

Electronic Grant Management System (eGMS)

(for Fellowship Applicant)

**Research Fund Secretariat
Health Bureau
November 2025**

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.
1125xxx7

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 1125xxx7 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 2026 (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/>

Login to eGMS

Email:

Your login email is your email address.

Password:

[Forgot your password?](#)
[Forgot your login?](#)

 **Continue with iAM Smart**

[More Info >](#)

[Frequently Asked Questions](#)

Account Registration *(FOR APPLICANTS ONLY!)*

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

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

Minimum system requirements

- Browser:



- 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** 10 or above
- Apple **Mac** OS 14 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



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 (HMRP) and reports of HMRP-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?](#)
[Forgot your login?](#)

[More Info >](#)

[Frequently Asked Questions](#)

Account Registration (*FOR APPLICANTS ONLY!*)

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

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

***to be endorsed by RO of AI**

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

Principal Applicant Account Registration

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

To register an account, please complete the information below.

(*Optional field for registration)

Notes:

1. Your account will be activated after getting your Administering Institution's (AI's) endorsement via eGMS.

2. Upon successful registration (i.e. after your AI's endorsement), a confirmation with your login and password will be sent to your email address provided below.

3. Each Principal Applicant (PA) should register **ONE** account in eGMS only.

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

The screenshot shows the 'Principal Applicant Account Registration' form. Red boxes and arrows highlight specific fields: the 'AI' dropdown menu, the 'Password' field, and the 'Re-type Password' field. The 'AI' dropdown is open, showing a list of institutions including 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, and Queen Mary Hospital. The 'Password' field is highlighted with a red box, and an arrow points to the 'Re-type Password' field. Another arrow points from the 'AI' dropdown to the email address field.

Email:

Please provide institutional email account

Title:

Last Name:

First Name:

Please enter the English name before the English translation of your Chinese name (e.g. D. J. Smith)

Current Post:

Unit / Department:

AI:

If you cannot find your AI from the pull down menu, please send email to egmsenquiry@hku.hk

Room / Floor:

Building:

Street:

Please enter number and name of street.

City / Area:

Country / Region:

Contact No.:

Fax:

ORCID ID*: - - -

Gender*: ☐ Male ☐ Female

Information collected will be used for statistical purposes only.

Password:

Re-type Password:

☒ Visual ☐ Audio

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

- 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.

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.

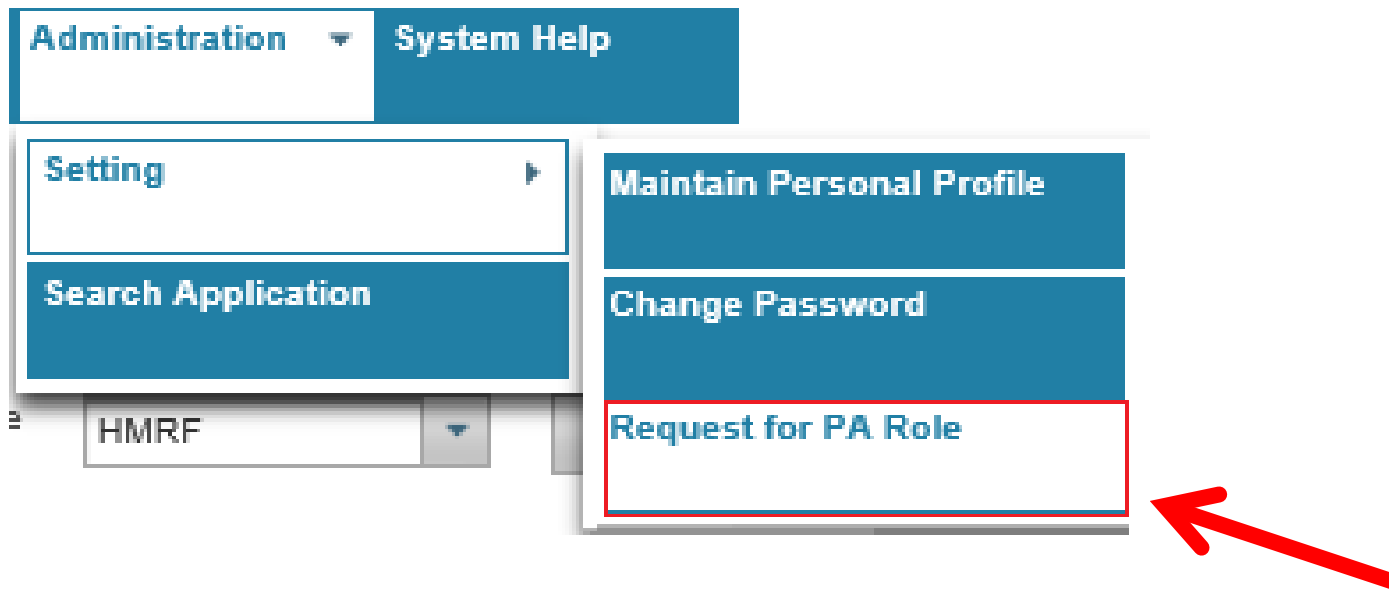
eGMS Administrator

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

Your request will be forwarded to the

Request PA Role

Administering Institution for approval.



*to be endorsed by RO of AI

3. New eGMS user, register for CoA account



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:

[Forgot your password?](#)
[Forgot your login?](#)

 **Continue with iAM Smart**

[More Info >](#)

[Frequently Asked Questions](#)

Account Registration *(FOR APPLICANTS ONLY!)*

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

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

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

*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

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

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

Contact No.

Fax

ORCID ID* - - -

Gender* ☐ Male ☐ Female

Information collected will be used for statistical purposes only.

☒ Visual ☐ Audio



Regenerate

- Fill in all mandatory fields

Successful CoA account registration

- Please login with temporary password and reset the password.

eGMS - Account Registration for Co-Applicant: Mr COA unia



Dear | (Name of Account holder)

Thank you for registering with the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR.

Please find the temporary password for accessing the electronic Grant Management System (eGMS):

Password: [Temporary password]

Login page: <https://rfs.healthbureau.gov.hk/eGMS/>

Please be reminded to set up a new password after logging in to the eGMS

Please contact the Research Fund Secretariat at egmsenquiry@healthbureau.gov.hk if you have more than one login account in the eGMS and have not merged these accounts into one account yet.

Thank you.

eGMS Administrator

This is a computer-generated email sent from the eGMS. If you want to send a reply, please email to egmsenquiry@healthbureau.gov.hk.

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/>

The screenshot shows the 'Login to eGMS' interface. It includes fields for 'Email' and 'Password', both highlighted with red ovals. A green message states 'Your login email is your email address.' Below these fields are links for 'Forgot your password?' and 'Forgot your login?'. A 'Login' button is present, along with a large green button labeled 'Continue with iAM Smart' which is also highlighted with a red rectangle. At the bottom left, there is a link for 'Frequently Asked Questions'. On the right side, a box contains text about account locking after 6 failed attempts. Below this, another box provides information for GRB Members and External Reviewers, including a contact email: egmsenquiry@healthbureau.gov.hk.

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](#)

(Option 1) Login with email address and password

Note:
The account will be locked after 6 failed attempts

Not 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.

(Option 2) Login with iAM Smart
(Refer to [Slide 26](#))

Login

Login with iAM Smart

- Scan the QR code on the screen with the iAM Smart smartphone application
- If this is your first time logging into your eGMS account with iAM Smart, the eGMS will prompt you to enter your eGMS account email and password for authentication.



< Back to online service

Log in with iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App
3. Scan the QR Code

(Unique QR code)



This is your first time login with iAM Smart, please provide your email and password in eGMS for account authentication.

Link up eGMS account with iAM Smart account

Email:

Your login email is your email address.

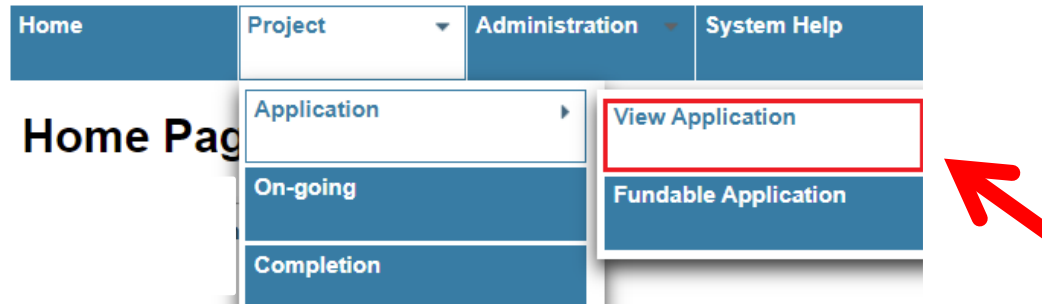
Password:

Confirmation message for
successful linkage with
iAM Smart will appear.

Your eGMS account was verified and is successfully linked with iAM Smart. You can use iAM Smart to login to eGMS directly from now on.

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”.

Application

The screenshot shows a web interface for submitting an application. At the top, there are two tabs: "Master List" and "Application Call". The "Master List" tab is selected and highlighted with a red box. Below the tabs, there is a search form. The form has a label "Scheme" followed by a dropdown menu showing "HMRF (Fellowship)" and a "Search" button. The dropdown menu is highlighted with a red oval, and a red line connects it to the "Master List" tab. Below this, there is another search form with the same label "Scheme", dropdown menu showing "HMRF (Fellowship)", and "Search" button. The dropdown menu in this second form is also highlighted with a red oval.

Note:

No item will be shown on the “Master List” before FA submits his/her first application to the 2025 Open Call for Research Fellowship Scheme.

Submit an application (cont'd)

Application

Master List **Application Call**

(1 of 1) 20

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
								-	-	-	-		

No records found.

Co-Applicant(s) Signed

Head of Department Signed*

Finance Officer Signed

Research Officer Signed

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”
- Click “Complete Web-based Online e-Form”

Application

Master List		Application Call				
(1 of 1)		<<	1	>>	20	
Year	Scheme	AOP	Announcement Date	AI's internal deadline	Closing Date	Actions
2025	HMRF	Research Fellowship Scheme	14 Oct 2025		05 Jan 2026	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, non-compliance with the submission requirements, out-of-scope or insufficiently detailed for peer review will not be processed and 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.

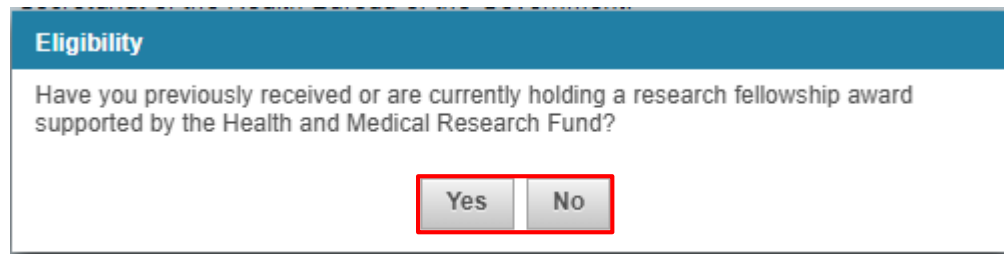
Continue

Cancel

- Click the Checkboxes and “Continue”

Submit an application (cont'd)

- Confirm your eligibility for grant submission. [NEW]

A screenshot of a web form titled "Eligibility" in a blue header. The question asks: "Have you previously received or are currently holding a research fellowship award supported by the Health and Medical Research Fund?". Below the question are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red border.

Eligibility

Have you previously received or are currently holding a research fellowship award supported by the Health and Medical Research Fund?

Note:

Each applicant can only submit one application and may receive the research fellowship award only once. All previous awardees are ineligible to reapply.

Submit an application (cont'd)

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

Save Submit

1 of 22 Next

Personal Information (A)	Qualification, Employment (B to D)	Mentor Information (E)	Justifications of Application (F)	
Research Fellowship Period, Training Proposal (G to H)		Project Information (I 1 to I 4)	Potential of Application, Keyword (I 5 to I 6)	
Project Proposal (I 7)	Project Duration, Timetable of Work (I 8 to I 9)	Budget Plan (I 10)	Project Team (I 11)	CV (I 12)
Ethics Approval (I 13)	Related Proposal and Track Records (I 14 to I 15)	Declaration and Nomination Letter (J)		

Health and Medical Research Fund

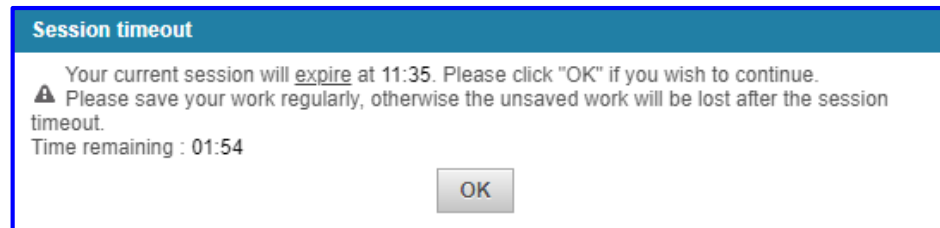
RESEARCH FELLOWSHIP SCHEME APPLICATION FORM

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 (name, department and institution) of PART I with the status of research project will be made available for public access once funding approval is offered. The Government may, without reference to the Fellowship Applicant or the Institution disclose to any Government's Bureau/Department which administers funds to support health and medical related research as it thinks fit, the penalty imposed to Fellowship Applicant of the Application due to Fellowship Applicant's scientific misconduct and/or non-compliance with HMRF's requirements according to the Management of Track Records of Applicants which is updated from time to time and available on the website of the Research Fund Secretariat of the Health Bureau of the Government.

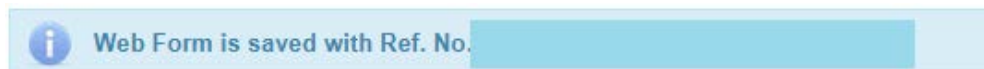
Submit an application (cont'd)

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.



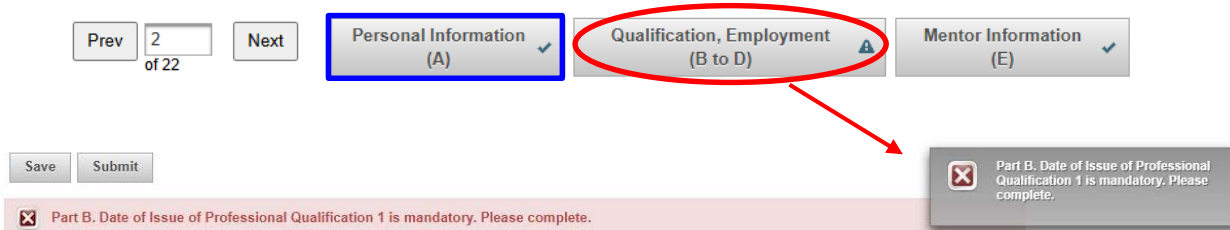
An acknowledgment message for 'Web Form is saved' with a temporary Ref. No. will be shown at the top.



Submit an application (cont'd)

Validation checking

- Completed sections will be marked with 
- Sections with incomplete field(s)/incorrect entry(ies) will be marked with  for your attention. Click the relevant tab to return to the relevant section to view the incomplete/incorrect fields.



The screenshot shows the application form navigation tabs: "Prev 2 of 22", "Next", "Personal Information (A) ✓", "Qualification, Employment (B to D) ⚠", and "Mentor Information (E) ✓". The "Qualification, Employment (B to D)" tab is highlighted with a red circle and a red arrow pointing to a validation message box. Below the tabs are "Save" and "Submit" buttons. A red banner at the bottom contains the message: "⚠ Part B. Date of Issue of Professional Qualification 1 is mandatory. Please complete." The validation message box also contains the text: "⚠ Part B. Date of Issue of Professional Qualification 1 is mandatory. Please complete."

View the alert message and complete the outstanding items.

PART B – QUALIFICATION

(In reverse chronological order, please start with the present or latest qualification)

1. Qualification Attained	Bachelor degree	[Description]
Issuing Authority	[Issuing Authority]	
Date of Issue	Please Select	(dd/mm/yyyy)

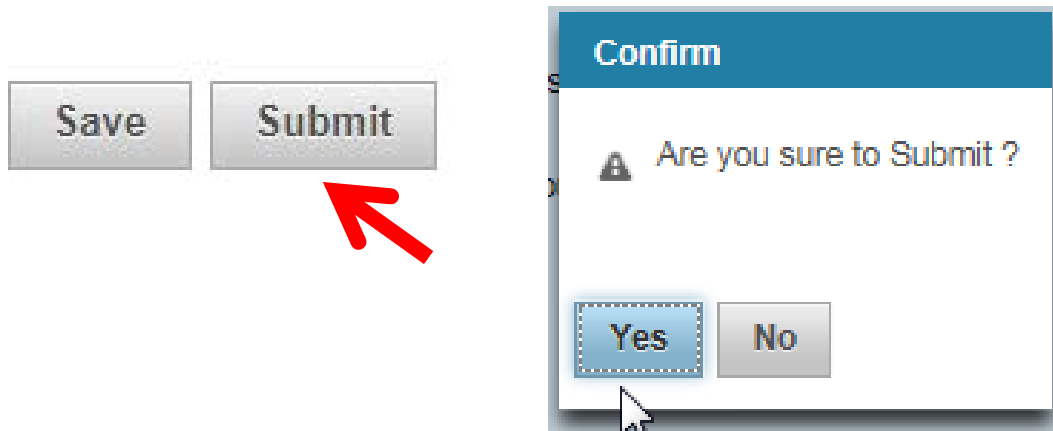
Add Remove Last Record

Note:

Please check that the information entered in the eForm is complete and comply with the submission requirements before submission.

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

i 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

Applicant's scientific misconduct and/or non-compliance with ICMR's requirements according to the management of track Re time to time and available on the website

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	

- 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).

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 not allowed to resubmit same/similar/related proposals not funded by the HMRF.

Download the template by clicking the link *or* refer to Slide 30 for downloading the template

7. PROJECT PROPOSAL

Have you previously submitted the same or a similar/related proposal to the HMRF which was not funded?

☐ Yes ☒ No

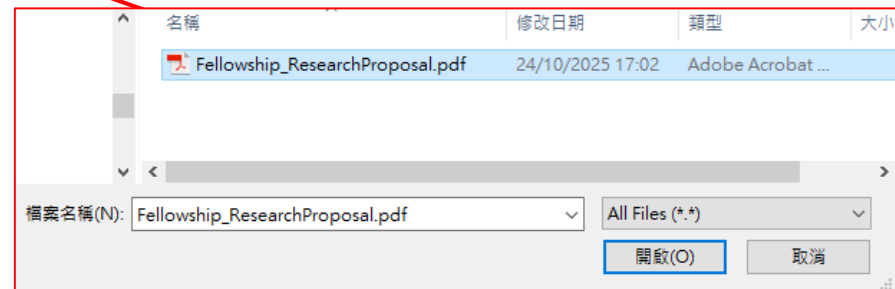
Resubmission of same/similar/related application that was not funded in the previous application round(s) of HMRF is not accepted.

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

☒ 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.

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

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



- 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.		
3.	Diagram/ Figure/Table	
4.	Questionnaire/Tool	
5.	Patient consent form	
6.	Others	

Attach file(s)

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 8MB)

Attach

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

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 data Letters of collaboration from study partners Quotation of budget item(s) Supporting documents of training proposal
1.		
2.		
3.	Ethics/safety approval(s)	
4.	Consent for accessing third-party data	
	Letters of collaboration from study partners	
5.	Quotation of budget item(s)	
	Supporting documents of training proposal	
	Others	

Attach file(s)

1

2

3

4

5

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 Training Outside Hong Kong (up to two round trips economy class)	5000		5000	1	5000
Accommodation Expense for Training Outside Hong Kong (Indicate room rate per night under "Unit Price")					0
Subsistence Allowance for Training Outside Hong Kong (Indicate standard rate per day under "Unit Price")					0
					0
					0
					0
					0
					0
Total Annual Costs	6000	1000			7000



I confirm the above budget items related to training costs are prepared according to the established procurement policy and standard of the Administering Institution. Supporting documents are provided at Section 7(j) of Part I.

- Click the checkbox for the confirmation statement. [NEW]

- 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)x(C)(%) x(D); or AxB(R)x(C)(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):

Add 0 Applicants

0
1
2
3
4
5
6
7

Applicant 2	Remove	Move Down	Mark as a mentor in Part E
Title (Prof/Dr/Mr/Mrs/Ms/Miss)			
Last name			
First name			
Current post(s)			
Department			
Institution			
E-mail	Confirm		
ORCID ID	- - -		
h-index			
Years of research experience in relevant field(s) of this project			
No. of hrs/weeks on project			
Role and Responsibility on the Proposed Project			
Applicant 3	Remove	Move Up	Mark as a mentor in Part E
Title (Prof/Dr/Mr/Mrs/Ms/Miss)			
Last name			

- 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.)
- If a Co-Applicant is the mentor, click “Mark as mentor in Part E” [NEW]

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 application or a similar/related research proposal to this application, either to the HMRF or other funding agencies (local or non-local) in the past three years from the closing deadline? ☒ YES ☐ NO

Attention for declaration and providing the required documents:

- For funded proposals - declare all proposals that have been funded or recommended for support by HMRF or funded by other funding agencies (local or non-local) in the past three years from the closing deadline.
- For not funded proposals submitted to other funding agencies - declare if the same or similar/related proposals to this application with extensive changes or improvements applications; (ii) the decision letters; and (iii) review responses to address all reviewers' comments. Explain comments or point-by-point responses are not submitted.
- Resubmission of this application or similar/related application if HMRF is not accepted.

Attach file(s)
Browse
Delete
Download Excel Template
Upload
Cancel

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

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			Browse
				All comments raised by the funding agency and point-by-point responses to address these comments	
				OR	
				Provide explanation why comments or point-by-point responses are not submitted (PDF format only and the maximum file size is 600KB)	

(file size limit: 3.5MB)

(file size limit: 600KB)

Add 0 pages

Part I – Section 15 (i) & (ii) – other applications and track record:

1. Select “Yes” if applicable
2. If the check-box for HMRF application is selected, and the grant is undertaken as a PA, 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

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 non-local) in the past three years from the closing deadline? **(1)** ☒ YES ☐ NO

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

Please tick if this is a HMRF application **(2)** ☒

(2) PA

(3) Upload

Attach file(s)

Browse Delete

Download Excel Template

Upload Cancel

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

No.	Is HMRF application?	Project Title	PA or Co-A	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Amount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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)**

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 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

Attach file(s)

Curriculum Vitae

Physical signature

(i) ☒

(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)*

Administering Institution

This application should be endorsed and submitted, **together** with a nomination letter, by/ through (i) the Head of Department, (ii) the officer who will be responsible for administering the fellowship that may be awarded and (iii) the finance officer who will be responsible for overseeing/ administering the related finance matters. Each party should be asked to complete the following declaration.

I certify that the information and personal data herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with the Standard Conditions of Grant as stated in the Guidance Notes of Research Fellowship Scheme if a grant is awarded as a result of this application.

Please attach the nomination letter from the President/Vice-Chancellor (for Stream A) or Hospital Chief Executive (for Stream B).
(in PDF format only and the maximum file size is 1.5MB)

Signed in eGMS by HEAD OF DEPARTMENT

DEPARTMENT

INSTITUTION

EMAIL ADDRESS

CONFIRM EMAIL ADDRESS

Signed in eGMS by authorised person on behalf of ADMINISTERING INSTITUTION

EMAIL ADDRESS

Signed in eGMS by authorised person on behalf of FINANCE OFFICER / TREASURER

EMAIL ADDRESS

開啟

← → ↕ ⏮ ⏭ ⏪ ⏩ 🔍 搜尋 SC

組合管理 新增資料夾

名稱

DATE

DATE

Part III - Action required under different application status

Edit “Temp Save” application

1. Click “Master List”

Application

Principal Applicant Co-Applicant

(1) Master List Application Call

Scheme HMRF (Fellowship) Search

(1 of 1) 1 20

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
(2)	Ref. No.						Temp Save	N/A	N	N	N		

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

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
							Pending Signature	(2) N	N	N	N		

eGMS - electronic Grant Management System -

Co-Applicant List

Title	Last Name	First Name	Affiliation	Co-Applicant(s) Signed	Actions
			-	N (3a)	Re-Send

Confirm

⚠ Are you sure to re-send email to CoA?
(3b)

3. Click “Re-Send” & “Yes” for confirmation

Edit “Pushed back” application

1. Click “Master List”

Application

Principal Applicant Co-Applicant

Master List Application Call

Scheme HMRF (Fellowship) Search

(1 of 1)

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed*	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to AI)
	Temp Ref. No. (3)						Pushed Back Details	Y	N	N	N		

2. Click “Details” to view the “pushed back” reason(s)
3. Click “Temp Ref. No.” to edit the e-Form

Details

⚠ Pushed back by Dr UNIC Dh1

Reason(s):
Invalid application

Close

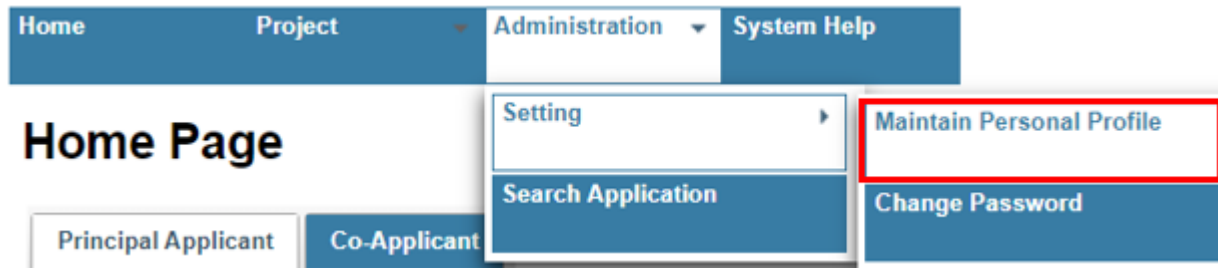
Summary of the application status

- *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”

Maintain Personal Profile



Email	
Title	
Last Name	
First Name	

View “Delegation of PA”

- View “Delegation List” and “Delegation History”

Maintain Personal Profile

User Details Delegation of PA

Assign Delegate

Email

Start Date

End Date

Assign Delegate

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

Create Delegate

Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
				Edit Delete

Save

Export to CSV

Delegation History

(1 of 1)

<<

1

>>

20

Action Time	Action Performed	Delegate Name	Email	Delegate Period
	Delete			
	Add			

Update “Delegation of PA”

Maintain Personal Profile

User Details

Specialty (HMRP)

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

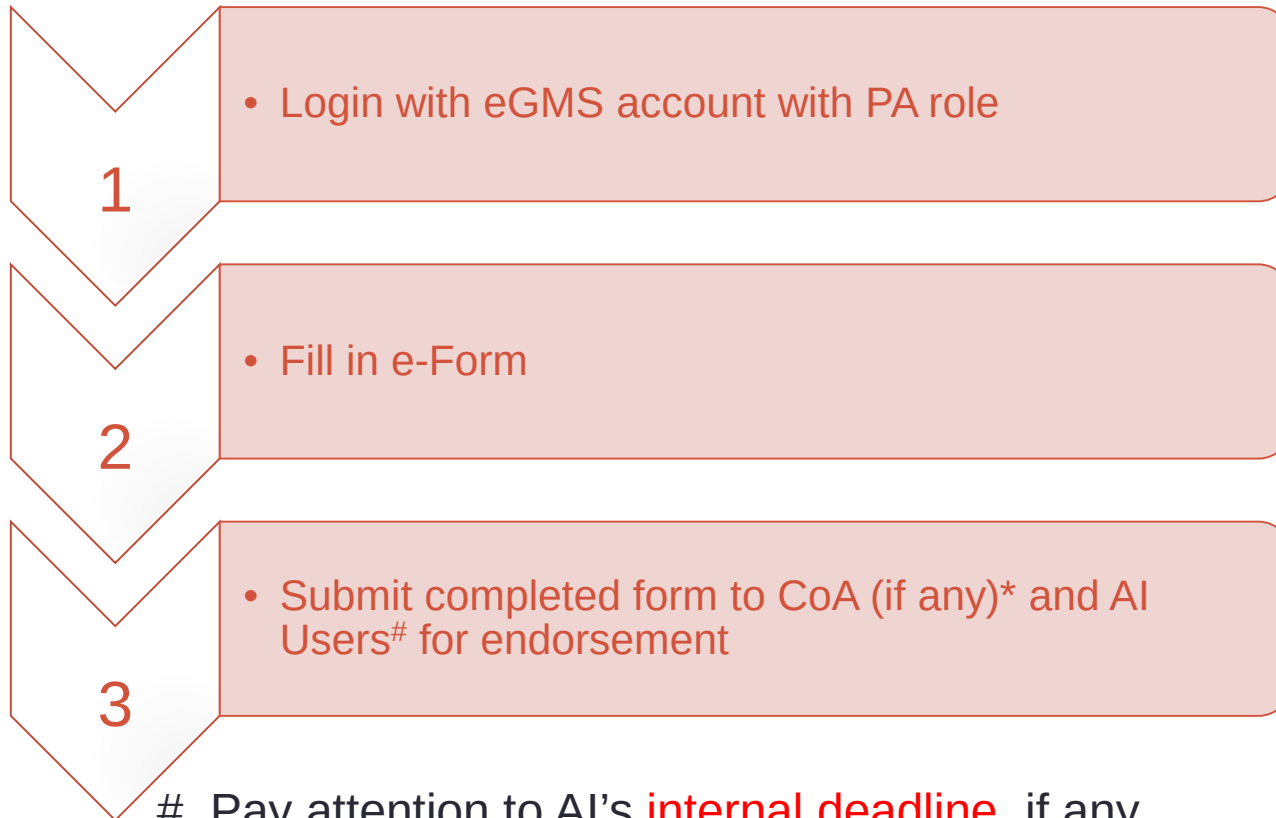
PA role user

Summary and key points

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

Application procedure summary

Application Status



Temp Save

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



** 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