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

Content

Abbreviations

eGMS = Electronic Grant Management System

FR = Final Report

IR = Interim Report

PA = Principal Applicant

Endorsement of Final Report (FR)

	Step 1: Go to Project > Completion
	Step 2: - Select "Action List". - Click "FR" to view the Final Report.
	Step 3: Click and preview the FR / DR.

Funding Amount (HK$)	Type	Change Request No.	PR/IR No.	Actions
630,000.00	Interim Report		FR	Endorse / Push Back

Confirm

⚠ Are you sure to endorse this report?

| Yes | No |

Confirmation
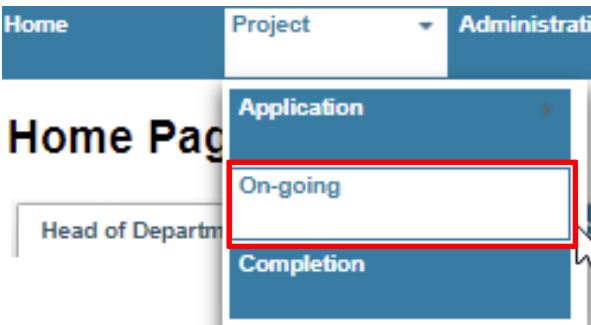
⚠ Are you sure to Push Back FR of the project ▨ ?

Reason(s):

| Confirm | Cancel |

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

	Step 1: Go to Project > On-going
	Step 2: - Select "Action List". - Click "Change Request No." to view the Change Request.
	Step 3: - Review the project details and personal contacts

Add [1 ▼] extra co-Applicant(s)

New co-Applicant 1

Title			
Last Name		First Name	
Current Post(s)			
Department			

Full Address

Institution	t
Room / Floor	
Building	
Street	
City / Area	
Location of Administering Institution	◉ China - Hong Kong ○ Overseas
Country / Region	China - Hong Kong

Contact No.		Fax	
Email		No. of hrs/week on project	50

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).

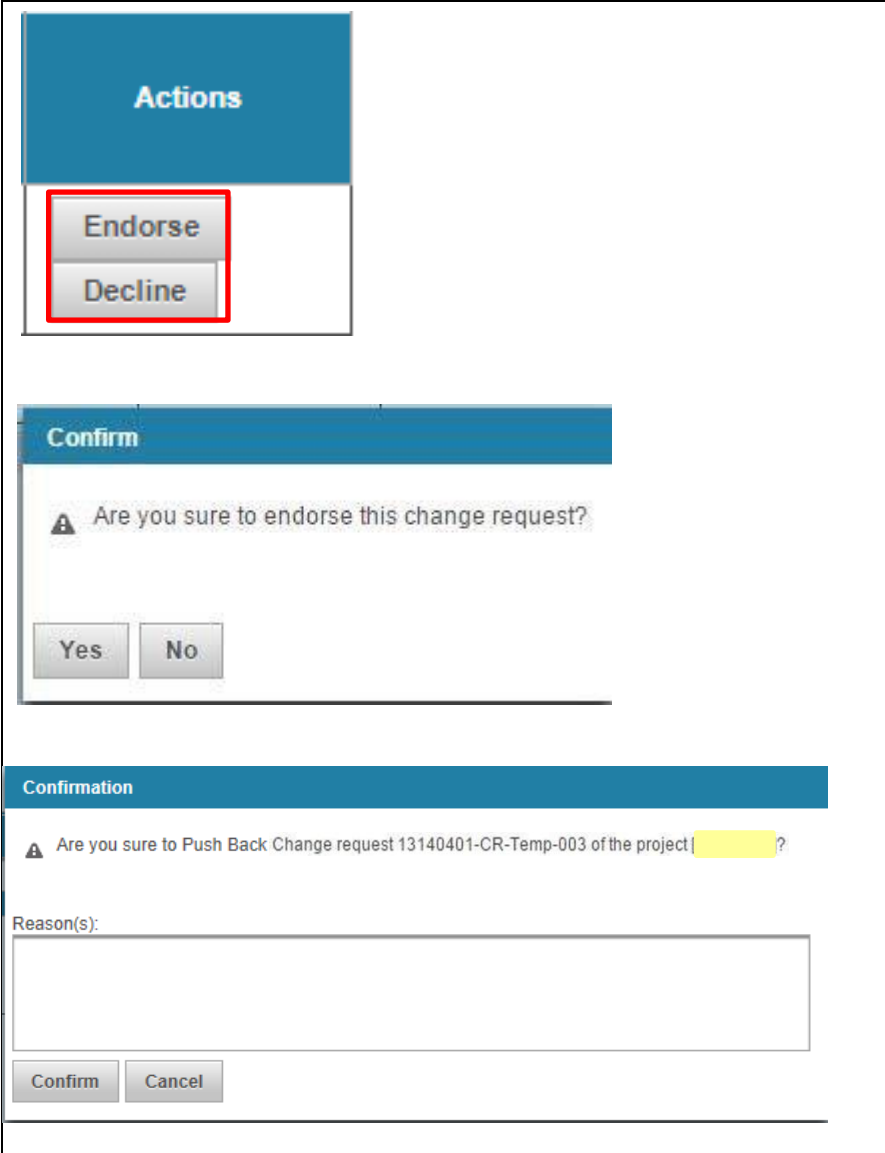(1 of 1) ◄◄ **1** ►► [20 ▼]

Filename
test.pdf

(1 of 1) ◄◄ **1** ►► [20 ▼]

[Attach]

Justifications

Justifications	test

- Review the supporting document and justifications

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