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 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.

(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**).

(i) Click Project > Application > View Application

(ii) Click the tab "Application Call"

(iii) Click "Complete Web-based Online e-Form"
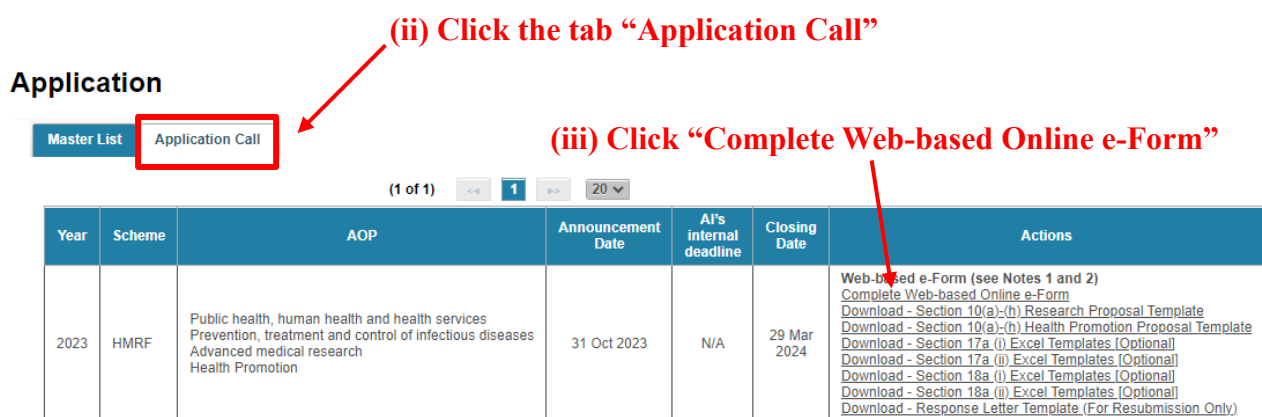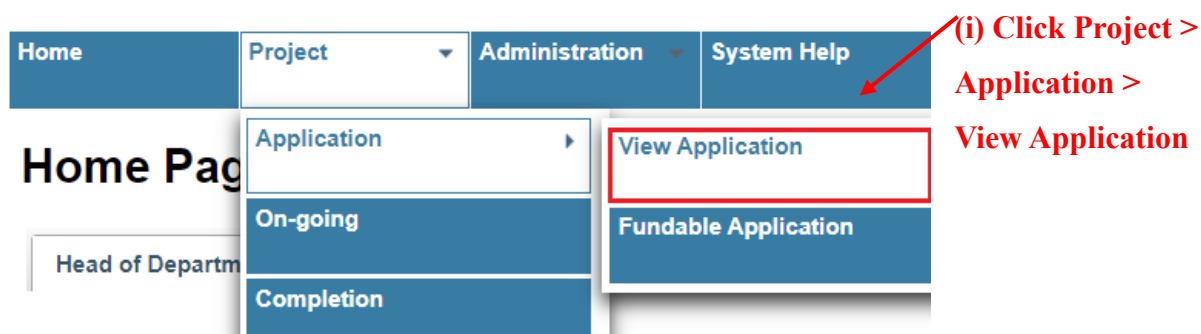
(Note: Useful templates for completing Sections 10, 17 and 18 can be downloaded here.   Please refer to Pages 6-7 of this Quick Guide.)

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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] [Next]
of 18

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.

(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 10, 17 and 18 of the eForm**

1. Go to Application > Application Call page

Application

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.)

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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 -

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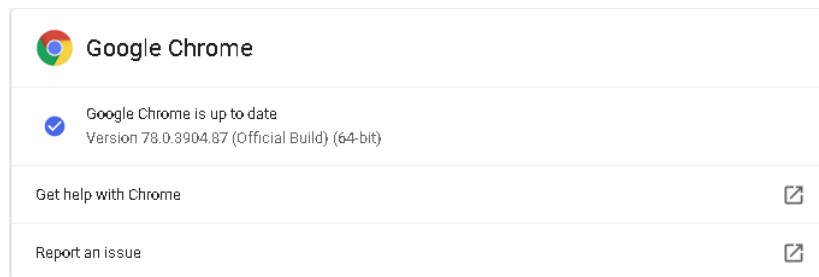
(b) To find out which version of google chrome you are using -

   i. Open your Chrome browser.

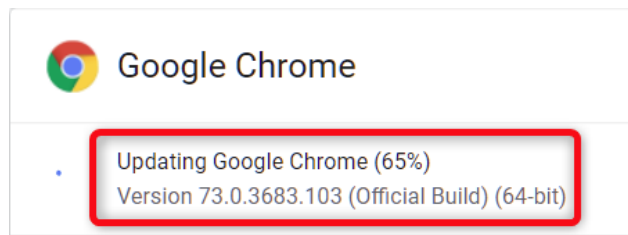   ii. Click the "More" icon at the right corner of the address bar.
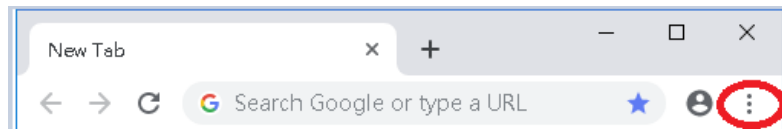
   iii. At the bottom of the menu, click "Help", then click "About Google Chrome"

   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
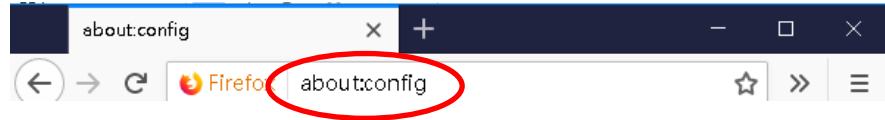

   ii. Close your browser and restart Chrome to complete the updates

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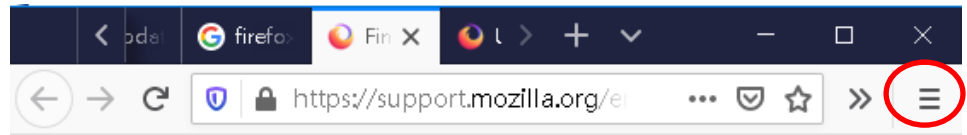
    iii.   At the bottom of the menu, click "Help", then "About Firefox"

    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.