Electronic Grant Management System (eGMS)

(for Fellowship Applicant)

Agenda

- Overview on submission of application via eGMS

- Checklist for submission of application

- **Part I**   Introduction of eGMS *and* Account registration

- **Part II**   How to submit an application?
  Part III   Action required under different application status

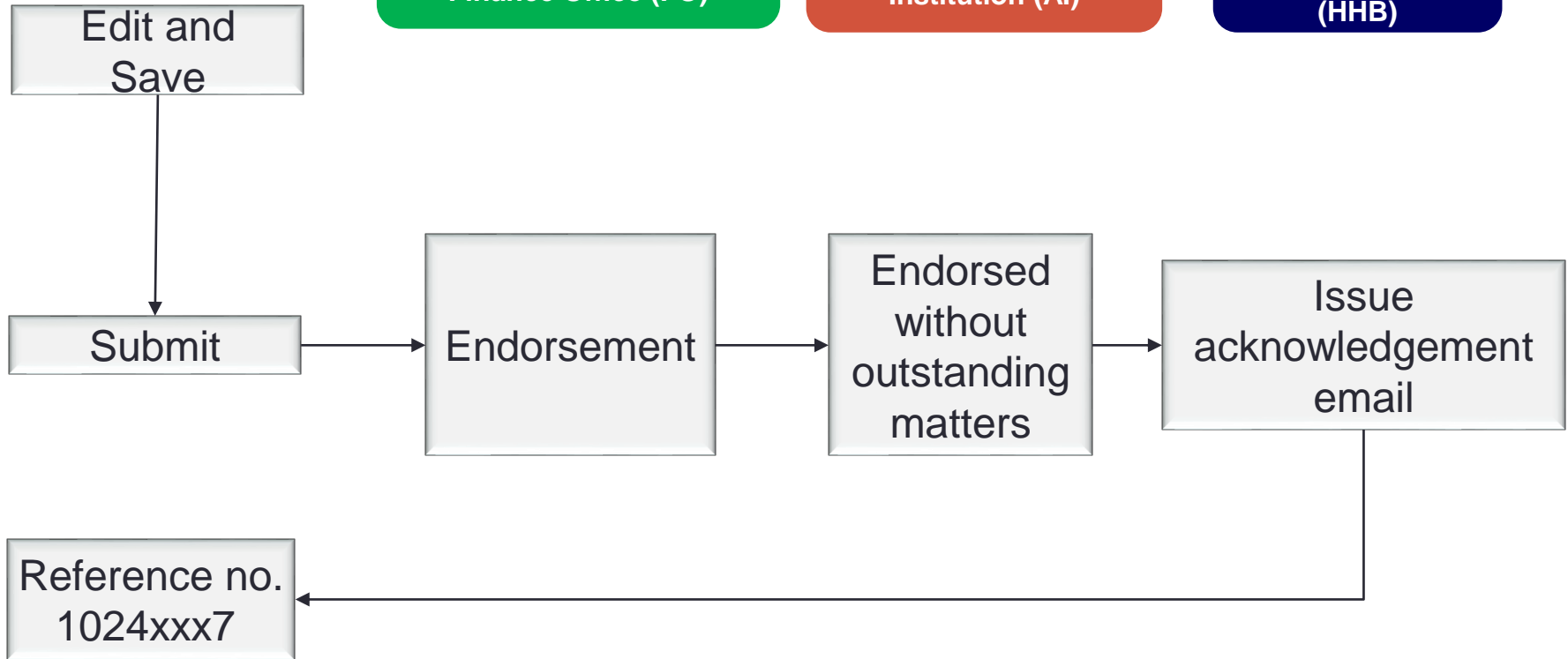- **Part IV**   Delegation of Principal Applicant (PA)

- **Summary and key points**

Overview on submission of application via eGMS

Fellowship Applicant (FA)	Co-Applicant (CoA)/ Head of Department (DH)/ Finance Office (FO)	Research Office (RO), Administering Institution (AI)	Research Fund Secretariat (RFS), Health Bureau (HHB)

Edit and Save

↓

Submit → Endorsement → Endorsed without outstanding matters → Issue acknowledgement email

Reference no. 1024xxx7

Overview on submission of application via eGMS (Cont'd)

- After AI's RO has submitted your application to RFS, you will receive the acknowledgement email as follows -

Subject: eGMS - TMP : Successful Submission of Grant Application

Dear Prof Xxx,

This email is to acknowledge receipt of your grant application titled xxx xxx xxxx xxxx xxxx xx (TMPxxxx) has been successfully submitted to the Research Fund Secretariat, Health Bureau, HKSAR.

An official number 1024xxx7 has been assigned to this application. Please quote this number for enquiry in future.

Please note all future correspondence about this application, including announcement of funding result, will be sent to your email address entered in this application.

The results of this application round will be announced in Jun 2025 (tentative).

Thank you.

eGMS Administrator

This is a computer-generated email sent from the eGMS. Please do not reply. For enquiries, please email to egmsenquiry@healthbureau.gov.hk.

Checklist for submission of application

Have you read the Application Guideline and Explanatory Notes?

1

Do you have an eGMS account with PA role?

2

Have you downloaded the research proposal template?

3

Do you have all Co-applicants' information?

4

Have you obtained the Mentor's CV and consent?

5

Have you obtained the nomination letter from Administering Institution?

6

Part I – Introduction of eGMS and Account registration

Part I (a) - Introduction of eGMS

Overview

- **Login page: https://rfs.healthbureau.gov.hk/eGMS/**

Minimum system requirements

- Brower:

- Enable Transport Layer Security (TLS) version 1.2 in the browser

- 1280 x 1024 Minimum Screen Resolution

- Microsoft Office Word 2007 or above *(for opening MS Word files)*

Operating system requirements

- Microsoft **Windows** running 8.1/10

- Fedora **Linux** Core 7 or above

- Apple **Mac** OS x 10.5 or above

Part I (b) - Account registration

Account registration

1) New user to register for Principal Applicant (PA) account
2) Existing co-applicant (CoA) user to request PA's role
3) New user to register for CoA account
4) Existing eGMS user

1. New eGMS user, register for PA account

eGMS
electronic Grant Management System

Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Research and Data Analytics Office under the Health Bureau, HKSAR.

The eGMS is an online platform which supports electronic submission and assessment of grant applications to the Health and Medical Research Fund (HMRF) and reports of HMRF-funded projects as well as dissemination of project results.

By setting up a single eGMS account, each user can manage all of the activities under his/her purview using the eGMS platform.

Note:
All Fellowship Applicants (FAs) should register for a PA account.

Login to eGMS

Email:

Your login email is your email address.

Password:

Forgot your password?

Login

Forgot your login?

Login with iAM Smart

More Info >

Account Registration *(FOR APPLICANTS ONLY!)*

Register for Principal Applicant Account

Register for Co-Applicant Account

*to be endorsed by RO of AI

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.

Frequently Asked Questions

1. New eGMS user, register for PA account (cont'd)

- Please do not register if you are an existing eGMS user.

You should not register for an eGMS account if

1. you are a **Grant Review Board Member** (your login email is your email address.); or
2. you are an **External Reviewer** (your login email is your email address.); or
3. you are a **Principal Applicant (PA)** and submitted application via eGMS before; or
4. you are a **Co-Applicant (CoA)** and signed an application via eGMS before; or
5. you have an eGMS account already.

[Continue]   [Exit]

PA account registration

- Fill in all mandatory fields

- If you cannot find the Administering Institution (AI) from the pull-down menu, please send an email to egmsenquiry@healthbureau.gov.hk

- **User needs to wait for AI to endorse the registration before he/she can login to the eGMS.**

Note:
Each user will be assigned one account only.

- Set a password with 10 characters containing at least one digit, e.g. 0-9, and one alphabet, e.g. eur2ireig1.

Principal Applicant Account Registration

*If you are an External Reviewer, you are not required to register for the PA account.
To register an account, please complete the information below.
(*Optional field for registration)
Notes:
1. Your account will be activated after getting your Administering Institution's (AI's) endorsement via eGMS.
2. Upon successful registration (i.e. after your AI's endorsement), a confirmation with your login and password will be sent to your email address provided below.
3. Each Principal Applicant (PA) should register ONE account in eGMS only.
4. If you have any queries or encounter difficulties relating to eGMS, please send email to egmsenquiry@fhb.gov.hk .

Email — Please provide institutional email account
Title — Please Select
Last Name
First Name — Please enter the English name before the English translation of your Chinese name (e.g. D...)
Current Post
Unit / Department
AI — Please Select — If you cannot find your AI from the pull down menu, please send email to egmsenquiry@fh...
Room / Floor
Building
Street — Please enter number and name of street.
City / Area
Country / Region — China - Hong Kong
Contact No.
Fax
ORCID ID* — 9999 - 9999 - 9999 - 9999
Gender* — Male Female — Information collected will be used for statistical purposes only.
Password — Password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet
Re-type Password
Visual Audio
Regenerate

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

Submit Cancel

Please Select

City University of Hong Kong
Hong Kong Baptist University
Lingnan University
The Chinese University of Hong Kong
The Education University of Hong Kong
The Hong Kong Polytechnic University
The Hong Kong University of Science and Technology
The University of Hong Kong
Prince of Wales Hospital
Queen Mary Hospital

Successful PA account registration

- After receiving "eGMS – Account Registration" email, click "eGMS" to login

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

Dear (Name of Account holder)

Your registration as Principal Applicant in the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR is successful.

You can now submit your grant application via the eGMS by logging in to the eGMS ((eGMS URL)).

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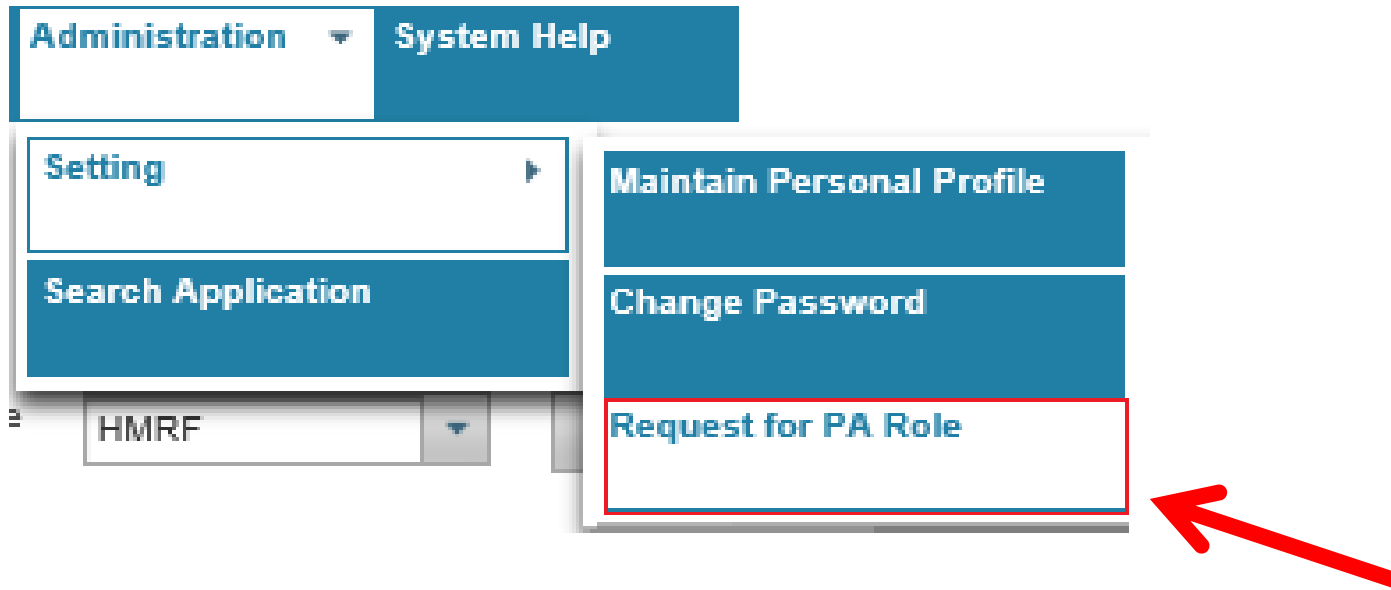
Thank you.

eGMS Administrator

This is a computer-generated email sent from the eGMS, please do not reply.

2. Existing local CoA, request for PA role
(For local CoA without PA role in his/her eGMS account)

- Go to Administration > Setting > Request for PA role

2. Existing local CoA, request for PA role (cont'd)
(For local CoA without PA role in his/her eGMS account)

Request for PA Role

Email		Room / Floor		
Title		Building		
Last Name		Street		
First Name		City / Area		
Location of Administering Institution	China - Hong Kong	Country / Region	CHINA - HONG KONG	
Current Post		Contact No.		
Unit / Department		Fax		
AI	University of FHB	Authorised Role(s)	Co-Applicant	
Affiliation		ORCID ID		
Gender*	○ Male ○ Female			

This information is used for statistics only.

Request PA Role

Request PA Role

Your request will be forwarded ... dministering Institution for approval.

*to be endorsed by RO of AI

3. New eGMS user, register for CoA account

eGMS
electronic Grant Management System

Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Research and Data Analytics Office under the Health Bureau, HKSAR.

The eGMS is an online platform which supports electronic submission and assessment of grant applications to the Health and Medical Research Fund (HMRF) and reports of HMRF-funded projects as well as dissemination of project results.

By setting up a single eGMS account, each user can manage all of the activities under his/her purview using the eGMS platform.

Login to eGMS

Email: [   ]

Your login email is your email address.

Password: [   ]

[Login]   Forgot your password?
          Forgot your login?

[📱 Login with iAM Smart]

More Info >

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.

Frequently Asked Questions

v3.1.0

3. New eGMS user, register for CoA account (cont'd)

- Please do not register if you are an existing eGMS user.

You should not register for an eGMS account if

1. you are a **Grant Review Board Member** (your login email is your email address.); or
2. you are an **External Reviewer** (your login email is your email address.); or
3. you are a **Principal Applicant (PA)** and submitted application via eGMS before; or
4. you are a **Co-Applicant (CoA)** and signed an application via eGMS before; or
5. you have an eGMS account already.

[Continue]   [Exit]

CoA account registration

- Fill in all mandatory fields

*If you are an External Reviewer, you are not required to register for the CoA account.

(*Optional field for registration)

Email
Please provide institutional email account

Title
Please Select ▼

Last Name

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

Location of Administering Institution
○ China - Hong Kong ○ Overseas

Current Post

Unit / Department

AI
Please Select ▼
To be completed by CoA whose affiliation is in Hong Kong and has been registered with the Secretariat. If you do not find your AI from the pull down menu, please complete affiliation below.

Affiliation
To be completed by CoA whose affiliation is NOT in Hong Kong or who is not able to find the affiliation from AI's pull down menu.

Room / Floor

Building

Street
Please enter number and name of street.

City / Area

Country / Region
Please Select ▼

Contact No.

Fax

ORCID ID*
9999 - 9999 - 9999 - 9999

Gender*
○ Male ○ Female
Information collected will be used for statistical purposes only.

● Visual ○ Audio

twkv6r
Regenerate

Submit   Cancel

Successful CoA account registration

- Please login with temporary password and reset the password.

4. Existing eGMS user, request for CoA role

- Registration is NOT required.

- FA just needs to fill in relevant CoA's email address in Part I Section 11 (Project Team) of e-Form. CoA's role will be added to that user account accordingly.

Part II - How to submit an application?

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

1. Login with email address

Login to eGMS

Email:

Your login email is your email address.

Password:

Forgot your password?

Login

Forgot your login?

Login with iAM Smart

More Info >

Frequently Asked Questions

**Account Registration** *(FOR UNDERLINED 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.

Note:
The account will be locked after
6 failed attempts

Submit an application

- Go to Project > Application > View Application
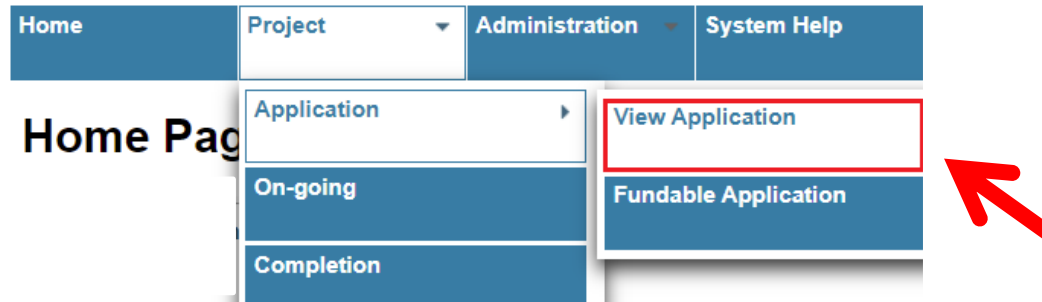
Note:
Application function is only available during the application period.

Submit an application (cont'd)

- To **view** submitted application(s), click "Master List".
- Search "HMRF (Fellowship)" for "Scheme".

Note:
No item on the "Master List" before FA submits his/her first application to the 2024 Open Call for Research Fellowship Scheme.

Submit an application (cont'd)

Note:
FA can view the endorsement status of CoA(s) and AI users of an application on the "Master List".

Submit an application (cont'd)

- Click "Application Call"

Application

Master List	**Application Call**

(1 of 1) ◄◄ **1** ►► 20 ▼

Year	Scheme	AOP	Announcement Date	AI's internal deadline	Closing Date	Actions
2024	HMRF	Research Fellowship Scheme	15 Oct 2024		06 Jan 2025	Web-based e-Form (see Notes 1 and 2) Complete Web-based Online e-Form Download - Part I Section 7 (a) – (h) Research Proposal Template Download - Part I Section 14a (i) Excel Templates [Optional] Download - Part I Section 14a (ii) Excel Templates [Optional] Download - Part I Section 15a (i) Excel Templates [Optional] Download - Part I Section 15a (ii) Excel Templates [Optional]

Web-based e-Form (see Notes 1 and 2)
Complete Web-based Online e-Form
Download - Part I Section 7 (a) – (h) Research Proposal Template
Download - Part I Section 14a (i) Excel Templates [Optional]
Download - Part I Section 14a (ii) Excel Templates [Optional]
Download - Part I Section 15a (i) Excel Templates [Optional]
Download - Part I Section 15a (ii) Excel Templates [Optional]

Note: Useful templates for completing Sections 7, 14 and 15 can be downloaded here.

Submit an application (cont'd)

- Read all "Terms and Conditions"

Terms of Use

Terms and Conditions

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

Restrictions on Use

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

Risk and Security

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

User Conduct

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

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

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

☑ I have read and agreed with the above Terms of Use.

☑ I have read and understood the *Application Guidelines for Research Fellowship Scheme (Application Guidelines)* and the *Explanatory Notes for completing Research Fellowship Application Form (Explanatory Notes)*.

☑ I understand that it is my responsibility to ensure that the application fulfills all the submission requirements stated in the Application Guidelines and Explanatory Notes.

☑ I understand that application which is incomplete, inconsistent with the submission requirements, or insufficiently detailed to be processed by the Research Fund Secretariat may result in administrative withdrawal.

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

Continue   Cancel

- Click the Checkboxes and "Continue"

Submit an application (cont'd)

- Click the button and go to the relevant Section directly.
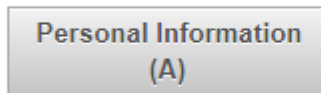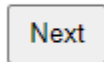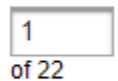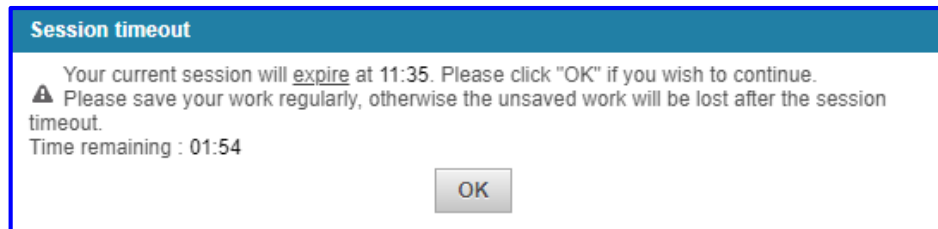

Health and Medical Research Fund

RESEARCH FELLOWSHIP SCHEME APPLICATION FORM

The information and personal data provided in the application form will be used by the Research Council, the Research Fellowship Assessment Panel, the Research Fund Secretariat and the relevant government department(s) or its authorised users for the purposes of assessing applications to the Research Fellowship Scheme of the Health and Medical Research Fund (HMRF) or checking of plagiarism/duplicate funding. For successful applications, such information and personal data will also be used for project monitoring, research and statistical analysis, promotion, publicity and dissemination purposes as appropriate. Contents of the submitted application set out in Sections 3, 4, 6 and 11 of PART I with the status of research project will be made available for public access once funding approval is offered.

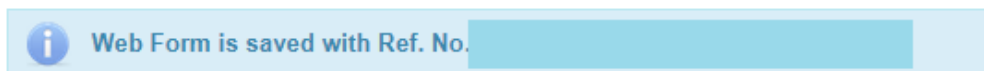# Submit an application (cont'd)

Note:

The system will be timed out if the application form has been idled for 20 minutes. There is no auto-save function.

Please click "Save" to save your work regularly.

Session timeout

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

OK

Save   Submit

1   Next
of 22

| Personal Information (A) | Qualification, Employment (B to D) |
| Justifications of Application (F) | Research Fellowship Period (G to H) |
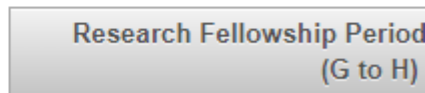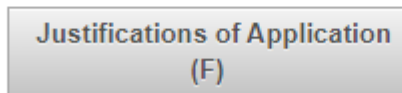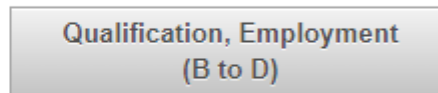
An acknowledgment message for 'Web Form is saved' with a temporary Ref. No. will be shown at the top.

ⓘ Web Form is saved with Ref. No.

Submit an application (cont'd)

Validation checking [NEW]

- Completed sections will be marked with ✔
- Incomplete sections will be marked with ⚠ for your attention. Click the relevant tab to return to the relevant section to view the incomplete items.

View the alert message and complete the outstanding items.

Note:
Only error free Web-based Online e-Form can be submitted successfully to AI users.

Submit an application (cont'd)

- Submit the application to CoA(s) (if any) and AI users
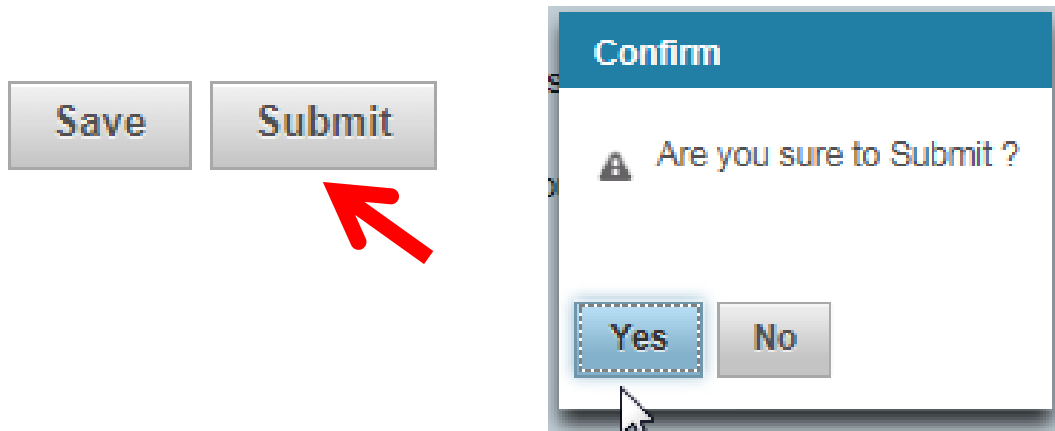
An acknowledgment message for 'Web Form is submitted' with a temporary Ref. No. will be shown at the top.

Submit Web Form

> ℹ️ The Web form with Ref. No. TMP XXX has been submitted. Your application is pending endorsement from Co-applicant(s), if any, and your Administering Institution users (i.e. Head of Department, Finance Office and Research Office). You can view the signing status on the Master List. You will receive an email notification with an official 8-digit reference number after your Administering Institution has submitted your application to the HMRF.

Close

Submit an application (cont'd) - tooltips for filling the e-Form

- Read the Explanatory Notes
- Mouse over ⓘ to view the tooltips

promotion, publicity and dissemination purposes as appropriate. Contents of the submitted application set out in Sections 3, 4, with the status of research project will be

- Part A and Part I Section 11 of this application form have been auto-filled using the personal information in your eGMS profile.

- If you would like to update your personal information in Part A, you can update your eGMS personal profile *(Access path: Administration > Setting > Maintain Personal Profile)*.

PART A – PERSONAL INFORMATION ⓘ◄

Title (Prof/Dr/Mr/Mrs/Ms/Miss)	
Last name	
First name	
Current post(s)	
Full address Department	
Institution	
Rm/Floor	
Building	
Street	

Note: Please update your profile before completing the e-Form.

Part I - Section 1 area of research :

1. AREA OF RESEARCH ⓘ

Please tick the appropriate box

Area
- ⦿ Public health
- ○ Health and health services
- ○ Infectious diseases

Type
- ○ Clinical
- ○ Pre-clinical

Note: only "Clinical" study can be selected for Area under "Public health" and "Health and health services".

Part I - Section 7 project proposal:

Note: You are <u>not</u> allowed to resubmit similar proposals <u>not</u> funded by the HMRF.

Download the template by clicking the link *or* refer to Slide 29 for downloading the template

7. PROJECT PROPOSAL

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

○ Yes ● No

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

Please download the standard proposal template from the Research Fund Secretariat website.

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

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

<u>Note:</u> please convert the Ms Word file to PDF format (file size limit: 1.1MB)

名稱	修改日期	類型
Fellowship_ResearchProposal.pdf	11/10/2023 15:08	Adobe Acrobat ...

檔案名稱(N): Fellowship_ResearchProposal.pdf   All Files (*.*)

開啟(O)   取消

- Click the check-box
  → click "Browse"
  to attach the research
  proposal.
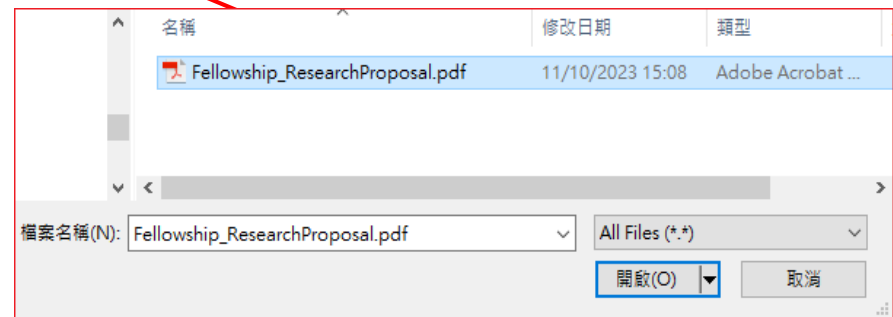
Uploaded file name : Fellowship_ResearchProposal.pdf   [Delete File]

- Click "Attach" to upload additional materials to Section 7(i) and 7(j).
- Select the attachment type and fill in the description of the additional materials accordingly.
- Please attach the files referred in the proposal in Section 7 (i) (file size limit: 8MB).

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

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

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

Attach

Attach file(s)

1 [ ] Browse

2 [ ] Browse

3 [ ] Browse

4 [ ] Browse

5 [ ] Browse

Close

- Please attach other additional material in Section 7(j) (file size limit: 5MB)

Attach file(s) ✕

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

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

Ethics/safety approval(s)

Consent for accessing third-party data

Letters of collaboration from study partners

Quotation of budget item(s)

Supporting documents of training proposal

Others

1 [ ] Browse

2 [ ] Browse

3 [ ] Browse

4 [ ] Browse

5 [ ] Browse

Close

Please attach the files in eGMS according to the order shown in the above table (in PDF format only and total file size should not exceed 5MB)

Attach

Part I – Section 10 budget plan:

- 10a. Summary of financial support requested is automatically filled after the cost details at 10b. Details of financial support requested is completed.

10a. SUMMARY OF FINANCIAL SUPPORT REQUESTED

	Fellowship Year 1 (HK$)	Fellowship Year 2 (HK$)	Total (HK$)
Training Costs (Up to HK$400,000 in total)	140000	125000	265000
Staff Costs	45000	35000	80000
Other Expenses	136000	216000	352000
Equipment Cost	20000	20000	40000
Sub-total	341000	396000	
Grant Total			737000

Part I – Section 10b details of financial support requested:

- Fill in Section 10b(i) "Training Costs" according to the Financial Year.
- (The total cost of the item(s) will be calculated automatically by the system.)

10b. DETAILS OF FINANCIAL SUPPORT REQUESTED
10b(i). TRAINING COSTS *(To the nearest HK$)*

Please specify (itemise in detail)	Fellowship Year 1 (HK$)	Fellowship Year 2 (HK$)	Unit Price (HK$)	No. of Unit	Total (HK$)
Training/Course Fee	1000	1000	1000	2	2000
Air Passage for Overseas Training (up to two round trips economy class)					0
Accommodation Expense for Overseas Training (Indicate room rate per night under "Unit Price")					0
Subsistence Allowance for Overseas Training (Indicate standard rate per day under "Unit Price")					0
					0
					0
					0
					0
					0
Total Annual Costs	1000	1000			2000

- Fill in Section 10b(ii) "Staff details" according to the types of staff and the breakdown of heading. (The total cost of the item(s) will be calculated automatically by the system.)

10b(ii). STAFF DETAILS

| Types of Staff | Details of Posts | | | | Monthly Salary$ (M) or Hourly Rate (R) | | Efforts on Project (E) %/ Total Hours on Project (H)* | No. of Months Required | Staff Costs for Entire Project |
	Rank	Pay Scale & Point	Part Time (P) or Full Time (F)	(A) No.	(B) HK$		(C) % / H	(D)	AxB(M)xC(%) xD; or AxB(R)xC(H) HK$
Reliever(s)									
Reliever 1	1	1	F	1	10000	M	50	10	50000
								0	0
								0	0
								0	0
								0	0
Research Staff									
Research Staff 1	2	2	F	1	20000	M	25	10	50000
								0	0
								0	0
								0	0
								0	0
Other Supporting Staff (e.g. secretarial, clerical, administrative)									
Other Staff 1	3	3	P	1	30000	R	2	0	60000
								0	0
								0	0
								0	0
								0	0

* For reliever, "efforts" refers to the teaching work of the fellowship applicant to be taken up by the reliever. For research and other supporting staff, "efforts" refers to the time spent on project.

- Fill in Section 10b(iii) "Staff costs" according to the Financial Year. (The total cost of the item(s) will be calculated automatically by the system.)

10b(iii). STAFF COSTS *(To the nearest HK$)*

Types of Staff	Fellowship Year 1 (HK$)	Fellowship Year 2 (HK$)	Total (HK$)
Reliever(s)			
Reliever 1	25000	25000	50000
			0
			0
			0
			0
Sub-Total	25000	25000	50000
Research Staff			
Research Staff 1	30000	20000	50000
			0
			0
			0
			0
Sub-Total	30000	20000	50000
Other Supporting Staff			
Other Staff 1	20000	40000	60000
			0
			0
			0
			0
Sub-Total	20000	40000	60000
Total Annual Costs	75000	85000	160000

Part I – Section 11 applicants (project team):

- Select the number of CoA to be added to the proposal.

- Click "Remove" to remove the irrelevant CoA, if any

- Click "Move Down" or "Move Up" to rearrange the order of project team members.
(Note: relevant CVs in **Part I – Section 12** will be reordered accordingly.)

Part I – Section 12 CV:

- FAs should provide their ORCID ID in Part A.
  Please include the ORCID ID of CoAs in Part I Section 11.
  The ORCID ID will then be auto-filled in this section.

12. CURRICULUM VITAE OF ALL APPLICANTS

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

Part I – Section 14a (i) & (ii) – similar or related proposals:

1. Select "Yes" if applicable

2. (Optional)
   → Click "Upload"
   to attach the Excel form.
   Please fill in either the e-Form or the Excel template for Section 14a (i) & 14a(ii).

   (Note: download the template by clicking the button under "Attach files(s)")

3. Click "Browse" under each project to attach the supporting documents.
   (Note: please upload point-by-point response to the reviewers' comments if the proposal is a non-HMRF application which is not funded.)

14. SIMILAR OR RELATED PROPOSALS

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

THIS APPLICATION

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

(1) ⦿ YES ○ NO

Attention:
1. For similar funded proposals - declare all similar prop... ...ed by other funding agencies in the past three years from the...
2. For similar not funded proposals
   • declare all similar proposals not funded by other fun... ...m the closing deadline. Such similar proposal must be sub... improvements. And, attach (i) a copy of each of the p... ...tters and reviewers' comments, if available; and (iii) point-by-p... ...ble. Explanation should be provided if comments or poin...
   • resubmission of similar application that was not fun... ...pted.

Attach file(s)

[_____] Browse | Delete | Upload (2)

Download Excel Template

Upload | Cancel

	A	B	C	D	E
2	No.	Is HMRF application?	Project Title	Name of Applicant(s)	Project Ref. No.
3	1				
4	2				
5	3				
6	4				
7	5				

If yes, please provide the following details:-

Please tick if this is HMRF application [ ]

No.	Project Title	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Decision / Rating
1					Fundable but not funded ▼

Previous application (in PDF format only and the maximum file size is 3.5MB) — [_____] Browse (3) (file size limit: 3.5MB)

All comments raised by the funding agency **and** point-by-point responses to address these comments

OR

Provide explanation why comments or point-by-point responses are not submitted

(PDF format only and the maximum file size is 600KB) — [_____] Browse (3) (file size limit: 600KB)

Add [0 ▼] pages

NEW function

1. Select "Yes" if applicable

2. If the check-box for HMRF application is selected, <u>and</u> the grant is undertaken as an FA, an additional box for publication will appear for input

3. (Optional)
   → Click "Upload"
   to attach the Excel form.
   Please fill in either the e-Form or the Excel template for Section 15a(i) or 15a(ii).

   (Note: download the template by clicking the button under "Attach files(s)")

15. OTHER APPLICATIONS AND TRACK RECORD

Remove

(1)

15a. (i) Has the Fellowship Applicant (FA) listed in Section 11 of PART I been awarded grant(s) currently ongoing or completed from the HMRF or other funding agencies (local or overseas) in the past three years from the closing deadline? ℹ   ○ YES   ○ NO

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

(2)

Please tick if this is HMRF application ☑

Attach file(s)   Upload (3)

Browse   Delete

Download Excel Template

Upload   Cancel

(2) PA

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

Publications/ Scientific papers directly resulting from this grant:

(2)

47

Part J declaration and nomination letter:

Mentor

I confirm that, if the applicant is awarded the fellowship, I shall be his/her mentor and undertake to provide guidance to the Fellowship Applicant on the training programme and to carry out the research project throughout the fellowship period. I have known the applicant for a period of [0] years and have been the applicant's

☐ research adviser

☐ dissertation / thesis adviser

☐ teacher

☐ others (please specify: [   ])

I support this fellowship application on the basis of the following merits:

Throughout the fellowship period, I shall give the Fellowship Applicant all necessary guidance and shall be actively involved in overseeing the research project. My role and plan are as follows:

(i) ☑ attach a copy of my Curriculum Vitae to this application.

Signature of MENTOR

NAME (BLOCK LETTER)

DEPARTMENT

INSTITUTION

POSITION HELD

EMAIL ADDRESS

CONFIRM EMAIL ADDRESS

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

DATE

(i) ☑

Attach file(s)

Curriculum Vitae [   ] Browse

Physical signature [   ] Browse

Close

(i) Click on the click box to enable the "Attach" button.

(ii) Click "Attach" to attach files (Curriculum Vitae/Signature).

Administering Institution

- Application should be endorsed and submitted, together with a nomination letter.

- *Attach the nomination letter from the President/Vice-Chancellor (for Stream A) or*

- *Hospital Chief Executive (for Stream B)*

Part III - Action required under different application status

Edit "Temp Save" application

1. Click "Master List"

2. Click "Temp Ref. No." to edit the *e-Form*

View "Pending Signature" application or "Revised Pending Signature" application

1. Click "Master List"

2. Click "N" to send the reminder to CoA

3. Click "Re-Send" & "Yes" for confirmation

Edit "Pushed back" application

1. Click "Master List"

2. Click "Details" to view the "pushed back" reason(s)

3. Click "Temp Ref. No." to edit the e-Form

Summary of the application status

- *Temp Save*
  Application saved in eGMS but not yet submitted to AI users (i.e. Head of Dept, Finance Officer, Research Officer).

- *Pending Signature*
  Application is submitted and pending endorsement from CoA(s) (if any) and/or AI users.

- *Pushed back*
  Application has been pushed back by AI user(s) and is pending revision from FA.

- *Revised Pending Signature*
  Pushed back application revised and re-submitted to AI users.
  CoA(s) (if any) do not need to sign such revised application.

- *Submitted to Research Fund Secretariat*
  Application has been endorsed by CoA(s) (if any) and AI users and submitted to Research Fund Secretariat (RFS) by AI's RO.
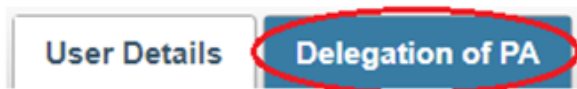
Part IV –
Delegation of PA

Delegation of PA

- Go to Administration > Setting > Maintain Personal Profile
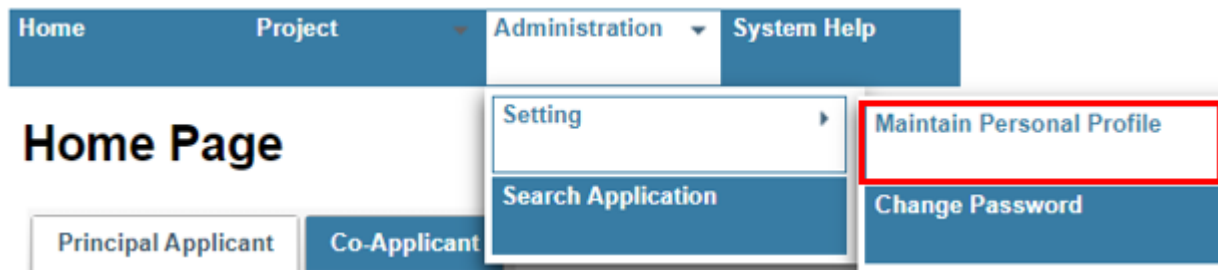
- Click "Delegation of PA"

View "Delegation of PA"

- View "Delegation List" and "Delegation History"

Update "Delegation of PA"

Maintain Personal Profile

User Details	Specialty (HMRF)	Delegation of PA

Assign Delegate

Email

Start Date

End Date

Assign Delegate

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

Create Delegate

Create delegate if the delegate does not exist in the eGMS

Delegation List

Delegate Name ⬍	Email ⬍	Assigned Time	Delegate Period	Actions
				Edit 🗑

Save   Export to CSV

Edit and delete delegate

Delegation of PA

PA's delegate can
fill in e-form/save the e-form
during the delegation period

eGMS user

Only **FA** can
submit to AI users

PA role user

Summary and key points

Prepare the application **as soon as practicable** to avoid any unforeseen situations.

Application procedure summary

Application Status

1
- Login with eGMS account with PA role

2
- Fill in e-Form

Temp Save

3
- Submit completed form to CoA (if any)* and AI Users# for endorsement

Pending Signature

\# Pay attention to AI's internal deadline, if any.

* It is always FA's responsibility to collect CoAs' electronic signature. If CoA's physical signature is attached (Examples) in **PART J**, CoA's electronic signature is not required.
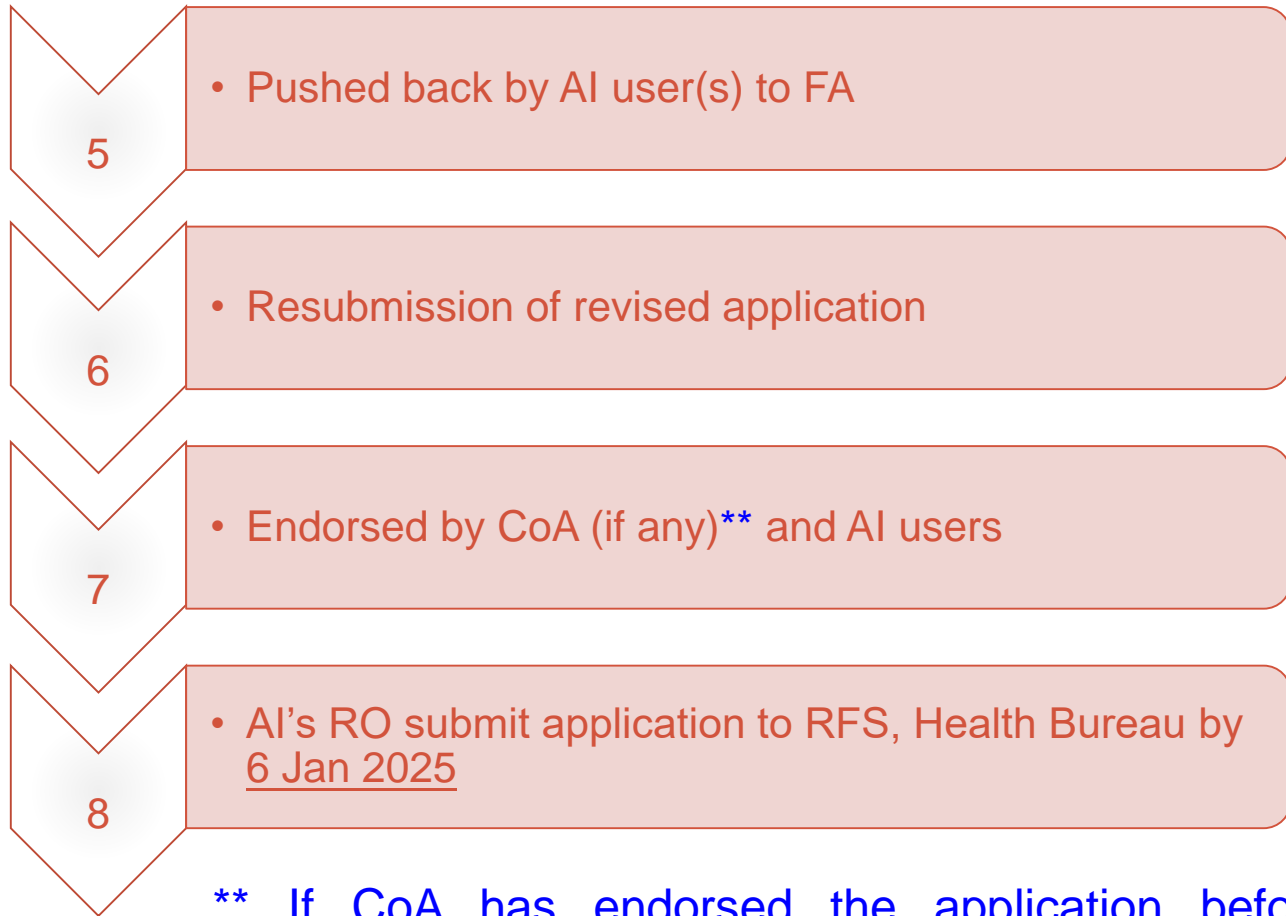
CoA's signature

CoA's email

Application procedure summary

Application Status

Step	Procedure	Status
5	• Pushed back by AI user(s) to FA	Pushed Back
6	• Resubmission of revised application	Revised Pending Signature
7	• Endorsed by CoA (if any)** and AI users	
8	• AI's RO submit application to RFS, Health Bureau by 6 Jan 2025	Submitted to Research Fund Secretariat

** If CoA has endorsed the application before the application is pushed back by AI user(s) to PA, CoA is not required to endorse the revised application again.

Attention:

- Please save your application regularly as the system will be logged out if the e-Form has been idled for 20 minutes.

- Applicants are required to read the Training Manual carefully and reserve sufficient time for amending any errors discovered during validation checking.

- Pay attention to AI's internal deadline

- The FA's email address entered in the e-Form will be used by the RFS for all communication relating to the application, including announcement of result.

Need help?

RFS website: https://rfs.healthbureau.gov.hk/

- Explanatory Notes + Quick Guide

- RFS contact
  - Email: egmsenquiry@healthbureau.gov.hk

  - Tel: 3427 3344