

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 Chrome¹ or Mozilla Firefox² 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 Template)

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**.

(B) Access to eGMS

1. Address: <https://rfs.healthbureau.gov.hk/eGMS/>
2. Login account: If you have not registered a Principal Applicant (PA) account in the eGMS, please register on the login page of the eGMS (see below). PA 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 project will be required after submission of the application by PA.



Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Health Bureau, HKSAR.

This is an online platform for managing the funding applications administered by the Research Fund Secretariat. The system supports electronic submission of proposals, on-line management of approved projects and dissemination of project results.

All grant applications must be submitted via this system starting from the launch of eGMS in December 2014. By setting up one single eGMS account, you can submit multiple grant applications for funding administered by the Research Office of the Health Bureau.

Login to eGMS


Email:

Your login email is your email address.

Password:

[Forgot your password?](#)

[Forgot your login?](#)

 **Login with iAM Smart**

[More Info >](#)

[Frequently Asked Questions](#)

Account Registration **(FOR APPLICANTS ONLY!)**

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

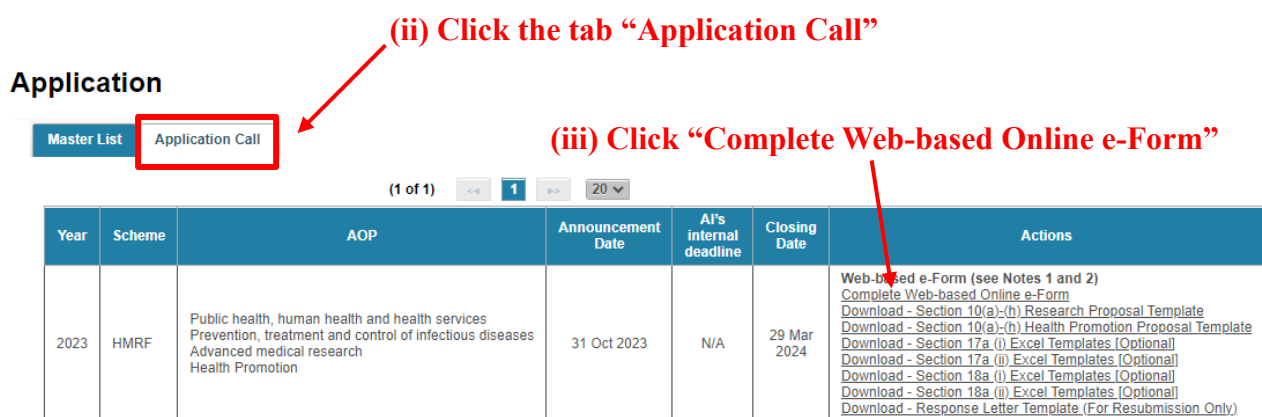
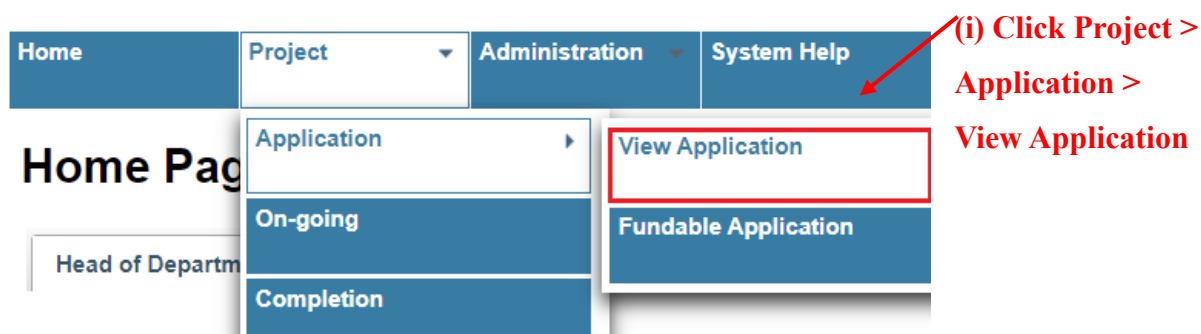
eGMS account has already been registered for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: egmsenquiry@healthbureau.gov.hk) if you have any questions.

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 personal information will be auto filled up in the e-Form (**Part 7 Project Team**).



(Note: Useful templates for completing Sections 10, 17 and 18 can be downloaded here. Please refer to Pages 6-7 of this Quick Guide.)

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Except as otherwise provided in these Terms and Conditions, to the maximum extent permitted by applicable law, the RFS provides the System and the Services as is and with all faults; and the HKSAR Government disclaims with respect to the System and the Services all warranties and conditions, whether express, implied or statutory, including without limitation any warranties or conditions of or related to accuracy, currency, merchantability, fitness for a particular or any purpose, durability, absence of defects, title, non-infringement of third party intellectual property rights, or fault-free or continuous service or operability.

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This Terms and Conditions shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region, the People's Republic of China. You agree to submit any dispute arising from or in connection with this Terms and Conditions to the exclusive jurisdiction of the courts of Hong Kong.

Notice and Limitation

In the event that you suffer any loss or damage arising from or in connection with your use, misuse or inability to use this System or the Services, you shall not commence any claim or proceeding, arising from or in connection with the System or the Services, unless and until you have delivered notice of such loss and damage and provided the RFS with sixty (60) days to correct such situation. In any event, you shall not bring any claim against the HKSAR Government more than six (6) months after the purported cause of action has arisen. The RFS's address for legal notices is 9/F, Rumsey Street Multi-storey Carpark Building, 2 Rumsey Street, Sheung Wan Hong Kong.

Severability

The provisions of this Terms and Conditions are severable, and should any provision hereof be void, voidable or unenforceable under any applicable law, such void, voidable or unenforceable provision shall not affect or invalidate any other provisions of this Terms and Conditions, which shall continue to govern as though the void, voidable or unenforceable provision were not a part hereof.

Suspension and Termination

The HKSAR Government or anyone acting on its behalf reserves the right to suspend and/or terminate your use of the System, and your password, PIN and/or username at any time without notice to you.

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

- I have read and agreed with the above Terms of Use.
- I understand that I have to read the Explanatory Notes and Guidance Notes for Research Grant Application before completing the application form.
- I understand that applications that are outside the funding scope, incomplete, inconsistent with the submission requirements, or insufficiently detailed will not be processed and may result in administrative withdrawal.
- I understand that I have to use the correct proposal template for research/health promotion project under Section 10, otherwise my application will not be processed.
- I understand that I have to state clearly the pre-set criteria for process and outcome evaluation based on the RE-AIM framework for health promotion project.
- I understand that agreement for newly approved grant will not be issued if I have not submitted the outstanding / overdue report(s) / certified financial statement(s) and audited account(s) / outcome evaluation questionnaire(s) for my other grants supported by the HMRF.

Continue

Cancel

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

(v) Click the button to go to relevant Section directly

Save Submit

1 of 18 Next

Basic Information (1 to 5)	Potential Application (6)	Project Team (7)	Proposed Field, Keyword (8 to 9)
Project Proposal (10)	Project Duration, Timetable of work (11 to 12)	Budget Plan (13 to 14)	Ethics Approval (15)
CV (16)	Related Proposal and Track Records (17 to 18)	Nomination of Reviewers (19)	Declaration (20)

(Attention: The eGMS will be logged out automatically if the screen has been idling for 20 minutes. There is no auto-save function. Please be reminded to use the “Save” function to save your work regularly.)

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

1 of 18 Next

Basic Information (1 to 5)	Potential Application (6)	Project Team (7)	Proposed Field, Keyword (8 to 9)
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CV (16)	Related Proposal and Track Records (17 to 18)	Nomination of Reviewers (19)	Declaration (20)

Confirm

⚠ Are you sure to Save ?

Yes No

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

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

(D) Supplementary Information for Completing Sections 10, 17 and 18 of the eForm

1. Go to Application > Application Call page

Application

Year	Scheme	AOP	Announcement Date	AI's internal deadline	Closing Date	Actions
2023	HMRP	Public health, human health and health services Prevention, treatment and control of infectious diseases Advanced medical research Health Promotion	31 Oct 2023	N/A	29 Mar 2024	Web-based e-Form (see Notes 1 and 2) Complete Web-based Online e-Form Download - Section 10(a)-(h) Research Proposal Template Download - Section 10(a)-(h) Health Promotion Proposal Template Download - Section 17a (i) Excel Templates (Optional) Download - Section 17a (ii) Excel Templates (Optional) Download - Section 18a (i) Excel Templates (Optional) Download - Section 18a (ii) Excel Templates (Optional) Download - Response Letter Template (For Resubmission Only)

For Section 10 (a) – (h), after you have completed the “Research Proposal” or “Health Promotion” template (in MS Word), please convert it into a PDF file and then click “Browse”. Select the PDF file and upload it. (The file size should not exceed 600KB.)

10. PROJECT PROPOSAL

Please attach (a) – (h) of the proposal (in PDF format only and the maximum file size is 600KB):

I confirm that I have used the correct proposal template for research/health promotion project under Section 10, and understand that my application will not be processed if incorrect proposal template has been used.

Word count for S

名稱	修改日期	類型
HMRP_Proposed_Research_Project_20...	8/11/2023 18:49	Adobe Acrobat ...

檔案名稱(N):

Uploaded file name : [HMRP_Proposed_Research_Project_2023.pdf](#)

For Sections 17 to 18, after completing the excel file of the relevant records from you and project team members, please click “Browse”, select the PDF file and upload it. (The file size should not exceed 1MB.)

An example in Section 17a(i) is stated below -

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

THIS APPLICATION

17a. (i) Have any of the applicants listed in Section 7 submitted this or a similar proposal to the HMRF or other funding agencies in the past 3 years? YES NO

Attention: Include all similar proposals funded or rejected by HMRF or other funding agencies in the past three years from the closing deadline. Proposals rejected or not supported by HMRF or other funding agencies (local or overseas) must be submitted as new applications with extensive changes or improvements. Attach a copy of each of the previously submitted similar applications, the reviewers' comments (if any), and point-by-point response to the reviewers' comments.

If yes, please provide the following details:-

No.	Project Title	Name of Applicant(s)
1		

Upload

Attach file(s)

Browse

Delete

Upload

Cancel

submitted_similar_proposal.pdf 8/11/2023 18:49 Adobe Acrobat ...

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

開啟(O) 取消

(E) Need Help?

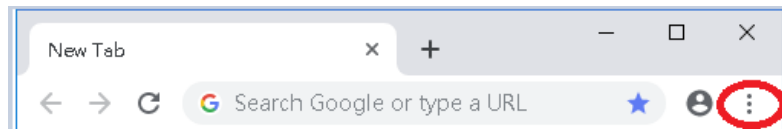
1. If some fields are not completed according to the format, error message box will pop up when you click the “Submit” button in the application form. Please edit the application form again and re-submit.
2. For enquiry, please contact the Research Fund Secretariat by email (egmsenquiry@healthbureau.gov.hk), or by phone at 3427 3344 during office hours.

1. Google Chrome

(a) We recommend 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.

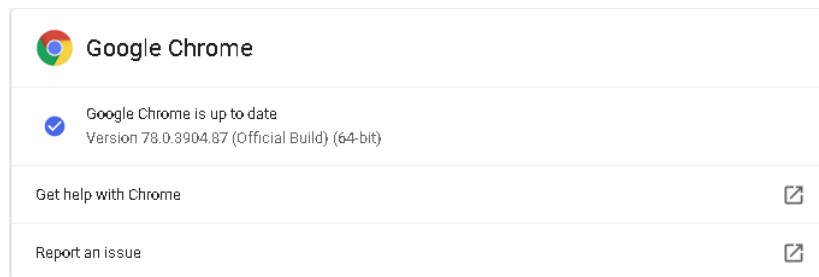
(b) To find out which version of google chrome you are using -

- i. Open your Chrome browser.
- ii. Click the “More” icon at the right corner of the address bar.



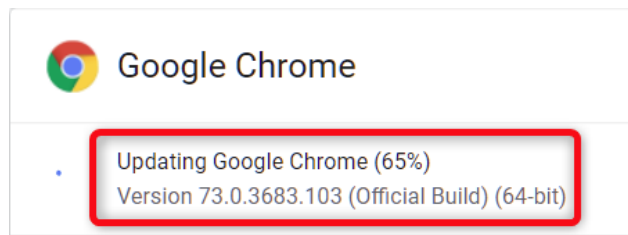
iii. At the bottom of the menu, click “Help”, then click “About Google Chrome”

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

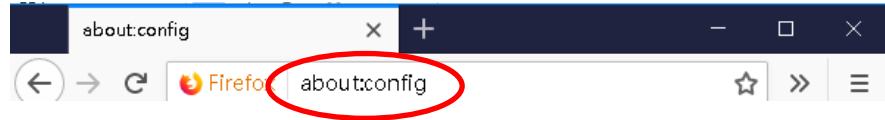


- ii. Close your browser and restart Chrome to complete the updates

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”

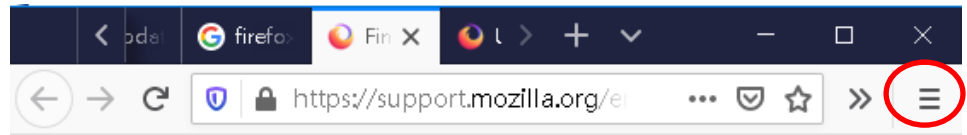


- iv. Set the integer value to 2 to force a minimum protocol of TLS 1.1
- v. Set the integer value to 4 to force a maximum protocol of TLS 1.3

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.