

Electronic Grant Management System (eGMS)

Training Manual for Principal Applicants (PAs)

Project Monitoring Module

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

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Abbreviations

AI = Administering Institution

CoA = Co-Applicant

DH = Department Head*

DR = Dissemination Report

eGMS = Electronic Grant Management System

EO = Executive Officer

FO = Finance Officer*

FR = Final Report

IR = Interim Report

PA = Principal Applicant

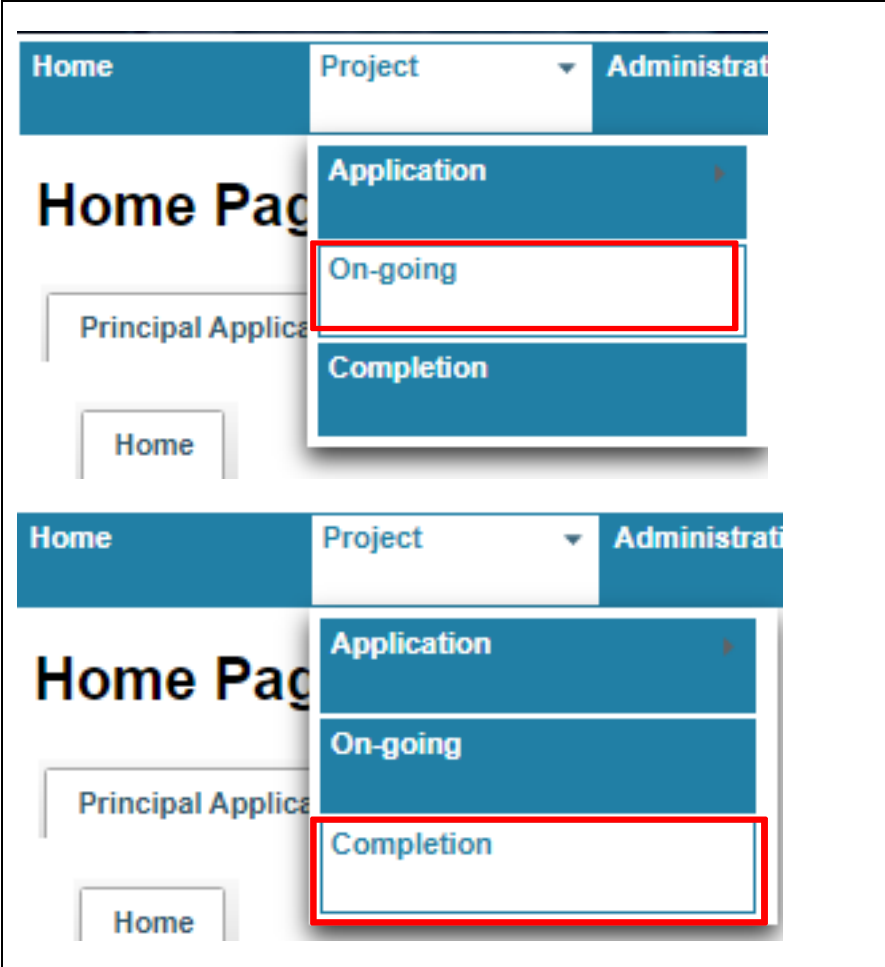
PR = Progress Report

RFS = Research Fund Secretariat

RO = Research Officer*

* *AI user*

View the Summary of Approved Project(s)

 <p>The image contains two screenshots of a web application's navigation menu. Both screenshots show a blue header with 'Home', 'Project', and 'Administrat' (partially visible). Below the header, there is a 'Home Page' section and a 'Principal Applica' section. A dropdown menu is open under 'Project', showing three options: 'Application', 'On-going', and 'Completion'. In the top screenshot, the 'On-going' option is highlighted with a red rectangular box. In the bottom screenshot, the 'Completion' option is highlighted with a red rectangular box.</p>	<p>Step 1:</p> <p>Go to Project > On-going or</p> <p>Go to Project > Completion</p>
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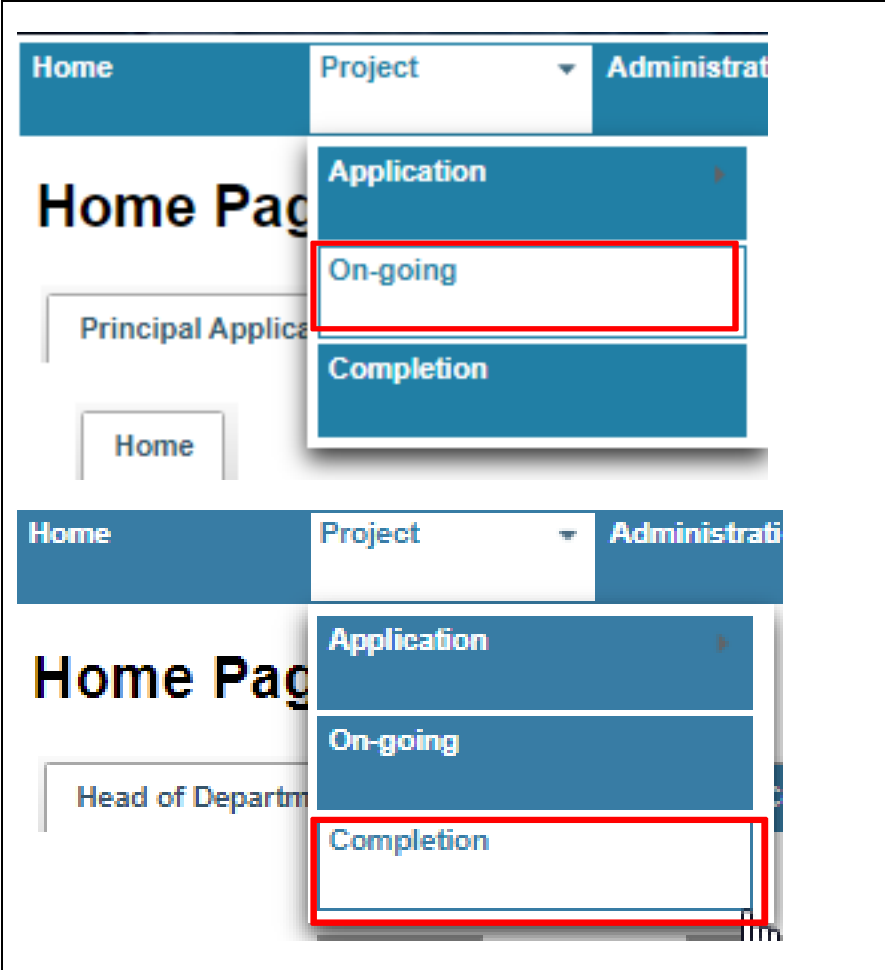
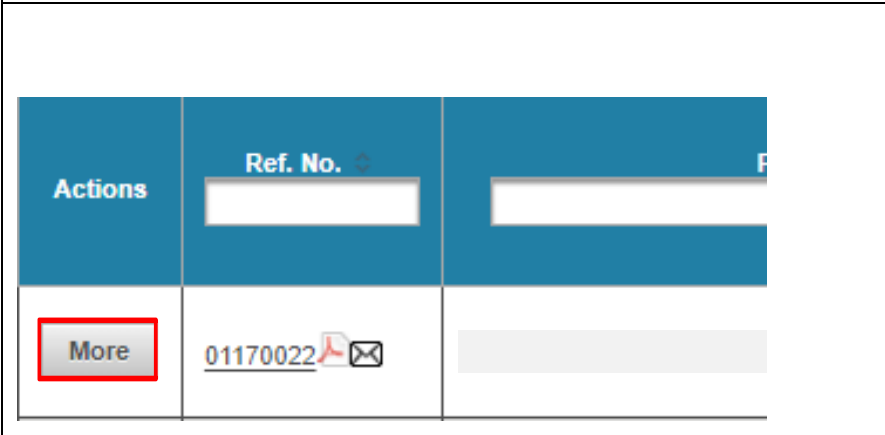
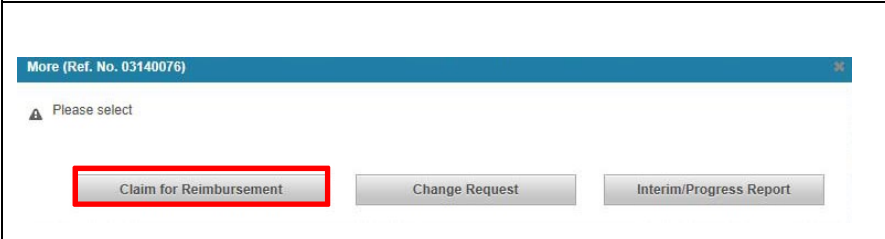
Actions	Ref. No. <input type="text"/>	Project Title <input type="text"/>	Principal Applicant <input type="text"/>	Department <input type="text"/>
Funding Amount (HK\$) <input type="text"/>	Status <input type="text"/>	Agreement Date <input type="text"/>	Start Date <input type="text"/>	End Date <input type="text"/>
Due Date				
Progress Report	Interim Report	Final Report		
Project Closure Date <input type="text"/>	Published Date <input type="text"/>	1st Outcome Evaluation Questionnaire Submission Date <input type="text"/>	2nd Outcome Evaluation Questionnaire Submission Date <input type="text"/>	

Step 2:

Preview the project summary

- Approved amount,
- Project status,
- Agreement issued date,
- Project duration,
- Due date of report(s).
- Project Closure Date
- Published Date of FR
- Submission Date of 1st Outcome Evaluation Questionnaire
- Submission Date of 2nd Outcome Evaluation Questionnaire

Submission of Claim Form

	<p>Step 1:</p> <p>Go to Project > On-going or</p> <p>Go to Project > Completion</p>
	<p>Step 2:</p> <p>Click “More”.</p>
	<p>Step 3:</p> <p>Click “Claim for Reimbursement”.</p>

Claim for Reimbursement of Expenditure

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Approved Amount (HKD) 395,000.00 Accumulated Claim (HKD) 24,000.00

Available Amount (HKD) 371,000.00

Amount for Individual Category

Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)
<input type="text"/> 360,000.00	<input type="text"/> 35,000.00	<input type="text"/> 0.00

(1 of 1) 1 20

Claim Sequence	Last Edited By	Submission Date to RFS	Submitted by	Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)	Total (HK\$)	Status	Received Date from RFS	Payment Date	Actions
02130016-CF-001		10 Jul 2014		360,000.00	0.00	0.00	360,000.00	Rejected by RFS	10 Jul 2014		<input type="button" value="View"/>
02130016-CF-002		10 Jul 2014		0.00	20,000.00	0.00	20,000.00	Paid	10 Jul 2014	10 Jul 2014	<input type="button" value="View"/>
02130016-CF-003		3 Oct 2014		0.00	4,000.00	0.00	4,000.00	Paid	21 Jan 2015	2 Feb 2015	<input type="button" value="View"/>
02130016-CF-004		10 Oct 2014		0.00	10,100.00	0.00	10,100.00	Withdrawn			<input type="button" value="View"/>

(1 of 1) 1 20

Accumulated Claim (HKD) 0.00 Staff (HK\$) 360,000.00

Available Amount (HKD) 360,000.00 Other Expenses (HK\$) 24,000.00

Step 4:

Click “**Create a new claim form**”.

Period of Claim (MMM YYYY) From Please Select To Please Select

Category	Item	Approved Amount (HK\$) (A)	Accumulative Claim (HK\$) (B)	Available Amount (HK\$) (C) = (A) - (B)
Staff Cost (Project Staff)	Research Assistant	360,000.00		360,000.00
Subtotal				<input type="text"/> 0.00

Category	Item	Approved Amount (HK\$) (A)	Accumulative Claim (HK\$) (B)	Available Amount (HK\$) (C) = (A) - (B)	Amount (HK\$)	Remarks
Staff Cost (Project Staff)	Research Assistant	360,000.00		360,000.00	<input type="text"/>	<input type="text"/>
Subtotal				<input type="text"/> 0.00	<input type="text"/>	<input type="text"/>
Other Expenses	Publication	20,000.00	20,000.00	0.00	<input type="text"/>	<input type="text"/>
Other Expenses	Conference	5,000.00	4,000.00	1,000.00	<input type="text"/>	<input type="text"/>
Other Expenses	Adult	5,000.00		5,000.00	<input type="text"/>	<input type="text"/>
Other Expenses	Item 1	5,000.00		5,000.00	<input type="text"/>	<input type="text"/>
Subtotal				<input type="text"/> 0.00	<input type="text"/>	<input type="text"/>

Staff Detail

Rank/Type	Rank	Pay Scale & Point	Part Time (P) or Full Time (F)	No. (N)	HK\$/Month (M) / Hourly Rate (R)	Efforts on Project (E) % / No. of Hours Claimed on Project (H)	No. of Months Claimed	Adjustment (HK\$) (A)	Actual staff cost (HK\$) (N*M*E*No. of Months Claimed; or N*R*H)+(A)
Project Staff	Research Assistant	11	F	1	25,000.00 M	100.00 %	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Staff	Research Assistant	11	F	1	25,001.00 M	100.00 %	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal									<input type="text"/> 0.00

Step 5a:

Input claim period.

Input claim amount for the budget item(s).

For staff cost, click “Details” and input claim amount for the budget item(s)

(Remarks: Adjustment (Column E) allows +/- \$1 adjustment for staff cost.)

Other Expenses	Item 1	5,000.00	5,000.00	<input type="checkbox"/>
			Subtotal	<input type="checkbox"/>

Supplementary Information / Financial Statement (in PDF format only and all files together should not exceed 1.5MB):
(1 of 1) << >> 10

Filename	Remove
No record	

(1 of 1) << >> 10

Attach

Remarks: Please print and submit a signed hardcopy to RFS.

Cancel Temp Save Preview Submit

- “Attach” supplementary information (if any).

- Click “Submit” to submit the claim form to RFS.

OR

Step 5b:

Click “Temp Save” to save the claim form in the eGMS for submission later.

OR

Step 5c:

Click “Cancel” to cancel the submission action.

Confirm

⚠ In submitting the claim form, please confirm the following:

- No previous payment for the item(s) in the current claim form has been made.
- Spending is in accordance with the approved budget and grant conditions.

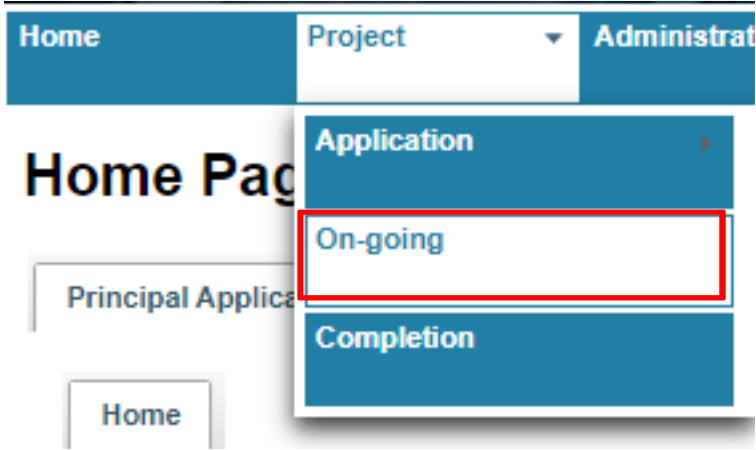
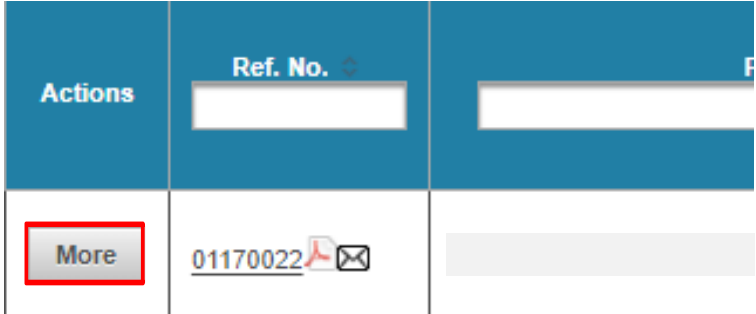
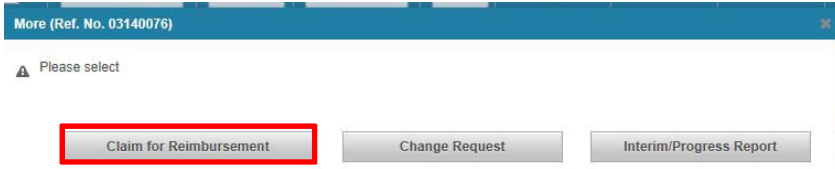
Step 6

- Click “Yes” to confirm the submission the claim form to RFS.

Step 7

Send the hard copy of the claim form signed by PA and FO to RFS. Please refer to print function on P.5.

Print the Claim Form

 <p>Home Project Administrat</p> <p>Home Page</p> <p>Principal Applica</p> <p>Home</p> <p>Application</p> <p>On-going</p> <p>Completion</p>	<p>Step 1:</p> <p>Go to Project > On-going or</p> <p>Go to Project > Completion</p>						
 <table border="1"> <thead> <tr> <th>Actions</th> <th>Ref. No.</th> <th></th> </tr> </thead> <tbody> <tr> <td>More</td> <td>01170022</td> <td> </td> </tr> </tbody> </table>	Actions	Ref. No.		More	01170022		<p>Step 2:</p> <p>Click “More”.</p>
Actions	Ref. No.						
More	01170022						
 <p>More (Ref. No. 03140076)</p> <p>Please select</p> <p>Claim for Reimbursement Change Request Interim/Progress Report</p>	<p>Step 3:</p> <p>Click “Claim for Reimbursement”.</p>						

Claim for Reimbursement of Expenditure

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Approved Amount (HKD) 395,000.00 Accumulated Claim (HKD) 24,000.00

Available Amount (HKD) 371,000.00

Amount for Individual Category

Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)
<input type="text"/> 360,000.00	<input type="text"/> 35,000.00	<input type="text"/> 0.00

(1 of 1)

Claim Sequence	Last Edited By	Submission Date to RFS	Submitted by	Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)	Total (HK\$)	Status	Received Date from RFS	Payment Date	Actions
02130016-CF-001		10 Jul 2014		360,000.00	0.00	0.00	360,000.00	Rejected by RFS	10 Jul 2014		<input type="button" value="View"/>
02130016-CF-002		10 Jul 2014		0.00	20,000.00	0.00	20,000.00	Paid	10 Jul 2014	10 Jul 2014	<input type="button" value="View"/>
02130016-CF-003		3 Oct 2014		0.00	4,000.00	0.00	4,000.00	Paid	21 Jan 2015	2 Feb 2015	<input type="button" value="View"/>
02130016-CF-004		10 Oct 2014		0.00	10,100.00	0.00	10,100.00	Withdrawn			<input type="button" value="View"/>

(1 of 1)

Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)
Accumulated Claim (HKD) <input type="text"/> 0.00	<input type="text"/> 24,000.00	<input type="text"/> 0.00
Available Amount (HKD) <input type="text"/> 360,000.00	<input type="text"/> 11,000.00	<input type="text"/> 0.00

Step 4:

Click “**View**” the Claim Form.

Payment Date	Actions
	<input type="button" value="View"/>
	<input type="button" value="PDF icon"/>

Step 5:

Click the PDF icon to download the claim form.

您要開啟或儲存來自 10.75.74.54 的 13140541-CF-001.pdf (6.96 KB)?

Step 6:

Click “**Open**” or “**Save**”.

Attn: Secretariat Executive
Research Fund Secretariat
Research Office, Health Bureau
9/F, Rumsey Street Multi-storey Carpark Building
2 Rumsey Street, Sheung Wan
Hong Kong

**Health and Medical Research Fund
Claim for Reimbursement of Expenditure**

Project Reference No. :

Project Title :

Project Commencement Date :

Project End Date :

Administering Institution (AI) (Payee Name) :

Period of Claim : From To

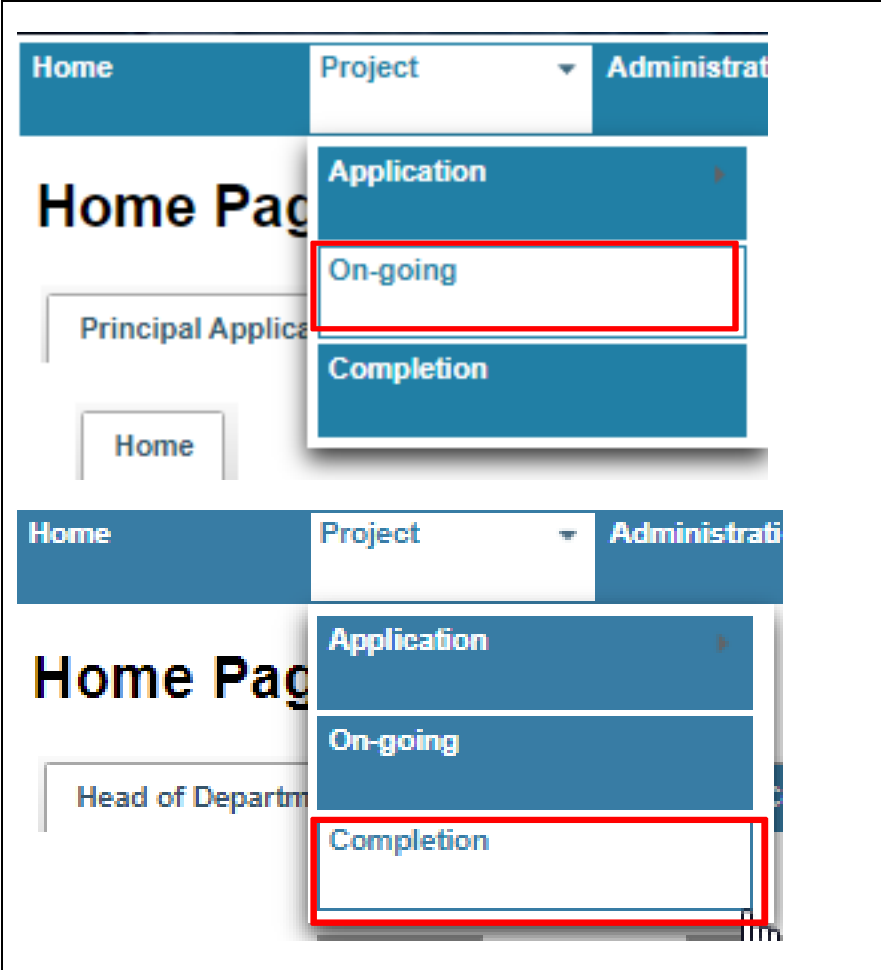
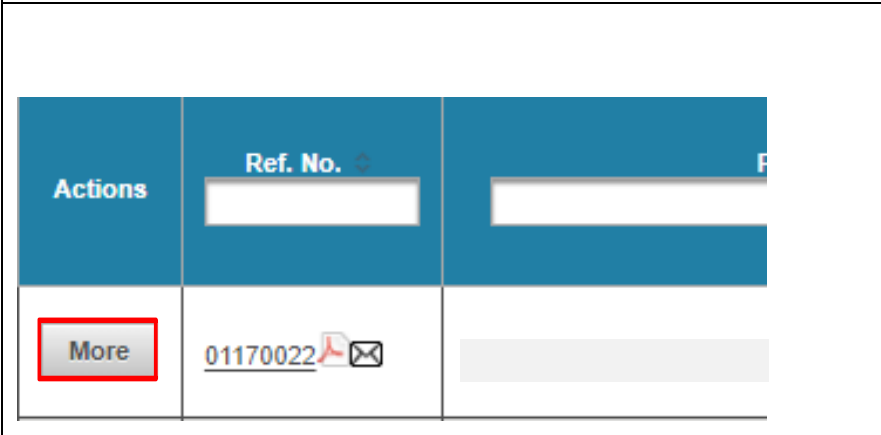
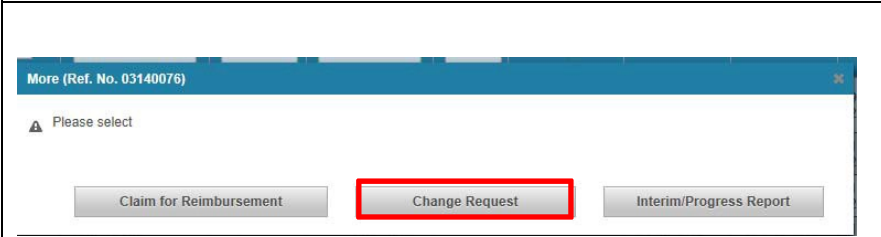
Details of Expenditure:

Category of Expenditure	Amount (HK\$)	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 7:

- Print pdf file for signature by FO and PA.
- Send the signed copy to RFS.

Submission of Change Request

	<p>Step 1:</p> <p>Go to Project > On-going or</p> <p>Go to Project > Completion</p>
	<p>Step 2:</p> <p>Click “More”.</p>
	<p>Step 3:</p> <p>Click “Change Request”.</p>

Change Request Summary

Project Reference No.

Project Title

Start Date End Date Status

Principal Applicant (PA)

Administering Institution (AI)

- Project Period
- Study Design
- Budget Virement
- Submission Date of Report
- Project Team / AI
- Early Termination

(1 of 1) 1 20

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Actions
02130016-CR-2			30 Sep 2016	31 Dec 2016	10 Jul 2014		Rejected	N/A	View
02130016-CR-3			30 Sep 2016	31 Oct 2016	10 Jul 2014	10 Jul 2014	Accepted	N/A	View

(1 of 1) 1 20

Step 4:

Click the type of change request to be submitted.

(Remark: Change request for PA or AI must be endorsed by RO.)

Create Change Request

Export to CSV

Close

- Project Period
- Study Design
- Budget Virement
- Submission Date of Report
- Project Team / AI
- PA
- CoA
- AI

(1 of 1) 1 20

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Action
13140041-CR-001	PA	Prof UNIA PA	31 Aug 2016	30 Sep 2016	13 Jul 2016	13 Jul 2016	Accepted	N/A	View
13140041-CR-004	PA	Prof UNIA PA	30 Sep 2016	28 Feb 2025	23 May 2023		Submitted	N/A	View

(1 of 1) 1 20

Step 5:

Click “Create Change Request”.

(Remark: If there is outstanding change request pending RFS’ approval, PA cannot create another new request in the same category.)

Project Period

Change Request No. Submission Date Change Request Status

Original End Date **New End Date**

Supporting documents
Please provide revised timetable of work (Section 13j) (in PDF format only and the maximum file size is 600KB) for the change request.

(1 of 1)

Filename	Remove
No record	

(1 of 1)

Justifications

Justifications

Step 6a:

- Input the proposed end date.
- Attach supporting documents
- Provide justifications.

Study Design

Study Design

Please provide the revised proposal (Section 13) including the revised Timetable of Work (item 13j) in both track-change and clean version (in PDF format only and the maximum file size is 1MB)

Track-change version (in PDF format only and the maximum file size is 1MB)

Clean version (in PDF format only and the maximum file size is 1MB)

Attachment (if any) (in PDF format only and the maximum file size is 1MB)

Remarks

Justifications

Justifications

Step 6b:

- Input the details for the change of study design.
- Attach revised proposal in track-change version & clean version
- Attach other supporting document (if any).
- Provide details for revised work plan, if any, under Remarks
- Provide justifications.

Budget Virement

Staff Details - Project Staff

Type of Staff	Rank	Pay Scale and Point	Part Time (P) or Full Time (F)	No. (A)	Monthly Salary \$ (M) or Hourly Rate (R)	Efforts on Project (C) % / Total Hours on Project (C) (H)	No. of Months (D)	Adjustment (E) (HK\$)	AxB(M)x(C)%xD+E; or AxB(R)x(C(H))+E HK\$	Claimed Amount (HK\$)	Action
1	1	1	F	1	20000.0 (M)	100.00	18.0		360,000.00	0.00	
1	1	1	F	1	20,000.00 M	100.00	18		360,000.00		
2	3	1	F	1	20000.0 (M)	100.00	18.0		360,000.00	0.00	
2	3	1	F	1	20,000.00 M	100.00	18		360,000.00		

Add Project Staff

Staff Details - Other Supporting Staff (e.g. secretarial, clerical, administrative positions, etc.)

Type of Staff	Rank	Pay Scale and Point	No. (A)	Salary/Month (B) (HK\$)	Efforts on Project (C) %	No. of Months (D)	Adjustment (E) (HK\$)	Total (HK\$) (AxBxC%D)+E (E)	Claimed Amount (HK\$)	Action
No records found.										

Add Support Staff

Other Expenses

Financial Year (dd/mm/yyyy)	01/04/15 - 31/03/16	01/04/16 - 31/03/17	01/04/17 - 31/03/18	Total (HK\$)	Claim
OE item 1	10,000.00	10,000.00	0.00	20,000.00	
OE item 1	10,000.00	10,000.00	0.00	20,000.00	
OE item 2	0.00	20,000.00	0.00	20,000.00	
OE item 2	0.00	20,000.00	0.00	20,000.00	
Conference	0.00	0.00	20,000.00	20,000.00	
Conference	0.00	0.00	20,000.00	20,000.00	
Audit Fee	0.00	0.00	5,000.00	5,000.00	
Audit Fee	0.00	0.00	5,000.00	5,000.00	
Subtotal	10,000.00	30,000.00	25,000.00	65,000.00	

Claimed Amount (HK\$)	Action
0.00	

Step 6c:

Input the new proposed budget amount.

Click “” to remove budget item.

(Remark: Any budget item has already been reimbursed cannot be removed.)

Add Project Staff

Staff Details - Project Staff

Type of Staff

Rank

Pay Scale and Point

Part Time (P) or Full Time (F)

No. (A)

Monthly Salary \$ (M) or Hourly Rate (R) M

Efforts on Project (C) % / Total Hours on Project (C) (H)

No. of Months (D)

Adjustment (E) (HK\$)

$A \times B(M) \times C(\%) \times D + E$; or $A \times B(R) \times C(H) + E$ HK\$

Save Cancel

Add Support Staff

Staff Details - Other Supporting Staff

Type of Staff

Rank

Pay Scale and Point

Part Time (P) or Full Time (F)

No. (A)

Monthly Salary \$ (M) or Hourly Rate (R) M

Efforts on Project (C) % / Total Hours on Project (C) (H)

No. of Months (D)

Adjustment (E) (HK\$)

$A \times B(M) \times C(\%) \times D + E$; or $A \times B(R) \times C(H) + E$ HK\$

Save Cancel

- Click “Add Project Staff” or “Add Support Staff” or “Add Other Expenses” or “Add Equipment” to add a new budget item(s).

(Remarks: Adjustment (E) allows for +/- \$1 adjustment for staff cost.)

<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #cccccc; margin: 0;">Add Other Expense</p> </div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 10px;"> <p>Other Expenses</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid #ccc;">Detailed Item</td> <td style="width: 15%; border-bottom: 1px solid #ccc;">Year 1</td> <td style="width: 15%; border-bottom: 1px solid #ccc;">Year 2</td> <td style="width: 20%; border-bottom: 1px solid #ccc;">From Year 3 onwards</td> <td style="width: 25%; border-bottom: 1px solid #ccc;">Total (HK\$)</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td style="background-color: #cccccc;"><input style="width: 95%;" type="text"/></td> </tr> </table> <div style="background-color: #0070c0; color: white; padding: 5px; text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #cccccc; margin: 0;">Add Equipment</p> </div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 10px;"> <p>Equipment</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid #ccc;">Detailed Item</td> <td style="width: 15%; border-bottom: 1px solid #ccc;">Year 1</td> <td style="width: 15%; border-bottom: 1px solid #ccc;">Year 2</td> <td style="width: 45%; border-bottom: 1px solid #ccc;">From Year 3 onwards</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> </table> <div style="background-color: #0070c0; color: white; padding: 5px; text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 33%; border-bottom: 1px solid #ccc;">Unit Cost (HK\$)</td> <td style="width: 33%; border-bottom: 1px solid #ccc;">No. of Unit</td> <td style="width: 34%; border-bottom: 1px solid #ccc;">Total (HK\$)</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> <td style="background-color: #cccccc;"><input style="width: 95%;" type="text"/></td> </tr> </table>	Detailed Item	Year 1	Year 2	From Year 3 onwards	Total (HK\$)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Detailed Item	Year 1	Year 2	From Year 3 onwards	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Unit Cost (HK\$)	No. of Unit	Total (HK\$)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Detailed Item	Year 1	Year 2	From Year 3 onwards	Total (HK\$)																					
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																					
Detailed Item	Year 1	Year 2	From Year 3 onwards																						
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																						
Unit Cost (HK\$)	No. of Unit	Total (HK\$)																							
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																							
<div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #cccccc; margin: 0;">Submission Date of Report</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Change Request No.</td> <td style="width: 20%;"><input style="width: 95%;" type="text"/></td> <td style="width: 20%;">Submission Date</td> <td style="width: 20%;"><input style="width: 95%;" type="text"/></td> <td style="width: 20%;">Change Request Status</td> <td style="width: 20%;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Original Due Date</td> <td><input style="width: 95%;" type="text" value="9 Mar 2015"/></td> <td>New Due Date</td> <td colspan="3" style="border: 1px solid red;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Report Type</td> <td colspan="5"><input style="width: 95%;" type="text" value="Progress Report"/></td> </tr> </table> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Justifications</p> <p>Justifications</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div>	Change Request No.	<input style="width: 95%;" type="text"/>	Submission Date	<input style="width: 95%;" type="text"/>	Change Request Status	<input style="width: 95%;" type="text"/>	Original Due Date	<input style="width: 95%;" type="text" value="9 Mar 2015"/>	New Due Date	<input style="width: 95%;" type="text"/>			Report Type	<input style="width: 95%;" type="text" value="Progress Report"/>					<p>Step 6d:</p> <ul style="list-style-type: none"> - Input the proposed submission date of report(s). - Provide justifications. <p style="color: blue; margin-top: 10px;">(Remark: This request will not change the completion date of the project.)</p>						
Change Request No.	<input style="width: 95%;" type="text"/>	Submission Date	<input style="width: 95%;" type="text"/>	Change Request Status	<input style="width: 95%;" type="text"/>																				
Original Due Date	<input style="width: 95%;" type="text" value="9 Mar 2015"/>	New Due Date	<input style="width: 95%;" type="text"/>																						
Report Type	<input style="width: 95%;" type="text" value="Progress Report"/>																								

Project Team / AI

Original PA

Change of PA Change of CoA Change of AI

New PA

Title

Last Name First Name

Current Post(s)

Department

Full Address

Institution

Room / Floor

Building

Street

City / Area

Country / Region

Contact No. Fax

Mobile No. No. of hrs/week on project

Email Personal Email

Position and Honours (in reverse chronological order with dates)

Five Most Recent Relevant Publications and Description of Relevant Experience

Role and Responsibility in the Project

Supporting documents

Please provide supporting documents (in PDF format only and the maximum file size is 600KB) for the change request, including 1) endorsement letter(s) from old AI representative and Department Head, 2) endorsement letter(s) from new PA and new Department Head, and 3) supporting letter(s) / acknowledgement from CoA(s).

(1 of 1) < > 20

Filename
No record

(1 of 1) < > 20

Justifications

Justifications

- Step 6ei:**
- Select “Change of PA”
 - Fill in details, full address and CV of New PA
 - Attach supporting document(s)
 - Provide justifications

Project Team / AI

Change of PA
 Change of CoA
 Change of AI

Existing CoA

(1 of 1) << 1 >> 20

Title	Last Name	First Name	Current Post(s)	Remove Existing CoA
Prof			Professor	No

(1 of 1) << 1 >> 20

Add extra co-Applicant(s)

Supp 1
2
3
4
5
6
7
8
9

Please provide documents (in PDF format only and the maximum file size is 600KB) for the change request, including 1) endorsement letter(s) from the representative and Department Head, 2) endorsement letter(s) from new PA and new Department Head, and 3) supporting letter(s) / acknowledgment letter(s) from the existing CoA(s).

(1 of 1) << >> 20

Filename

(1 of 1) << >> 20

New co-Applicant 1

Title

Last Name First Name

Current Post(s)

Department

Full Address

Institution

Room / Floor

Building

Street

City / Area

Location of Administering Institution China - Hong Kong Overseas

Country / Region

Contact No. Fax

Email No. of hrs/week on project

CV

Education/Training

Step 6eii:

- Select “Change of CoA”
- Select “Yes/No” to remove existing CoA
- Select “1-9” to add extra CoA
- Fill in details, full address and CV of New PA

Position and Honours (in reverse chronological order with dates)

Five Most Recent Relevant Publications and Description of Relevant Experience

Role and Responsibility in the Project

Supporting documents
 Please provide supporting documents (in PDF format only and the maximum file size is 600KB) for the change request, including 1) endorsement letter(s) from old AI representative and Department Head, 2) endorsement letter(s) from new PA and new Department Head, and 3) supporting letter(s) / acknowledgement from CoA(s).

(1 of 1) << >> 20

Filename

No record

(1 of 1) << >> 20

Attach

Justifications

Justifications

- Attach supporting document(s)

- Provide justifications

Project Team / AI

Original PA: Prof UNIA PA

Change of PA Change of CoA Change of AI

New Administering Institution (AI)

[Dropdown menu]

New Department

Please Select [Dropdown menu]

New Contact of PA

Title: Prof

Last Name: [Text box] First Name: PA

New Post: [Text box]

Department: [Text box]

Full Address

Room / Floor: [Text box]

Building: [Text box]

Street: [Text box]

City / Area: [Text box]

Country / Region: China - Hong Kong

Contact No.: [Text box] Fax: [Text box]

Email: [Text box]


Step 6eiii:

- Select "Change of AI"

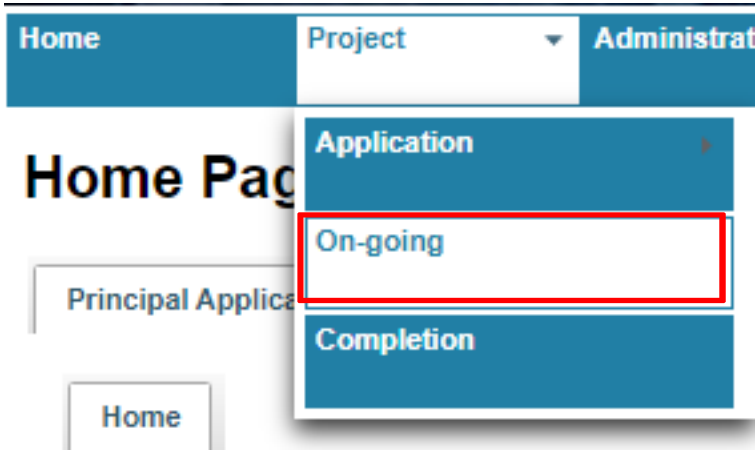
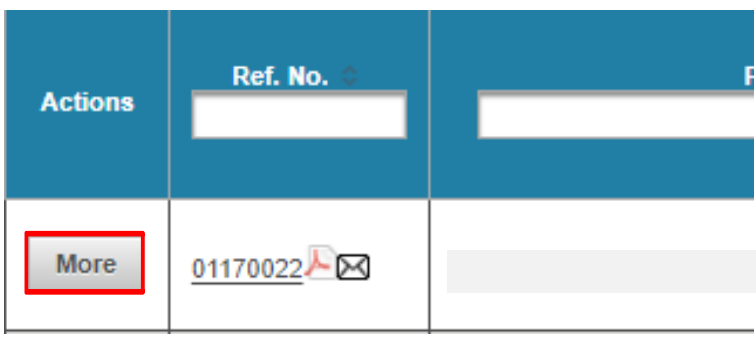
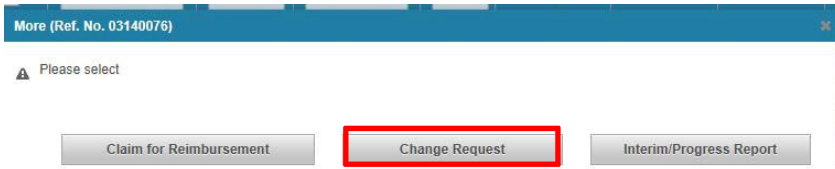
- Select new AI and department

- Fill in details of new contact of PA and full address

<p>Supporting documents</p> <p>Please provide supporting documents (in PDF format only and the maximum file size is 600KB) for the change request, including 1) endorsement letter(s) from old AI representative and Department Head, 2) endorsement letter(s) from new PA and new Department Head, and 3) supporting letter(s) / acknowledgement from CoA(s).</p> <p>(1 of 1) << >> 20</p> <p>Filename</p> <p>No record</p> <p>(1 of 1) << >> 20</p> <p>Attach</p> <p>Justifications</p> <p>Justifications</p>	<ul style="list-style-type: none"> - Attach supporting document(s) - Provide justifications
<p>Early Termination</p> <p>Original End Date <input type="text" value="30 Sep 2023"/> Proposed Termination Date <input type="text"/></p> <p>Supporting documents</p> <p>Please provide a copy of endorsement from Head of Department (in PDF format only and the maximum file size is 600KB) for the change request.</p> <p>(1 of 1) << >> 20</p> <p>Filename Remove</p> <p>No record</p> <p>(1 of 1) << >> 20</p> <p>Attach</p> <p>Justifications</p> <p>Justifications</p>	<p>Step 6f:</p> <ul style="list-style-type: none"> - Select “Proposed Termination Date” - Attach supporting document(s) - Provide justifications
<p>Cancel Temp Save Preview Submit</p> <p>Confirm</p> <p>⚠ Are you sure to submit this change request?</p> <p>Yes No</p>	<p>Step 7:</p> <ul style="list-style-type: none"> - Click the action button to proceed. - Click “Yes” to proceed the submission to RO of existing AI. <p>OR</p> <ul style="list-style-type: none"> - Click “Temp Save” to save the request in the eGMS for submission later.

	<p>OR</p> <ul style="list-style-type: none"> - Click “Preview” to view the details of the request before submission. <p>OR</p> <p>Click “Cancel” to cancel the submission action.</p>
 <p>The screenshot shows a light blue notification bar with an information icon (i) and the text: "Change of Project Period, [03140076-CR-001], was submitted." Below the notification bar is a grey button with the text "Back", which is highlighted with a red rectangular border.</p>	<p>Step 8:</p> <p>Click “Back” to close the change request action.</p>

View the Progress of Change Request

 <p>Home Page navigation menu. The 'Project' dropdown menu is open, and the 'On-going' option is highlighted with a red box.</p>	<p>Step 1:</p> <p>Go to Project > On-going or</p> <p>Go to Project > Completion</p>
 <p>Home Page navigation menu. The 'Project' dropdown menu is open, and the 'Completion' option is highlighted with a red box.</p>	<p>Step 2:</p> <p>Click “More”.</p>
 <p>More (Ref. No. 03140076) menu. The 'Change Request' button is highlighted with a red box.</p>	<p>Step 3:</p> <p>Click “Change Request”.</p>

Change Request Summary

Project Reference No.

Project Title

Start Date End Date Status

Principal Applicant (PA)

Administering Institution (AI)

- Project Period
- Study Design
- Budget Virement
- Submission Date of Report
- Project Team / AI
- Early Termination

(1 of 1) << 1 >> 20

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Actions
02130016-CR-2			30 Sep 2016	31 Dec 2016	10 Jul 2014		Rejected	N/A	<input type="button" value="View"/>
02130016-CR-3			30 Sep 2016	31 Oct 2016	10 Jul 2014	10 Jul 2014	Accepted	N/A	<input type="button" value="View"/>

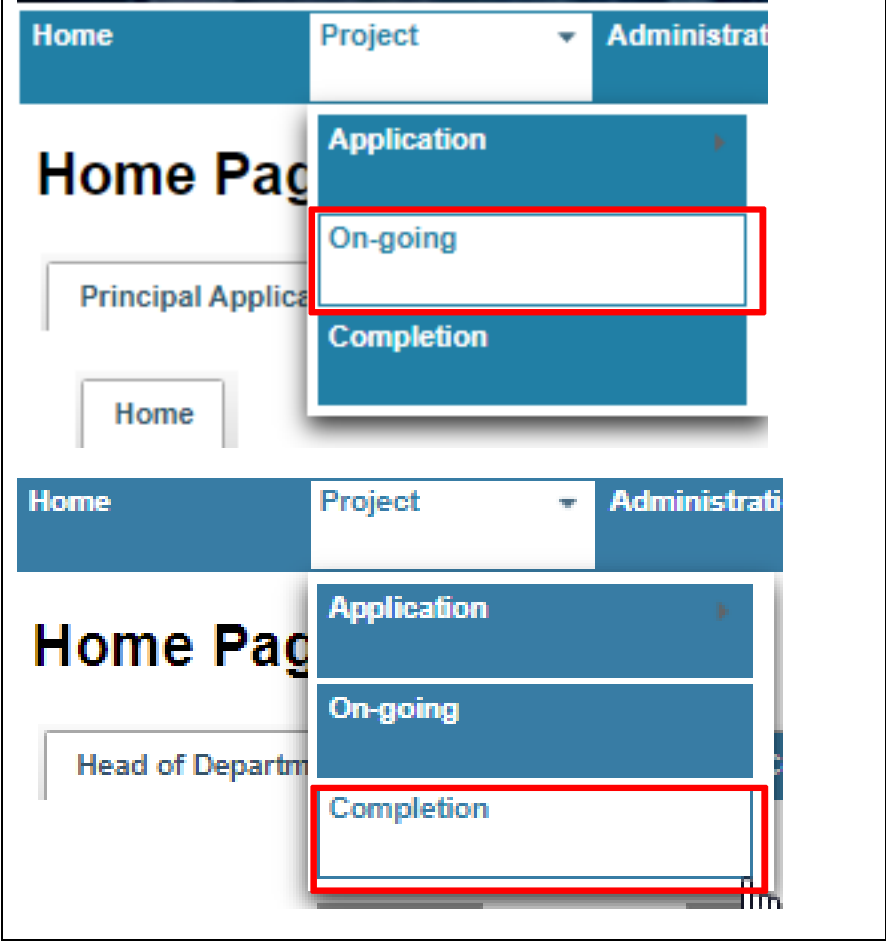
(1 of 1) << 1 >> 20

-
-
-

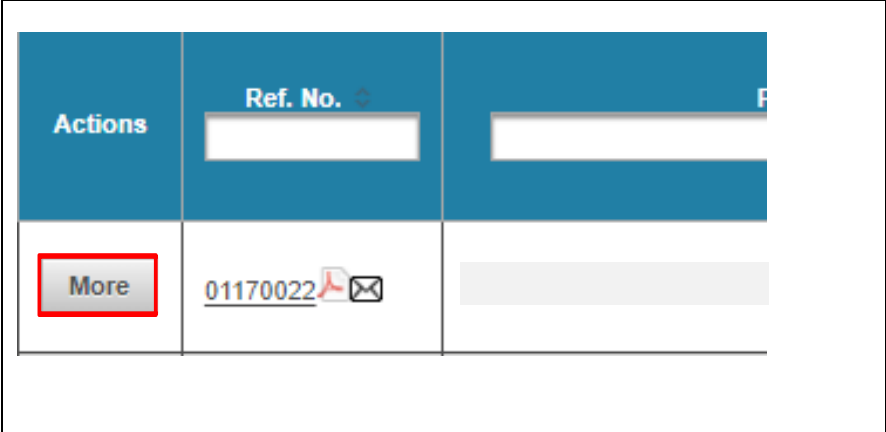
Step 4:

- Click the type of change request to be previewed.
- Click "View".

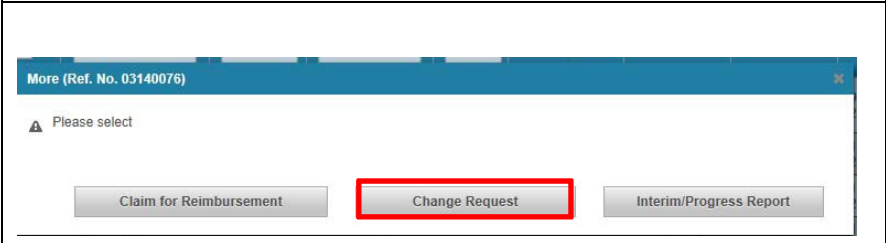
Withdraw the Change Request



Step 1:
 Go to Project > On-going or
 Go to Project > Completion



Step 2:
 Click “More”.



Step 3:
 Click “Change Request”.

Change Request Summary

Project Reference No.

Project Title

Start Date End Date Status

Principal Applicant (PA)

Administering Institution (AI)

- Project Period
- Study Design
- Budget Virement
- Submission Date of Report
- Project Team / AI
- Early Termination

(1 of 1) << 1 >> 20

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Actions
02130016-CR-2			30 Sep 2016	31 Dec 2016	10 Jul 2014		Rejected	N/A	<input style="border: 1px solid red;" type="button" value="View"/>
02130016-CR-3			30 Sep 2016	31 Oct 2016	10 Jul 2014	10 Jul 2014	Accepted	N/A	<input type="button" value="View"/>

(1 of 1) << 1 >> 20

Step 4:

- Click the type of change request to be previewed.
- Click "View" to preview relevant record to be withdrawn.

(Remark: Change request which has already been approved/rejected cannot be withdrawn.)

Change Request No. Submission Date Change Request Status

Original End Date New End Date

Supporting documents
 Please provide revised timetable of work (Section 13j) (in PDF format only) and the maximum file size is 600KB) for the change request.

(1 of 1) << 1 >> 20

Filename	Remove
cap.pdf	<input type="button" value="X"/>

(1 of 1) << 1 >> 20

Justifications

Justifications

test

Step 5:


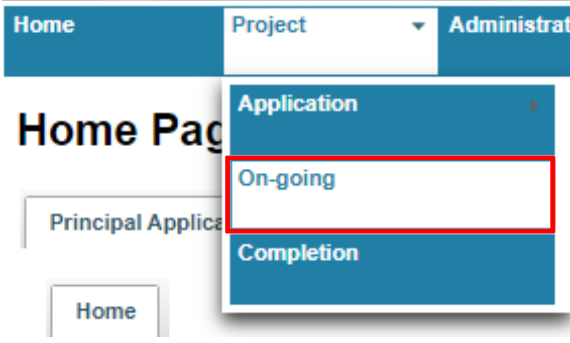
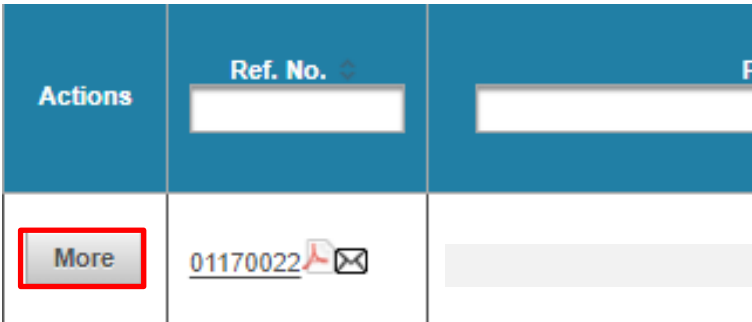
- Click "Withdraw".

Confirm

⚠ Are you sure to withdraw this change request?

- Click "Yes" to proceed.

Submission of Progress Report

	<p><u>Method A</u></p> <p>Step 1: Go to Home</p>																						
<p>Home Page</p> <p>To Do List Home</p> <p>Call Year <input type="text"/> Scheme <input type="text"/> Please Select Search</p> <p>(1 of 1) 1 20</p> <table border="1"> <thead> <tr> <th>Ref. No.</th> <th>Project Title</th> <th>Type</th> <th>Case Number / Subject</th> <th>Description</th> <th>Date</th> <th>Due Date</th> <th>Delete Application</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Report to be Submitted*</td> <td></td> <td>PR1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*Reports to be submitted will be shown 30 days before the due date. PR will be shown 14 days before the due date.</p> <p>Export to CSV</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Case Number / Subject</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Report to be Submitted*</td> <td></td> <td>PR1</td> </tr> </tbody> </table>	Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application			Report to be Submitted*		PR1				Type	Case Number / Subject	Description	Report to be Submitted*		PR1	<p>Step 2: Go to To Do List</p> <p>- Click the “Case Number / Subject” of the project under type: “Report to be Submitted”, Description: “PR”</p> <p>(Remarks: Progress Reports that are pending submission would be shown in the To Do List 14 days before the due date.)</p> <p>Go to Step 5</p>
Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application																
		Report to be Submitted*		PR1																			
Type	Case Number / Subject	Description																					
Report to be Submitted*		PR1																					
	<p><u>Or Method B</u></p> <p>Step 1: Go to Project > On- going</p>																						
	<p>Step 2: Click “More”.</p>																						

More (Ref. No. 03140076)

Please select

Claim for Reimbursement Change Request **Interim/Progress Report**

Step 3:

Click “**Interim / Progress Report**”

Report

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	No. of Overdue Day(s)	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Progress Report			PR1					N/A		Edit	
Interim Report			IR1					N/A		Edit	

Close

Step 4:

(Remarks: Overdue reports will be highlighted in red.)

- Select the report to be submitted.
- Click “**Edit**”.

[Go to Step 5](#)

Progress Report

Report Ref. No.: **PR1**

Report Due Date: 31 May 2023

Report Status:

1. Project No.:

2. Grant Period: Commencement Date: End Date:

3. Title of Project:

Content:

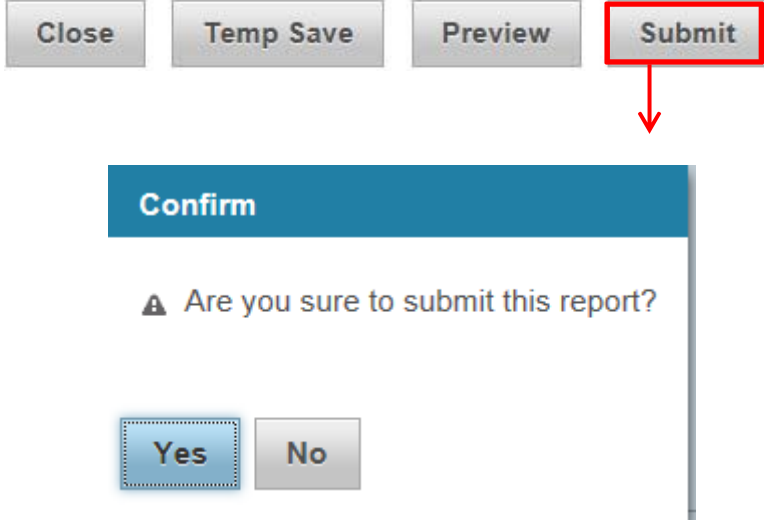

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

Browse Delete

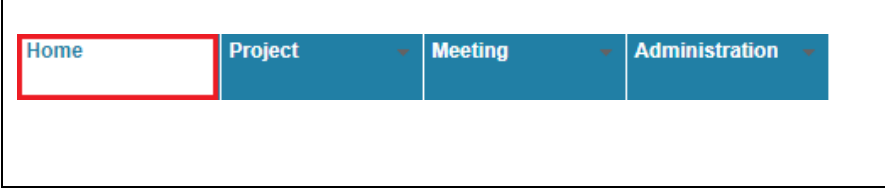
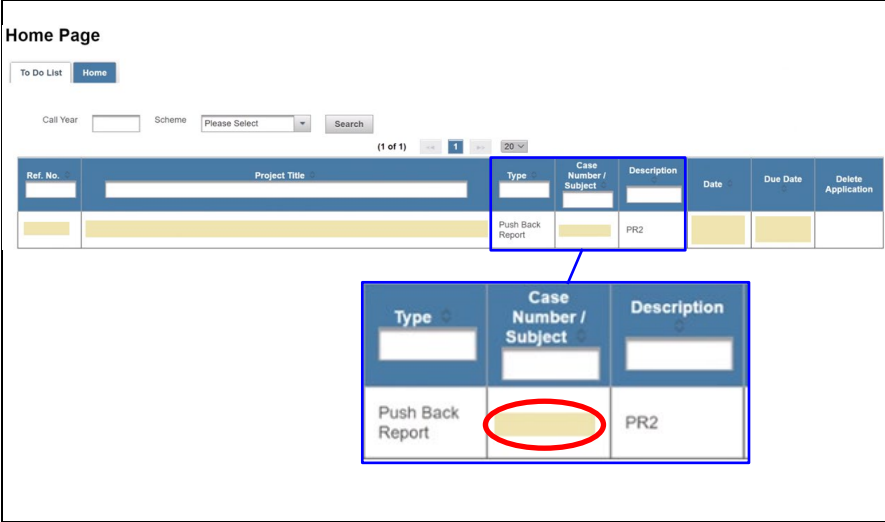
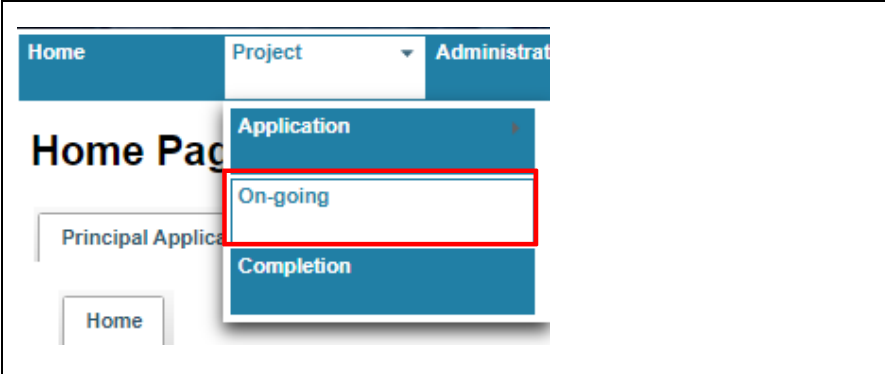
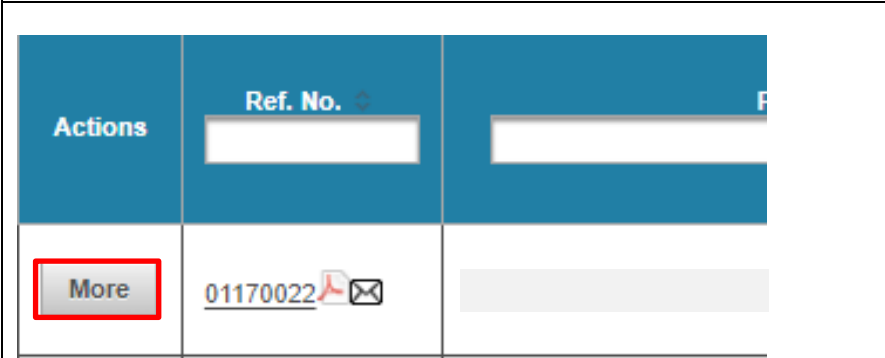
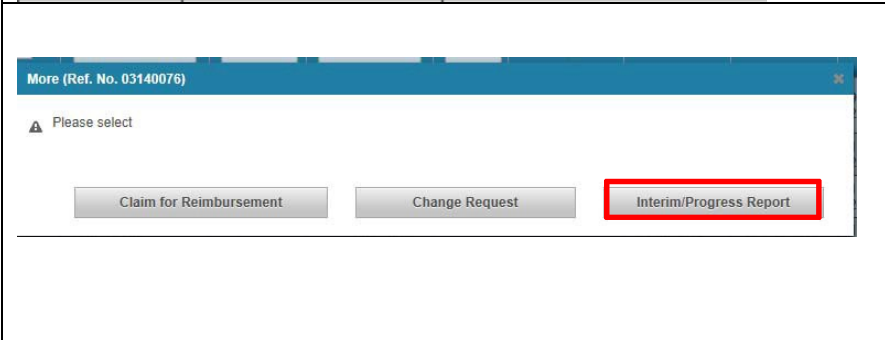
Step 5:

- Note the report reference no. (**PR1** means **first** progress report)

- Provide the progress update.
- Attach the supplementary information, if any.

	<p>Step 6:</p> <ul style="list-style-type: none"> - Click the action button to proceed. - Click “Yes” to proceed the submission to RFS. <p>OR</p> <ul style="list-style-type: none"> - Click “Temp Save” to save the report in the eGMS for submission later. <p>OR</p> <ul style="list-style-type: none"> - Click “Preview” to view the details before submission. <p>OR</p> <ul style="list-style-type: none"> - Click “Close” to cancel the submission action.
<p>Progress Report</p> 	<p>Step 7:</p> <p>Click “Close” to close the submission action.</p>

Revision of Progress Report

	<p><u>Method A</u></p> <p>Step 1: Go to Home</p>
	<p>Step 2: Go to To Do List</p> <p>- Click the “Case Number / Subject” of the project under type: “Push Back Report”, Description: “PR”</p> <p>Go to Step 4</p>
	<p><u>Or Method B</u></p> <p>Step 1: Go to Project > On- going</p>
	<p>Step 2: Click “More”.</p>
	<p>Step 3: Click “Interim / Progress Report”.</p> <p>Go to Step 4</p>

Report

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	No. of Overdue Day(s)	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Progress Report			PR1				Pushed Back	N/A	N/A	Edit	
Interim Report			IR1					N/A		Edit	

Details

Close

⚠ Pushed back by

Reason(s):

Step 4:

- Click “Pushed Back” for details entered by RFS.
- Click “Edit”

Progress Report

Report Ref. No.: PR1

Report Due Date:

Report Status: Pushed Back

1. Project No.:

2. Grant Period: Commencement Date: End Date:

3. Title of Project:

Content:

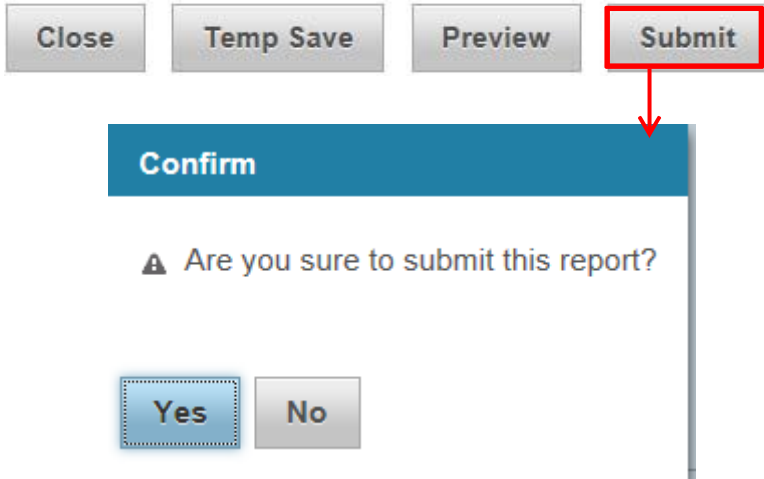
test
push back edit

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

Browse Delete

Step 5:

- Update the progress report.
- Attach the supplementary information, if any.



Step 6:

- Click the action button to proceed.
- Click “Yes” to proceed the submission to RFS.

OR

- Click “Temp Save” to save the report in the eGMS for submission later.


OR

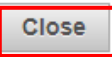
- Click “Preview” to view the details before submission.

OR

- Click “Close” to cancel the submission action.

Progress Report

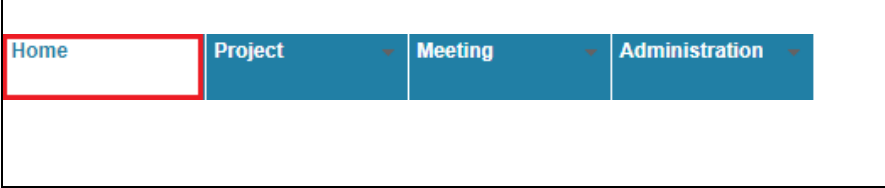
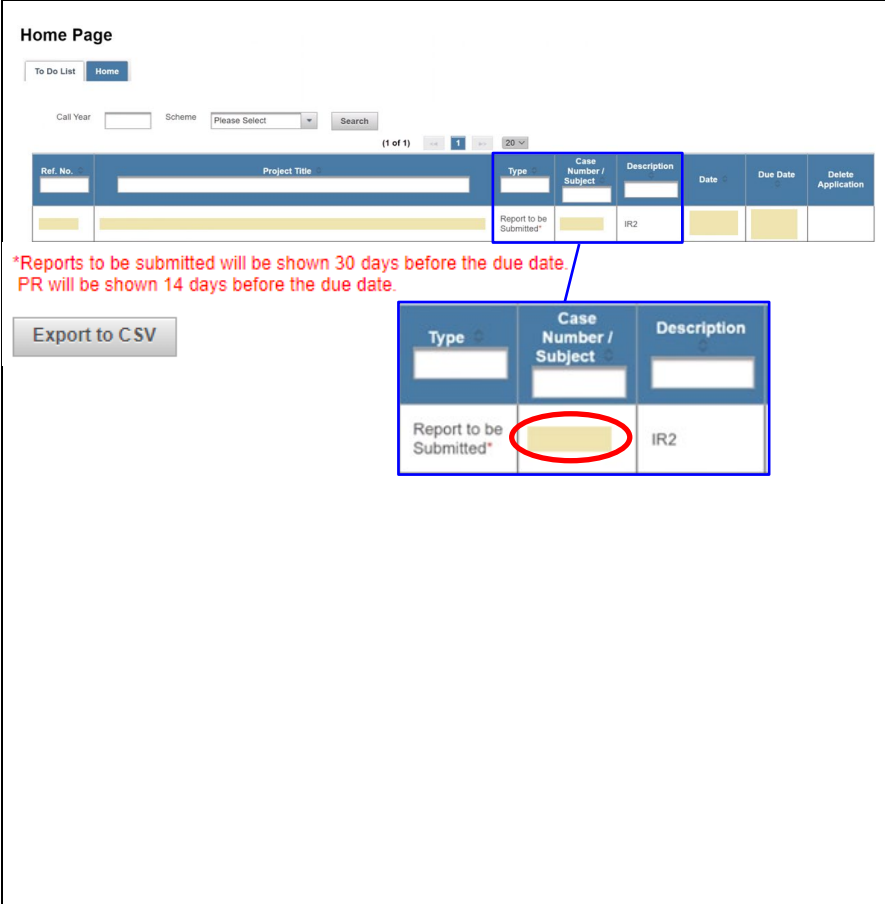
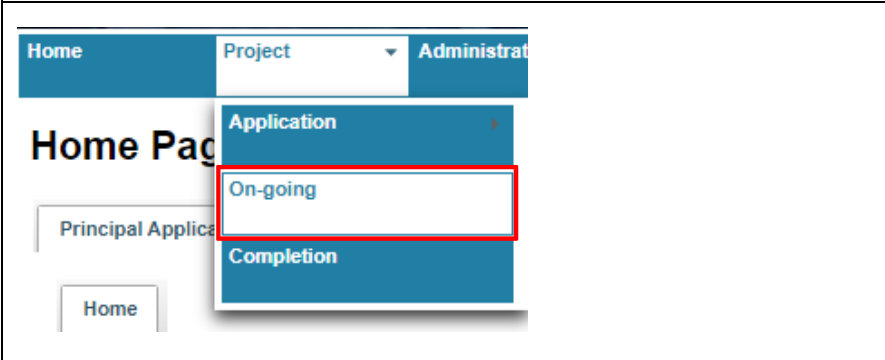
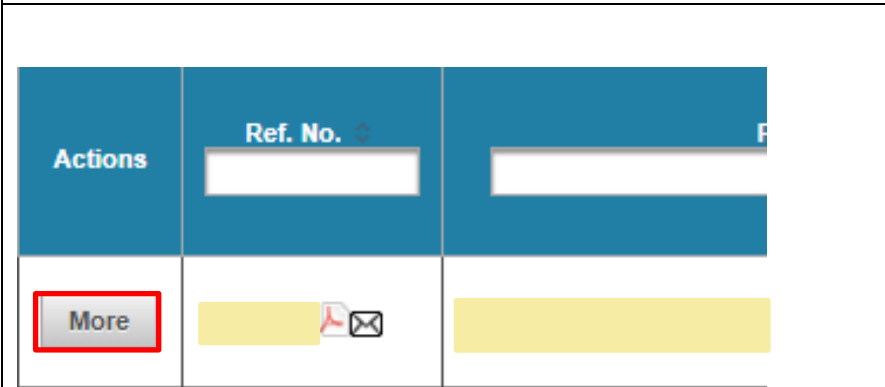
 PR1 of project [] has been submitted successfully to RFS.



Step 7:

Click “Close” to close the submission action.

Submission of Interim Report

	<p><u>Method A</u></p> <p>Step 1: Go to Home</p>																						
 <p>Home Page</p> <p>To Do List Home</p> <p>Call Year: <input type="text"/> Scheme: <input type="text"/> Search: <input type="text"/></p> <p>(1 of 1) 1 20</p> <table border="1"> <thead> <tr> <th>Ref. No.</th> <th>Project Title</th> <th>Type</th> <th>Case Number / Subject</th> <th>Description</th> <th>Date</th> <th>Due Date</th> <th>Delete Application</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Report to be Submitted*</td> <td></td> <td>IR2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*Reports to be submitted will be shown 30 days before the due date. PR will be shown 14 days before the due date.</p> <p>Export to CSV</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Case Number / Subject</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Report to be Submitted*</td> <td></td> <td>IR2</td> </tr> </tbody> </table>	Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application			Report to be Submitted*		IR2				Type	Case Number / Subject	Description	Report to be Submitted*		IR2	<p>Step 2: Go to To Do List</p> <p>- Click the “Case Number / Subject” of the project under type: “Report to be Submitted”, Description: “IR”</p> <p>(Remarks: All reports that are pending submission would be shown in the To Do List 30 days before the due date.)</p> <p>Go to Step 5</p>
Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application																
		Report to be Submitted*		IR2																			
Type	Case Number / Subject	Description																					
Report to be Submitted*		IR2																					
	<p><u>Or Method B</u></p> <p>Step 1: Go to Project > On- going</p>																						
	<p>Step 2: Click “More”.</p>																						

More (Ref. No. 03140066) ✕

Please select

Step 3:

Click “**Interim / Progress Report**”

Report

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	No. of Overdue Day(s)	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Interim Report			IR1					N/A		Edit	

Step 4:

(Remarks: Overdue reports will be highlighted in red.)

- Select the report to be submitted.
- Click “**Edit**”.

[Go to Step 5](#)

Interim Report

Report Ref. No.:

Report Due Date:

Report Status:

Please indicate if any change request is required. If yes, please submit the change request via eGMS before report submission.

Yes No

Please provide the information for the submitted change request(s):

Change Request	Sequence no.	Delete
<input type="text" value="Please Select"/>	<input type="text" value="03140066-CR-"/>	<input type="button" value="Delete"/>

Please provide the information for the submitted change request(s):

Change Request	Sequence no.	Delete
<input type="text" value="Please Select"/>	03140066-CR- <input type="text"/>	<input type="button" value="Delete"/>
<input type="text" value="Please Select"/>	03140066-CR- <input type="text"/>	<input type="button" value="Delete"/>

Add

Step 5a:

- Note the report ref. no. (IR1 means first interim report)
- Indicate any submission of change request(s)
- Select “**Yes**” if change request was submitted, choose the type of Change Request submitted and provide the corresponding Sequence No.
- Click “**Add**” if more than 1 Change Request was submitted.

6. Aims/Objectives of the Research:

List the main objectives as stated in the approved proposal. Approval must be sought for any changes on the study objectives.

Approved Aims/Objectives	Estimated completion (%)	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

7. Timetable of Work:

Document the study progress according to the proposed timetable.

Date	Event/Progress	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

8. Achievements/Major Findings of the Project so far:

9. Budget & Expenditure (attach a certified Financial Statement, in PDF format only and the maximum file size is 1.5MB):

Remarks: Please submit a signed hardcopy to RFS. Attachments are optional, but they must be in PDF format if they are attached to the report.

10. Applicants' Comments:

Describe the potential for further investigations or exploitation of results. May include reflection/feedback of investigators and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of research findings.

11. Publications, including in press

Have any publications resulting directly from this research project been published?

Yes No

If YES, provide details below. Include published or in press items only. Do not include manuscripts in preparation or submitted for review. Insert additional lines below, if necessary.

	Details	Delete
1	<input type="text"/>	<input type="button" value="X"/>

12. Patents and other Intellectual Property Rights

Have any patents or other intellectual property rights resulting directly from this research project been produced?

Yes No

If YES, provide details below. PA/AI should seek written consent from the Government before filing a patent application. Insert additional lines below, if necessary.

	Details	Delete
1	<input type="text"/>	<input type="button" value="X"/>

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

- Complete the Interim Report and attach the supplementary information, if any

(Interim Report for the Area of Project: Public health, human health and health services research; Infectious diseases or Advanced medical research)

6. Aims/Objectives of the Project:

List the main objectives as stated in the approved proposal. Approval must be sought for any changes on the project objectives.

Approved Aims/Objectives	Estimated completion (%)	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

7. Timetable of Work:

Document the project progress according to the proposed timetable.

Date	Event/Progress	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

8. Benefits/ Outcome of the Project so far:

9. Budget & Expenditure (attach a certified Financial Statement, in PDF format only and the maximum file size is 1.5MB):

Remarks: Please submit a signed hardcopy to RFS. Attachments are optional, but they must be in PDF format if they are attached to the report.

10. Applicants' Comments:

May include reflection/feedback of applicants and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of project outcome.

11. Publications, including in press

Have any publications resulting directly from this project been published?

Yes No

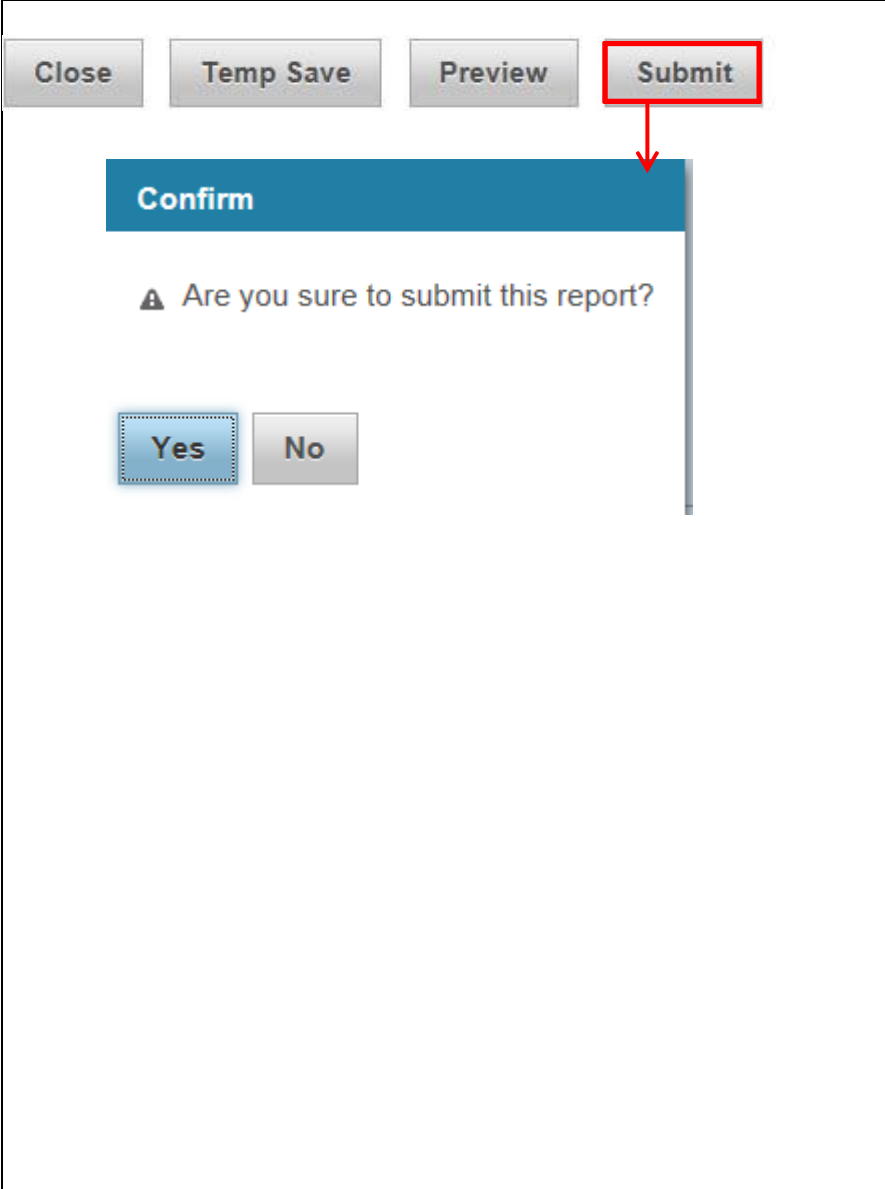
12. Patents and other Intellectual Property Rights

Have any patents or other intellectual property rights resulting directly from this project been produced?


Yes No

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

(Assessment form for the Area of Project: Health Promotion)

<p><input type="checkbox"/> I hereby confirm this report is endorsed by the whole project team.</p> <p>(Note: If the checkbox is clicked, further endorsement will not be required from CoA after submission in step 6.</p>	<p>Step 5b : (Optional) : applicable for project with CoA(s) only</p> <p>Click ‘I hereby confirm this report is endorsed by the whole project team’</p>
	<p>Step 6:</p> <ul style="list-style-type: none"> - Click the action button to proceed. - Click “Yes” to submit the IR to RO. <p>OR</p> <ul style="list-style-type: none"> - Click “Temp Save” to save the report in the eGMS for submission later. <p>OR</p> <ul style="list-style-type: none"> - Click “Preview” to view the details before submission. <p>OR</p> <ul style="list-style-type: none"> - Click “Close” to cancel the submission action.


Interim Report

 The latest version of IR1 of project [redacted] has been submitted successfully to RO of AI, pending endorsement from RO, if any.

Close

Remark : Acknowledge message for PA did not click the checkbox in *Step 5b*

Interim Report

 The latest version of IR1 of project [redacted] has been submitted successfully to RO of AI, pending endorsement from RO and CoA(s), if any.

Close

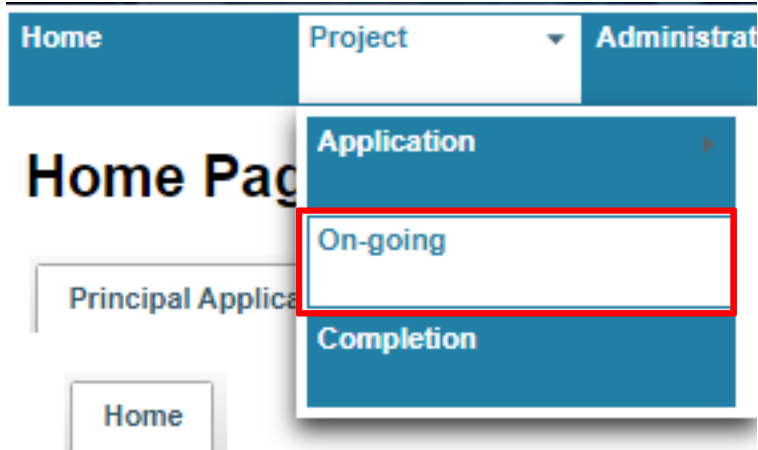
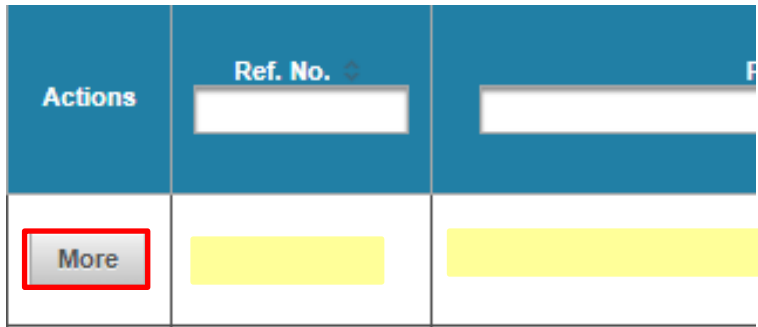
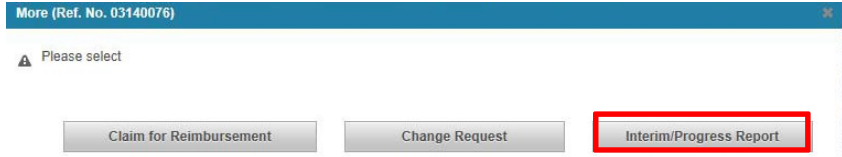
Step 7:

Click “Close” to close the submission action.

The report has been submitted and is pending signature(s) from CoA (if any) and AI users.

Resend Invitation Email to CoA for Endorsement of the Interim Report

(Note: If you have submitted the Interim Report with clicking the checkbox (i.e. *Step 5b* in Submission of Interim Report), please ignore this part)

 A screenshot of a web application's navigation menu. The menu is open, showing options: 'Application', 'On-going', and 'Completion'. The 'On-going' option is highlighted with a red rectangular box. The background shows a navigation bar with 'Home', 'Project', and 'Administrat'.	<p>Step 1:</p> <p>Go to Project > On-going</p>
 A screenshot of a table with three columns. The first column is labeled 'Actions'. The second column is labeled 'Ref. No.' and contains a search input field. The third column is partially visible. In the first row, the 'More' button in the 'Actions' column is highlighted with a red rectangular box. The cells in the second and third columns of the first row are highlighted in yellow.	<p>Step 2:</p> <p>Click “More”.</p>
 A screenshot of a modal window titled 'More (Ref. No. 03140076)'. It contains a message 'Please select' with a warning icon. Below the message are three buttons: 'Claim for Reimbursement', 'Change Request', and 'Interim/Progress Report'. The 'Interim/Progress Report' button is highlighted with a red rectangular box.	<p>Step 3:</p> <p>Click “Interim / Progress Report”.</p>

Report

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Interim Report	PA		IR1			Pending Signature	N/A	N	View	

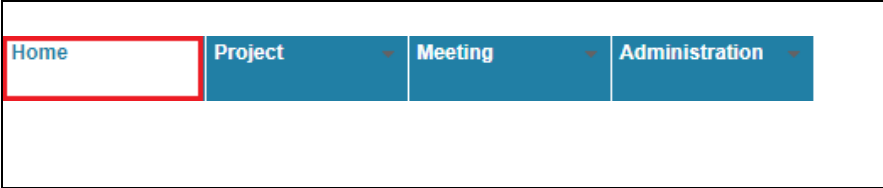
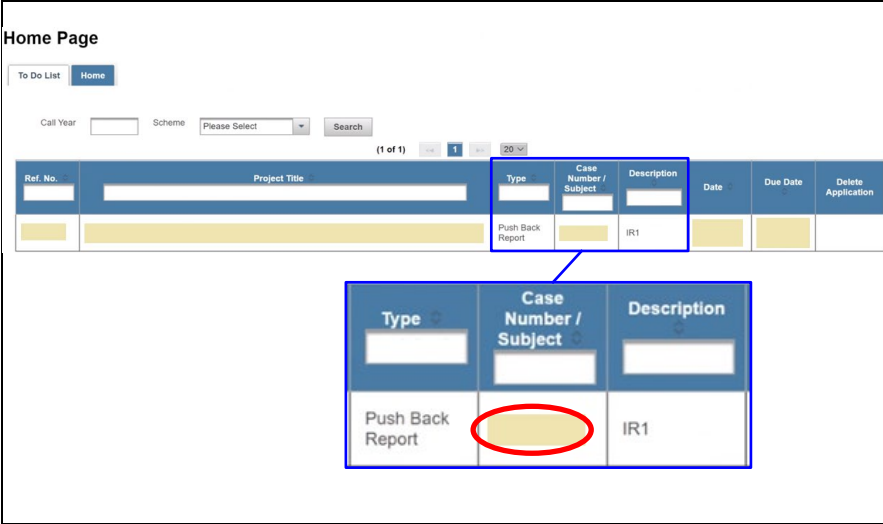
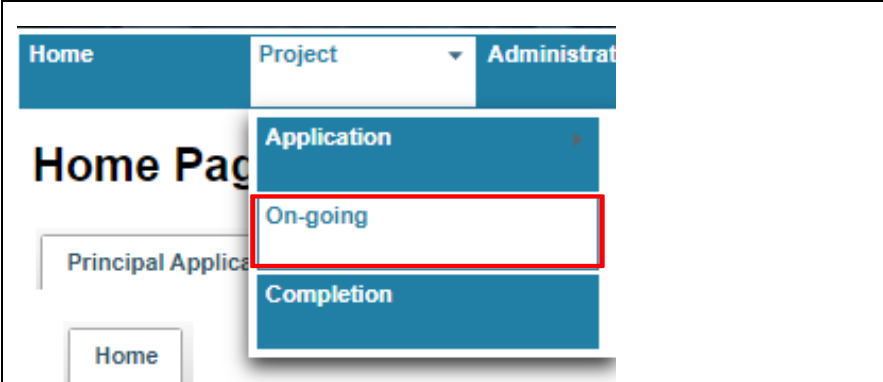
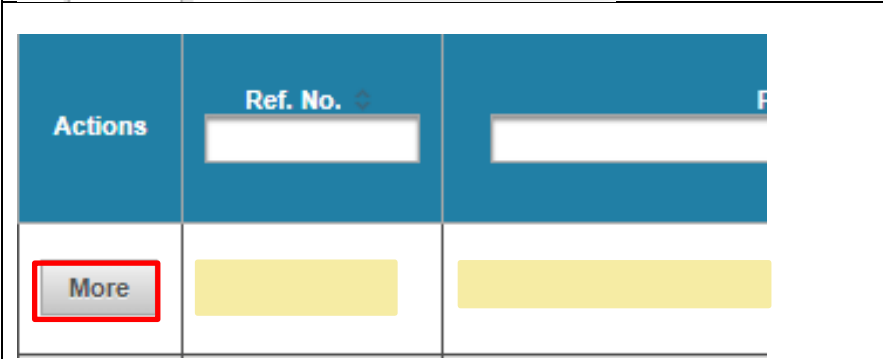
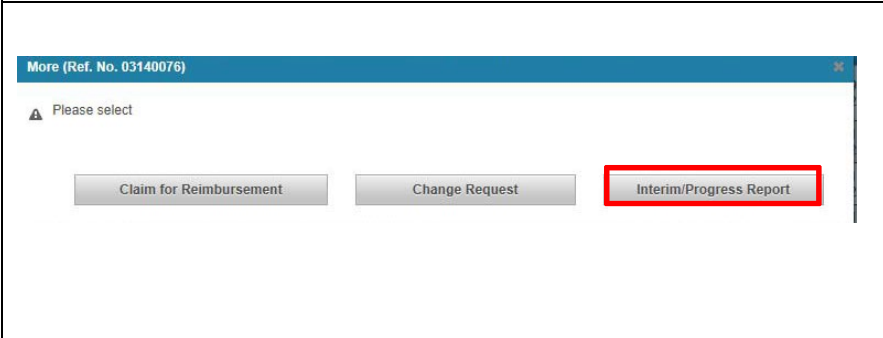
Co-Applicant List

Title	Last Name	First Name	Affiliation	Co-Applicant(s) Signed	Actions
				N	Re-Send

Step 4:

- Click “N” to view the endorsement status from CoA(s).
- Click “Re-Send” to send the invitation email to CoA.
- Click “View” or PDF icon to preview the Interim Report.

Revision of Interim Report

	<p><u>Method A</u></p> <p>Step 1: Go to Home</p>
	<p>Step 2: Go to To Do List</p> <p>- Click the “Case Number / Subject” of the project under type: “Push Back Report”, Description: “IR”</p> <p>Go to Step 4</p>
	<p><u>Or Method B</u></p> <p>Step 1: Go to Project > On-going</p>
	<p>Step 2: Click “More”.</p>
	<p>Step 3: Click “Interim / Progress Report”.</p> <p>Go to Step 4</p>

Report

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	No. of Overdue Day(s)	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Interim Report			IR1				Pushed Back	N/A	Y	Edit	

Close

Details

⚠ Pushed back by

Reason(s):

Step 4:

- Click “Pushed Back” for details entered by CoA or RO or RFS.
- Click “Edit”.

Interim Report

Report Ref. No.: IR1
Report Due Date:
Report Status: Pushed Back

6. Aims/Objectives of the Research:

List the main objectives as stated in the [approved proposal](#). Approval must be sought for any changes on the study objectives.

Approved Aims/Objectives	Estimated completion (%)	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

7. Timetable of Work:

Document the study progress according to the proposed timetable.

Date	Event/Progress	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

8. Achievements/Major Findings of the Project so far:

9. Budget & Expenditure (attach a [certified Financial Statement](#), in PDF format only and the maximum file size is 1.5MB):

Remarks: Please submit a signed hardcopy to RFS. Attachments are optional, but they must be in PDF format if they are attached to the report.

10. Applicants' Comments:

Describe the potential for further investigations or exploitation of results. May include reflection/feedback of investigators and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of research findings.

Step 5:

- Update the Interim Report and attach the supplementary information, if any


(Revised Interim Report for the Area of Project: Public health, human health and health services research; Infectious diseases or Advanced medical research)

11. Publications, including in press

Have any publications resulting directly from this research project been published?

Yes No

If YES, provide details below. Include published or in press items only. Do not include manuscripts in preparation or submitted for review. Insert additional lines below, if necessary.

	Details	Delete
1		

Add

12. Patents and other Intellectual Property Rights

Have any patents or other intellectual property rights resulting directly from this research project been produced?

Yes No

If YES, provide details below. PA/AI should seek written consent from the Government before filing a patent application. Insert additional lines below, if necessary.

	Details	Delete
1		

Add

(Revised Interim Report
for the Area of Project:
Health Promotion)

6. Aims/Objectives of the Project:

List the main objectives as stated in the approved proposal. Approval must be sought for any changes on the project objectives.

Approved Aims/Objectives	Estimated completion (%)	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

7. Timetable of Work:

Document the project progress according to the proposed timetable.

Date	Event/Progress	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

8. Benefits/ Outcome of the Project so far:

9. Budget & Expenditure (attach a certified Financial Statement, in PDF format only and the maximum file size is 1.5MB):

Remarks: Please submit a signed hardcopy to RFS. Attachments are optional, but they must be in PDF format if they are attached to the report.

10. Applicants' Comments:

May include reflection/feedback of applicants and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of project outcome.

10. Applicants' Comments:

May include reflection/feedback of applicants and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of project outcome.

11. Publications, including in press

Have any publications resulting directly from this project been published?
 Yes No

If YES, provide details below. Include published or in press items only. Do not include manuscripts in preparation or submitted for review. Insert additional lines below, if necessary.

	Details	Delete
1	<input type="text"/>	<input type="button" value="X"/>

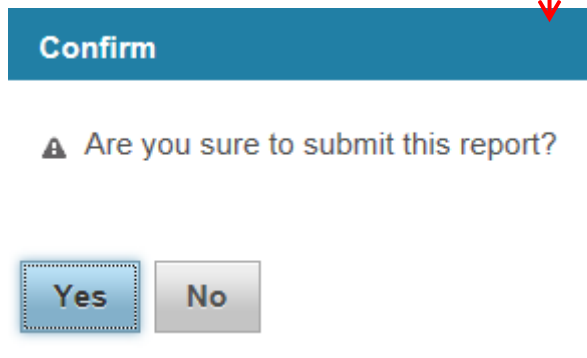
12. Patents and other Intellectual Property Rights

Have any patents or other intellectual property rights resulting directly from this project been produced?
 Yes No

If YES, provide details below. PA/AI should seek written consent from the Government before filing a patent application. Insert additional lines below, if necessary.

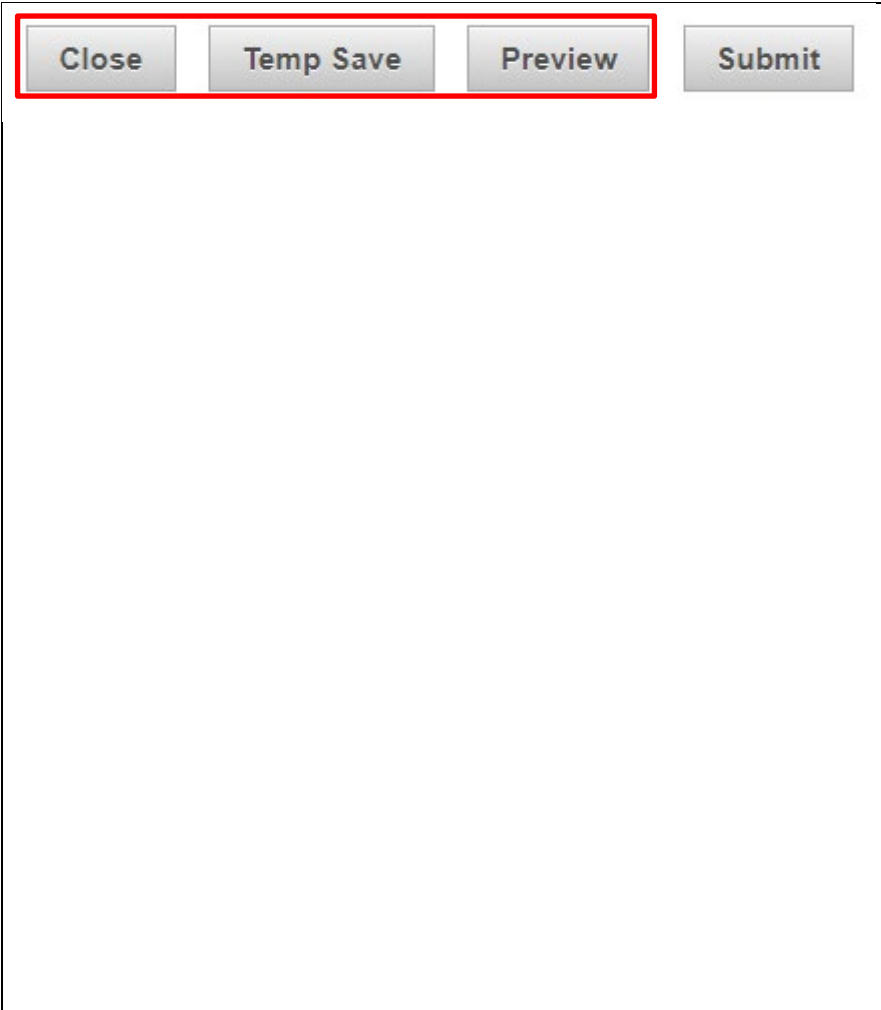
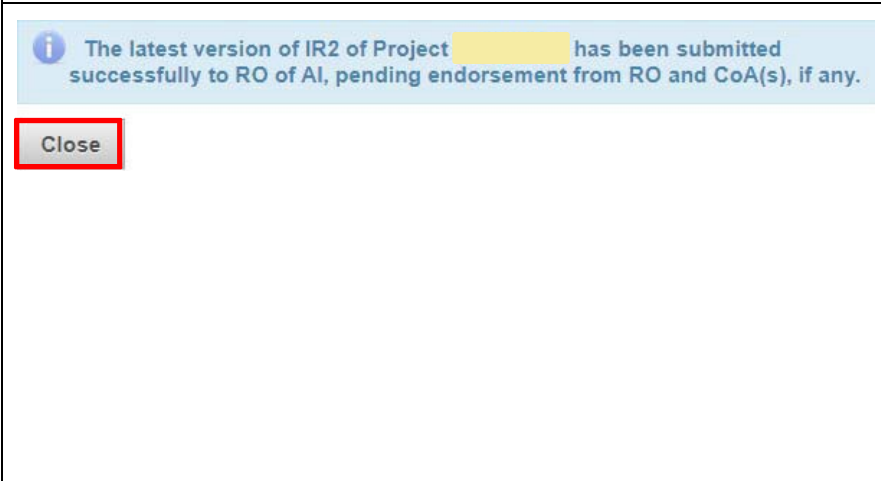
	Details	Delete
1	<input type="text"/>	<input type="button" value="X"/>

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

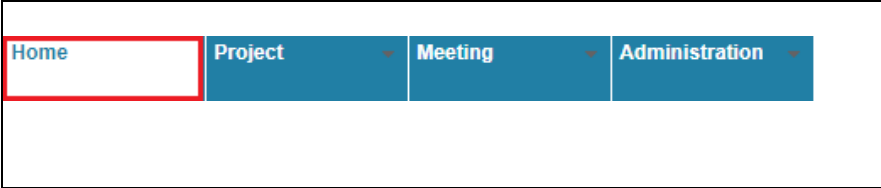
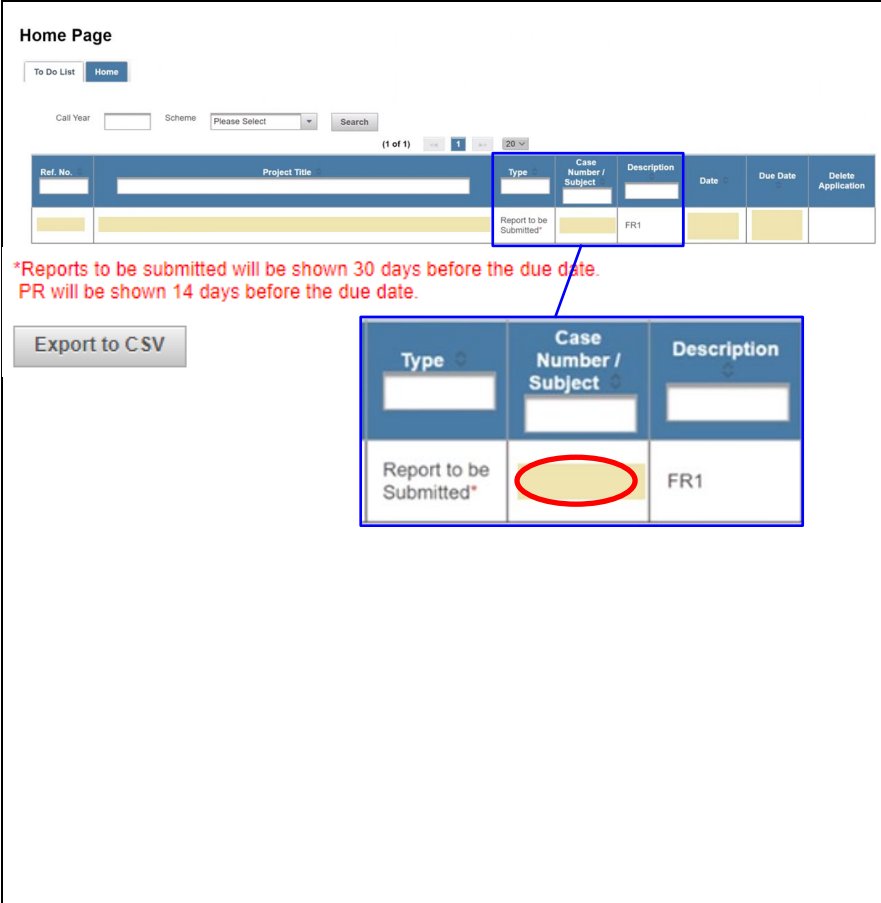
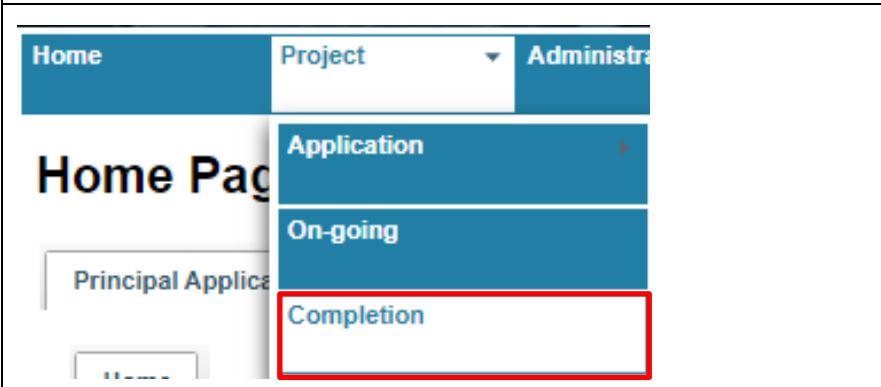
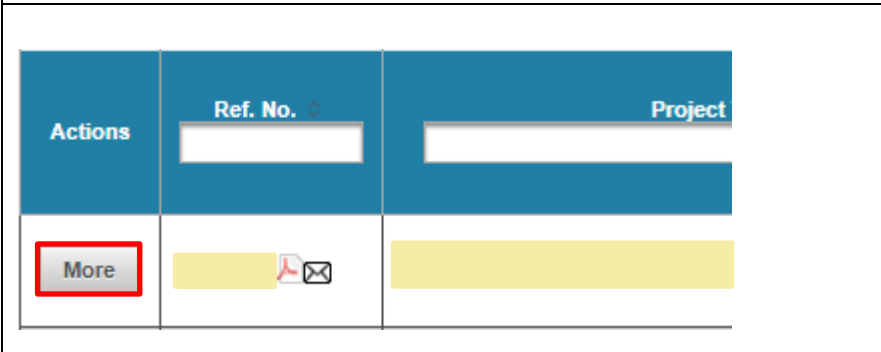


Step 6:

- Click the action button to proceed.
- Click “Yes” submit the revised IR. (Note: IR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on the revised IR if CoA(s) has (have) not endorsed the revised IR.)

	<p>OR</p> <ul style="list-style-type: none"> - Click “Temp Save” to save the report in the eGMS for submission later. <p>OR</p> <ul style="list-style-type: none"> - Click “Preview” to view the details before submission. <p>OR</p> <ul style="list-style-type: none"> - Click “Close” to cancel the submission action.
	<p>Step 7:</p> <p>Click “Close” to close the submission action.</p> <p>The report has been submitted and is pending signature(s) from CoA (if any) and AI users.</p>

Submission of Final and Dissemination Report

	<p><u>Method A</u></p> <p>Step 1: Go to Home</p>																						
 <p>Home Page</p> <p>To Do List Home</p> <p>Call Year Scheme Please Select Search</p> <p>(1 of 1) 1 20</p> <table border="1"> <thead> <tr> <th>Ref. No.</th> <th>Project Title</th> <th>Type</th> <th>Case Number / Subject</th> <th>Description</th> <th>Date</th> <th>Due Date</th> <th>Delete Application</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Report to be Submitted*</td> <td></td> <td>FR1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*Reports to be submitted will be shown 30 days before the due date. PR will be shown 14 days before the due date.</p> <p>Export to CSV</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Case Number / Subject</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Report to be Submitted*</td> <td></td> <td>FR1</td> </tr> </tbody> </table>	Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application			Report to be Submitted*		FR1				Type	Case Number / Subject	Description	Report to be Submitted*		FR1	<p>Step 2: Go to To Do List</p> <p>- Click the “Case Number / Subject” of the project under type: “Report to be Submitted”, Description: “FR”</p> <p>(Remarks: All reports that are pending submission would be shown in the To Do List 30 days before the due date.)</p> <p>Go to Step 5</p>
Ref. No.	Project Title	Type	Case Number / Subject	Description	Date	Due Date	Delete Application																
		Report to be Submitted*		FR1																			
Type	Case Number / Subject	Description																					
Report to be Submitted*		FR1																					
	<p><u>Or Method B</u></p> <p>Step 1: Go to Project > Completion</p>																						
	<p>Step 2: Click “More”.</p>																						

More (Ref. No. 02140014) ✕

⚠ Please select

Claim for Reimbursement Change Request

Final/Dissemination Report

Step 3:
 Click “Final / Dissemination Report”.

Report

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	No. of Overdue Day(s)	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Final Report			FR1					N/A		Edit	

Close

Step 4:
 (Remarks: Overdue reports will be highlighted in red.)

- Select the report to be submitted.
- Click “Edit”.

[Go to Step 5](#)

Final Report & Dissemination Report

Report Ref. No.

Project Reference No.

Project Title

Actual Start Date Actual End Date

Report Status

*** Only PDF and MS Word files are allowed for final and dissemination report.**

Upload Final Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

Upload Dissemination Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

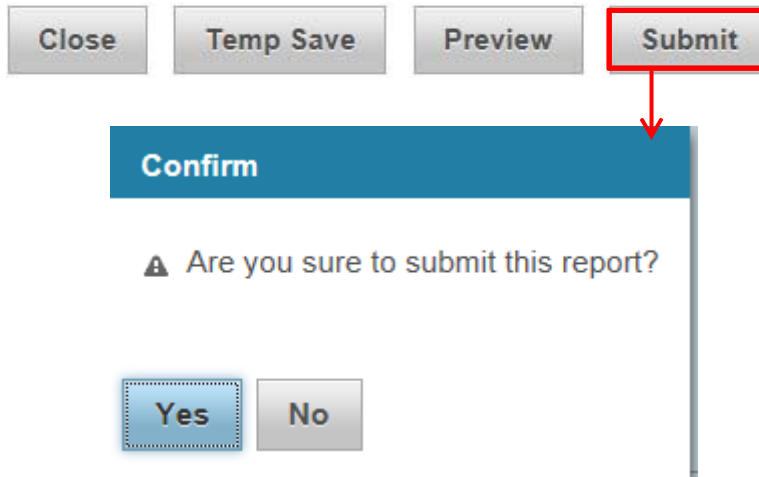
Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

Step 5a:

- Upload the report(s).

(Note: Encrypted or protected PDF file cannot be uploaded.)

- Attach supplementary document, if any.



Step 6:

- Click the action button to proceed.
- Click “Yes” to proceed the submission the FR to RO. (Note: FR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on the FR if CoA(s) has (have) not endorsed the FR.)

OR

- Click “Temp Save” to save the report in the eGMS for submission later.

OR

- Click “Preview” to view the details before submission.

OR

- Click “Close” to cancel the submission action.

Final Report & Dissemination Report

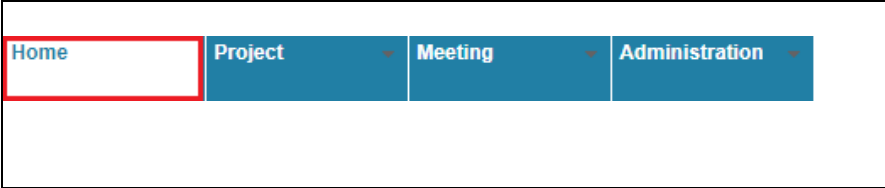
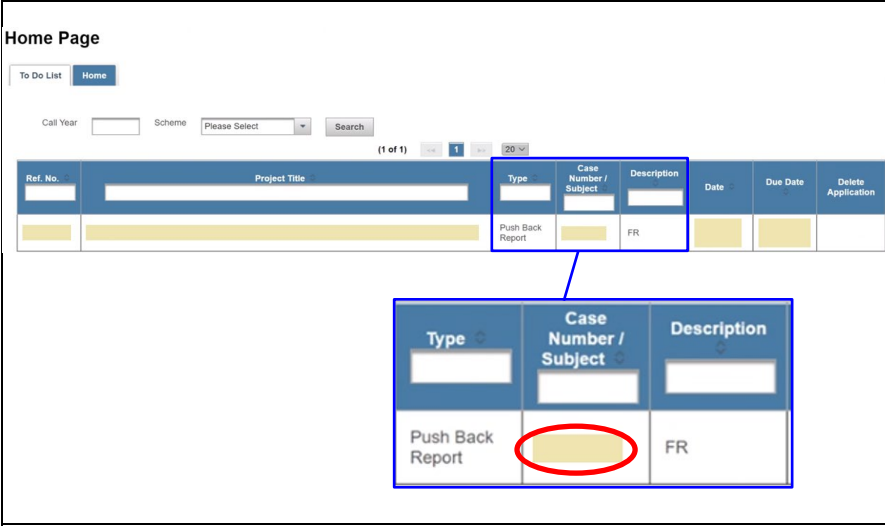
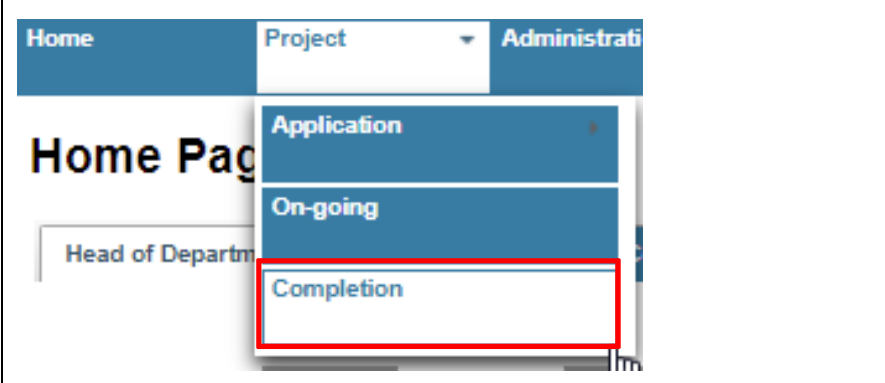
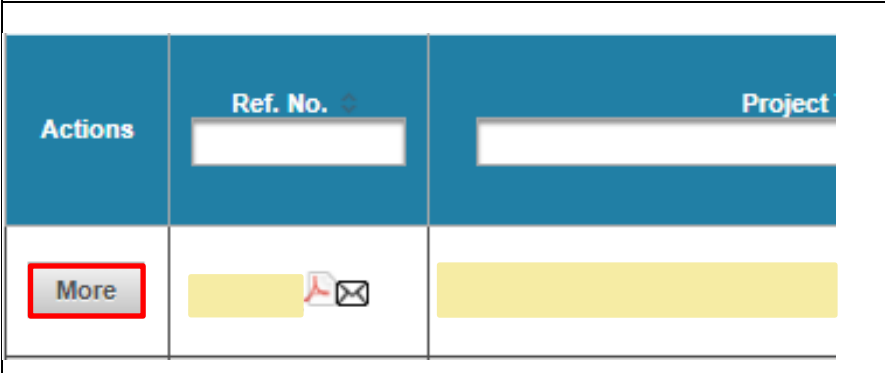
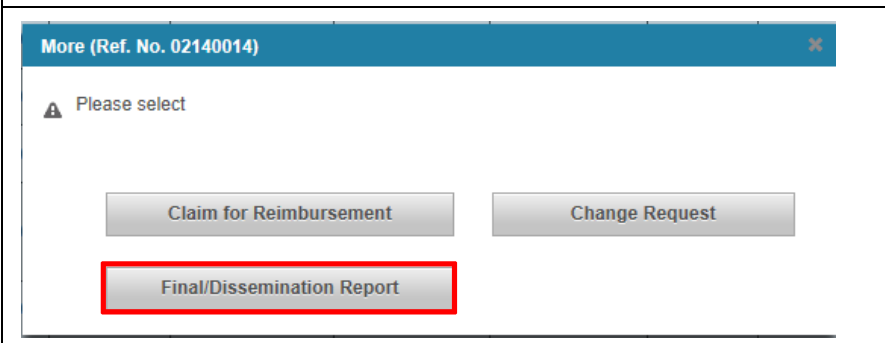
 The latest version of FR of Project [redacted] has been submitted successfully to RO of AI, pending endorsement from RO and CoA(s), if any.

Close

Step 7:

Click “Close” to close the submission.

Revision of Final Report

	<p><u>Method A</u></p> <p>Step 1: Go to Home</p>
	<p>Step 2: Go to To Do List</p> <p>- Click the “Case Number / Subject” of the project under type: “Push Back Report”, Description: “FR”</p> <p>Go to Step 4</p>
	<p><u>Or Method B</u></p> <p>Step 1: Go to Project > Completion</p>
	<p>Step 2: Click “More”.</p>
	<p>Step 3: Click “Final / Dissemination Report”.</p> <p>Go to Step 4</p>

Report

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	No. of Overdue Day(s)	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Final Report	<input type="text"/>	<input type="text"/>	FR1	<input type="text"/>			Pushed Back	N/A		Edit	FR DR

Details

⚠ Pushed back by

Reason(s):

Step 4:

- Click “Pushed Back” for comments by CoA or RO or RFS.
- Click “Edit”

Final Report & Dissemination Report

Report Ref. No.

Project Reference No.

Project Title

Actual Start Date Actual End Date

Report Status

* Only PDF and MS Word files are allowed for final and dissemination report.

Upload Final Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

[test.pdf](#)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

[test.docx](#)

Upload Dissemination Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

[test.pdf](#)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

[test.docx](#)

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

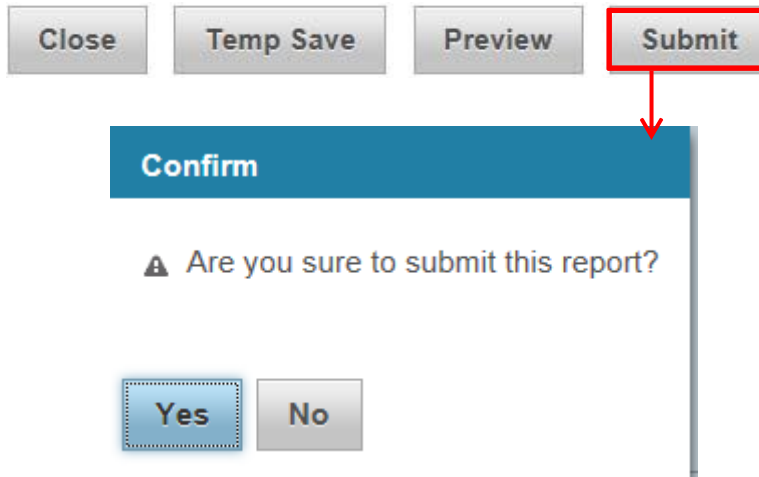
[test.pdf](#)

Step 5:

- Delete the old report(s)

- Upload the revised report(s)

- Delete and attach supplementary document, if any.



Step 6:

- Click the action button to proceed.
- Click “**Yes**” to proceed the submission the revised FR to RO. (Note: revised FR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on the revised FR if CoA(s) has (have) not endorsed the revised FR.)

OR

- Click “**Temp Save**” to save the report in the eGMS for submission later.


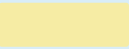
OR

- Click “**Preview**” to view the details before submission.

OR

- Click “**Close**” to cancel the submission action.

Final Report & Dissemination Report

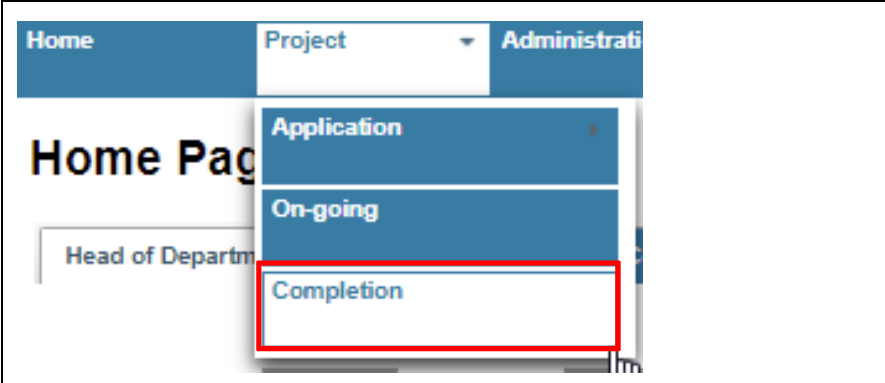
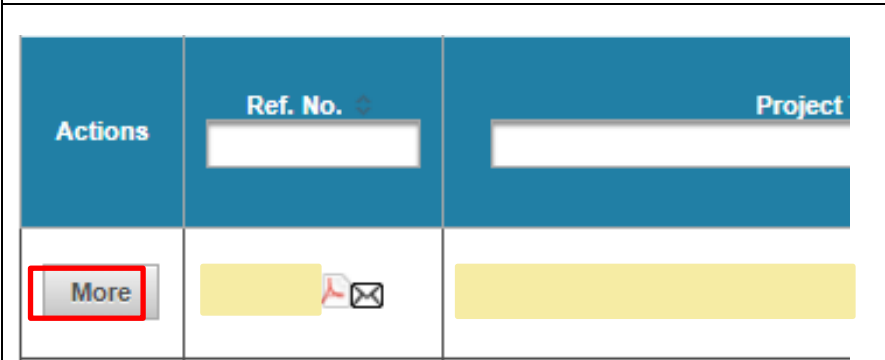
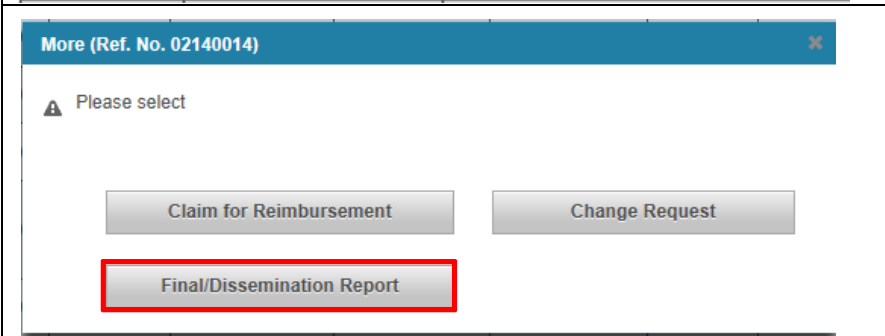
 FR1 of project  has been submitted successfully to RFS.

Close

Step 7:

Click “Close” to close the submission

View the Final and Dissemination Report

 <p>The screenshot shows a navigation bar with 'Home', 'Project', and 'Administrati'. Below 'Project', a dropdown menu is open, listing 'Application', 'On-going', and 'Completion'. The 'Completion' option is highlighted with a red rectangular box.</p>	<p>Step 1: Go to Project > Completion</p>
 <p>The screenshot shows a table with columns 'Actions', 'Ref. No.', and 'Project'. In the 'Actions' column, there is a 'More' button highlighted with a red rectangular box. Below the table, there are yellow bars representing data rows.</p>	<p>Step 2: Click "More".</p>
 <p>The screenshot shows a modal window titled 'More (Ref. No. 02140014)'. It contains a warning icon and the text 'Please select'. Below this, there are three buttons: 'Claim for Reimbursement', 'Change Request', and 'Final/Dissemination Report'. The 'Final/Dissemination Report' button is highlighted with a red rectangular box.</p>	<p>Step 3: Click "Final / Dissemination Report".</p>

Report

Project Reference No.

Project Title

Start Date End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	No. of Overdue Day(s)	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Final Report			FR1				submitted to RFS	N/A	Y	<input type="button" value="View"/>	

Final Report & Dissemination Report

Report Ref. No.

Project Reference No.

Project Title

Actual Start Date Actual End Date

Report Status

Upload Final Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)
[test.pdf](#)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)
[test.docx](#)

Upload Dissemination Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)
[test.pdf](#)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)
[test.docx](#)

Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

[test.pdf](#)

Step 4a:

Click PDF icon to download the report(s).

Step 4b:

- Click "View".
- View the uploaded file for the submission of FR and DR.

Submission of Outcome Evaluation Questionnaire

(Function for Outcome Evaluation Questionnaire will be activated by RFS in due course)

Sample of email notification sent to PA for complete the outcome evaluation questionnaire

Subject: eGMS : Attn: (The Name of Principal Applicant) - Outcome Evaluation Questionnaire of project funded by the Health and Medical Research Fund(Ref No) (2 years / 4 years) after project end date

Dear (The Name of Principal Applicant),

Outcome evaluation of projects funded by the Health and Medical Research (HMRF)

I am writing to invite you to complete the outcome evaluation questionnaire of your project funded by the HMRF -

- Reference No.: (Ref. No.)
- Project Title: (Project Title)
- Principal Applicant: (The Name of Principal Applicant)
- Project Commencement Date: (Commencement Date)
- Project End Date: (End Date)
- Time point of this Outcome Evaluation Questionnaire: (2 years / 4 years)

From 2023 onwards, Principal/Fellowship Applicants **are required** to complete Outcome Evaluation Questionnaires at **two time points – 2 years and 4 years after the project end date**. This arrangement allows more time and opportunities for outcomes and impacts derived from the research findings and health promotion projects to accrue, especially policy impacts and behavior/practice changes. You are strongly advised to maintain records of evidence of impacts, outputs and outcomes arising from the funded grant to facilitate completion of the questionnaire.

Please log in to the electronic Grant Management System (eGMS) at <https://rfs.healthbureau.gov.hk/eGMS/> and complete the questionnaire by (due date).

Access path: Project > Completion > More > Outcome Evaluation Questionnaire

Important information

1. It is a **contractual requirement under the Agreement**: “*The Principal Applicant and the Institution shall provide to the Government such information relating to the Project as the Government may reasonably request for the purpose of auditing and evaluating the Project.*”
2. Your responses will form the basis for assessing the outcomes / achievements of individual projects and reporting to the Research Council, and identifying impactful projects for presentation, awards at the Health Research Symposium organized by the Health Bureau and further disseminating the findings etc.
3. The Secretariat maintains the track records of grant applicants including completion of this outcome evaluation questionnaire. Approval for new funding will **not be granted** if the Principal Applicant has any outstanding or overdue outcome evaluation questionnaire(s) for other grants supported by the HMRF.

The grant may also be withdrawn if the outstanding/overdue report(s)/certified financial statement(s) and audited accounts/outcome evaluation questionnaire(s) is not submitted within six months from the grant approval date.

Should you have technical issues while completing this online questionnaire, please email to egmsenquiry@healthbureau.gov.hk for further assistance.

Thank you for contributing to the evaluation of HMRF-funded research.

Step 1 :

Email notification for complete the outcome evaluation questionnaire will be received.

- Please click on the eGMS URL to go to the eGMS login page.

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.

Step 2:
Go to the eGMS Login page.

Enter login email and password, and click 'Login'.

[Home](#) [Project](#) [Meeting](#) [Administration](#)

Method A

Step 3:
Go to Home Page > To Do List

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
		Outcome Evaluation (2-year)		Outcome Evaluation			
		Outcome Evaluation (4-year)		Outcome Evaluation			

Type	Case Number / Subject	Description
Outcome Evaluation (2-year)		Outcome Evaluation
Outcome Evaluation (4-year)		Outcome Evaluation

- Click the "Case Number / Subject" of the project under type: "Outcome Evaluation (2-year)/ (4-year)"

[Go to Step 5](#)

[Home](#) [Project](#) [Administration](#)

Home Page

Principal Applicant [Application](#) [On-going](#) [Completion](#)

To Do List

Or Method B

Step 3:
Go to project > Completion

Completion (4.1)

[Principal Applicant](#) [Co-Applicant](#)

Call Year Scheme Please Select AOP Search

(1 of 1) 1 20

Actions	Ref. No.	Project Title	Principal Applicant	Department	Funding Amount (HK\$)	Status	Agreement Date	Start Date	End Date	Progress Report	Interim Report	Due Date
More												

Note: Verslech (VVF) e-Form is no longer supported, you can view the Download related correspondence for approved Application

[Export to CSV](#)

Actions (4.3)

Ref. No. (4.2)

[More](#)

More (Ref. No. (4.2))

Please select

[Claim for Reimbursement](#) [Change Request](#)

[Final Dissemination Report](#) [Outcome Evaluation of HMRR Research Project - 1st Questionnaire \(4.4\)](#)

Step 4:

4.1 Go to 'Principal Applicant'.

4.2 Search 'Reference No.'.

4.3 Click 'More'.

or
Outcome Evaluation of HMRF Research Project - 2nd Questionnaire'

More (Ref. No.) ✕

⚠ Please select

Claim for Reimbursement

Change Request

Final/Dissemination Report

Outcome Evaluation of HMRF Research Project - 2nd Questionnaire (4.4)

Outcome Evaluation of HMRF Research Project - 1st Questionnaire

4.4 Click 'Outcome Evaluation of HMRF Research Project - 1st Questionnaire' or 'Outcome Evaluation of HMRF Research Project - 2nd Questionnaire'.

[Go to Step 5](#)

Sample of Outcome Evaluation of HMRF Project:

Step 5:
- Fill in the outcome evaluation.

Health and Medical Research Fund (HMRF)
Outcome Evaluation Questionnaire (4 years after project completion)

NOTES

1. The Principal Applicant (PA) should report all accumulated outcomes / achievements, including information that has previously been reported to the Research Fund Secretariat (the Secretariat), such as in the Interim Reports, Final Report, Dissemination Report and previous outcome evaluation questionnaire (if any).
2. The responses provided will form the basis for relevant parties to assess the outcomes / achievements of individual projects for reporting to the Research Council, selecting impactful projects for presentation and receiving awards at the Health Research Symposium, further disseminating the findings by the Secretariat, etc.
3. The PA should provide as much evidence as possible in relation to the outcomes / achievements reported herein, to facilitate verification by the Secretariat. We may seek further clarification / information to support the claims made on any item separately.
4. The Secretariat maintains the track records of grant applicants including completion of this outcome evaluation questionnaire. Approval for new funding will **not be granted** if the PA has not submitted overdue outcome evaluation questionnaire(s) for his / her other grants supported by the HMRF.
5. If the PA has left the original Administering Institution (AI) and cannot complete this questionnaire, please delegate a replacement to complete this questionnaire and provide his / her contact information.

Project Reference No.	<input type="text"/>			
Project Title	<input type="text"/>			
Type of Research *	<input type="checkbox"/> Basic research <input type="checkbox"/> Preclinical research <input type="checkbox"/> Clinical, public health or health services research			
Start Date	<input type="text"/>	End Date	<input type="text"/>	Actual fund amount (\$)
Project Close Date	<input type="text"/>			
Administering institution (AI)	<input type="text"/>			

A. PUBLICATIONS, PATENTS AND OTHER INTELLECTUAL PROPERTY

A1. List the publications (published or in press) that have resulted directly from the research project, including those that have or have not been previously reported to the Research Fund Secretariat, such as in the Interim Reports, Final Report, Dissemination Report and previous outcome evaluation questionnaire (if any).

Please use one of the following numbers to categorise each publication:

- 1 = peer-reviewed journal article (please state the PMID /DOI)
- 2 = book / book chapter (as author)
- 3 = book (as editor)
- 4 = others, please specify (e.g. journal editorial, journal letter, published abstract in journal, non-peer-reviewed journal article, published conference proceeding, publicly available full report, etc.)

Category	Publication	Journal Impact Factor (Web of Science)	Date published	Status	PMID/ DOI publication link	Open access (Y/N)	Publication includes acknowledgement of HMRF? (Y/N)	Delete
No records found.								

A2. List the patents and other intellectual property (approved or filed) that have resulted directly from the research project, including those that have or have not been previously reported to the Research Fund Secretariat, such as in the Interim Reports, Final Report, Dissemination Report and previous outcome evaluation questionnaire (if any).

Category	Ref. No.	Jurisdiction	Filing date	Application status	Assignment of Government's rights in invention/PR approved? (Y/N)	Delete
No records found.						

B. CAPACITY BUILDING

B1. Has participation in the research led to **additional formal qualifications** (including those that have or have not been reported in the previous outcome evaluation questionnaire (if any)) for any member of the project team or other research staff / post-graduate students etc., or is it likely to do so?
 Yes No *If Yes, give details below; If No, go to B2*

I. Any member of the project team

Type of qualification awarded to project team member	Please specify if "Other is chosen"	Name of person who has gained/ is expected to gain ¹ qualification	Contribution from the research project	Delete
No records found.				

Add

II. Any research staff, post-graduate students, etc.

Type of qualification awarded to research staff, postgraduate students, etc.	Please specify if "Other is chosen"	Name of person who has gained/ is expected to gain ¹ qualification	Contribution from the research project	Delete
No records found.				

Add

¹include post-graduate degrees currently in progress

B2. Has participation in the research led to **career advancement** for any member of the project team (including those that have or have not been reported in the previous outcome evaluation questionnaire (if any))?
(Gain of PhD/professional qualification should be filled in B1 above)

Yes No *If Yes, give details below; If No, go to B3*

Name of team member	Changes in post title		Contribution from the research project	Delete
	From	To		
No records found.				

Add

B3. Have the research project findings or methodology or theoretical developments **generated subsequent research** by any member of the project team?

Yes No *If Yes, give details below; If No, go to B4*

Name of Funding Agency / Source of Funding	Project No.	Project Title	Amount (HK\$)	The importance of the research project to securing later funding	Delete
No records found.					

Add

B4. Are you aware of any significant ways in which your research project has contributed to further **research conducted by others**?

Yes No Don't know *If Yes, give details below; If No, go to B5*

Project team	Research project title/topic	The importance of your research project to further research	Delete
No records found.			

Add

B5. Did you **collaborate / enter into partnership** for the purpose of completing **this** project?

Yes No *If Yes, give details below; If No, go to C1*

N.B. The list should tally with the authorship of the Final Report / Dissemination Report. If not, clarify under "Remarks".

During the conduct of this project the Principal Applicant (PA) collaborated / had a partnership with the following personnel from:²

Personnel from...	Personnel name / Department / Institution	Remarks
...the PA's department		
...another department at the PA's institution		
...another institution in Hong Kong		
...an institution in Chinese Mainland		
...an institution overseas (specify)		

²list all that apply

C. POLICY MAKING

C1. Have the findings from your research project been used in **policy / decision making** at any level of the health service?

Yes No Don't know *If Yes, give details below; If No, go to C5*

C2. Give details of the use including: the **levels** at which policies / decisions were influenced; and the **importance** or impact of the research project's findings to the adoption of the policy / decision.

Use the following letters to categorise the level influenced.

Geographical level
 A = local (China - Hong Kong) B = Chinese Mainland C = international

Organisational level
 D = Legislative Council E = Health Bureau F = Department of Health
 G = Hospital Authority H = Universities / schools (please specify)
 I = Professional organisations (please specify) J = Non-governmental organisations (NGOs) (please specify)
 K = Others (please specify)

Policy / Decision Making	Geographical level	Organisational level	Degree of impact of research on policy/decision making	Delete
No records found.				

Add

C3. Give a detailed narrative explaining how the research project findings led to or underpinned the health service/ system policy or decision making listed in C2, the beneficiaries, when the impact occurred, and **evidence**³ illustrating the extent of the impact.

³Evidence of policy relevance could take many forms including: citing / using research project findings in policy documents, treatment guidelines and protocols, being members of a committee issuing a policy document or a treatment guideline, inclusion of findings in a contract or in a document from an audit, an inspectorial or an evaluative body, etc.

Policy / Decision Making	Detailed narrative explaining how the research project findings led to or underpinned the health service/ system policy or decision making, the beneficiaries, when the impact occurred, and evidence ³ illustrating the extent of the impact (Please include the source /a link to the relevant evidence cited). (Indicative maximum 500 words)	Delete
No records found.		

Add

C4. Do the impacts listed in C3 result from research findings of more than one project? If so, provide details of the other projects, i.e. Name of funding agency, Project title, Reference number, Principal Applicant, Approved amount, Project start/end dates.

Yes No *If yes, please specify*

Name of Funding Agency / Source of Funding	Project Title	Project No.	Principal Applicant	Approved Amount (HK\$)	Project Start Date	Project End Date	Delete
No records found.							

Add

C5. Have you or your project team members participated in health-related policy / advisory committee as a direct outcome of this research?

Yes No *If Yes, give details below; If No, go to D1*

Name of health-related policy / advisory committee	Name of person and role in the committee, e.g. Chairman or member	Contribution from the research project (Link to membership of the committee or other evidence)	Delete
No records found.			

Add

D. CHANGES IN PRACTICE

D1. Have the findings from your research project led to changes, either directly or through the application of research-informed policies, in behaviour and / or practice?

Yes No Don't know

If Yes and without policy change, give details below;

If Yes and with policy change, please complete Section C above and give details below;

If No, go to E1

D2. Specify the research end-users whose behaviour and / or practice has changed, the **level** at which any change occurred, and how important the research project findings were in changing behaviour and/or practice.

Use the following letters to categorise the level and research end-user in which behaviour and/or practice have changed.

Geographical level

A = local (China - Hong Kong) B = Chinese Mainland C = international

Research end-users

Organisational level

D = Legislative Council E = Health Bureau F = Department of Health

G = Hospital Authority H = Universities / schools (please specify)

I = Professional organisations (please specify) J = Non-governmental organisations (NGOs) (please specify)

K = Others (please specify)

Individual level

L = Medical / allied health professionals / other service providers

M = Health care managers/administrators

N = Health service users / the wider public

Behaviour / Practice	Geographical level (A-C)	Organisational level (D-K)	Individual level (L-N)	Degree of impact of research on behavioural changes	Delete
No records found.					

Add

D3. Give a detailed narrative explaining how the research project findings led to or underpinned the changes in behaviour and/or practice listed in D2, the beneficiaries, when the impact occurred, and **evidence**⁴ illustrating the extent of the impact.

⁴Evidence of changes in behaviour and/or practice could take many forms including: treatment guidelines and protocols, standard operating procedures, questionnaires of end-users, etc.

Behaviour / Practice	Detailed narrative explaining how the research project findings led to or underpinned the changes in behaviour and/or practice, the beneficiaries, when the impact occurred, and evidence ⁴ illustrating the extent of the impact (Please include a link to the source/relevant evidence cited). (Indicative maximum 500 words)	Delete
No records found.		

Add

D4. Do the impacts listed in D3 above result from research findings of more than one project? If so, provide details of the other projects, i.e. Name of funding agency, Project title, Project number, Principal Applicant, Approved amount, Project start/end dates.

Yes No *If yes, please specify*

Name of Funding Agency / Source of Funding	Project Title	Project No.	Principal Applicant	Approved Amount (HK\$)	Project Start Date	Project End Date	Delete
No records found.							

Add

E. KNOWLEDGE TRANSFER AND LONG-TERM IMPACT

E1. State whether any of the following **dissemination activities** have been based on or resulted directly or indirectly from the findings of this research project.

Dissemination activities	No. of activities	Description of Activities
Conferences / workshops primarily for academics (e.g. keynote speech, invited speaker, oral or poster presentation)	<input type="text"/>	<input type="text"/>
Conferences / workshops primarily for practitioners / service users (e.g. keynote speech, invited speaker, oral or poster presentation)	<input type="text"/>	<input type="text"/>
Media presentations (e.g. Press conferences / briefings, Interview / article (newspapers, magazines, TV, radio, etc.)	<input type="text"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>

Previous evaluations have suggested that *liaison between researchers and potential end-users of the research* was a factor in subsequent utilisation of the findings.

E2. Did you liaise with **potential end-users of the research**...

...before starting the project? Yes No

If YES, with whom did you liaise and for what purpose?

...during the project? Yes No

If YES, with whom did you liaise and for what purpose?

...after completion of the project? Yes No

If YES, with whom did you liaise and for what purpose?

E3. Was such liaison a factor in whether the research findings were subsequently utilised or not?

Yes No

E4. What aspects of the liaison were most important in determining whether the research findings were used or not?

E5. Were there **facilitators or barriers** that account for the research being utilised or not?

Facilitators: Yes No

If yes, please specify

Barriers: Yes No

If yes, please specify

END

Thank you for your help

(5.1) (5.2) (5.3) (5.4)

<p style="text-align: center;">END Thank you for your help</p> <p>(5.1)</p> <p>Temp Save Close Preview Submit to RFS</p> <p>i The Outcome Evaluation Questionnaire for project [] has been temp saved.</p>	<p><u>Step 5.1 (On a need basis)</u></p> <ul style="list-style-type: none"> - Click 'Temp Save' to save. - An acknowledgment message for temp saved will be shown at the top.
<p style="text-align: center;">END Thank you for your help</p> <p>(5.2)</p> <p>Temp Save Close Preview Submit to RFS</p>	<p><u>Step 5.2 (On a need basis)</u></p> <ul style="list-style-type: none"> - Click 'Close' to close the browser.
<p style="text-align: center;">END Thank you for your help</p> <p>(5.3)</p> <p>Temp Save Close Preview Submit to RFS</p> <p>E3. Was such liaison a factor in whether the research findings were subsequently utilised or not? No</p> <p>E4. What aspects of the liaison were most important in determining whether the research findings were used or not? []</p> <p>E5. Were there facilitators or barriers that account for the research being utilised or not? Facilitators: No If yes, please specify Barriers: No If yes, please specify</p> <p style="text-align: center;">END Thank you for your help</p> <p>Close Back Submit to RFS</p> <p>Confirm</p> <p>i Are you sure to submit the Outcome Evaluation Questionnaire? Yes No</p> <p>i The Outcome Evaluation Questionnaire for project [] has been submitted.</p>	<p><u>Step 5.3 (On a need basis)</u></p> <ul style="list-style-type: none"> - Click 'Preview' to preview the completed Questionnaire. - Click 'Close' to close the preview page; - Click 'Back' to return to previous step; - Click 'Submit to RFS' to submit the questionnaire, and 'Yes' to confirm the submission of questionnaire to RFS. <p>Acknowledgment message for 'Outcome Evaluation has been submitted' will be shown at the top.</p>

<p style="text-align: center;">END Thank you for your help</p> <p style="text-align: center;">(5.4)</p> <p style="text-align: center;"> <input type="button" value="Temp Save"/> <input type="button" value="Close"/> <input type="button" value="Preview"/> <input type="button" value="Submit to RFS"/> </p> <p>Confirm</p> <p>▲ Are you sure to submit the Outcome Evaluation Questionnaire?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>i The Outcome Evaluation Questionnaire for project [redacted] has been submitted.</p>	<p>Step 5.4:</p> <p>- Click 'Submit to RFS' to submit the questionnaire, and 'Yes' to confirm the submission of questionnaire to RFS.</p> <p>Acknowledgment message for 'Outcome Evaluation has been submitted' will be shown at the top.</p>
<p><u>Sample of Research Project: Acknowledge Email to Principal Applicant for submission of Outcome evaluation questionnaire:</u></p> <p>Subject: [Acknowledgement] eGMS: Receipt of Outcome Evaluation Questionnaire of project funded by the Health and Medical Research Fund (Ref. No.) (2 years / 4 years) after project end date</p> <p>Dear (The Name of Principal Applicant),</p> <p>This is to acknowledge receipt of the Outcome Evaluation Questionnaire for the following project submitted via the electronic Grant Management System (eGMS):</p> <ul style="list-style-type: none"> • Reference No.: (Ref. No.) • Project Title: (Project Title) • Principal Applicant: (The Name of Principal Applicant) • Project Commencement Date: (Commencement Date) • Project End date: (End Date) • Time point of this Outcome Evaluation Questionnaire: (2 years / 4 years) <p>Thank you very much.</p>	<p>Step 6:</p> <p>You will receive an email notification if you have submitted the Outcome evaluation questionnaire.</p>