

# **Electronic Grant Management System (eGMS)**

## **Training Manual for Co-Applicants (CoAs)**

### **Project Monitoring Module**

If you have any queries or encounter difficulties relating to eGMS, please send email to [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk)

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## **Abbreviations**

eGMS = Electronic Grant Management System

FR = Final Report


IR = Interim Report

PA = Principal Applicant




Funding Amount (HK\$)	Type	Change Request No.	PR/IR No.	Actions
630,000.00	Interim Report		FR	<input type="button" value="Endorse"/> <input type="button" value="Push Back"/>

**Confirm**

 Are you sure to endorse this report?

**Confirmation**

 Are you sure to Push Back FR of the project [redacted] ?

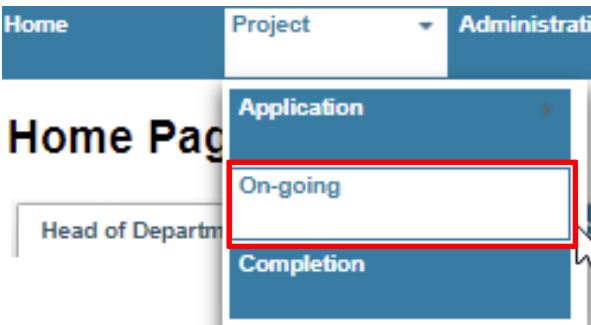
Reason(s):

Step 4a:  
Click "Endorse" to endorse the Final Report.

**OR**

Step 4b:  
Click "Push back" to request PA to revise the FR.

## Endorse Change Request for CoA

	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>																											
<p><b>On-going</b></p> <p>Principal Applicant   Co-Applicant</p> <p>Master List   <b>Action List</b></p> <p>Call Year: [ ] Scheme: [Please Select] AOP: [All] Search: [ ]</p> <p>(1 of 1) &lt;&lt; 1 &gt;&gt; 20</p> <table border="1"> <thead> <tr> <th>Ref. No.</th> <th>Project Title</th> <th>Principal Applicant</th> <th>Administering Institution</th> <th>Funding Amount (HK\$)</th> </tr> </thead> <tbody> <tr> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>630,000.00</td> </tr> <tr> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>407,401.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Administering Institution</th> <th>Funding Amount (HK\$)</th> <th>Type</th> <th>Change Request No.</th> <th>PR/R No.</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>[ ]</td> <td>996,800.00</td> <td>Change Request</td> <td>13140401-CR-Temp-003</td> <td>[ ]</td> <td>Endorse Decline</td> </tr> </tbody> </table>	Ref. No.	Project Title	Principal Applicant	Administering Institution	Funding Amount (HK\$)	[ ]	[ ]	[ ]	[ ]	630,000.00	[ ]	[ ]	[ ]	[ ]	407,401.00	Administering Institution	Funding Amount (HK\$)	Type	Change Request No.	PR/R No.	Actions	[ ]	996,800.00	Change Request	13140401-CR-Temp-003	[ ]	Endorse Decline	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>Select “<b>Action List</b>”.</li> <li>Click “<b>Change Request No.</b>” to view the Change Request.</li> </ul>
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<p><b>Change of Project Team / AI</b></p> <p>Project Reference No. [ ]</p> <p>Project Title [ ]</p> <p>Start Date [1 Apr 2023] End Date [22 Aug 2025] Status [In progress]</p> <p>Principal Applicant (PA) [ ]</p> <p>Administering Institution (AI) [ ]</p> <p>Change Request No. [04210282-CR-Temp-006] Submission Date [25 May 2023] Change Request Status [Pending Signature]</p> <p>Original PA [Prof TEST Test]</p> <p><input type="checkbox"/> Change of PA <input checked="" type="checkbox"/> Change of CoA <input type="checkbox"/> Change of AI</p> <p>Existing CoA</p> <p>(1 of 1) &lt;&lt; 1 &gt;&gt; 20</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Last Name</th> <th>First Name</th> <th>Current Post(s)</th> <th>Remove Existing CoA</th> </tr> </thead> <tbody> <tr> <td>Dr</td> <td>TEST</td> <td>Tee</td> <td>test</td> <td>No</td> </tr> <tr> <td>Ms</td> <td>NEW</td> <td>CoA</td> <td>test</td> <td>No</td> </tr> </tbody> </table> <p>(1 of 1) &lt;&lt; 1 &gt;&gt; 20</p>	Title	Last Name	First Name	Current Post(s)	Remove Existing CoA	Dr	TEST	Tee	test	No	Ms	NEW	CoA	test	No	<p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>Review the project details and personal contacts</li> </ul>												
Title	Last Name	First Name	Current Post(s)	Remove Existing CoA																								
Dr	TEST	Tee	test	No																								
Ms	NEW	CoA	test	No																								

Add  extra co-Applicant(s)

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**New co-Applicant 1**

Title

Last Name  First Name

Current Post(s)

Department

**Full Address**

Institution

Room / Floor

Building

Street

City / Area

Location of Administering Institution  China - Hong Kong  Overseas

Country / Region

Contact No.  Fax

Email  No. of hrs/week on project

**CV**

Education/Training

Position and Honours (in reverse chronological order with dates)

Five Most Recent Relevant Publications and Description of Relevant Experience

Role and Responsibility in the Project

**Supporting documents**

Please provide supporting documents (in PDF format only and the maximum file size is 600KB) for the change request, including 1) endorsement letter(s) from old AI representative and Department Head, 2) endorsement letter(s) from new PA and new Department Head, and 3) supporting letter(s) / acknowledgement from CoA(s).

(1 of 1) << 1 >> 20

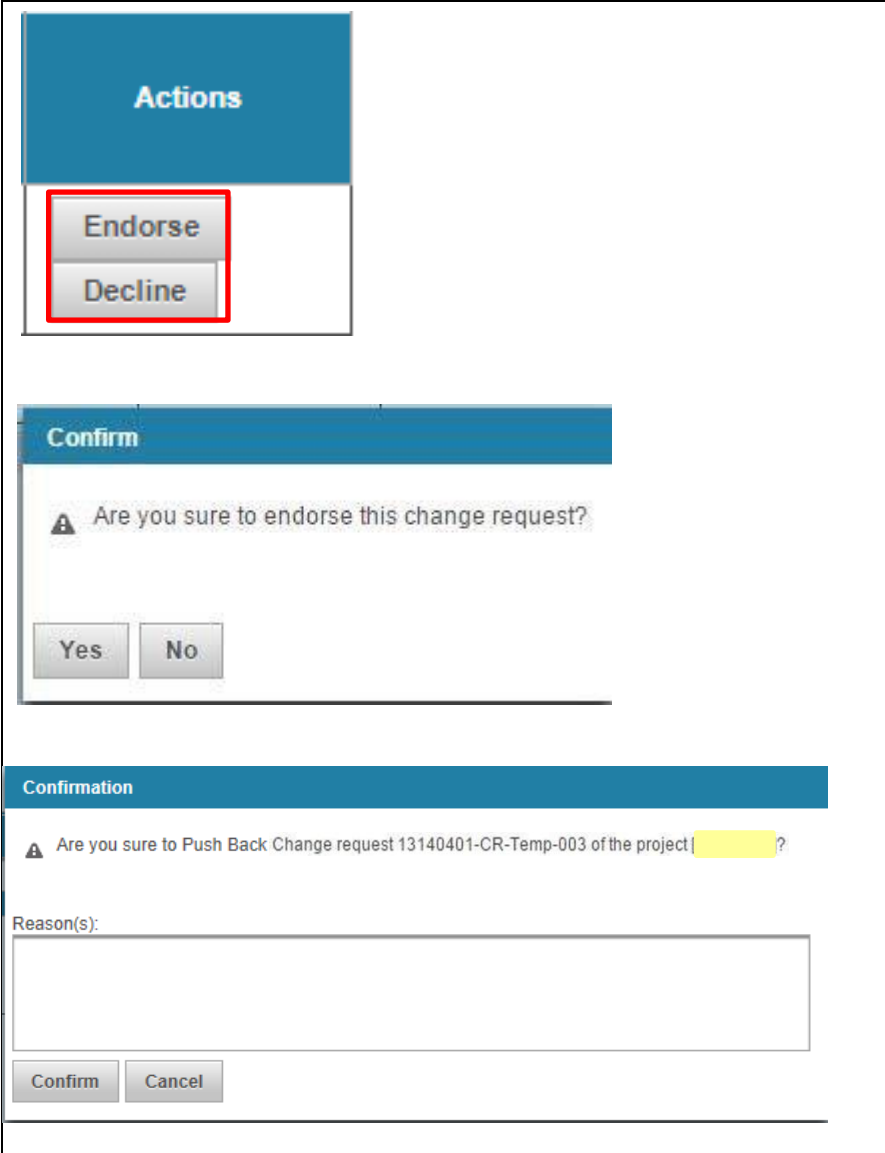
Filename
test.pdf

(1 of 1) << 1 >> 20

**Justifications**

Justifications

Review the supporting document and justifications

 <p><b>Actions</b></p> <p>Endorse Decline</p> <p><b>Confirm</b></p> <p>⚠ Are you sure to endorse this change request?</p> <p>Yes No</p> <p><b>Confirmation</b></p> <p>⚠ Are you sure to Push Back Change request 13140401-CR-Temp-003 of the project [redacted] ?</p> <p>Reason(s):</p> <p>Confirm Cancel</p>	<p><u>Step 4a:</u> Click “Endorse” to agree to join the project team. Change Request will be submitted to RFS.</p> <p><b>OR</b></p> <p><u>Step 4b:</u> Click “Push Back” and provide reason(s), if any, for not joining the project team.</p>
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