Health and Medical Research Fund
Research Fellowship Scheme

Explanatory Notes for completing Application Form

IMPORTANT!

- **All Fellowship Applicants (FAs) MUST read the *Explanatory Notes* in conjunction with the *Application Guidelines* for the Research Fellowship Scheme of the Health and Medical Research (HMRF) before completing the Application Form (e-Form).**
- **Applications that are incomplete, inconsistent with the submission requirements, out-of-scope or insufficiently detailed to peer review will not be processed and may result in administrative withdrawal.**
- **For general enquiries about completing the application, please contact the Research Fund Secretariat (the Secretariat) (email: rfs@healthbureau.gov.hk).**

GENERAL INFORMATION

1. All applications must be submitted via the electronic Grant Management System (eGMS) **(https://rfs.healthbureau.gov.hk/eGMS/)** by completing the e-Form on or before the deadline of submission specified by the Secretariat. FAs who are unfamiliar with the eGMS are strongly advised to prepare their applications ***well before the deadline for submission*** to avoid unexpected situations. FA will receive an acknowledgement email from the eGMS after successful submission of the application.
2. The *Quick Guide for completing the e-Form* is available at **Appendix A**.

RESEARCH FELLOWSHIP SCHEME APPLICATION FORM

PART A to PART D – Complete the personal particulars of the FA.

PART E – Complete mentor information.

PART F – Please state clearly how the research plan and training plan fit the objectives of the Research Fellowship Scheme.

PART G – PROPOSED RESEARCH FELLOWSHIP PERIOD: The duration of fellowship support is two years covering two components: training and research. The expected start date is counted as the date on which the institution first incurs a cost for the fellowship award. The completion date should be entered based on the proposed duration of the fellowship. The start date of fellowship must be after the announcement of funding decisions. For example, applications submitted by the closing date of 8 January 2024 should not be expected to start before 1 October 2024.

PART H – OVERSEAS TRAINING PROPOSAL: The training programme should be an **overseas attachment to a reputable institution for at least three months cumulatively throughout the fellowship period**.

Please complete the name of the programme, description of the programme and overseas mentor (if any), training institution/organisation, country (training place) and training period. The start date and end date of the training period should be within the fellowship period.

The training proposal content should follow the word limit and cover the details described below. In particular, insufficiently detailed proposals may be withdrawn.

Word limit

Details of Overseas Training Proposal:

- Not more than **1,000 words in total** (for all items 1-4 under Details).
- Not more than **600 words for each item**.

(**Training proposal details exceeding the word limit will not be considered**.)

Details

1. **State the purpose and importance of the training to the betterment of (a) the FA as a better scientist/researcher and (b) the public health and health services in Hong Kong:** Describe the purpose of the training programme, including the background information of the training institution and overseas mentor (if any), and state why this is important to train the FA as a better scientist/researcher and to benefit the public health and health service in Hong Kong.

2. **Describe the training plan including its activities/content. State the expected deliverables of the training upon completion in point form**

3. **State the relevancy and how the specialised skills obtained from the training programme will be applied to the research project proposed in PART I**

4. **Justify the funding requirements for the training plan** (Please provide supporting documents such as course information in Section 7(j) of Part I, if appropriate)**:** All requested items must be fully justified demonstrating the value of money. For proposed budget in Section 10 of PART I, please provide the details for overseas training, e.g., itinerary of travel, standard rates for subsistence allowance/accommodation.

<u>PART I</u> – RESEARCH PROPOSAL:

The Research Fellowship Scheme aims to support research in public health (in particular public health policy) and health services research[1]**.**

1. **Area of research**: Indicate the area of research (public health, health and health services or infectious diseases) and the type of research (clinical or pre-clinical) in the appropriate boxes.

   1.1 As HMRF emphasises the importance of translational potential of research findings, only **clinical research and research on infectious diseases with public health implications** will be supported. Making reference to the definition of clinical research by the National Institutes of Health of the United States[2], clinical research refers to "research with human subjects that is:

   (a) Patient-oriented research. Research conducted with human subjects (or on material of human origin such as tissues, specimens, and cognitive phenomena) for which an investigator directly interacts with human subjects. It includes: (i) mechanisms of human disease, (ii), therapeutic interventions, (iii) clinical trials, or (iv) development of new technologies. Excluded from this definition are in vitro studies that utilise human tissues that cannot be linked to a living individual;

   (b) Epidemiological and behavioural studies; and

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[1] Health services research covers a broad area of clinical research on the prevalence, incidence, cause, prevention, treatment of human diseases, effectiveness and cost-effectiveness of healthcare services and policy. Clinical studies on the care and rehabilitation of patients are also included. Examples include clinical studies on major non-communicable diseases (NCD), modifiable lifestyle factors, primary care, chronic disease management and palliative care, elderly care and infectious diseases.

[2] National Institutes of Health of the United States https://grants.nih.gov/policy/clinical-trials/glossary-ct.htm

(c) Outcomes research and health services research"

1.2 **Research proposals on infectious diseases** should focus on those diseases which are prevalent in or pose threat to Hong Kong and neighbouring regions or areas in which the Hong Kong academic community has a competitive edge. Research proposals on infectious diseases with public health implications from bench to bedside and at community level, and with translational value are supported.

1.3 For **Chinese medicine**, only clinical research based on Chinese medicine theory or clinical research on Chinese medicine theory and methodology is supported.

2. **Research topic(s):** Indicate the research topic(s) of cancer research, smoking, alcohol drinking, unhealthy diet, physical inactivity and/or others (please specify).

3. **Project title**: The project title should be concise but informative and self-explanatory. ***Limit to 25 words***.

4. **Abstract of project**: Presented ***in BMJ house style*** of ***not more than 250 words*** with the following headings: objectives; hypothesis to be tested; design and subjects; study instruments; interventions; main outcome measures; data analysis and expected results. For details, please refer to **https://www.bmj.com/about-bmj/resources-authors/house-style.**

5. **Potential application**: Please explain how the research findings will benefit patients and/or the healthcare system. Elaborate in ***not more than 500 words***. FA should describe in simple language the potential of the research findings to improve patient care, population health, influence clinical practice and/or health services management, or inform health policy in Hong Kong and elsewhere. What are the potential facilitators and barriers to this impact being achieved?

6. **Keywords:** Please enter up to 10 keywords for the project

7. **Project proposal:**

To ensure consistency and fairness, applicants must strictly comply with the formatting requirements listed below. The Secretariat **will not process applications that do not comply with these formatting requirements**. In particular, insufficiently detailed proposals may be withdrawn.

Format

Proposal template	Sections 7 (a) – (h) of the proposal, with the standard header "2023 Research Fellowship Open Call Proposal", should be **attached as a PDF file** to the e-Form. Please download the proposal template at Secretariat's website.
Word limit:	**Section 7(a) – (d) of PART I inclusively. Not more than 4,000 words.** **Please provide the word count for Section 7(a) – (d) of PART I.**
Margin:	Left at least 2.5cm. Others at least 1.5cm.
Font:	At least 10-point. Preferably Arial.
Character spacing:	Normal
Line spacing:	At least Single.

Content

a. **Title:** Same as the project title in Section 3 of PART I.

b(i). **Research in context:** Ask the two questions:

(i) What is the existing evidence before this study based on an up-to-date literature search? State clearly whether research on a similar topic has been / is being carried out. Outline the research approaches in other studies and highlight their deficiencies and the research gap.

(ii) How will this study add value to existing evidence to improve patient care, population health, influence clinical practice and/or health services management, or inform health policy in Hong Kong and elsewhere?

b(ii). **Introduction:** Explain the relevance of the proposal to the scope of the fund. Elaborate in details with references to support the answers provided to b(i) above.

c. **Aims and Hypotheses to be Tested:** State the aims and hypotheses, wherever possible, as a list of questions to which answers will be sought. Limit the research objectives to no more than three.

d. **Plan of Investigation:** Give practical details of how answers will be obtained to the questions posed. This should include information on:

(i) Study design described in sufficient detail to allow assessment of workload and timetable and including but not limited to, experiments, observations to be made, randomisation method where relevant, and the use of controls. Pilot studies and proof of concept studies[3] will be considered.

(ii) Methods to be employed, giving references where these are non-standard. Where new methods are being developed, arrangements for establishing validity and reliability should be described. Examples of non-standard questionnaires, tests etc. should accompany the application or their content be clearly indicated.

(iii) Subjects to be included in the study. Justification for sample size and power analysis to support the chosen sample size must be provided for all studies including pilot or proof of concept study.

(iv) Data processing and analysis including outcome measures, means of validating records, and the type of statistical analysis to be carried out.

(v) Potential pitfalls and contingency plans describing potential problem(s) that may be encountered during implementation of the study and providing a proactive strategy to continue the project if such problems are encountered.

e. **Existing Facilities:** Describe resources and facilities available for supervision, equipment, space, staffing, relevant departmental interests, and collaboration. Supplementary sponsorship must be fully justified. Applicants shall state clearly whether any supplementary support has been/will be received from other sources, including but not limited to monetary, investigational new drugs/devices, reagents, and consumables and rental of equipment.

f. **Justification of Requirements:** The staff requirement should be justified in terms of expertise and workload required by the research. Reasons should be given for selecting particular types of equipment, purchasing of services and provision of incentives, etc. ***Please refer to the allowable and unallowable items in Appendices B and C***.

[3] Proof of Concept studies refer to the studies which aim to verify the practical potential of some concepts or theories. Examples of Proof of Concept studies include clinical research on early testing of potential efficacy, safety or feasibility of a treatment.

g. **Plan to Disseminate Research Findings to End Users:** Describe the ways in which the research results will be disseminated.

h. **Key References:** Include a maximum of 40 references in Vancouver style. Follow the *"Uniform Requirements for Manuscripts Submitted to Biomedical Journals"* at www.icmje.org/index.html for referencing. If it is considered essential to cite work by the applicants that are ***in press*** for publication, please provide a copy (PDF file) in "Section 7(j) - List of additional materials".

i. **Attachment(s) Referred in the Proposal:** Include figures/tables, diagrams, questionnaires, tools, patient consent forms, etc. Figures and tables should be of sufficient size and resolution to allow easy reading. Use colour where applicable. List the items that have been attached. Attach **not more than 5 files** (with total file size of 8 MB) properly titled in **PDF format** under this section.

j. **List of Additional Materials:** Include 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, etc. List the items that have been attached. Attach **not more than 5 files** (with total file size of 5 MB) properly titled in **PDF format** under this section.

8. **Project Start and End Dates:** The expected start date and completion date should be entered. The project period should be within the fellowship period.

9. **Timetable of Work:** In the table provided, describe clearly the key milestones of the project, the date (i.e., months after project commencement) by which these key milestones are expected to be reached, and the resulting deliverable. An example is included for reference, which may be overwritten/deleted in the final submission. Include 3-5 key milestones. These milestones will be used to determine the frequency of reporting progress to the Secretariat.

10. **Budget Proposal:**

10a. **Summary of financial support requested:** The FA is not required to complete Section 10a of PART I; the e-Form will automatically summarise the funding requested in Section 10b of PART I. Costs should be rounded to the nearest dollar. FAs should refer to *Items Allowable and Unallowable for Reimbursement* and *Financial Arrangements* at **Appendices B and C** for details. The total cost should not exceed HK$1,200,000 inclusive of research and training costs up to HK$800,000 and HK$400,000 respectively.

10b. **Details of Financial Support Requested:** All items must be fully justified as stated in **Appendix B**. Costs of work incurred ***before*** the commencement date of fellowship or the writing-up of such work are ***not allowed***. Training or research work (e.g. subject recruitment) conducted before the commencement of the fellowship which includes the period before and after application submission is not allowed. If such case is declared upfront before the Agreement is signed for fundable application, the FA has to adjust the funding scope and the funding amount for Research Fellowship Assessment Panel's consideration and approval.

Application should be based on ***actual prices***. Standard rates, if available, should be specified. No allowance should be made for inflation. Costs should be rounded to the nearest dollar.

10b(i). ***TRAINING COST***

The training cost includes training/course fee. Air passage (up to two round trips economy class), accommodation expenses and subsistence allowance for overseas training will be covered. The total training costs should not exceed HK$400,000.

10b(ii). ***STAFF DETAILS***

The proposed project staff shall enter into **contract of employment** with the administering institution (AI). Staff costs should be justified in terms of the level of expertise and workload required by the research project. Reliever must be at the rank of the FA or below to take over the **teaching duties** of the FA. The FA ***should consult their finance office about the pay scale and the appropriate pay point proposed***. In general, salary scales that apply to equivalent workers employed by the AI are acceptable. Funding may be requested for full-time (which may be for periods shorter than the duration of the grant) and part-time posts. For part-time staff, the effort on the Project must be at least 20%. Monthly contributions to the Mandatory Provident Fund should also be included and absorbed in the monthly salary instead of a standalone item. Staff benefits such as gratuity, bonus, severance payment, untaken leave of staff employed and medical insurance costs will not be supported.

Information in this section should reflect salary costs for the ***entire*** project, based on the proposed salaries as at the date of the application and the estimated percentage on level of participation in the project. The ***actual*** costs for each financial year of the grant should be entered in "Staff Costs".

10b(iii). ***STAFF COSTS***

Please provide an annual cost for each post identified in "Staff Details" above during the proposed fellowship period.

10b(iv). ***OTHER EXPENSES***

Other expenses include consumable or equipment items costing less than HK$10,000, conference (i.e. travel and subsistence), publication costs, reference materials, Audit fee, etc. Only direct costs can be charged to the project grant. Unit cost should be provided as far as possible, e.g. incentive per participant, whole genome sequencing cost per sample. Indirect costs of the project will not be considered.

For incentives

The purchase of gifts, coupons, etc., as incentives/tokens of appreciation for study participants is allowed if well justified with valid reason(s). A governance system shall be in place to adequately monitor the disbursement of incentives to ensure accountability and traceability.

For purchase of services

Purchase of services from non-local organisations, such as consultancy for project, experimental work, Biosafety Level 3 (BSL-3)/P3 laboratory facilities, etc., is allowed if well justified with valid reason(s), which should include full justifications for not acquiring the resources/facilities in Hong Kong.

For travel and subsistence

The cost of local travel for project staff to attend clinics and training sites, for purposes directly related to the project are allowed.

10b(v). *EQUIPMENT*

Only include items dedicated to the project and costing HK$10,000 or above. Items costing less than HK$10,000 should be included under "Other Expenses".

Purchase of particular types of equipment should be well justified by, providing details (including but not limited to, the needs of the research and the cost, performance and specifications of the equipment) under Section 10b(v). Tendering should be carried out according to the AI's procedures. The AI should pay attention to the transparency and fairness in the procurement process and follow its disposal procedures properly. Where the relevant guidelines are not in place, the institution should adopt the *Notes on Acquisition and Disposal of Equipment Items for Institutions without Established Guidelines*, which can be obtained from the Secretariat by email (rfs@healthbureau.gov.hk).

For computer equipment and software

FAs should provide valid justifications for purchase of software and computing equipment/facilities. Local departmental computing charges which can be assigned to the research project will be considered as an allowable cost, including stationery supplies and software licences. Expenses for computing equipment specific for the project, such as notebook computers, software, etc., will be covered. Central computing facilities remain the responsibility of the AI. The purpose of any special software to be developed, e.g. commissioned in house, or modifications of existing software should be detailed and the development time required given in hours or man-months.

If external resources are to be used, the estimated time required, a breakdown of the resources required, and the cost per unit of computing time/purchase of consultancy should be given.

Any computing consumable to be purchased should be itemised under "Other Expenses" with a breakdown of both quantity and price.

Should computing advice be sought, details of the persons/organisations to be consulted should be given.

11. Applicants (Project Team): Research project should not have more than nine co-applicants (Co-A). The email address of each applicant must be entered twice to minimise incorrect entries. The employment relationship between the FA and the AI should be made clear. If an applicant holds more than one post, e.g., one in University and one in Hospital or another Service or Unit, details of the position at the AI should be stated. All applicants are expected to be personally and actively engaged in the project. Each applicant must provide his/her personal particulars and their specific roles and responsibilities on this project.

12. Curriculum Vitae (CV): The FA must provide the date(s) of award of PhD and/or other degree(s) (date on degree certificate) and five most recent publications (including those submitted or in press). Other applicant(s) is/are also required to list the five most recent publications.

13. Research Ethics/Safety Approval/Consent for Accessing Third-party Data: Select the appropriate option button to confirm if approvals for the respective ethics, safety issues and/or consent for accessing third-party data is required, is being sought or has been obtained from the proper authorities. Provision of ethical approvals and/or consent is not required at the time of submission. FAs shall submit such approvals and/or consent ***within 12 weeks*** (or as specified by the Secretariat) from the date of decision letter for the application, and should ensure that the regulatory/ethics approval(s)/evidence for accessing third-party data bear(s) the same project title as that in his/her application approved by the Research Fellowship Assessment Panel. The protocol/scope included in such approval(s)/ evidence for accessing third-party data must be the same as that in the application.

If you are unable to provide such documentary evidence or information by the deadline stated, or the information is found to be incomplete or inaccurate, the processing of the application may be delayed or the application may be rejected. Letters of exemption for non-applicable regulatory committees are not required. For details regarding Independent Ethics Committee/Institutional Review Board (IEC/IRB), please refer to Section 3 of the following document published by the International Council for Harmonisation at https://www.ich.org/page/efficacy-guidelines.

Clinical Trials: Under **Regulation 36B** of the *Pharmacy and Poisons Regulations (Cap.138A)*, for the purpose of conducting a clinical trial on human beings or medicinal tests on animals using pharmaceutical products, a Certificate for Clinical Trial/Medicinal Test issued by the Pharmacy and Poisons Board must be obtained prior to the commencement of the research project. According to *Section 129 of the Chinese Medicine Ordinance (Cap. 549)*, for the purpose of facilitating the conduct of a clinical trial or medicinal test of any proprietary Chinese medicine, a Certificate for Clinical Trial and Medicinal test issued by the Chinese Medicines Board must be obtained prior to the commencement of the research project. FAs are strongly advised to confirm the need for the relevant certificate as early as practical (preferably before/during the submission of applications to the HMRF) to avoid delay in project commencement. If a relevant certificate is required, failure to present a valid certificate by a specified deadline, may result in the application being rejected. For further details, please refer to the relevant guidance notes available in the websites of the Department of Health's Drug Office and the Chinese Medicine Regulatory Office.

Hospital Authority (HA)'s Data Access: Approval from the Central Panel on Administrative Assessment of External Data Requests of HA is required for using HA data where applicable. Please visit http://www3.ha.org.hk/data/Provision/Index/ for details. Use of Clinical Data Analysis & Reporting System (CDARS) for research purpose must only be conducted with written approval by appropriate Research Ethics Committee.

14. Similar or Related Proposals:

Failure to make declaration may lead to application not eligible for further processing and shall be subject to penalty. Please refer to the *Management of Track Records of Applicants* which is available on the Secretariat's website.

14a(i). FA and Co-A(s) listed in Section 11 of PART I **must indicate** whether they have submitted the current or similar application(s) (funded or rejected) to the HMRF or other funding agencies (local or overseas) **in the past three years from the closing deadline**. The following information should be uploaded to the e-Form: (i) a copy of each previously submitted similar application *[in PDF format and maximum file size (1MB)]*; and (ii) all comments raised by the funding agency **and** point-by-point responses to address these comments (if any) *[in PDF format and maximum file size (600KB)]*.

14a(ii). FA and Co-A(s) listed in Section 11 of PART I **must indicate** whether they intend to submit the current or similar application(s) to the HMRF or other funding agencies (local or overseas) **in the next six months from the closing deadline**. The details of the similar application(s) and the similarities and differences between the current application and the similar application(s) should be provided.

At any time before the announcement of the funding decision of the current application, applicants are required to notify the Secretariat immediately by email to rfs@healthbureau.gov.hk about: (a) any other similar application(s) submitted to other funding agencies (local or overseas) in addition to those listed in the e-Form; (b) the funding decision of any similar application(s) once available, or (c) change in funding status, e.g. project is withdrawn or terminated.

15. Other Applications and Track Record:

15a(i). FA **must indicate** whether the FA has 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**. FA should provide details of the funded project(s) undertaken by him/her in Principal Applicant (PA)/Co-A capacity, the similarities and differences between the current application and the funded project(s), and publications/scientific papers directly resulting from the funded project(s) as well as check the box if the project is funded by the HMRF.

15a(ii). All Co-A(s) listed in Section 11 of PART I **must indicate** whether they have 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**. They should provide details of the funded project(s) undertaken by them in PA capacity, the similarities and differences between the current application and the funded project(s) and publications/scientific papers directly resulting from the funded project(s) as well as check the box if the project is funded by the HMRF.

PART J – DECLARATION AND AUTHORISATION

The e-Form ***must*** be signed by the FA, the mentor, the Head of Department, and authorised persons on behalf of the AI and finance office via the eGMS.

To the best of knowledge of FA, the AI, and any of the applicants listed in Section 11 of PART I or any of the proposed personnel and sub-contractors/agencies to be engaged in the project, FA should declare any actual or perceived conflict of interest, such as receiving any funding or assistance directly or indirectly from industries (including but not limited to tobacco related businesses, infant formula companies, or organisations funded by such businesses), or using the grant monies (budgeted under Sections 10 of PART I) to purchase products or services from businesses owned wholly or partly by from the AI or any of the applicants listed in Section 11 of PART I, or any of the proposed personnel and sub-contractors / agencies to be engaged in the project.

Mentor: Mentor must be a full-time staff of the AI. For Stream B, the mentor can be a full-time staff of the respective medical school of the Chinese University of Hong Kong and the University of Hong Kong. He/She is required to state his/her support and role to the FA throughout the fellowship period. A copy of the CV and signature of the mentor should be attached as PDF file(s) to the e-Form. The limit of the total file size is 1MB.

Signature of Co-As: The research proposal ***must*** be endorsed by all Co-As. If Co-A(s) is/are not an existing eGMS user, please register a Co-A account from eGMS login page. If the FA has attached Co-A(s)' physical signature(s) (an email confirmation from Co-A(s) is acceptable), the relevant electronic endorsement is not required (i.e. the eGMS will not send out notification email to the Co-A(s) concerned for signing.). The limit of the file size is 1MB.

The FA should make sure that all Co-As endorse the application as the track record for the whole project team might be adversely affected if misconduct/fraud is found. All project team members should be well aware of their participation and roles and responsibilities in the project. Please refer to the *Management of Track Records of Applicants* which is available on the Secretariat's website.

AI: The e-Form must be endorsed by (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, via the eGMS.

The email address of the Head of Department must be entered twice to minimise incorrect entries. Please attach the nomination letter from the President/Vice-Chancellor (for Stream A)/Hospital Chief Executive (for Stream B) as a PDF file to the e-Form. The limit of the file size is 1.5MB.

Quick Guide for Completing the Electronic Application Form

(A) Minimum system requirements

To use the electronic Grant Management System (eGMS), your computer should meet these minimum system requirements -

1. Google Chrome[1] or Mozilla Firefox[2] or Safari 7+
2. Enable Transport Layer Security (TLS) version 1.2 in the browser
3. 1280 x 1024 Minimum Screen Resolution
4. Microsoft Office Word 2007 or above (for opening MS Word Offline Application Form)

[1] Recommended version for Google Chrome is 57 or above.
[2] Recommended version for Mozilla Firefox is 51 or above.

Operating system

1. Microsoft Windows 8.1/10
2. Apple Mac OS x 10.5 or above
3. Fedora Linux Core 7 or above

Transport Layer Security (TLS)

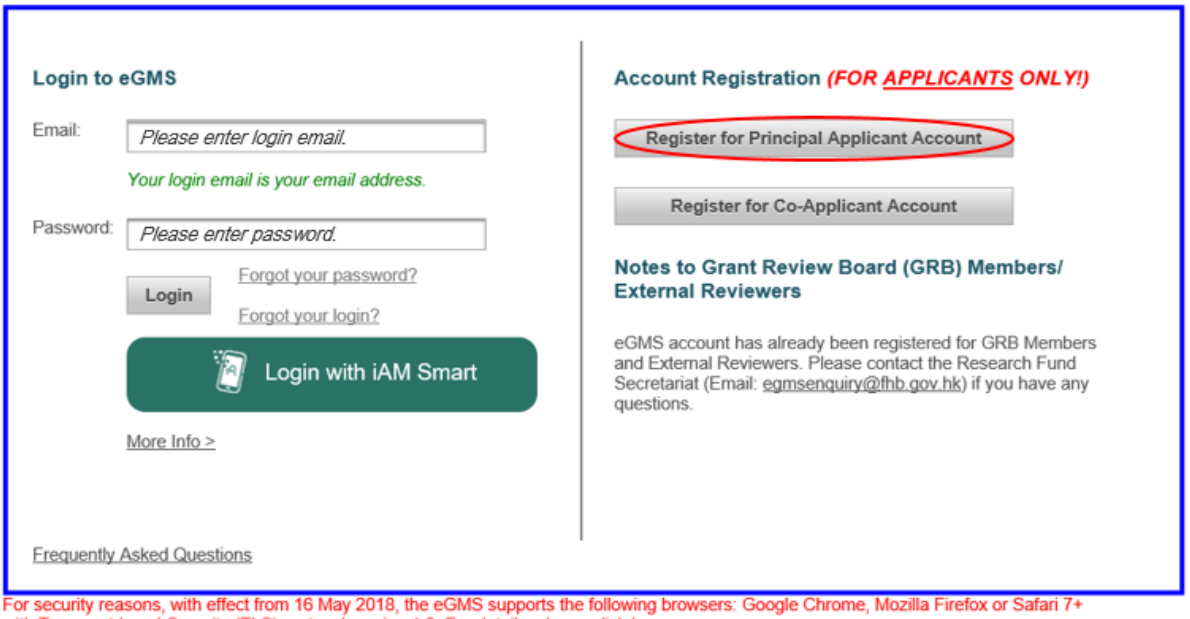
Since old Transport Layer Security (TLS) versions may cause security risks, we highly recommend eGMS users to enable TLS version 1.2 in their browsers. Please refer to the details in **Appendix A(i)**.

(B) Access to eGMS

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

2. Login account: If Fellowship Applicant (FA) has not registered for a Principal Applicant (PA) account in the eGMS, please register on the login page of the eGMS (see below). FA will have to wait for approval from his/her Administering Institution (AI) for the creation of PA account.

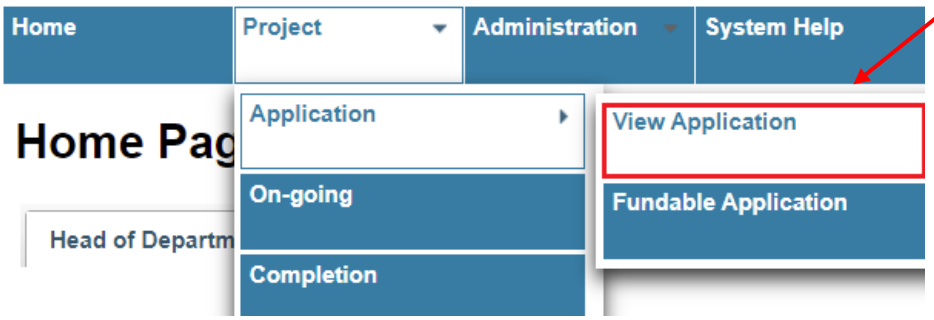
3. If co-applicant is not an existing eGMS user, he/she is encouraged to register a co-applicant account from the eGMS login page in advance. Their electronic endorsement of the proposal will be required after submission of the application by FA to AI.



For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+ with Transport-Level-Security (TLS) protocol version 1.2. For details, please click here.

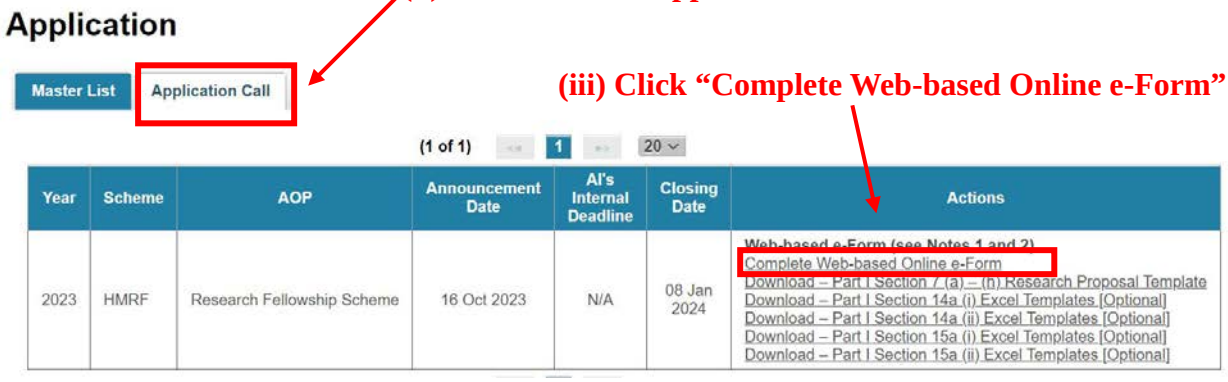
(C) Complete the Web-based Online e-Form

Reminder:
Please update your eGMS profile before filling in the e-Form, as your latest personnel information will be auto filled up in the e-Form (**Part A** and **Part I – Section 11 Project Team** accordingly).



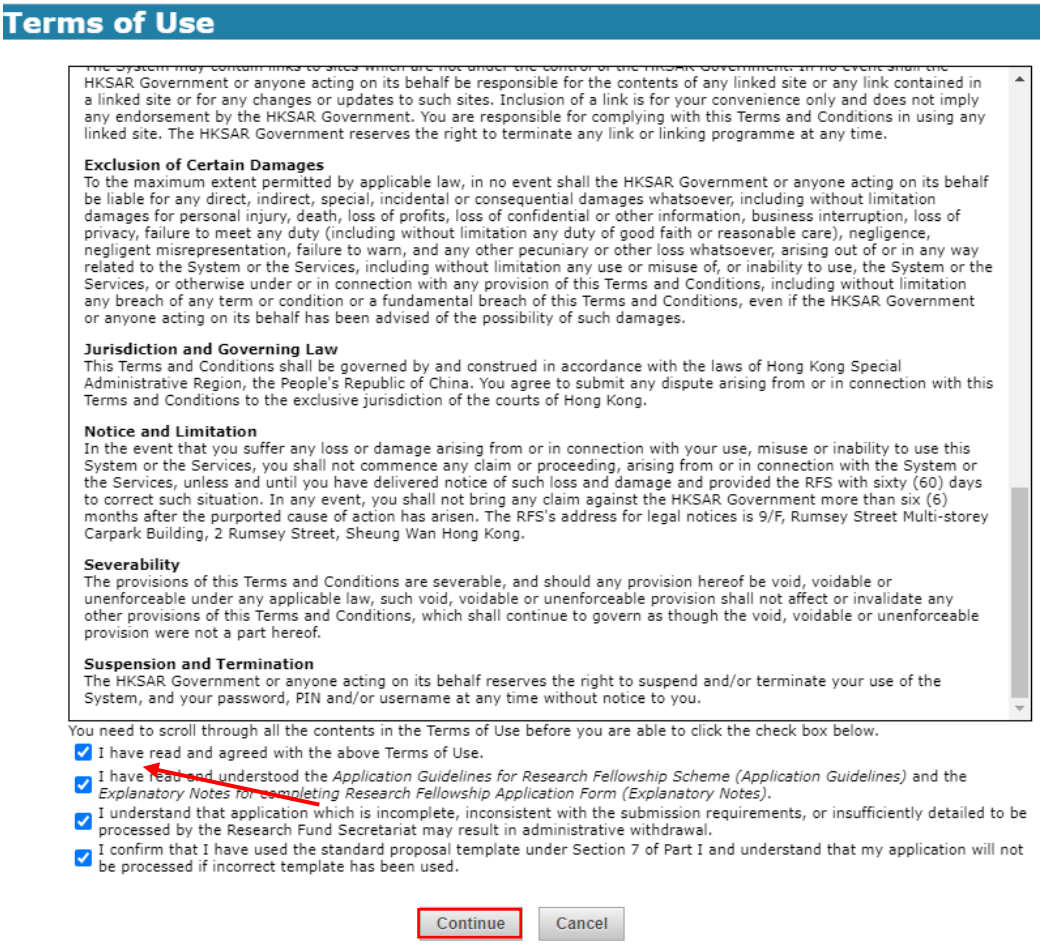
(i) Click Project > Application > View Application

(ii) Click the tab "Application Call"



(iii) Click "Complete Web-based Online e-Form"

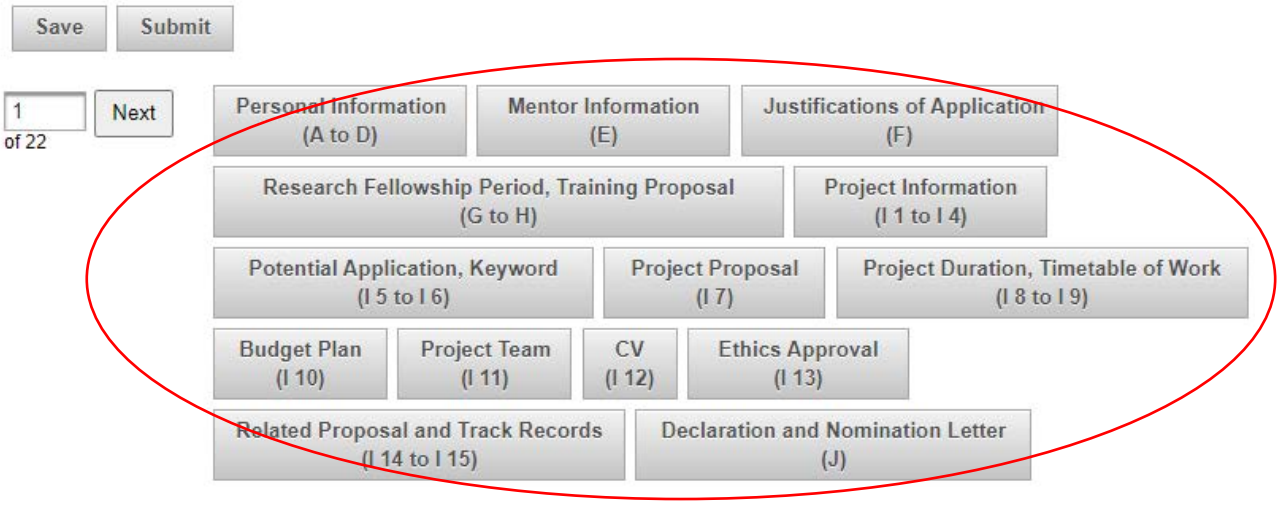
(Note: Useful templates for completing Sections 7, 14 and 15 can be downloaded here. Please refer to Pages 6-7 of this Quick Guide.)



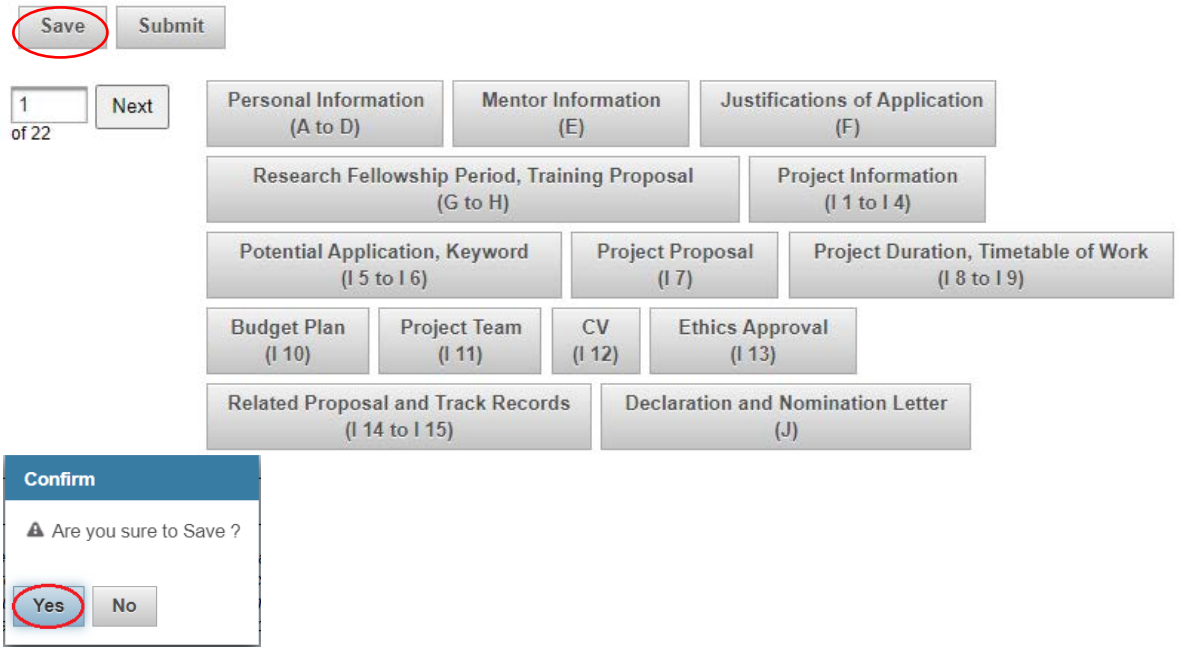
(iv) Read the Terms of Use, tick the boxes and click "Continue"

(v) Click relevant tab to go to relevant Section directly for completing the details

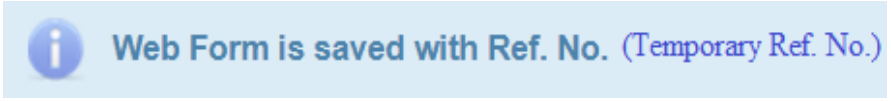
Attention: The eGMS will be logged out automatically if the screen has been idling for 20 minutes. Please be reminded to save the e-Form regularly.



(vi) Click "Save" to save the e-Form and "Yes" for confirmation.

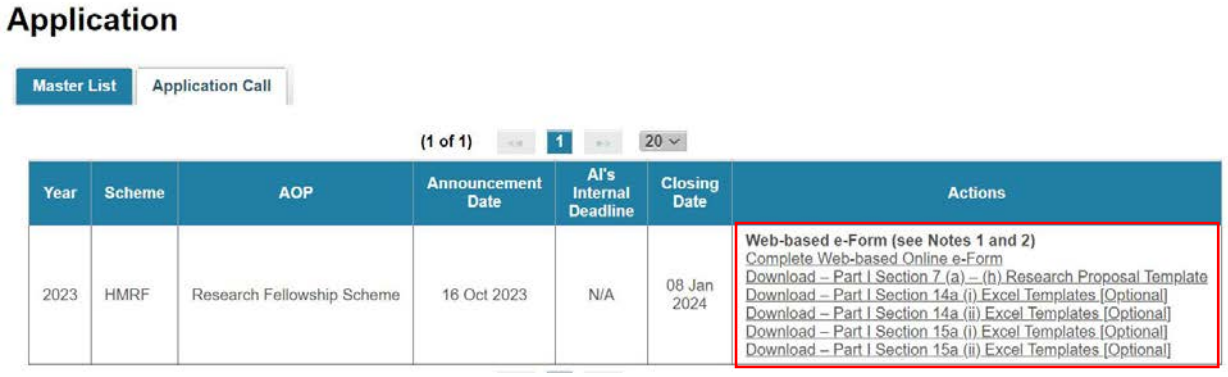


(vii) An acknowledgment message will be displayed on the top showing the e-Form has been saved with a temporary Ref. No.

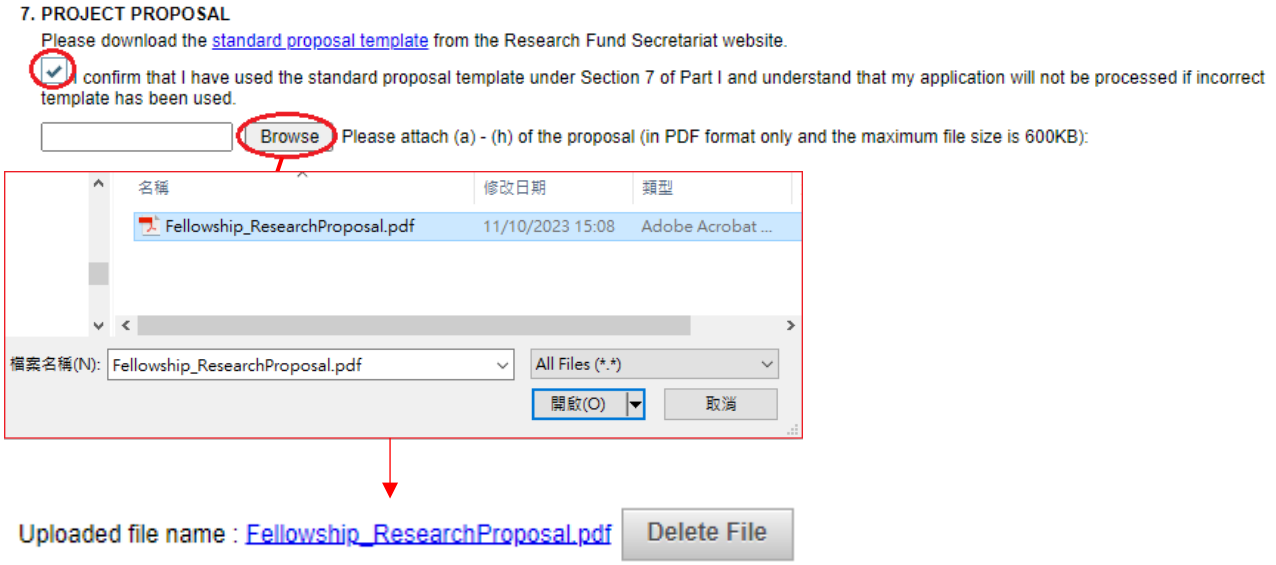


(D) Supplementary Information for Completing Sections 7, 14 and 15 of the e-Form

1. Go to Application > Application Call page

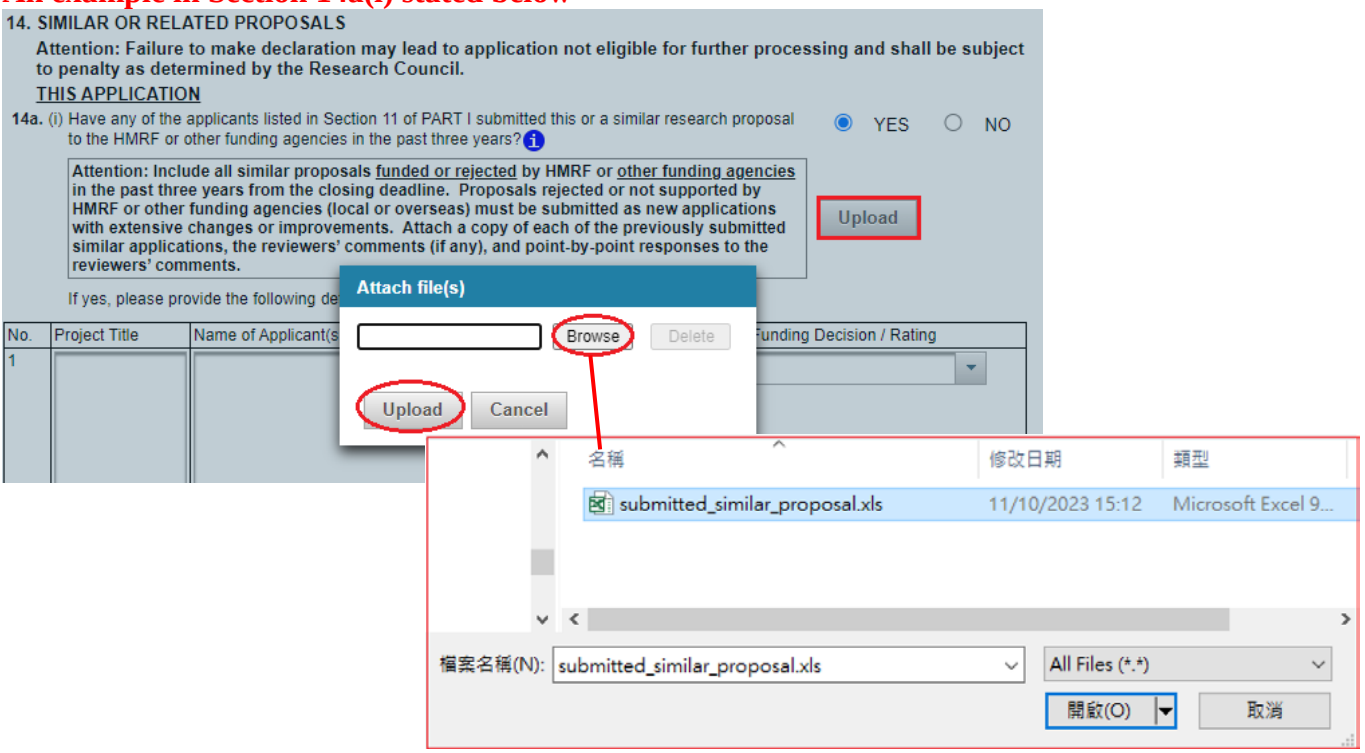


For Part I – Section 7, after completing the research proposal MS Word template, please convert it into a PDF file and click "Browse" to select the PDF file for uploading it onto Section 7.



For Part I – Sections 14 and 15, after completing the excel file of the relevant records from you and project team members, please click "Browse" to select the excel file for uploading it onto Sections 14 and 15.

An example in Section 14a(i) stated below -



(E) Need Help?

1. If some fields are not completed according to the format, error message box will pop up when you click the "Submit" button in the application form. Please edit the application form again and re-submit.

2. For enquiry, please contact the Research Fund Secretariat by email (egmsenquiry@healthbureau.gov.hk), or by phone at 3427 3344 during office hours.

Appendix A(i)

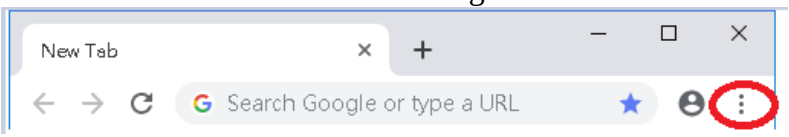
1. Google Chrome

(a) We recommended eGMS user to use version 57 or above. If you are using Google Chrome version 22 or above, TLS 1.1 is automatically supported. TLS 1.1 and 1.2 are automatically enabled from version 29 or above.

(b) To find out which version of google chrome you are using -

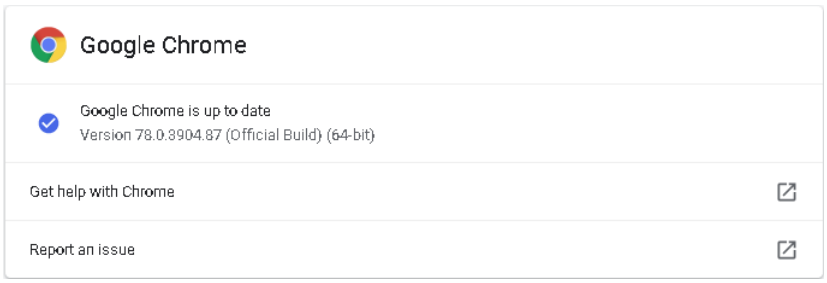
i. Open your Chrome browser

ii. Click the "More" icon at the right corner of the address bar.



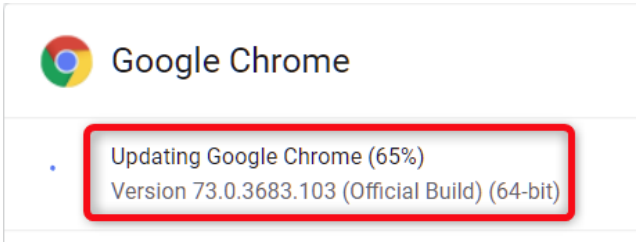
iii. At the bottom of the menu, click "Help", then click "About Google Chrome"

iv. The version of Google Chrome will be shown



(c) To update Google Chrome –

i. Chrome will check for any updates and immediately download them when you open the About Google Chrome page



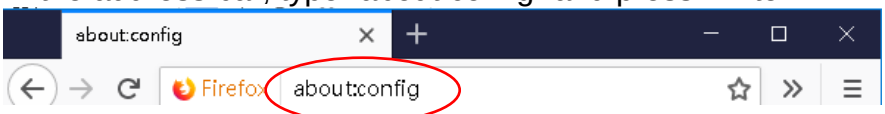
ii. Close your browser and restart Chrome to complete the updates

2. Mozilla Firefox

(a) Set the TLS version of the browser

i. Open Firefox browser

ii. In the address bar, type “about:config” and press “Enter”



iii. In the Search field, enter “tls”. Find and double-click the entry for “security.tls.version.max”

iv. Set the integer value to 2 to force a minimum protocol of TLS 1.1

v. Set the integer value to 4 to force a maximum protocol of TLS 1.3

偏好設定名稱	狀態	類型	值
devtools.remote.tls-handshake-timeout	預設值	整數	10000
gl.use-tls-is-current	預設值	整數	0
network.http.spdy.enforce-tls-profile	預設值	布林 (Boolean) 值	true
network.http.tls-handshake-timeout	預設值	整數	30
network.proxy.proxy_over_tls	預設值	布林 (Boolean) 值	true
security.tls.enable_0rtt_data	預設值	布林 (Boolean) 值	true
security.tls.enable_post_handshake_auth	預設值	布林 (Boolean) 值	false
security.tls.hello_downgrade_check	預設值	布林 (Boolean) 值	false
security.tls.insecure_fallback_hosts	預設值	字串	
security.tls.version.fallback-limit	預設值	整數	4
security.tls.version.max	預設值	整數	4
security.tls.version.min	已修改	整數	2

vi. Click “OK”

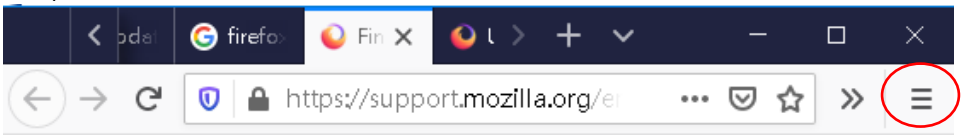
vii. Close your Firefox browser and restart your Firefox browser

viii. Recommended version 51 or above

(b) To find out which version of Firefox browser you are using –

i. Open your Firefox browser

ii. At the top of your Firefox browser, to the right of the address bar, click the “Menu” icon



iii. At the bottom of the menu, click “Help”, then “About Firefox”

iv. The version of Firefox browser will be shown

(Note: Updated version will be downloaded automatically)

v. Close your browser and restart Firefox browser to complete the update

3. Safari

There are no options for enabling SSL protocols. If you are using Safari version 7 or above, TLS 1.2 is automatically enabled.

ITEMS ALLOWABLE AND UNALLOWABLE FOR REIMBURSEMENT

1. Items Allowable

1.1 Training Costs

Funds can be requested to support the registration/tuition fees for the training/attachment. Up to two economy class roundtrips air passage by most direct route, accommodation expenses and subsistence allowance can be supported. The travel expenses and allowance should follow the AI's established procurement procedures and standard rates.

1.2 Staff Costs

Funds may be requested for the salaries of the reliever of the FA, research staff and other supporting staff. Reliever must be at the rank of the FA or below to take over the teaching duties of the FA. Staff cost (full or part-time) includes salary and mandatory provident fund of staff employed. For part-time staff, the part-time effort must meet at least the 20% threshold.

For instance, the Research Council is prepared to reimburse 20% of staff salary for a research or support staff provided that it is used for 20% of time on the project. When applying for reimbursement, the FA should specify the particular staff to which the costs relate and the percentage of time the staff spent on the project.

1.3 Facilities

1.3.1 Computer equipment, software and computing consumables

The FA should provide valid justifications for purchase of software and computing equipment/facilities. Local departmental computing charges which can be assigned to the research project will be considered as an allowable cost, including stationery supplies and software licences. Expenses for computing equipment specific for the project, such as notebook computers, software, etc., will be covered. Central computing facilities remain the responsibility of the AI.

1.3.2 Equipment

Maintenance costs, service contracts and spare parts for equipment not purchased specifically for the project but used for a significant portion of the project will be paid on a *pro rata* basis.

For example, a piece of equipment that is used 50% of the time for an approved project and 50% of the time for other purposes will be covered for half of the maintenance costs. When applying for maintenance costs, the FA should specify the piece of equipment to which the costs relate and the percentage of time the equipment will be in use on the project.

Equipment costing less than HK$10,000 should be applied for and charged under the heading "Other Expenses".

1.4 Administrative services

1.4.1 Cost of Audited Account

HK$5,000 per project for grant amount between HK$100,001 and HK$1,000,000.

HK$10,000 per project for grant amount over HK$1,000,000.

1.4.2 Administrative expenses

Costs such as printing, telephone, fax, postage, etc. are allowed where they are separately metered and can be attributed to a specific research project.

1.5 Others

1.5.1 Travel and subsistence

All reasonable costs associated with conference attendance relating to the research project are supported up to a maximum of HK$10,000 (e.g. registration, travel, accommodation, subsistence and preparation of materials).

The cost of local travel for research staff to attend clinics, training sites, patients' homes, etc., for purposes directly related to the research project are allowed.

1.5.2 Publication costs

The cost of publishing the results of research grant up to a maximum of HK$20,000 is allowed.

1.5.3 Reference materials

Purchase of essential reference materials, e.g. textbooks, downloads of articles, cost up to a maximum of HK$5,000 is allowed.

1.5.4 Incentives

The purchase of gifts, coupons, etc., as incentives/tokens of appreciation for study participants is allowed if it is well justified with valid reason(s). A governance system shall be in place to adequately monitor the disbursement of incentives to ensure accountability and traceability.

2. Items Unallowable

2.1 Employment of all applicants listed in Section 11 of PART I of the Application Form.

2.2 Employment of established academic and service staff (e.g. Assistant Professor and Post-doctoral Fellow) supported by other funds (e.g. University Grants Committee/ Research Grants Council).

2.3 General premises costs including -

- construction and maintenance of buildings
- land purchase/lease
- refurbishment/renovation/adaptation
- basic services and utilities (including heating, lighting and communications)
- lease/rent/rates

- insurance
- cleaning/pottering/security/safety

2.4 Cost of unspecified research work.

2.5 Cost of work incurred before the commencement of the project date, or the writing-up of such work.

2.6 Cost of literature surveys.

2.7 Remuneration of undergraduates (other than payment for vacation work under the existing award if such earnings are allowed by the AI).

2.8 Any costs associated with a research student supported by other funds (e.g. University Grants Committee/Research Grants Council).

2.9 Cost of the facilities of the AI to which the applicants and hired staff normally have free access.

2.10 Staff benefits such as gratuity, bonus, severance payment and untaken leave of staff employed.

2.11 All kinds of insurance costs, such as medical insurance, labour insurance, clinical trial insurance.

2.12 Costs for clearance/approvals/certificates from relevant ethics committees/IRBs and regulatory bodies.

2.13 Entertainment and overseas visits not directly related to the research project.

2.14 Advertising costs for recruitment of staff.

FINANCIAL ARRANGEMENTS

1. Approval of Fellowship

1.1 Approved fellowships are funded on actual basis with a pre-approved cash ceiling.

2. Payment of Fellowship Support

2.1 An annual certified financial statement must be submitted covering the 12-month period from the project commencement date. The AI shall submit an annual certified financial statement ***within 2 months*** following the first anniversary of the commencement date, and shall submit the audited account ***within 6 months*** after the end date or ***within 60 days*** after termination of the project, whichever is earlier.

2.2 Final claim for reimbursement of expenditures

Claims for reimbursement of expenditures may only cover **the period between the commencement date and end date** of the fellowship. A final reimbursement claim form shall be submitted together with the audited account and the final report.