publication Costs (Up to $30,000)						0
Reference Materials (Up to $5,000)						0
Audit Fee (Up to $5,000 if requesting at or below $1,000,000 or $10,000 if requesting over $1,000,000)						0
Incentives for subjects						0
Research Postgraduate Studentship (Unit price = Monthly studentship x Effort on project (%); No. of Unit = Duration of support to project (month)).						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
Total Annual Costs	5000	0	5000			10000

14d. EQUIPMENT *(To the nearest HK$. Unit price under $10,000 should be included in "Other Expenses")*

Please specify (itemise in detail)	Project Year 1 (HK$)	Project Year 2 (HK$)	From Project Year 3 onwards (HK$)	Unit Price (HK$)	No. of Unit	Total (HK$)
Equipment	200000	300000	0	100000	5	500000
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
Total Annual Costs	200000	300000	0			500000

Section 14c:
Fill in the other expenses by the financial year. (The total cost of the item(s) will be calculated automatically by the system.)

Section 14d:
Fill in the equipment in detail by the financial year. (The total cost of the item(s) will be calculated automatically by the system.)

Section 16: CV

16. CURRICULUM VITAE OF ALL APPLICANTS

Principal Applicant		
Title:	Last name:	First name:
ORCID ID:		
Education/Training:		

Section 16:
Project team members (PA and CoAs) should provide their ORCID ID in Section 7. The ORCID ID in Section 16 will then be auto-filled.

17. 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

17a. (i) Have any of the applicants listed in Section 7 submitted this or a similar proposal to the HMRF or other funding agencies (local or overseas) in the past three years from the closing deadline? ⓘ   ● YES   ○ NO

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 HMRF or other funding agencies (local or overseas) in the past three years from the closing deadline. Such similar proposal can be submitted as a new application (while those HMRF applications previously rated "2" or above 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 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. Explanation should be provided if comments or point-by-point responses are not submitted.

[Upload]

Please tick if this is a HMRF application ☐

If yes, please provide the following details:-

No.	Project Title	Name of Applicant(s)	Project Ref No.	Funding Agency	Funding Decision / Rating
1					Not funded ▼
	Previous application (in PDF format only and the maximum file size is 3.5MB) [Browse]		All comments raised by the funding agency **and** point-by-point responses to address these comments OR Provide explanation why comments or point-by-point responses are not submitted (PDF format only and the maximum file size is 600KB)		[Browse] ☐ I confirm that no comments have been received from the funding agency

Add 0 ▼ pages

Application

[Master List] [Application Call]

Actions

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 17a (i) Excel Templates [Optional]
Download - Section 17a (ii) Excel Templates [Optional]
Download - Section 18a (i) Excel Templates [Optional]
Download - Section 18a (ii) Excel Templates [Optional]
Download - Response Letter Template (For Resubmission Only)

THIS APPLICATION

17a. (i) Have any of the applicants listed in Section 7 submitted this or a similar proposal to the HMRF or other funding agencies (local or overseas) in the past three years from the closing deadline? ⓘ   ● YES   ○ NO

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 ... overseas) in the past three years ... submitted as a new application ... above should be submitted as "... changes in different colour after ... And, attach (i) a copy of each of ... decision letters and reviewers' c... to address all reviewers' comme... comments or point-by-point res...

Attach file(s)
[_____] [Browse] [Delete]   (iii)   [Upload]   (ii)
Download Excel Template
[Upload] [Cancel]

Please tick if this is a HMRF application ☐

名稱	修改日期	類
submitted_similar_proposal.xls	11/10/2023 15:12	Mi

檔案名稱(N): submitted_similar_proposal.xls   All Files (*.*) ▼
[開啟(O) ▼] [取消]
(iv)

Section 17-18: (Optional)

Enter in the *e-Form* directly; *or*

upload the *completed offline template:*
- (i) Under "Application Call", click the relevant Excel Template for the section(s) to download and complete the form.

- (ii) Click 'Upload'.

- (iii) Click 'Browse' and select the completed form.

- (iv) Click 'Upload', the table will be auto-filled.

18. OTHER APPLICATIONS AND TRACK RECORD

Remove

18a. (i) Has the Principal Applicant (PA) listed in Section 7 been awarded grant(s) currently ongoing or completed from the HMRF or other funding agencies (local or overseas) in the past three years from the closing deadline? ℹ   ● YES   ○ NO

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

Upload

Please tick if this is a HMRF application ☑

No	Project Title	PA or Co-A*	Project Ref. No.	Funding Agency	Funding Amount($)	Start Date (dd/mm/yyyy)	Completion Date/ To be completed (dd/mm/yyyy)	Time Spent by PA on the Project (hrs/ %)
1		PA						%

* If PA of the above project is CoA of this application, it is not necessary to report this project again in Section 18a(ii).

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

Publications/ Scientific papers directly resulting from this grant:

- For Section 18a (i) & (ii), if '==HMRF application==' has been selected, and the grant is undertaken by the applicant in a '==PA==' capacity:

Please be reminded to complete '==Publications/ Scientific papers directly resulting from this grant=='.

Section 19: Nomination of Non-local Reviewers

NOMINATION OF NON-LOCAL REVIEWERS
(For Internal Reference of the Research Fund Secretariat Only)

Ref. No.(official use only)	
Project Title:	
Principal Applicant:	

19a The Principal Applicant can nominate up to three non-local reviewers whom they consider qualified to review this application. Nominated reviewers must be expert in the specialised fields and have experience in grant review. However, the final selection of non-local reviewers for any grant application is at the discretion of the Research Fund Secretariat.

Reviewer #1

Title (Prof/Dr/Mr/Mrs/Ms)

Last name

First name

Position

Department

Organisation

Address   Rm/Floor

Building

Street

Area / City

Country / Region

Postal Code

Telephone No.

Fax No.

Email

ORCID ID   9999 - 9999 - 9999 - 9999

Area of expertise

Group	Field
	Please specify:

Add 0 experts **(i)**

(ii)

Save   **Submit**

Confirm

⚠ Are you sure to Submit ?

Yes   No

Note:

This section is optional.
The information provided is **confidential** and for Internal Reference of the Research Fund Secretariat Only.
The final selection of non-local reviewers for any grant application is at the discretion of the Research Fund Secretariat.

Section 19 (Optional):

(i) Nominate up to three non-local reviewers from the drop-down menu.

(ii) Fill in the details of the nominated reviewer(s).

To submit the Online e-Form to AI users for endorsement.
- Click 'Submit' to submit the Online e-Form.
- Click 'Yes' for confirmation.

Submit Web Form

❌ Your Web Form is failed to submit and is saved with Ref. No. ▓▓▓▓▓
   Area of project - Proposed study is mandatory. Please complete.
   Section 1. Submission is mandatory. Please complete.
   Section 2. Funding Request is mandatory. Please complete.
   Section 3. The most relevant thematic priority is mandatory. Please complete.
   Section 4. Project Title is mandatory. Please complete.
   Section 5. Abstract of Project is mandatory. Please complete.

[Resume]

Submit Web Form

ⓘ The Web form with Ref. No. ▓▓▓▓▓ 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 HMRF.

[Close]

Note:
A temporary Ref. No. will be issued after save/submission.

Incomplete Web-based Online e-Form will generate an error message with a list of incomplete items. Click 'Resume' to continue filling in the Online e-Form.
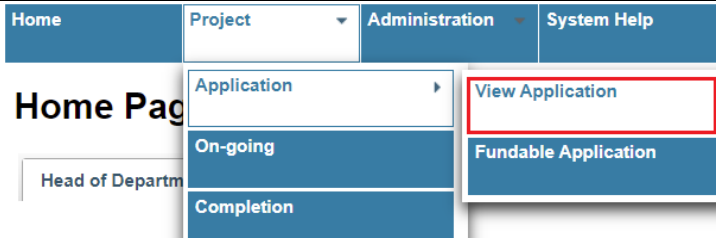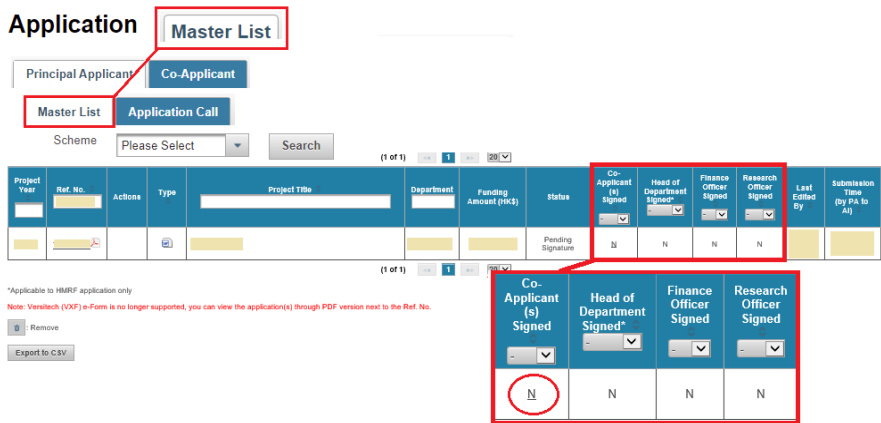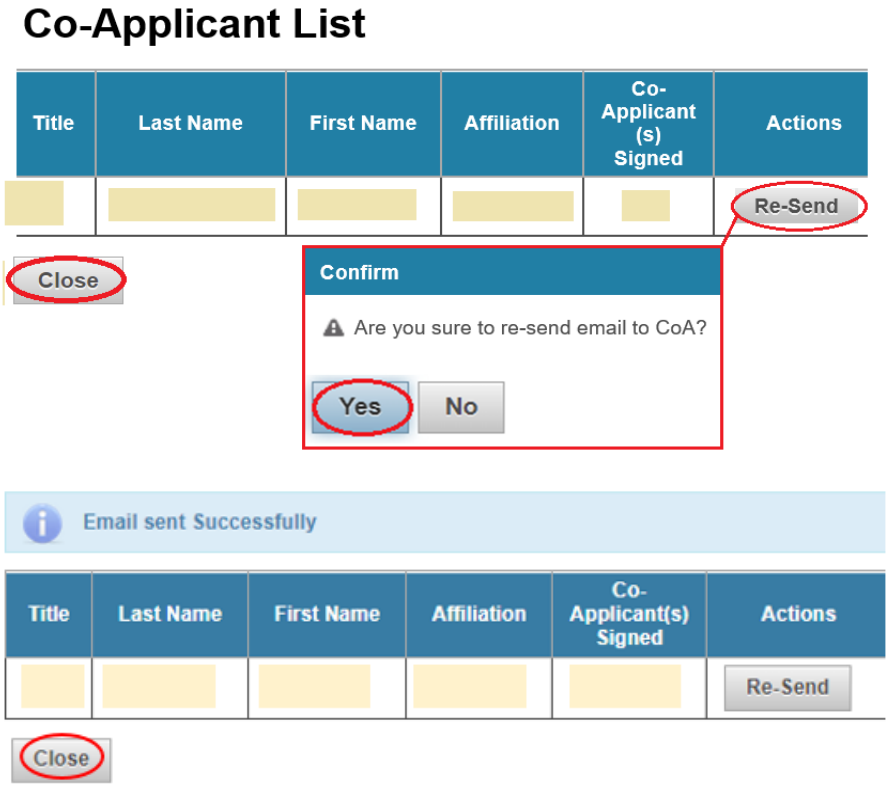
Note:
Only error free Web-based Online e-Form can be submitted successfully to AI users.

A pop-up message with temporary Ref. No. will be issued after successful submission of Web-based Online e-Form to AI users.
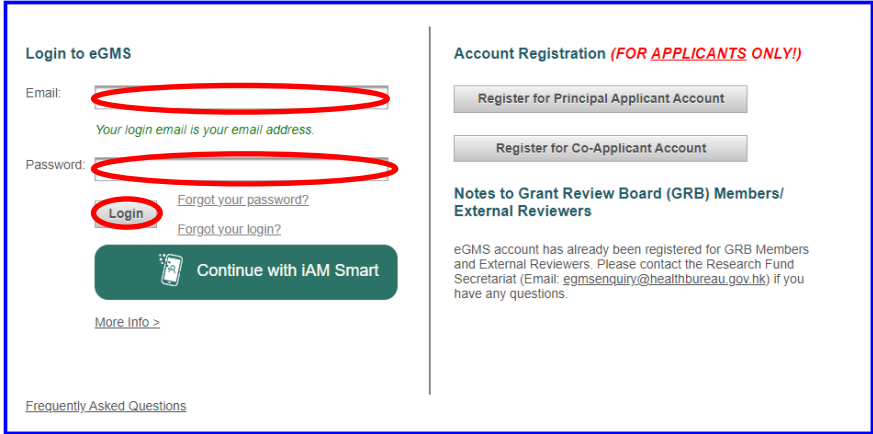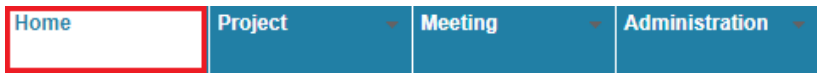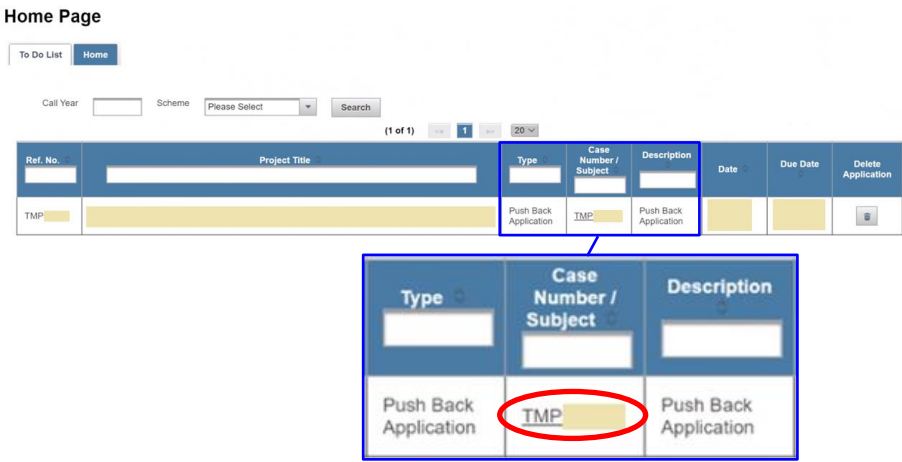
Note:
The official reference number will be issued after the application has been submitted to RFS by RO, AI.
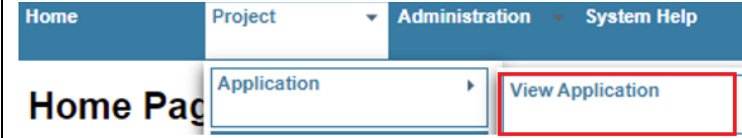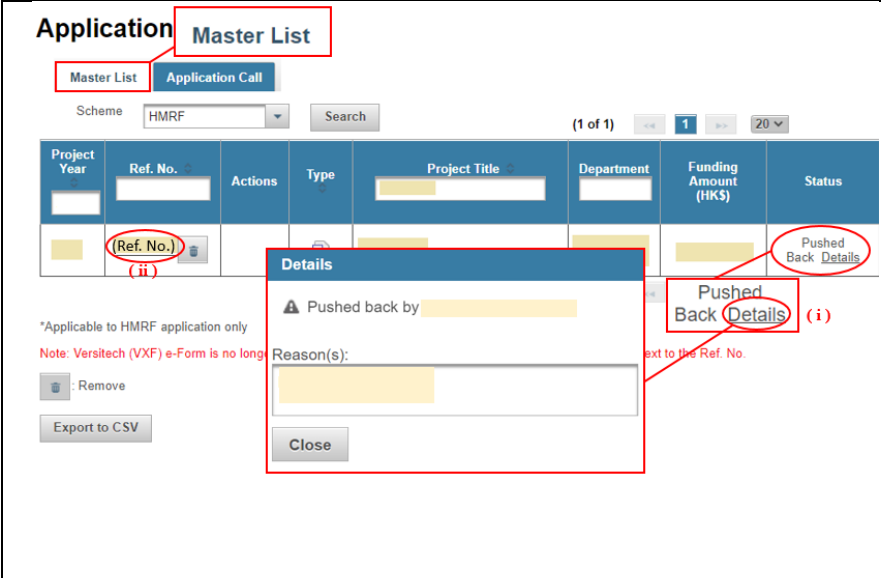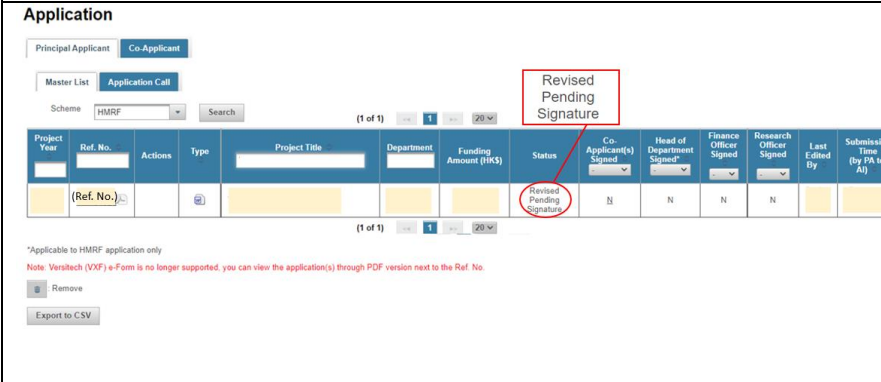
5. Resend Invitation Email to CoA for Outstanding Endorsement (Optional)

	Step 1: Go to Project > Application > View Application
	Step 2: - Go to Application > Master List - Click 'N' to view CoA(s) with outstanding signature(s).
	Step 3: - 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. An acknowledgment message for 'Email sent Successfully' will be shown at the top. - 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), 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 on the eGMS URL to eGMS login page.
	Step 2: - Go to the eGMS Login page. - Enter login email. - Enter password and click '<mark>Login</mark>'.
	<u>Method A</u> ***Step 3:*** Go to Home
	Step 4: Go to To Do List (i) Click the '<mark>Case Number / Subject</mark>' of the project under type: 'Push Back Application' Go to ***Step 5***

	Step 3: Go to Project > Application > View application
	Step 4: - Select 'Master List' (i) Click 'Details' under Status to view the reason(s) for pushing back the application. (ii) Click 'Ref. No.' to revise the Web-based Online e-Form.
	Step 5: After the revised application has been submitted to AI users, the status will be changed to 'Revised Pending Signature'.

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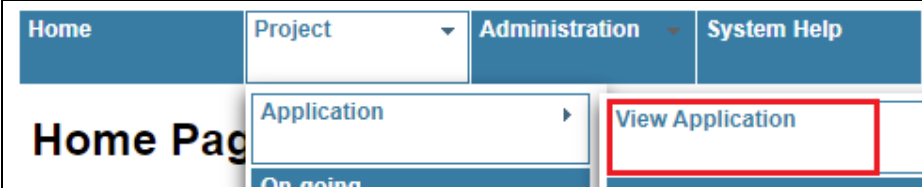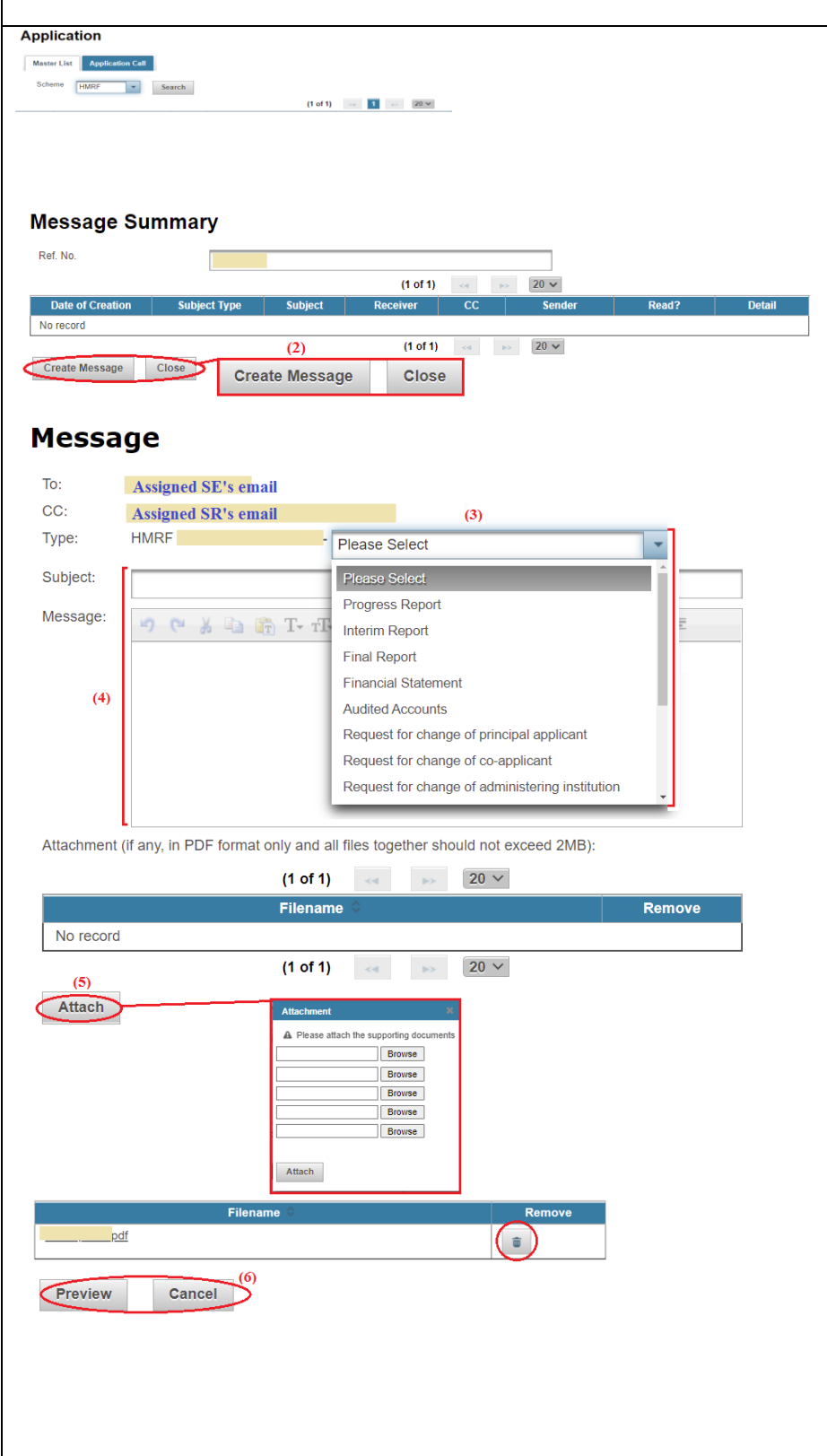
Click 'Trash' icon and 'Yes' for confirmation.

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

7. Acknowledgement of Application Endorsed by AI

Subject: eGMS – (Ref. No) : Successful Submission of Grant Application Dear (The Name of Principal Applicant), This email is to acknowledge receipt of your grant application titled (Project Title) (temporary reference number) which has been successfully submitted to the Research Fund Secretariat, Health Bureau, HKSAR. An official number (official reference number) has been assigned to this application. Please quote this number for enquiry in future. Please note all future correspondence about this application, including announcement of funding result, will be sent to your email address entered in this application. The results of this application round will be announced in (Month and Year of result announcement) (tentative). Thank you.	After RO has submitted the application to RFS, an email notification will be sent to PA with an official reference number. Note: PA has to quote the official reference number for future enquiry.

8. Communicate with RFS through Message Icon

Step 1:

Go to Project>
Application>
View Application

(Note: 'Message icon' will be available for the communication with RFS after the application has been submitted to Research Fund Secretariat.)

Step2:

(1) Click 'Message icon' to access 'Message Summary'.

(2) Click 'Create Message' to send message to RFS *or* 'Close' to close the pop-up window.

(3) Select type of message.

(4) Fill-in the Subject and message.

(5) Click 'Attach' to upload attachment(s), if any. (Attachment should in PDF format only and all files together should not exceed 2MB.) To remove the uploaded file, click on the 'Trash' icon.

(6) Click 'Preview' to preview message or 'Cancel' to close the browser without any action.

Preview Message

To: **Assigned SE's email**

CC: **Assigned SR's email**

Type: HMRF - [____] - [_____] ▼

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

Back   Send   Cancel

(7) Click 'Back' for further editing, 'Send' to send the message to RFS or 'Cancel' to close the window without any action.

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

(8)

The message will be saved in message summary after it has been sent to RFS.

(8) Click 'View Detail' to review the message sent.

After receiver has read the message 'Y' will be shown under 'Read'.

Detail of Message

Type: HMRF- [__] - [__]

Subject: [____]

Message:

[_____]

(1 of 1) ◄◄ ►► 20 ▼

Filename ⬍
No record

(1 of 1) ◄◄ ►► 20 ▼

Close

Example email for informing new inbox message.
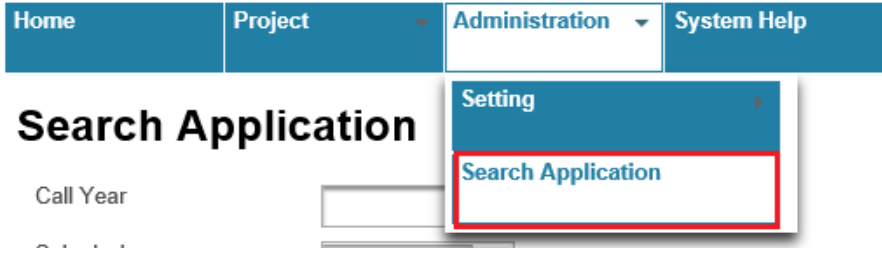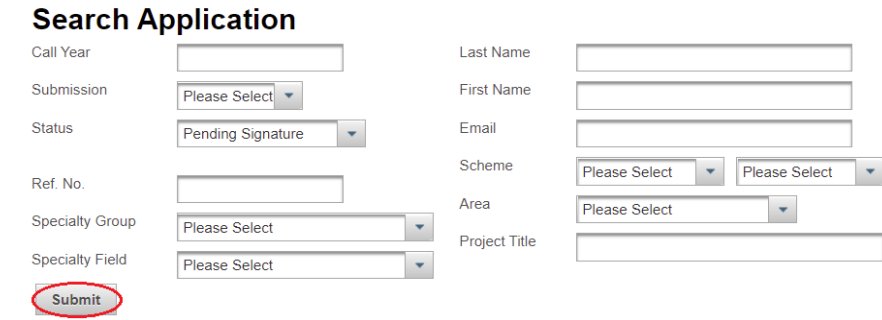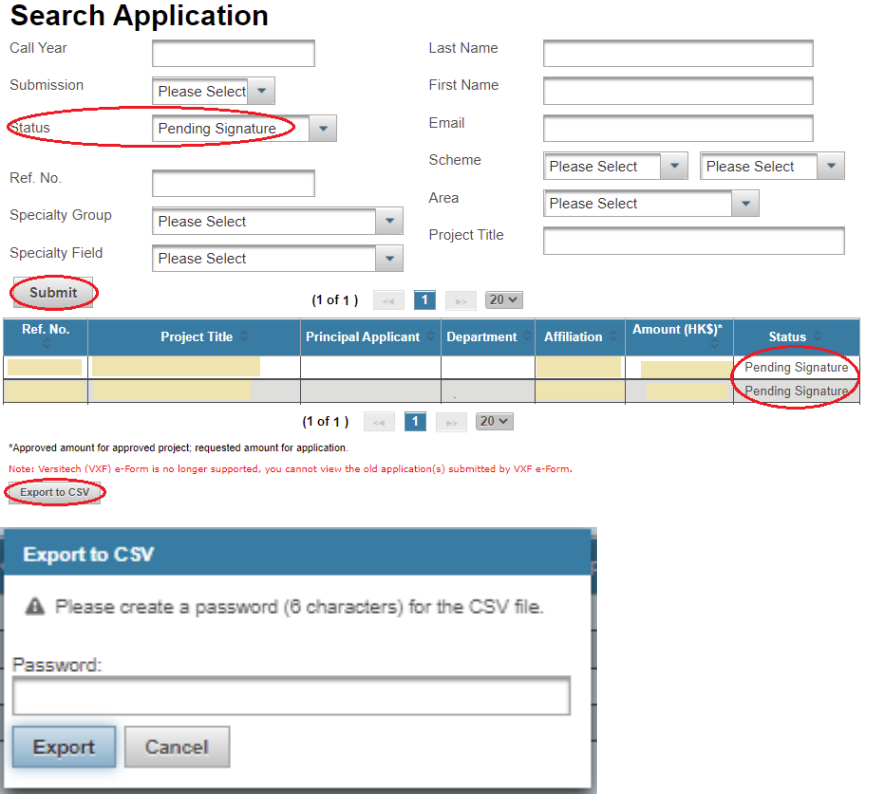
Subject: eGMS – New inbox message

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).
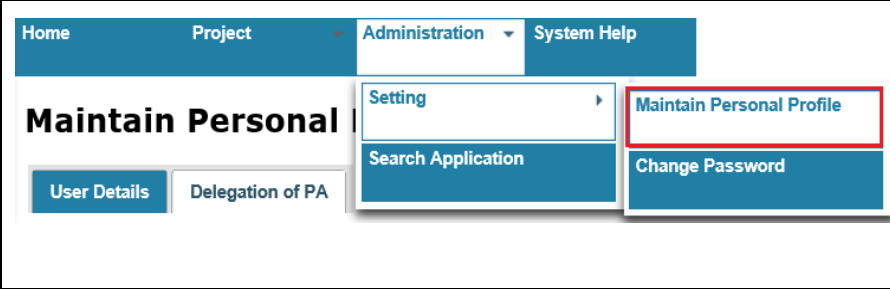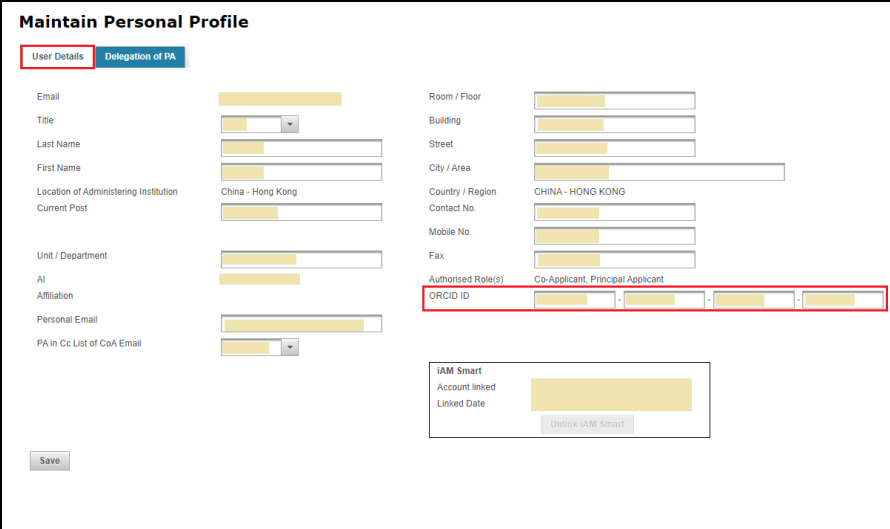
Thank you.

Email notification will be sent to your email account if RFS sent you a message through message icon.
Click the eGMS URL to go to the eGMS login page for necessary action.

9. Search Application
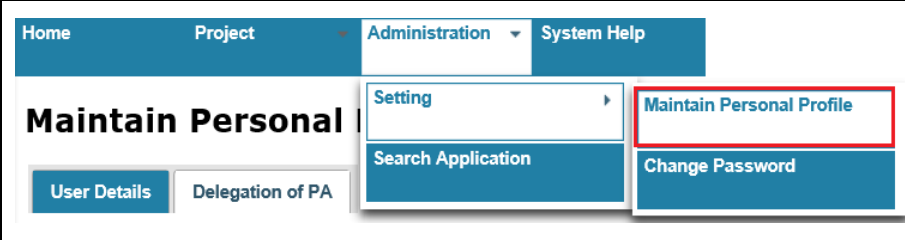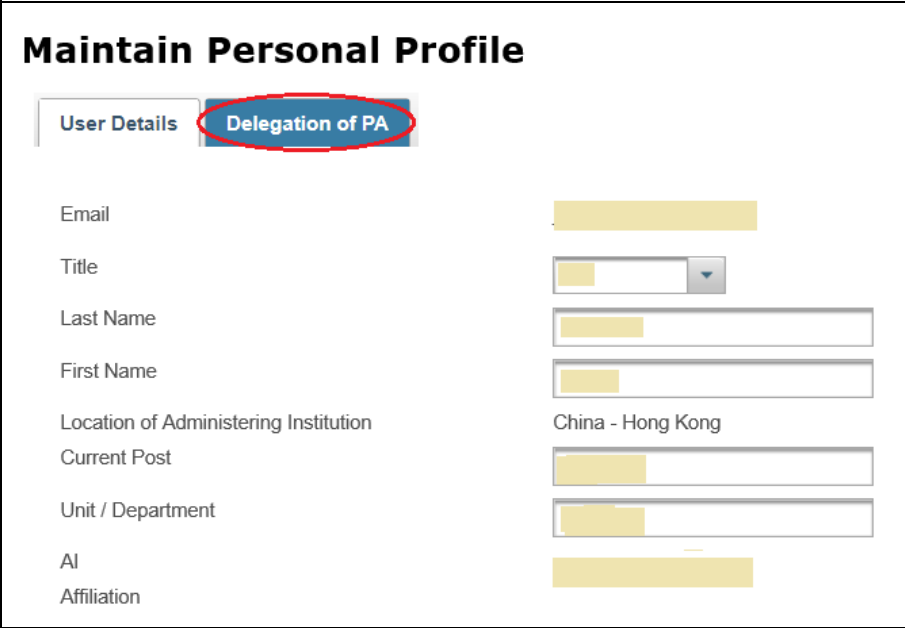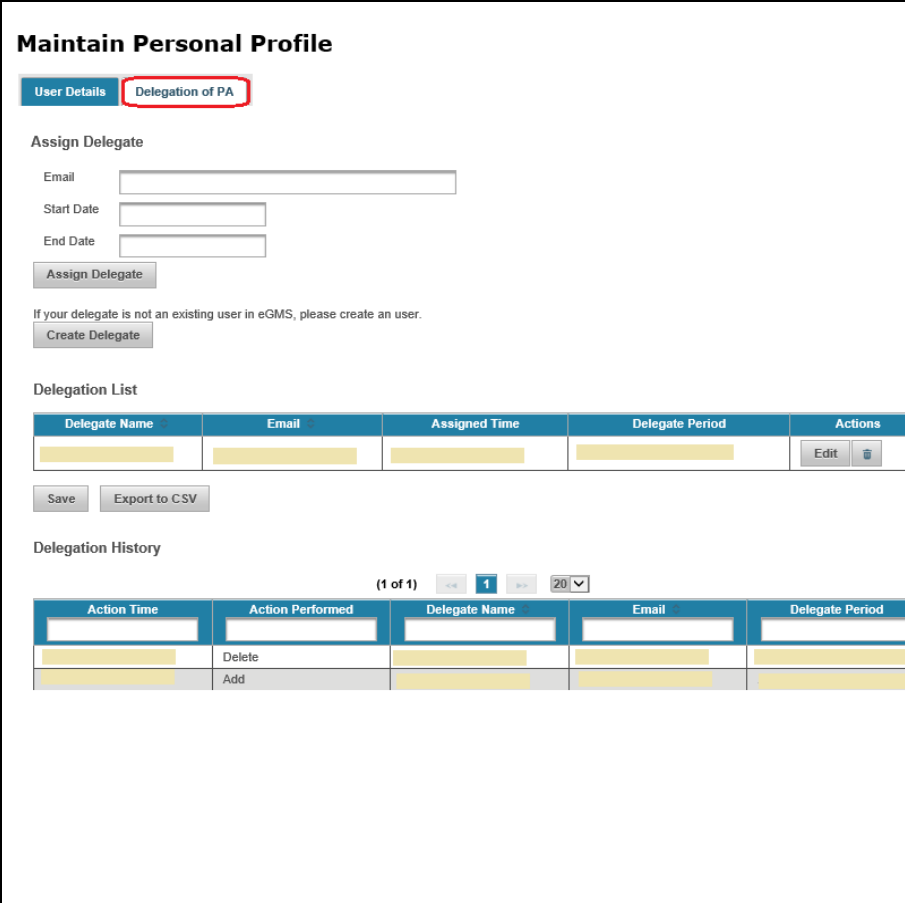
	Step 1: Go to Administration > Search Application
	Step 2: - Input keyword(s) and search criteria to search application(s). - Click 'Submit'.
	Step 3: - Applications that match with the keyword(s) and search criteria will be listed. - Click 'Export to CSV' to export search results to an Excel file. Note: PA user should set a 6-character password to protect the downloaded Excel file for security reason.

10. Maintain Personal Profile

	Step 1: Go to Administration > Setting> Maintain Personal Profile
	Step 2: Select '==User Details==' and edit the User profile. Note: User can enter their ORCID ID starting from 2022 Open Call.
	Step 3: - Click '==Save==' and '==Yes==' for confirmation. An acknowledgment message for 'Saved Successfully.' will be shown at the top.

11. Delegation of PA

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

Maintain Personal Profile

User Details | Delegation of PA

Assign Delegate

Email

Start Date

End Date

(3b-1)

Assign Delegate (3b-2)

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

Create Delegate

Delegation List

Delegate Name	Confirm	Assigned Time	Delegate Period	Actions
	⚠ Are you sure to update delegation list?			Edit 🗑
(3b-3)	Yes No			Edit 🗑

Save   Export to CSV

ℹ **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 show 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 [   ] [Check email availability]

Please provide institutional email account

Title [Please Select ▾]

Last Name [   ]

First Name [   ]

Please enter the English name before the English translation of your Chinese name (e.g.

Location of Administering Institution   China - Hong Kong

Current Post [   ]

Unit / Department [   ]

AI (for Hong Kong only) [   ]

Room / Floor [   ]

Building [   ]

Street [   ]

Please enter number and name of street.

City / Area [   ]

Country / Region   China - Hong Kong

Contact No. [   ]

Fax [   ]

Gender*   ○ Male ○ Female

Information collected will be used for statistical purposes only.

[Save] [Back]

Confirm

⚠ Are you sure to create this user?

[Yes] [No]

ℹ 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 at the top.

Delegation List 	Delegate Name	Email	Assigned Time	Delegate Period	Actions
			(3d-4)	Edit 🗑 | (3d-1) Save Export to CSV (3d-5) **Edit** Start Date (DD MM YYYY) (3d-2) End Date (DD MM YYYY) Save Clc ◀ (MMM) ▾ YYYY ▾ ▶ (3d-3) Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 **Confirm** ⚠ Are you sure to update delegation list? Yes No (3d-6) ℹ 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
				Edit 🗑 | (3e-1) Save Export to CSV (3e-2) **Confirm** ⚠ Are you sure to update delegation list? Yes No (3e-3) ℹ 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.

12. Submit Revised Application

Subject: Funding results of the [Year] Open Call for Investigator-initiated Projects under the Health and Medical Research Fund (HMRF) Dear *(The Name of PA)*, Thank you very much for your submission to the 20*XX* Open Call for the Investigator-initiated Projects under the HMRF. I am pleased to inform you that the Research Council considered your application titled *"Project Name (Ref. no.)"* as recommended for support. The Research Council's decision is final. Please login to the electronic Grant Management System (eGMS) https://rfs.healthbureau.gov.hk/eGMS/) to view the funding result and comments made by the Grant Review Board (GRB) and Reviewer(s) on your grant application. Please note that the comments are those of GRB as a whole and do not reflect the personal opinions of any individual member. You are required to provide a detailed response to each of GRB's and Reviewer(s)' comments in a structured and consistent manner. The GRB's comments should take precedence. Budget revision other than as specified in the GRB report will not be considered. Please refer to the checklist and step-by-step guide at *(URL of the step-by-step guide)* for details in preparing and submitting your response. Please ensure that your response to GRB's and Reviewer(s)' comments is submitted via the eGMS on or before *[Due date]*. Further revision, unless requested by the Secretariat, after the deadline is not accepted. Incomplete or late reply will not be considered. In addition, copies of all relevant licences, permits, certificates, regulatory/ethics approval(s) and consent for assessing third-party data shall be submitted via the eGMS on or before [Due date]. The Government may also require further information to complete the processing of this grant application. If you are unable to provide such documentary evidence or information by the deadline stated, or the information is found to be incomplete or inaccurate, the processing of the application may be delayed or the application may be rejected. Please note that this is not a funding approval letter. Approval letter and agreement will be issued after your response to GRB's and Reviewer(s)' comments has been accepted and clarification of all outstanding issues (e.g. budget clarification, regulatory/ethics approval(s), consent for assessing third-party data, etc.) have been resolved. Should you wish to submit application in the 20XX HMRF Open Call, please pay attention to the details of the 20XX HMRF Open Call, including the funding scope and the thematic priorities, to be announced in *(Date)*. Should you have any queries, please contact *(Name of responsible SR)* at *(Phone no. of responsible SR)* or email to *(email of responsible SR)*.	***Step 1:*** Email notification for Funding Decision announced to PA (cc RO).
	Step 2: - Go to the eGMS Login page. - Enter login email. - Enter password and click '<mark>Login</mark>'.

<table><tr><td>**Home**</td><td>**Project** ▾</td><td>**Meeting** ▾</td><td>**Administration** ▾</td></tr></table>	*Step 3:* Go to Home

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
		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 4:
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 [HMRF ▾] [Search]

(1 of 1) ◄◄ **1** ►► 20 ▾

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

Ref. No.	Actions	Project Title	Funding Amount (HK$)	Status	Start Date
CDCC- 📄✉📋	Revision Required			Request for revised application	-

Or Method B
Step 4:
Go to 'Home' tab

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

For commissioned studies, click 'Revision Required' for projects with status 'Request for revised application'.

Go to ***Step 5***

|	
(Report) **Revised Application / Research ethics / safety approval / consent for accessing third-party data** Ref. No. [_____] Download GRB Report: 📋 	Request Type	Deadline	Pushed Back Reason	Status	Action
---	---	---	---	---
Revised Application			Request Principal Applicant's clarification	Edit
Research ethics / safety approval / consent for accessing third-party data			Pending Principal Applicant's submission	Edit		***Step 5:*** (i) Click 'Report' icon to review the GRB Assessment Report. (ii) Click 'Edit' to update the revised application form/ ethics approval form.
Save Submit **(2)** 1 of 12 Next | Basic Information (4) ✓	Project Team (7) ✓	Project Proposal (10) ✓	Project Duration, Timetable of Work (11 to 12) ✓	**(1)** | Budget Plan (14a to 14d) ✓	CV (16) ✓	Declaration (20) ✓ | Please provide your point-by-point response to the following questions of the Grant Review Board (GRB) Report. In addition, you also need to incorporate your response to the GRB and Reviewers' comments into the revised application. Any revisions to the budget other than those specified in the GRB report will NOT be considered. **Point-by-point response to GRB Report** Question 1: [_____] Question 2: [_____] Question 3: [_____] Question 4: [_____] **(1a)** **Point-by-point response to Reviewers' comments** Please provide response to Reviewer(s)' comments using the template (Sample Response Letter). Please then upload your response (in PDF format only and the maximum file size is 800KB) here: [_____] Browse Point-by-point response to Reviewers' comments is mandatory. **(1b)** **Additional Information from Principal Applicant** Please click here or login eGMS (Access Path: Administration > Setting > Maintain Personal Profile) to provide your personal email address and mobile phone no. on or before [_____]. 1 of 12 Next **Confirm** ⚠ Are you sure to Save ? Yes No ℹ Revised Application Form is saved with Ref. No. [_____] at [_____]	<u>To complete the revised application according to the comments from GRB:</u> (1) Click the button to go to relevant Section(s) directly. 1 a) Reply the Point-by-point response to GRB Report 1 b) To upload the response to Reviewer(s)' comments, click 'Browse'. (2) - Click 'Save' and 'Yes' for confirmation. An acknowledgment message with Ref. No. will be shown at the top after saving the form.

Confirm

⚠ Are you sure to Submit ?

[Yes] [No]

Submit Revise Web Form

ℹ Revised Application Form is submitted with Ref. No. ▮▮▮▮

[Close]

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

Ref. No. ▮▮▮▮▮▮
Download GRB Report: 📄

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

Sample of acknowledgement email to PA for successful submission of revised application

Subject: Acknowledgement: Successful submission of revised application for HMRF (Ref. no.)

Dear (The Name of PA)

This email is to acknowledge that your revised application titled (Project Name.) (Ref. no.) has been successfully submitted to the Research Fund Secretariat.

Thank you.

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

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

The Status will be updated as 'Submitted to RFS' and an acknowledgement email of successful submission will be sent to PA.

Additional Information from Principal Applicant

Please click (here) or login eGMS (Access Path: Administration > Setting > Maintain Personal Profile) to provide your personal email address and mobile phone no. on or before ▮▮▮▮

Home	Project	Administration ▾	System Help

Maintain Personal ▮

[User Details] [Delegation of PA]

Setting ▸ | **Maintain Personal Profile**
Search Application | **Change Password**

To provide personal contact information:
(1)
Click the link at 'here' in the Revised Application Form to access the personal profile.

OR
Go to Administration > Setting > Maintain Personal Profile

Current Post [____] Contact No. [____] Mobile No. [____] Unit / Department [____] Fax [____] AI Authorised Role(s) Co-Applicant, Principal Applicant Affiliation ORCID ID [____] [____] - Personal Email [____] PA in Cc List of CoA Email [____ ▼] [Save]	(2) - Enter your personal email address and mobile phone number - Click 'Save'
[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. Research ethics / safety approval / third-party data (1)	Approval/consent not required	Approval/consent being sought	Approval/consent obtained	(2)	To update the Ethics Approval according to the comments from GRB. (1) Click the radio button to update the status of approval/consent. (2) Click 'Browse' to upload relevant document(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.

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) Clinical Trial Certificate from Department of Health(Cap. 138A, Regulation 36B)	○	●	○	[____] [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: test1	●	○	○	[____] [Browse]
(xii) Others Please specify: test2	○	○	●	[____] [Browse]

[1] of 1

Confirm

⚠ Are you sure to Save ?

[Yes] [No]

The Status will be updated as 'Submitted to RFS' and an acknowledgement email of successful submission will be sent to PA.

Revised Application Form is saved with Ref. No. _____ at _____

Confirm

⚠ Are you sure to Submit ?

[Yes] [No]

Submit Revise Web Form

ℹ Revised Application Form is submitted with Ref. No. _____

[Close]

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

Ref. No. _____

Download GRB Report: ▦

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

Sample acknowledgement email to PA for Successful submission of ethics approval

Subject: Acknowledgement: Successful submission of ethics approval for HMRF (Ref. no.)

Dear (The Name of PA)

This email is to acknowledge that your ethics approval for application titled (Project Name.) (Ref. no.) has been successfully submitted to the Research Fund Secretariat.

Thank you.