Electronic Grant Management System (eGMS)

Training Manual for
Co-Applicants (CoAs)

Application Module

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

Content

Abbreviations

CoA = Co-Applicant

AI = Administering Institution

eGMS = Electronic Grant Management System

EO = Executive Officer

DH = Department Head*

FA = Fellowship Applicant

FO = Finance Officer*

PA = Principal Applicant

RFS = Research Fund Secretariat

RO = Research Officer*

AI users

1. Registration for eGMS account (for new user only)

	Step 1: - Go to eGMS login page: https://rfs.healthbureau.gov.hk /eGMS/xhtml-public/login.xhtml - Click 'Register for Co-Applicant Account Registration'. - After read the message on the pop-up browser, click 'Continue'.
	Step 2: - Complete **all** fields except ORCID ID and gender which are optional. - Click 'Submit'. Notes: (1) The email must be listed in the AI's domain / sub-domain list. (2) If the AI is not in pull-down menu, please send email to egmsenquiry@healthbureau.gov.hk.

Subject: eGMS - Account Registration for Co-Applicant: (Title) (Last Name) (First Name) (The Name of User) Body: Dear (Title) (Last Name) (First Name) (The Name of User), Please find the temporary password for accessing the electronic Grant Management System (eGMS): Password: (Insert temporary password) Login page: (eGMS URL) Please be reminded to set up a new password after logging in to the eGMS (eGMS URL). Thank you. **Login to eGMS** Email: *Your login email is your email address.* Password: Forgot your password? Login Forgot your login? **Change Password** Current Password New Password Password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet Re-type New Password Save	***Step 3:*** A notification email for the Account Registration for Co-A will be sent to the email addressed provide in Step 2. - Click the '==eGMS URL==' to '==login==' with the given Password. Enter 'New password' and 'Re-type New Password'. Then click '==Save=='. Note: The format of password: at least 10 characters containing at least one digit 0-9 or special character and one alphabet, e.g. abcde12345.

2. Invitation Email from PA/ FA on Endorsement of Grant Application

Subject: eGMS –(temporary reference number): Submission of Grant Application from (Title) (Last Name) (First Name) (The Name of Principal Applicant/Fellowship Applicant)	*Step 1a:* - Click the eGMS URL to login to the eGMS.
Email to CoAs for signing a grant application (CoA has eGMS account): Dear Sir/Madam, This email is sent to inform you that a grant application has been submitted in the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR. Details are as follows: - Temporary Reference Number: (temporary reference number) - Principal Applicant/Fellowship Applicant: (The Name of Principal Applicant/Fellowship Applicant) - Title: (Project Title) As you are the Co-Applicant of this application, your signature for this application is required. Please login to the **eGMS** (eGMS URL) to access the application for necessary action(s). If you have any questions, please contact the Principal Applicant/Fellowship Applicant. Thank you.	
Email to CoAs for signing a grant application (CoA does not have eGMS account): Dear Sir/Madam, This email is sent to inform you that a grant application has been submitted in the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR. Details are as follows: - Temporary Reference Number: (temporary reference number) - Principal Applicant/Fellowship Applicant: (The Name of Principal Applicant/Fellowship Applicant) - Title: (Project Title) As you are the Co-Applicant of this application, your signature for this application is required. Please create a Co-Applicant account on the **eGMS** (eGMS URL) and then login to access the application for necessary action(s). If you have any questions on creating the Co-Applicant account, please contact the the Research Fund Secretariat at *egmsenquiry@healthbureau.gov.hk*. For issues relating to the application, please contact the Principal Applicant/Fellowship Applicant. Thank you.	*Or* *Step 1b:* - Click the eGMS URL to the eGMS login page and register for the Co-Applicant account.

3. Endorsement of Grant Application

Step 1:
- Go to the eGMS Login page.
- Enter login email.
- Enter password and click 'Login'.

Step 2:
Go to Project > Application > View Application

- Select 'Action List'
- Click on the 'Ref. No.' to view the Web-based Online e-Form; *or*
- Click on the pdf to view the proposal in offline mode and pdf format'.

Note:
(i) User may search for the application by select the Scheme and click 'Search'.

(ii) User should set a 6-character password to protect the downloaded report(s) for security reason.

Application Master List · Action List Scheme Please Select ▾ Search (1 of 1) ◄ **1** ► 20 ▾ **Actions** (3a) (3b) Endorse Reject Project Year · Ref. No. · Type · Project Title · Principal Applicant · Department · Funding Amount (HK$) · Actions (Ref. No.) · Endorse · Reject (Ref. No.) · Endorse · Reject **Confirm** ⚠ Are you sure to endorse the application with Ref. No. Yes No ℹ Application[ ] is endorsed successfully **Confirm** ⚠ Are you sure to reject the application with Ref. No. Yes No ℹ Application[ ] is rejected successfully	***Step 3a:*** *To endorse.* - Click on 'Endorse' and 'Yes' for confirmation to endorse the application. - An acknowledgment message for the endorsement will be shown at the top. ***Or*** ***Step 3b:*** *To reject.* - Click on 'Reject' and 'Yes' for confirmation to reject the application. - An acknowledgment message for the rejection will be shown at the top.
Master List · Action List (1 of 1) ◄ ► 20 ▾ Ref No. · Project Title · Principal Applicant · Department · Funding Amount (HK$) · Actions No records found. (1 of 1) ◄ ► 20 ▾ Master List · Action List (1 of 1) ◄ **1** ► 20 ▾ Ref No. · Project Title · Principal Applicant · Department · Funding Amount (HK$) (1 of 1) ◄ **1** ► 20 ▾	**Step 4:** *(for information only)* The record on the 'Action List' will be moved to 'Master List'.