

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

## **Training Manual for Fellowship Applicants (FAs) Application Module**

### **(Research Fellowship Scheme)**

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

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### **Abbreviations**

AI = Administering Institution

CoA = Co-Applicant

DH = Department Head\*

eGMS = Electronic Grant Management System

EO = Executive Officer

FA = Fellowship Applicant

FO = Finance Officer\*

PA = Principal Applicant

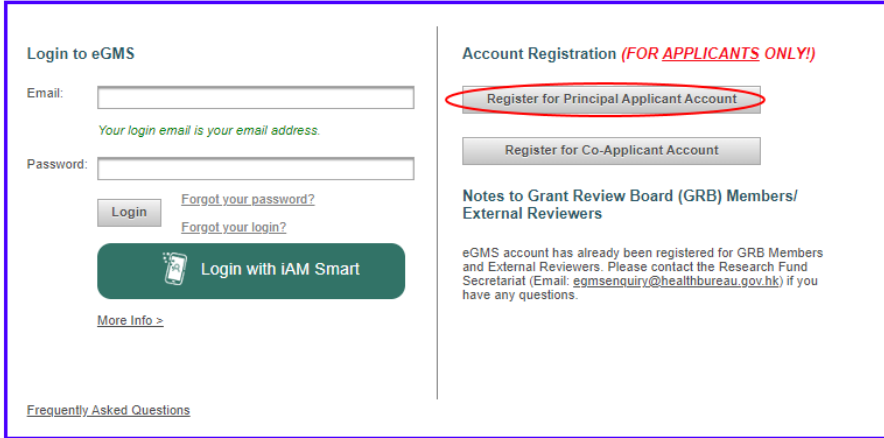
RFAP = Research Fellowship Assessment Panel

RFS = Research Fund Secretariat

RO = Research Officer\*

\* *AI users*

# 1. Register for PA Account

 <p><b>Login to eGMS</b></p> <p>Email: <input type="text"/></p> <p><i>Your login email is your email address.</i></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> <a href="#">Forgot your password?</a> <a href="#">Forgot your login?</a></p> <p><input type="button" value="Login with iAM Smart"/></p> <p><a href="#">More Info &gt;</a></p> <p><a href="#">Frequently Asked Questions</a></p> <p><b>Account Registration (FOR APPLICANTS ONLY!)</b></p> <p><input type="button" value="Register for Principal Applicant Account"/></p> <p><input type="button" value="Register for Co-Applicant Account"/></p> <p><b>Notes to Grant Review Board (GRB) Members/ External Reviewers</b></p> <p>eGMS account has already been registered for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: <a href="mailto:egmsenquiry@healthbureau.gov.hk">egmsenquiry@healthbureau.gov.hk</a>) if you have any questions.</p>	<p><b>Step 1:</b></p> <ul style="list-style-type: none"><li>- Go to eGMS login page: <a href="https://rfs.healthbureau.gov.hk/eGMS/">https://rfs.healthbureau.gov.hk/eGMS/</a></li><li>- Click 'Register for Principal Applicant Account'.</li><li>- After reading the message on the pop up window, click 'Continue'.</li></ul>
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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](#).

You should not register for an eGMS account if

1. you are a **Grant Review Board Member** (your login email is your email address.); or
2. you are an **External Reviewer** (your login email is your email address.); or
3. you are a **Principal Applicant (PA)** and submitted application via eGMS before; or
4. you are a **Co-Applicant (CoA)** and signed an application via eGMS before; or
5. you have an eGMS account already.

## Principal Applicant Account Registration

\*If you are an External Reviewer, you are not required to register for the PA account.  
To register an account, please complete the information below.  
(\*Optional field for registration)

### Notes:

1. Your account will be activated after getting your Administering Institution's (AI's) endorsement via eGMS.
2. Upon successful registration (i.e. after your AI's endorsement), a confirmation with your login and password will be sent to your email address provided below.
3. Each Principal Applicant (PA) should register ONE account in eGMS only.
4. If you have any queries or encounter difficulties relating to eGMS, please send email to [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk).

Email  (Note 1)  
Please provide institutional email account

Title

Last Name

First Name

Current Post   
Please enter the English name before the English translation of your Chinese name (e.g. David Tai-man).

Unit / Department

AI  (Note 2)  
If you cannot find your AI from the pull down menu, please send email to [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk).

Room / Floor

Building

Street   
Please enter number and name of street.

City / Area

Country / Region

Contact No.


Fax

Gender\*  Male  Female  
Information collected will be used for statistical purposes only.

Password  (Note 3)  
Password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet

Re-type Password

Visual  Audio



Please check this box to confirm that you have read and accepted the [Terms and Conditions](#) for the use of eGMS.

(Note 4)

### Step 2:

- Complete **all** fields except gender which is optional.
  - Click '**Submit**'.
- PA account is endorsed by RO.

### 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 email to [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk).
- (3) The format of password: at least 10 characters containing at least one digit 0-9 and one alphabet, e.g. eur2ireig1.
- (4) '**Submit**' can only be clicked after all compulsory fields have been completed

### Sample email for Account Registration

Subject: eGMS – Successful Account Registration for Principal Applicant: (The Name of Principal Applicant)

Dear (The Name of Account holder),

Your registration as Principal Applicant in the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR is successful.

You can now submit your grant application via the eGMS by logging in to the eGMS ([eGMS URL](#)).

Please contact to the Research Fund Secretariat at [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk) if you have more than one login account in the eGMS.

Thank you.

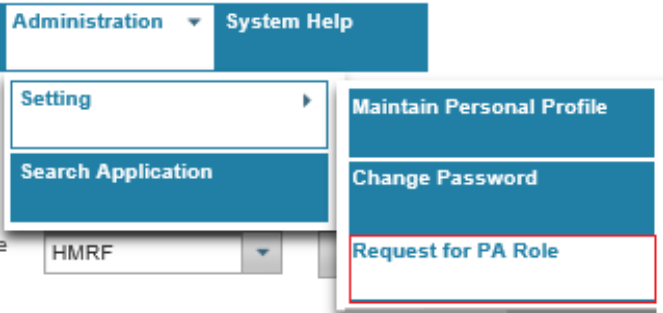
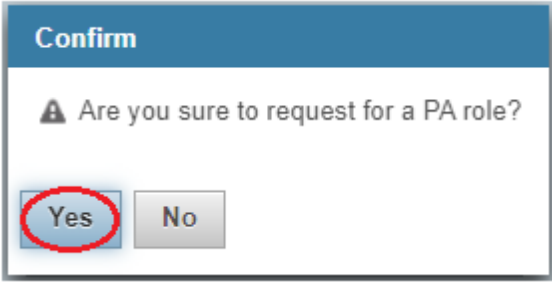
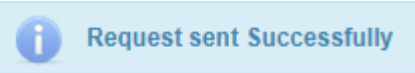
eGMS Administrator

### ***Step 3:***

Email notification for account registration will be sent to registered user after RO's endorsement.

Click the 'eGMS URL' to go to the eGMS login page.

## 2. Request for PA Role (For local CoA without PA role in his/her eGMS account)

	<p><b>Step 1:</b> Go to Administration &gt; Setting &gt; Request for PA role</p> <p>(Remark: If 'Request for PA role' is not found in the menu, please email to <a href="mailto:egmsenquiry@healthbureau.gov.hk">egmsenquiry@healthbureau.gov.hk</a>).</p>
<p><b>Request for PA Role</b></p> <p>Email <input type="text"/> Room / Floor <input type="text"/></p> <p>Title <input type="text"/> Building <input type="text"/></p> <p>Last Name <input type="text"/> Street <input type="text"/></p> <p>First Name <input type="text"/> City / Area <input type="text"/></p> <p>Location of Administering Institution China - Hong Kong Country / Region CHINA - HONG KONG</p> <p>Current Post <input type="text"/> Contact No. <input type="text"/></p> <p>Unit / Department <input type="text"/> Fax <input type="text"/></p> <p>AI University of FHB Authorised Role(s) Co-Applicant</p> <p>Affiliation</p> <p>Gender* <input type="radio"/> Male <input type="radio"/> Female</p> <p><small>This information is used for statistics only.</small></p> <p><input type="button" value="Request PA Role"/> <input type="button" value="Request PA Role"/></p> <p>Your request will be forwarded to the Administering Institution for approval.</p>	<p><b>Step 2:</b> Click 'Request PA role'.</p>
 	<p><b>Step 3:</b> Click 'Yes' for confirmation.</p> <p>An acknowledgment message for the request sent will be shown at the top.</p> <p>(Remark: PA role will be activated after the endorsement by RO.)</p>

**Successful Registration:**

**Sample email to PA for successful account registration**

Subject: eGMS – Successful Account Registration for Principal Applicant: (The Name of Principal Applicant)

Dear (The Name of Principal Applicant),

Your registration as Principal Applicant in the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR is successful.

You can now submit your grant application via the eGMS by logging in to the [eGMS](#) (eGMS URL).

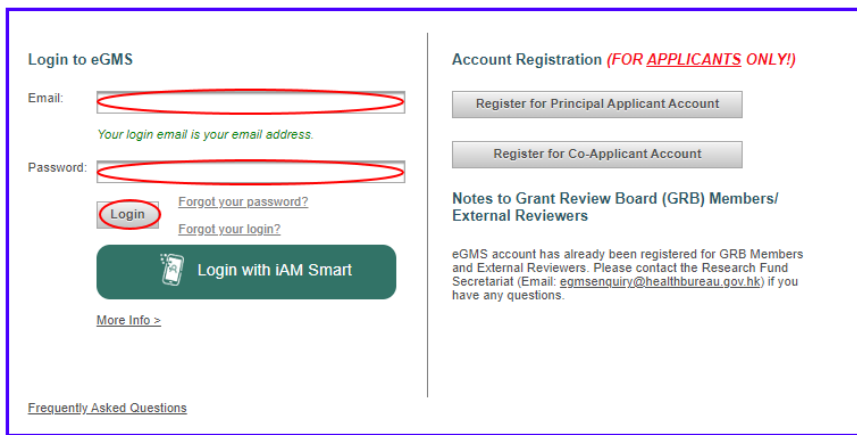
Please contact to the Research Fund Secretariat at [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk) if you have more than one login account in the eGMS.

Thank you.

**Step 4:**

Email notification for account registration will be received after RO’s endorsement.

Click the ‘eGMS URL’ to go to the eGMS login page.



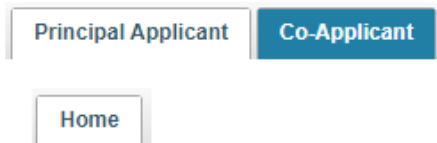
For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+ with Transport-Level-Security (TLS) protocol version 1.2. For details, please click [here](#).

**Step 5:**

- Go to the eGMS Login page.
- Enter login email.
- Enter password and click ‘Login’.



**Home Page**



**Step 6:**

- “Principal Applicant” tab will be shown at Home Page if PA role is activated.

### 3. eGMS - Home Page

The screenshot displays the eGMS Home Page interface. At the top, there is a navigation bar with 'Home', 'Project', 'Administration', and 'System Help'. Below this, a search area is highlighted with a red box and labeled (3.1), containing 'Call Year' and 'Scheme' dropdown menus, and a 'Search' button. The main content area shows a table with columns: 'Ref. No.', 'Actions', 'Project Title', 'Funding Amount (PKS)', 'Status', 'Start Date', 'End Date', and 'Required?' (with sub-columns for 'Interim Report' and 'Final Report'). A red box labeled (3.2) highlights the 'Ref. No.' and 'Actions' columns. Below the table, a note states: 'Note: Versitech (VXF) e-Form is no longer supported, you can view the application(s) through PDF version next to the Ref. No.' and a link to 'Download related correspondence for approved Application(s)'. A red box labeled (3.3) highlights an 'Export to CSV' button. Below the main content, a modal window titled 'Export to CSV' is shown, containing a warning: 'Please create a password (6 characters) for the CSV file.' and a 'Password:' input field. At the bottom of the modal are 'Export' and 'Cancel' buttons.

Available functions on Home Page:

- 3.1 To search applications by call year and/or scheme.
- 3.2 To sort the applications by 'Ref No.' or 'Project Title'.
- 3.3 To export the records into an Excel file, click 'Export to CSV'.

Note:  
PA should set a 6-character password to protect the downloaded Excel file for security reasons.



#### 4. Submit Application

	<p><b>Note:</b> Application function is only available during the application period.</p> <p><b>Step 1:</b> Go to Project &gt; Application &gt; View Application</p>
	<p><b>Note:</b> FA user can view the signing status of CoA(s) and AI users of an application on the 'Master List'.</p> <p><b>Step 2:</b> 2.1 To view application(s), click 'Master List'. 2.2 Select and search 'HMRF (Fellowship)' at 'Scheme'.</p>
<p><b>Note:</b> Please reserve sufficient time for amending any errors discovered during validation checking at the time of submission. Please refer to P. 9 and P.14 of this training manual for the usage of the templates.</p>	<p><b>Step 3:</b> To complete Application by clicking 'Application Call'. Application forms are located under 'Actions'.</p> <p>- 'Complete Web-based Online e-Form'</p>

## Terms of Use

### Terms and Conditions

The following terms and conditions (the 'Terms and Conditions') govern your use of the electronic Grant Management System (the 'System') provided by the Research Fund Secretariat (the 'RFS') of the Health Bureau, the Government of the Hong Kong Special Administrative Region (the 'HKSAR Government') and the information (the 'Information') and the functions (the 'Functions') contained on or available through the System (collectively the 'Services'). By accessing, using or downloading from the System or the Services, you agree to be bound by these Terms and Conditions, which the HKSAR Government may change from time to time without further notice to you. You are advised to read these Terms and Conditions carefully.

### Restrictions on Use

You may not access, use, download, copy, print, display, link, frame, store for subsequent use, transmit or distribute any Information from the System, except as expressly provided in these Terms and Conditions. You may access the System and display, download, print the Information for non-commercial use, provided that you do not cause or permit the Information to be modified in any manner, including without limitation by removal of any copyright notice, disclaimer, warning or notice. You may link to the System, provided that the link targets the System homepage at the URL [rs.healthbureau.gov.hk/eGMS](http://rs.healthbureau.gov.hk/eGMS) that you deliver notice of the link, including the URL of each webpage containing the link, to the RFS.

### Risk and Security

You acknowledge that you use the Services of the System at your own risk and shall bear all risks associated with the use of the Services. You acknowledge that, given the nature of the Web, we cannot guarantee that any transmission of any personally identifiable information and/or any other information under the Services is completely secure. By using or accessing the Services and in consideration of such access and use, you acknowledge that you are satisfied that the security features that the RFS has adopted are adequate for all your purposes.

### User Conduct

You shall be held solely and fully liable for all losses and damages incurred to the HKSAR Government if:

- you upload, post, email, offer or otherwise transmit any information in respect of which you have no right (either proprietary, contractual, or fiduciary) to transmit or which is unlawful, harmful, threatening, abusive, harassing, tortious, defamatory, libelous, obscene, pornographic, invasive of privacy or public rights, illegal or otherwise objectionable;
- you impersonate any person or entity by way of transmitting any forged or manipulated information through the use of this System;
- you upload, post, email, offer or otherwise transmit any information that infringe any proprietary rights or intellectual property rights, including without limitation patent, trademark, trade secret, copyright of any party;
- you upload, post, email, offer or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, or any form of solicitation, except when expressly authorized to do so by us;
- you upload, post, email or otherwise transmit any information that contain software viruses or any other computer code, files or programs that would interrupt, destroy or limit the functionality of this System and/or computer software or hardware or telecommunications equipment constituting therein; and
- you interfere with or disrupt this System or servers or networks through which this System is functioning, or disobey any requirements, procedures, policies or regulations of such networks.

You acknowledge that the HKSAR Government or anyone acting on its behalf has no obligation to pre-screen any information submitted by you but it can exercise in its sole discretion to remove any information that is unlawful, defamatory, obscene, libelous, abusive, harassing, tortious, defamatory, libelous, obscene, pornographic, invasive of privacy or public rights, illegal or otherwise objectionable.

I have read and agreed with the above Terms of Use.

I have read and understood the Application Guidelines for Research Fellowship Scheme (Application Guidelines) and the Explanatory Notes for completing Research Fellowship Application Form (Explanatory Notes).

I understand that application which is incomplete, inconsistent with the submission requirements, or insufficiently detailed to be processed by the Research Fund Secretariat may result in administrative withdrawal.

I confirm that I have used the standard proposal template under Section 7 of Part I and understand that my application will not be processed if incorrect template has been used.

- Read all 'Terms and Conditions'.

- Click all check boxes and 'Continue'.

## Session timeout

Your current session will expire at 11:35. Please click "OK" if you wish to continue.  
Please save your work regularly, otherwise the unsaved work will be lost after the session timeout.  
Time remaining : 01:54

1  
of 22

Personal Information (A to D)

Mentor Information (E)

Justifications of Application (F)

Research Fellowship Period, Training Proposal (G to H)

Project Information (I 1 to I 4)

Potential Application, Keyword (I 5 to I 6)

Project Proposal (I 7)

Project Duration, Timetable of Work (I 8 to I 9)

Budget Plan (I 10)

Project Team (I 11)

CV (I 12)

Ethics Approval (I 13)

Related Proposal and Track Records (I 14 to I 15)

Declaration and Nomination Letter (I)

## Health and Medical Research Fund

### RESEARCH FELLOWSHIP SCHEME APPLICATION FORM

The information and personal data provided in the application form will be used by the Research Council, the Research Fellowship Assessment Panel, the Research Fund Secretariat and the relevant government department(s) or its authorised users for the purposes of assessing applications to the Research Fellowship Scheme of the Health and Medical Research Fund (HMRFP) or checking of plagiarism/duplicate funding. For successful applications, such information and personal data will also be used for project monitoring, research and statistical analysis, promotion, publicity and dissemination purposes as appropriate. Contents of the submitted application set out in PART H (except proposal details) and Sections 1 – 6 and 11 of PART I with the status of research project will be made available for public access once funding approval is offered.

#### PART A – PERSONAL INFORMATION

Title (Prof/Dr/Mr/Mrs/Ms)	-
Last name	
First name	
Current post(s)	
Full address Department	
Institution	

### Confirm

Are you sure to Save ?




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

(Attention: The eGMS will time out automatically if the screen has been idled for 20 minutes. Please be reminded to save the Web-based Online e-Form regularly.)

- Click the button to go to relevant Section directly.  
- Click 'Save' to save the Web-based Online e-Form and 'Yes' for confirmation.

An acknowledgment message for 'Web Form is saved' with a temporary Ref. No. will be shown at the top.

Example for the tooltips from the information icon:

**4. ABSTRACT OF PROJECT**  (Word limit: 250 words, in BMJ format)

Abstract MUST be in BMJ format (max. 250 words) with the following headings: objectives; hypothesis to be tested; design and subjects; study instruments; interventions; main outcome measures; data analysis; expected results. For details, please refer to <http://www.bmj.com/about-bmj/resources-authors/house-style>.

To facilitate users to complete the Web-based Online e-Form:


- Applicants could hover the mouse over the 'Information' icon to review the details concerned.

**P I.7**

**7. PROJECT PROPOSAL**

Please download the [standard proposal template](#) from the Research Fund Secretariat website.

- (1)  confirm that I have used the standard proposal template under Section 7 of Part I and understand that my application will not be processed if incorrect template has been used.

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

**Part I Section 7:**

7. (a)-(h)

- (1) Click the check-box.
- (2) Click 'Browse' to attach the proposal.


**7(i) Attachment(s) referred in the proposal**


No.	Type	Description
1.		Example: Figures/tables – Preliminary data Diagram – Study flow chart Appendix – Questionnaires/Tools/Patient consent form
2.	Diagram/ Figure/Table	
3.	Questionnaire/Tool	
4.	Patient consent form	
5.	Others	


Please attach the files in eGMS according to the order shown in the above table (in PDF format only and total file size should be 8MB).





**Attach file(s)**


1  

2  

3  

4  

5  



7. (i)

- Click 'Attach' to upload additional materials.
- Select the type and fill in the description of the additional materials accordingly.

Example for Part I Section 10: Budget Plan:

**10b. DETAILS OF FINANCIAL SUPPORT REQUESTED**

**10b(i). TRAINING COSTS (To the nearest HK\$)**

Please specify (itemise in detail)	Year 1 (HK\$)	Year 2 (HK\$)	Unit Price (HK\$)	No. of Unit	Total (HK\$)
Training/Course Fee	1000	1000	1000	2	2000
Air Passage for Overseas Training (up to two round trips economy class)					0
Accommodation Expense for Overseas Training					0
Subsistence Allowance for Overseas Training					0
					0
					0
					0
					0
<b>Total Annual Costs</b>	1000	1000			2000

**Part I Section 10b(i):**

**Budget Plan**

Fill in the budget according to the Financial Year. (The total cost of the item(s) will be calculated automatically by the system.)

10b(ii). STAFF DETAILS

Types of Staff	Details of Posts				Monthly Salary S (M) or Hourly Rate (R)	Efforts on Project (E) %/ Total Hours on Project (H)*	No. of Months Required	Staff Costs for Entire Project	
	Rank	Pay Scale & Point	Part Time (P) or Full Time (F)	(A) No.	(B) HK\$	(C) % / H	(D)	AxB(M)xC(%) xD; or AxB(R)xC(H) HK\$	
Reliever(s)									
Reliever 1	1	1	F	1	10000	M	80	10	80000
									0
									0
									0
									0
Research Staff									
Research Staff	1	1	F	1	10000	M	80	10	80000
									0
									0
									0
									0
Other Supporting Staff (e.g. secretarial, clerical, administrative)									
Other Staff	1	1	F	1	10000	M	50	10	50000
									0
									0
									0
									0

\* For reliever, "efforts" refers to the teaching work of the fellowship applicant to be taken up by the reliever. For research and other supporting staff, "efforts" refers to the time spent on project.

- Fill in Section 10b(ii) 'Staff details' according to the types of staff and the breakdown of heading. (The total cost of the item(s) will be calculated automatically by the system.)

10b(iii). STAFF COSTS (To the nearest HK\$)

Types of Staff	Year 1 (HK\$)	Year 2 (HK\$)	Total (HK\$)
Reliever(s)			
Reliever 1	50000	30000	80000
			0
			0
			0
			0
<b>Sub-Total</b>	50000	30000	80000
Research Staff			
Research Staff	50000	30000	80000
			0
			0
			0
<b>Sub-Total</b>	50000	30000	80000
Other Supporting Staff			
Other Staff	30000	20000	50000
			0
			0
			0
<b>Sub-Total</b>	30000	20000	50000
<b>Total Annual Costs</b>	130000	80000	210000

-Fill in Section 10b(iii) 'Staff costs' according to the Financial Year. (The total cost of the item(s) will be calculated automatically by the system.)

Add Applicants

Applicant 2	Remove	Move Down
Title (Prof/Dr/Mr/Mrs/Ms)	[Dropdown]	
Last name	[Text Field]	
First name	[Text Field]	
Current post(s)	[Text Field]	
Department	[Text Field]	
Institution	[Text Field]	
E-mail	[Text Field]	Confirm [Text Field]
ORCID ID	9999 [Text Field]	- 9999 [Text Field] - 9999 [Text Field] - 9999 [Text Field]
No. of hrs/weeks on project	[Text Field]	
Role and Responsibility on the Proposed Project	[Text Area]	
Applicant 3	Remove	Move Down
Title (Prof/Dr/Mr/Mrs/Ms)	[Dropdown]	
Last name	[Text Field]	

Save Submit

**Part I Section 11. Applicants (Project Team):**  
 Select the number of CoAs to be added to the proposal.  
 The order of the listed CoAs could be rearranged.  
 - Click 'Remove' to delete the CoA's details.  
 - Click 'Move Down' / 'Move Up' to rearrange the order of the CoAs.

**Confirm**

⚠ Are you sure to Submit ?

Yes No

To submit the Web-based Online e-Form to AI users for endorsement:  
 - Click 'Submit' to submit the Web-based Online e-Form.  
 - Click 'Yes' for confirmation.

### Submit Web Form

**X** Your Web Form is failed to submit and is saved with Ref. No. [redacted]  
 Part C. Post-doctoral experience is mandatory. Please complete.  
 Part C. Post-doctoral experience (Month(s)/Year(s)) is mandatory. Please complete.  
 Part C. Post-qualification (e.g., medical or nursing degree) experience is mandatory. Please complete.  
 Part C. Post-qualification (e.g., medical or nursing degree) experience (Month(s)/Year(s)) is mandatory. Please complete.  
 Part E. Title of mentor is mandatory. Please complete.  
 Part E. Last Name of mentor is mandatory. Please complete.  
 Part E. First Name of mentor is mandatory. Please complete.  
 Part E. Current post of mentor is mandatory. Please complete.  
 Part E. Full Address of institution of mentor is mandatory. Please complete.  
 Part E. Full Address of Rm/Floor of mentor is mandatory. Please complete.  
 Part E. Full Address of Building of mentor is mandatory. Please complete.  
 Part E. Full Address of Street of mentor is mandatory. Please complete.  
 Part E. Full Address of Area/City of mentor is mandatory. Please complete.  
 Part E. Full Address of Country/Region of mentor is mandatory. Please complete.  
 Part E. Telephone No. (direct) of mentor is mandatory. Please complete.  
 Part E. Email address of mentor is mandatory. Please complete.  
 Part F. Justification of the fellowship application is mandatory. Please complete.

Resume

Note:

A temporary Ref. No. will be issued after save/submission.

Incomplete Web-based Online e-Form will pop-up an error message with a list of incomplete items.

### Submit Web Form

**i** The Web form with Ref. No. [redacted] has been submitted. Your application is pending endorsement from Co-applicant(s), if any, and your Administering Institution users (i.e. Head of Department, Finance Office and Research Office). You can view the signing status on the Master List. You will receive an email notification with an official 8-digit reference number after your Administering Institution has submitted your application to the HMRF.

Close

(Remark: only error free Web-based Online e-Form can be submitted successfully to AI users.)

A pop-up message with temporary Ref. No. will be issued after successful submission of Web-based Online e-Form to AI users.

### 11. APPLICANTS (PROJECT TEAM) **i**

#### FA's information

- A** The personal information in Part I Section 11 of this application form is different from that in your eGMS personal profile.
- Click "Update" to use the personal information in your eGMS profile.
- Click "Submit" to adopt the changes you have made to Part I Section 11. However, the personal information in your eGMS profile will remain unchanged.

Title (Prof/Dr/Mr/Mrs/Ms)
Last name
First name
Current post(s)
Department
Full address
Department
Institution
Rm/Floor
Building
Street
Area / City
Country / Region
Telephone No. (direct)
Mobile No.
Fax No.
E-mail
ORCID ID

	On Webform	FA's Profile
Title	[redacted]	[redacted]
Last Name	[redacted]	[redacted]
First Name	[redacted]	[redacted]
Current Post(s)	[redacted]	[redacted]
Department	[redacted]	[redacted]
Institution	[redacted]	[redacted]
Rm/Floor	[redacted]	[redacted]
Building	[redacted]	[redacted]
Street	[redacted]	[redacted]
Area/City	[redacted]	[redacted]
Country/Region	[redacted]	[redacted]
Tel	[redacted]	[redacted]
Mobile No.	[redacted]	[redacted]
Fax	[redacted]	[redacted]
ORCID ID	[redacted]	[redacted]

(i) Update (ii) Submit (iii) Cancel

A notification will pop up if the FA's personal profile in eGMS is different from FA's information filled in Part I Section 11 of the application form. The difference(s) will be highlighted in red.

- (i) Click 'Update' to update the Web-based Online e-Form. An acknowledgment message for the update will be shown at the top, after clicking 'Update'.

**FA's information**

**i Update to PA' profile succeed. (i)**

**▲**

- The personal information in Part I Section 11 of this application form is different from that in your eGMS personal profile.
- Click "Update" to use the personal information in your eGMS profile.
- Click "Submit" to adopt the changes you have made to Part I Section 11. However, the personal information in your eGMS profile will remain unchanged.

	On Webform	FA's Profile
Title		
Last Name		
First Name		
Current Post(s)		
Department		
Institution		
Rm/Floor		
Building		
Street		
Area/City		
Country/Region		
Tel		
Mobile No.		
Fax		
ORCID ID		

Update Submit Cancel

**Submit Web Form**

**i** The Web form with Ref. No. [redacted] has been submitted. Your application is pending endorsement from Co-applicant(s), if any, and your Administering Institution users (i.e. Head of Department, Finance Office and Research Office). You can view the signing status on the Master List. You will receive an email notification with an official 8-digit reference number after your Administering Institution has submitted your application to the HMRF.

Close

- (ii) Click 'Submit' to adopt the FA's information in the Web-based Online e-Form. After clicking on 'Submit' to update existing profile, the information at 'Part A - Personal Information' will be updated. And error free web form will be submitted to AI users for endorsement.
- (iii) Click 'Cancel' to close the window without any action.

**14. 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**

14a. (i) Have any of the applicants listed in Section 11 of PART I submitted this or a similar research proposal to the HMRF or other funding agencies in the past three 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 responses to the reviewers' comments.

Upload

If yes, please provide the following details:-

No.	Project Title	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Decision / Rating
1					
	Previous application (in PDF format only and the maximum file size is 1MB)		All comments raised by the funding agency and point-by-point responses to address these comments (if any, in PDF format only and the maximum file size is 600KB)		

Add 0 pages  
 Prev 15 of 22 Next

**Part I Section 14 and Section 15: (Optional)**  
**Option A:**  
 Enter the information directly in the e-Form..

**Application**

Master List Application Call

**Actions**

Web-based e-Form (see Notes 1 and 2)  
 Complete Web-based Online e-Form

Download - Part I Section 7 (a) – (h) Research Proposal Template  
 Download - Part I Section 14a (i) Excel Templates [Optional]  
 Download - Part I Section 14a (ii) Excel Templates [Optional]  
 Download - Part I Section 15a (i) Excel Templates [Optional]  
 Download - Part I Section 15a (ii) Excel Templates [Optional]

**14. 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**

14a. (i) Have any of the applicants listed in Section 11 of PART I submitted this or a similar research proposal to the HMRF or other funding agencies in the past three 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 responses to the reviewers' comments.

Upload

If yes, please provide the following details:-

Attach file(s)

No.	Project Title	Name of Applicant(s)	Project Ref. No.	Funding Agency	Funding Decision / Rating
1					
	Previous application (in PDF format only and the maximum file size is 1MB)		All comments raised by the funding agency and point-by-point responses to address these comments (if any, in PDF format only and the maximum file size is 600KB)		

Upload Cancel

Browse Delete

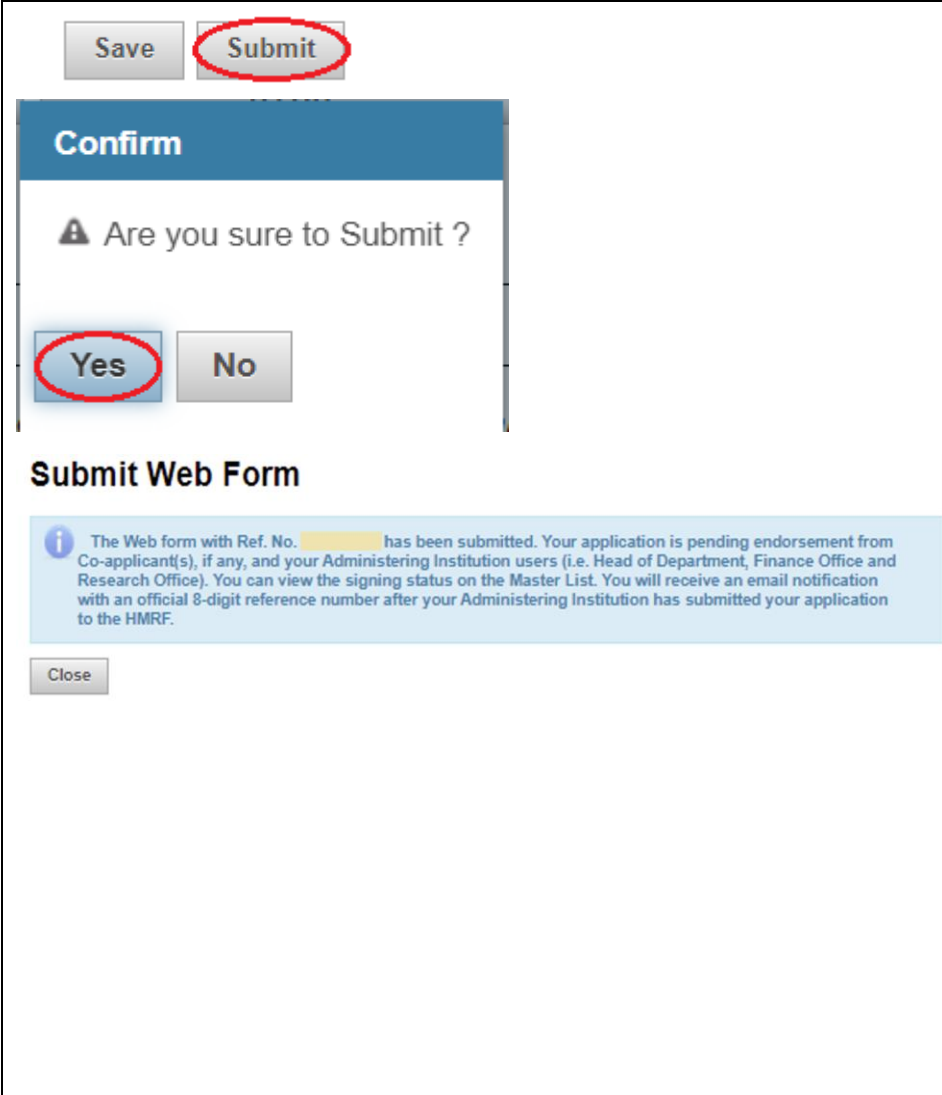
Upload Cancel

Browse

**Option B:**  
 Under “Application Call”, click ‘Download – [Section to be completed] Excel Templates (Optional)’ and complete Section 14/ 15.

Click ‘Upload’ to upload the completed Offline Excel form.

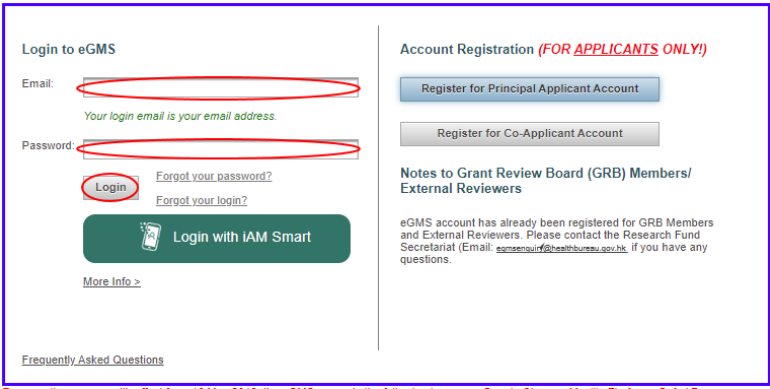
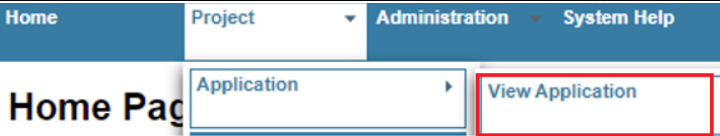
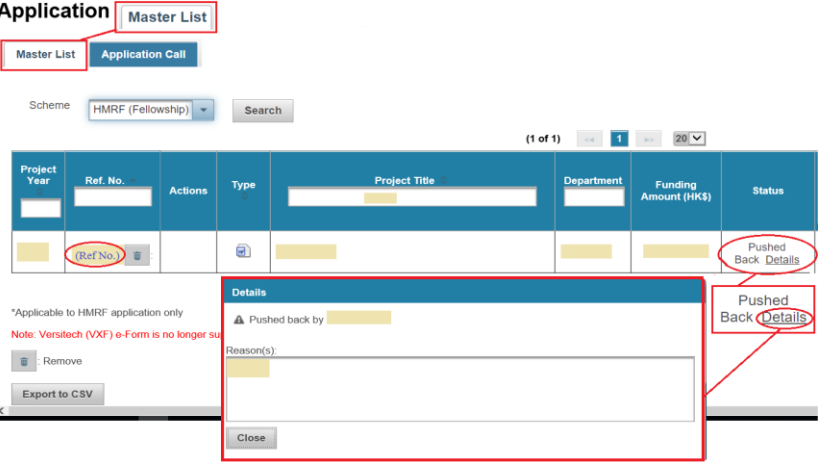
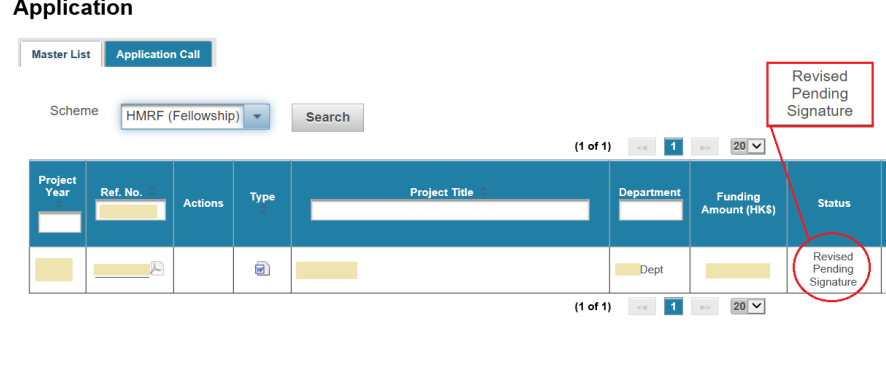


	<p>(Remark: only error free Web-based Online e-Form could be submitted successfully to AI users.)</p> <p>Submit the uploaded Web-based Online e-Form to AI users for endorsement.</p> <p>Click 'Submit' to submit the Web-based Online e-Form.</p> <p>Click 'Yes' for confirmation.</p> <p>A pop-up message with temporary Ref. No. will be issued after successful submission of Web-based Online e-Form to AI users.</p>
---	--

## 5. Resend Invitation Email to CoA for Outstanding Endorsement (Optional)

	<p><b>Step 1:</b></p> <p>Go to Project &gt; Application &gt; View Application</p>
	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Go to Application &gt; Master List</li> <li>- Click 'N' to view CoA(s) with outstanding signature(s).</li> </ul>
	<p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>- Click 'Re-Send' and 'Yes' for confirmation</li> <li>- A reminder will be sent to the CoA concerned to sign on the Web-based Online e-Form.</li> <li>- Click 'Close' to return to the <b>Master List</b>.</li> </ul>

## 6. Process ‘Pushed Back’ Application


<p>Subject: eGMS –(temporary reference number) : “PUSH BACK” Application</p> <p>Dear (The Name of Principal Applicant/Fellowship Applicant),</p> <p>The captioned application titled (Project Title)has been pushed back by your Administering Institution for your rectification.</p> <p>Please login to the eGMS (eGMS URL) for your necessary action(s).</p> <p>Thank you.</p>	<p><b>Step 1:</b></p> <p>Email notification for ‘Push Back’ Application.</p> <p>Click the ‘eGMS URL’ to eGMS login page.</p>
	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Go to the eGMS Login page.</li> <li>- Enter login email.</li> <li>- Enter password and click ‘Login’.</li> </ul>
	<p><b>Step 3:</b></p> <p>Go to Project &gt; Application &gt; View application</p>
	<p><b>Step 4:</b></p> <ul style="list-style-type: none"> <li>- Select ‘Master List’</li> <li>- Click ‘Details’ under Status to view the reason(s) for pushing back the application.</li> <li>- Click ‘Ref. No.’ to revise the Web-based Online e-Form.</li> </ul>
	<p><b>Step 5:</b></p> <p>After the revised application has been submitted to AI users, the status will be changed to ‘Revised Pending Signature’.</p>

### Application

Master List Application Call

Scheme Please Select Search

(1 of 1) 1 20

Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (By PA to AI)
							Pushed Back	N/A	N	N	N		

Pushed Back Details

### Confirm

⚠ Are you sure to remove the application?

Yes

No



Application[ ] is removed successfully

### Step 6:

To delete pushed back Application, click 'Trash' icon and 'Yes' for confirmation.

An acknowledgment message for successful removal will be shown at the top.

## 7. Acknowledgement of Application Endorsed by Administering Institution (AI)

<p><b>Subject: eGMS – (RefNo) : Successful Submission of Grant Application</b></p> <p>Dear (Title) (Last Name) (First Name) (The Name of Principal Applicant/Fellowship Applicant),</p> <p>This email is to acknowledge that your grant application titled (Project Title) (temporary reference number) has been successfully submitted to the the Research Fund Secretariat, Health Bureau, HKSAR.</p> <p>An official number (official reference number) has been assigned to this application. Please quote this number for enquiry in future.</p> <p>A notification email will be sent to inform you of the result tentatively in (Month and Year of result announcement).</p> <p>Thank you.</p>	<p>After RO has submitted the application to RFS, an email notification will be sent to FA with an official reference number.</p> <p><b>Note:</b> FA has to quote the official reference number for future enquiry.</p>
---	---

## 8. Communicate with RFS through Message Icon

	<p><b>Step 1:</b> Go to Project&gt; Application&gt; View Application</p>																																																
<p><b>Application</b></p> <p>Master List Application Call</p> <p>Scheme: HMRP (Fellowship) Search</p> <p>(1 of 1) 1 20</p> <p>Status: Submitted to Research Fund Secretariat</p> <table border="1"> <thead> <tr> <th>Project Year</th> <th>Ref. No.</th> <th>Actions</th> <th>Type</th> <th>Project Title</th> <th>Department</th> <th>Funding Amount (PKS)</th> <th>Status</th> <th>Co-Applicant(s) Signed</th> <th>Head of Department Signed</th> <th>Finance Officer Signed</th> <th>Research Officer Signed</th> <th>Last Edited By</th> <th>Submission Time (by PA to Af)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>✉ (1)</td> <td></td> <td></td> <td></td> <td></td> <td>Submitted to Research Fund Secretariat</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Message Summary</b></p> <p>Ref. No. [ ]</p> <p>(1 of 1) 20</p> <table border="1"> <thead> <tr> <th>Date of Creation</th> <th>Subject Type</th> <th>Subject</th> <th>Receiver</th> <th>CC</th> <th>Sender</th> <th>Read?</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td colspan="8">No record</td> </tr> </tbody> </table> <p>(2) (1 of 1) 20</p> <p>Create Message Close Create Message Close</p> <p><b>Message</b></p> <p>To: Assigned SE's email</p> <p>CC: Assigned SR's email (3)</p> <p>Type: HMRP Fellowship-</p> <p>Subject: [ ]</p> <p>Message: [ ]</p> <p>(4)</p> <p>Please Select</p> <ul style="list-style-type: none"> <li>Please Select</li> <li>Progress Report</li> <li>Interim Report</li> <li>Final Report</li> <li>Financial Statement</li> <li>Audited Accounts</li> <li>Request for change of principal applicant</li> <li>Request for change of co-applicant</li> <li>Request for change of administering institution</li> </ul> <p>Attachment (if any, in PDF format only and all files together should not exceed 2MB):</p> <p>(1 of 1) 20</p> <table border="1"> <thead> <tr> <th>Filename</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td colspan="2">No record</td> </tr> </tbody> </table> <p>(5) Attach</p> <p>Attachment</p> <p>Please attach the supporting documents</p> <p>Browse</p> <p>Browse</p> <p>Browse</p> <p>Browse</p> <p>Browse</p> <p>Attach</p> <p>Filename pdf</p> <p>Remove</p> <p>(6) Preview Cancel</p>	Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (PKS)	Status	Co-Applicant(s) Signed	Head of Department Signed	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to Af)			✉ (1)					Submitted to Research Fund Secretariat							Date of Creation	Subject Type	Subject	Receiver	CC	Sender	Read?	Detail	No record								Filename	Remove	No record		<p><b>Step 2:</b> (Note: 'Message icon' will be available for the communication with RFS after the application has been submitted to RFS.)</p> <p>(1) Click 'Message icon' to view message summary.</p> <p>(2) Click 'Create Message' to send message to RFS or 'Close' to close the pop up window.</p> <p>(3) Select type of message.</p> <p>(4) Fill-in the Subject and message.</p> <p>(5) Click 'Attach' to upload attachment(s), if any. (Attachment should be in PDF format only and all files together should not exceed 2MB.)</p> <p>To remove the uploaded file, click 'Trash' icon.</p> <p>(6) Click 'Preview' to preview message or 'Cancel' to close the window without any action.</p> <p>(7) Click 'Back' for further editing, 'Send'</p>
Project Year	Ref. No.	Actions	Type	Project Title	Department	Funding Amount (PKS)	Status	Co-Applicant(s) Signed	Head of Department Signed	Finance Officer Signed	Research Officer Signed	Last Edited By	Submission Time (by PA to Af)																																				
		✉ (1)					Submitted to Research Fund Secretariat																																										
Date of Creation	Subject Type	Subject	Receiver	CC	Sender	Read?	Detail																																										
No record																																																	
Filename	Remove																																																
No record																																																	

## Preview Message

To: Assigned SE's email  
 CC: Assigned SR's email  
 Type: HMRF Fellowship-  
 Subject:  
 Message:

Attachment (if any, in PDF format only and all files together should not exceed 2MB):

(1 of 1) << 1 >> 20 v

Filename	Remove
.pdf	

(1 of 1) << 1 >> 20 v

Attach

(7) Back Send Cancel

## Message Summary

Ref. No.

(1 of 1) << 1 >> 20 v

Date of Creation	Subject Type	Subject	Receiver	CC	Sender	Read?	Detail
						N	

## Message Summary

Ref. No.

(1 of 1) << 1 >> 20 v

Date of Creation	Subject Type	Subject	Receiver	CC	Sender	Read?	Detail
						Y	

## Detail of Message

Type: HMRF- 04210022-  
 Subject:  
 Message:  
 (1 of 1) << >> 20 v  
 Filename  
 No record  
 (1 of 1) << >> 20 v  
 Close

to send the message to RFS or 'Cancel' to close the window without any action.

The message will be recorded at message summary after sending to RFS.

(8) Click 'View Detail' to review the message sent. After receiver reading the message, 'Y' will be shown under 'Read?' column.

Example email for informing new inbox message.

Subject: eGMS – New inbox message

Dear (The Name of user),

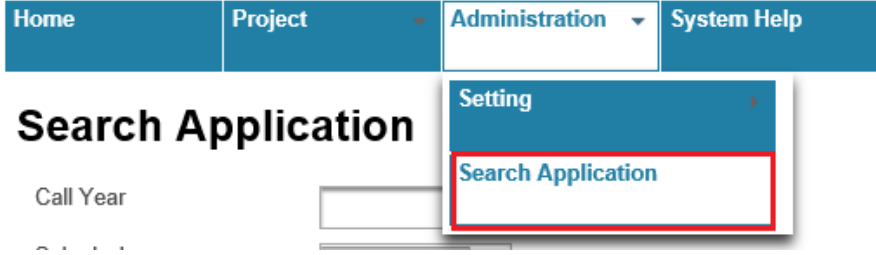
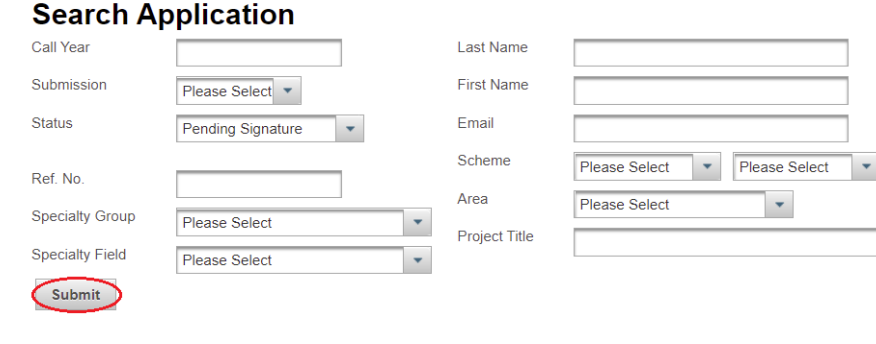
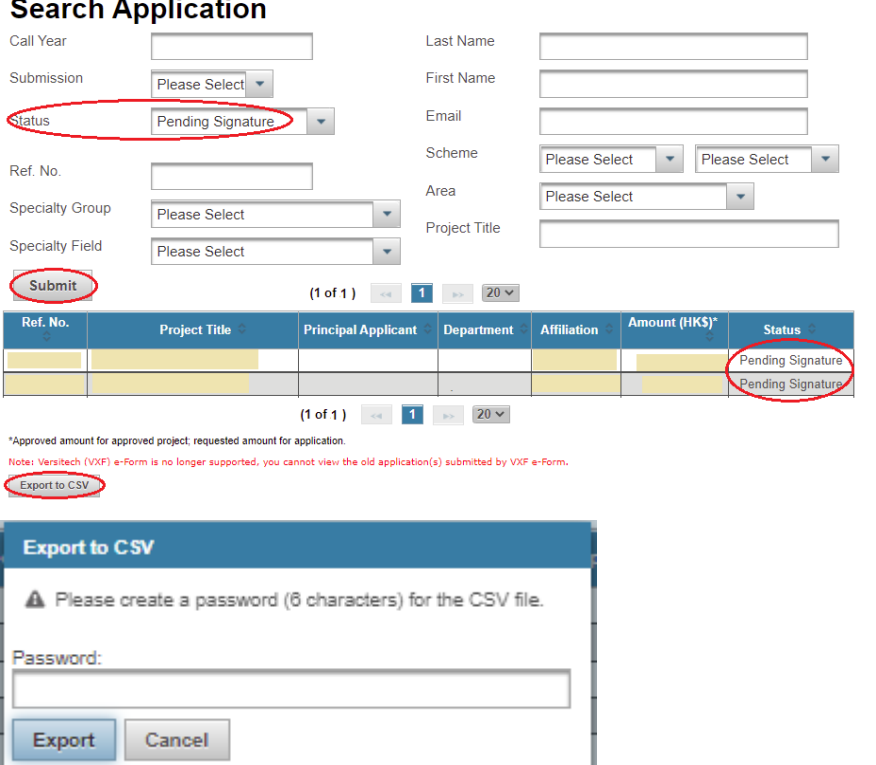
This email is sent to inform you that there is a new message in your inbox. Please login to the eGMS (eGMS URL) for your necessary action(s).

Thank you.

Email notification for informing new inbox message will be received if RFS has sent you a message through the message icon.

Click the 'eGMS URL' to go to the eGMS login page for necessary action.

## 9. Search Application

	<p><b>Step 1:</b> Go to Administration &gt; Search Application</p>																					
	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Input keyword(s) and search criteria to search application(s).</li> <li>- Click 'Submit'.</li> </ul>																					
 <p><b>Search Application</b></p> <p>Call Year <input type="text"/> Last Name <input type="text"/></p> <p>Submission <input type="text" value="Please Select"/> First Name <input type="text"/></p> <p>Status <input type="text" value="Pending Signature"/> Email <input type="text"/></p> <p>Ref. No. <input type="text"/> Scheme <input type="text" value="Please Select"/> <input type="text" value="Please Select"/></p> <p>Specialty Group <input type="text" value="Please Select"/> Area <input type="text" value="Please Select"/></p> <p>Specialty Field <input type="text" value="Please Select"/> Project Title <input type="text"/></p> <p><b>Submit</b></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>Department</th> <th>Affiliation</th> <th>Amount (HK\$)*</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Pending Signature</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Pending Signature</td> </tr> </tbody> </table> <p>(1 of 1) &lt;&lt; 1 &gt;&gt; 20</p> <p><small>*Approved amount for approved project, requested amount for application.</small></p> <p><small>Note: Versitech (VXF) e-Form is no longer supported, you cannot view the old application(s) submitted by VXF e-Form.</small></p> <p><b>Export to CSV</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Export to CSV</b></p> <p>⚠ Please create a password (6 characters) for the CSV file.</p> <p>Password: <input type="text"/></p> <p><b>Export</b> <b>Cancel</b></p> </div>	Ref. No.	Project Title	Principal Applicant	Department	Affiliation	Amount (HK\$)*	Status							Pending Signature							Pending Signature	<p><b>Step 3:</b></p> <ul style="list-style-type: none"> <li>- Applications that match with the keyword(s) and search criteria will be listed.</li> <li>- Click 'Export to CSV' to export search results to an Excel file.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- PA should set a 6-character password to protect the downloaded Excel file for security reasons.</li> </ul>
Ref. No.	Project Title	Principal Applicant	Department	Affiliation	Amount (HK\$)*	Status																
						Pending Signature																
						Pending Signature																



## 10. Submit Revised Application

Funding results of the (Year) Open Call for Investigator-initiated Projects under the Health and Medical Research Fund (HMRF)

Dear (The Name of Head, RO),

I am pleased to inform you that the funding results of the (Year) Open Call for Investigator-initiated Projects under the Health and Medical Research Fund have been issued.

Funding results can be viewed via the electronic Grant Management System (eGMS) (eGMS URL)

Fellowship Applicants (FAs) can view their funding results on the grant applications via the eGMS (eGMS URL).

FAs with fundable applications (i.e. recommended for support (subject to satisfactory response to the Research Fellowship Assessment Panel (RFAP)'s comments) are able to view RFAP's comments via the eGMS and are required to provide their response by [Due date]. Please remind the relevant FA(s) of your institution to submit the response via the eGMS on time. Late submission will lead to the grant application being rejected.

Approval letter and agreement will be issued after the PA/FA's response has been accepted and all outstanding issues (e.g. budget clarification, regulatory/ethics approval, etc.) have been resolved.

Should you have any questions, please feel free to contact me at [Tel of Assigned GM]. If you have difficulties in using the eGMS, please email to egmsenquiry@healthbureau.gov.hk.

Thank you.

### Step 1:

Email notification for Funding Decision announced to RO.

FA could login to eGMS to revise application/ submit ethics approval.

#### Home Page

The screenshot shows the eGMS Home Page with a search bar and a table of grant applications. One application is highlighted with a 'Revision Required' status. A callout box provides details for the 'Research Council Research Fellowship Assessment Panel (RFAP)'. The RFAP report includes the application number, project title, fellow applicant name, and a rating of 'Recommended for support'. It also lists actions required by the FA, such as responding to comments and submitting materials.

Ref. No.	Actions	Project Title	Funding Amount (HK\$)	Status	Start Date	End Date	Interim Report	Final Report
	Revision Required			Recommended for support			N/A	N/A

**Research Council**  
Research Fellowship Assessment Panel (RFAP)

**RFAP REPORT – GRANT APPLICATION**

Application No. : [Redacted]

Project Title : [Redacted]

Fellowship Applicant (FA) : [Redacted]

Rating : Recommended for support (subject to satisfactory response to RFAP's comments)

**RFAP's comments**

[Redacted]

**Action(s) required by FA**

- Respond to the Secretariat's comments above point-by-point.
- Submit all the materials required via eGMS by [Redacted].
- The regulatory/ethics approvals (and/or evidence for accessing third-party data) shall be submitted via eGMS no later than [Redacted].

-Click the 'Report' icon to review the RFAP Assessment Report.  
-Click 'Revision Required' to complete Revised Application / Ethics Approval.

#### Revised Application / Research ethics / safety approval / consent for accessing third-party data

Ref. No. [Redacted]

Request Type	Deadline	Pushed Back Reason	Status	Action
Revised Application	[Redacted]		Pending Fellowship Applicant's submission	Edit
Research ethics / safety approval / consent for accessing third-party data	[Redacted]		Pending Fellowship Applicant's submission	Edit

-Click 'Edit' to edit.

**(Sample of Revise Application)**

1 of 11

Personal Information (A)

Budget (F)

Training (G)

Project Information (H1)

Project Duration (H5)

Project Team (H7)

Proposed Project (H9)

CV (H11)

Declaration (H12)

Please incorporate your response to the Grant Review Board and Reviewers' comments into the revised application. Any revisions to the budget other than those specified in the GRB report will NOT be considered.

**Point-by-point response**

Question 1:

FA's Response

1 of 11

**Confirm**

⚠ Are you sure to Save ?

i Revised Application Form is saved with Ref. No. [ ] at [ ]

**Confirm**

⚠ Are you sure to Submit ?

## Submit Revise Web Form

i Revised Application Form is submitted with Ref. No. [ ]

**Revised Application / Research ethics / safety approval / consent for accessing third-party data**

Ref. No. [ ]

Request Type	Deadline	Pushed Back Reason	Status	Action
Revised Application	[ ]		Submitted to RFS	<input type="button" value="View"/>
Research ethics / safety approval / consent for accessing third-party data	[ ]		Pending Fellowship Applicant's submission	<input type="button" value="Edit"/>

To completed the revised application according to the comments from RFAP.

(1) Click the button to go to the relevant Section directly.

(2)  
- Click 'Save' and 'Yes' for confirmation.  
An acknowledgment message for saving the form with Ref. No. will be shown at the top.

- Click 'Submit' and 'Yes' for confirmation.

An acknowledgment message will pop up for the submission of revised form. Click 'Close' to close the pop-up window.

The Status will be updated as 'Submitted to RFS'.

Save Submit (3)

1 of 1

13. RESEARCH ETHICS / SAFETY APPROVAL / CONSENT FOR ACCESSING THIRD-PARTY DATA

Note: The primary responsibility for seeking the relevant approval/consent rests with the Fellowship Applicant.

Please tick the appropriate boxes to confirm if approval for the respective research ethics, safety issues and/or consent for accessing third-party data is required and has been obtained or is being sought. In particular, a Clinical Trial Certificate or Medicinal Test Certificate from the Department of Health is required for research grant applications that involve clinical trials on human beings or medicinal tests on animals.

Copies of the application for the respective research ethics, safety issues and/or consent for accessing third-party data or the actual approval documents, if available, can be submitted with this application. Such approval and/or consent issued by proper authority must be submitted within 12 weeks from the date of decision letter.

Approval from the Central Panel on Administrative Assessment of External Data Requests of Hospital Authority (HA) is required for using HA data for research. Please visit <http://www3.ha.org.hk/data/Provision/Index/> for details. Please submit your application to HA in advance.

Research ethics / safety approval / third-party data	Approval/ consent not required	Approval/ consent being sought	Approval/ consent obtained	
Approval from a recognised ethics committee is required for (i) to (iii) below:				
(i) Human research ethics	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/> Browse (2)
(ii) Animal research ethics	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
(iii) Survey research ethics	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
For clinical trials on human beings or medicinal tests on animals				
(iv) Clinical Trial Certificate from Department of Health(Cap. 138A, Regulation 36B)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
Approval from the Administering Institution's Safety Officer, or equivalent, is required for (v) to (viii) below:				
(v) Biological safety	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
(vi) Ionising radiation safety	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
(vii) Non-ionising radiation safety	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
(viii) Chemical safety	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
Any other approval (including consent from data provider(s) for accessing third-party data)				
(ix) Hospital Authority	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
(x) Department of Health	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
(xi) Other Government Departments Please specify: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> Browse
(xii) Others (please specify) Please specify: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> Browse

1 of 1

Confirm

Are you sure to Save ?

Yes No

Revised Application Form is saved with Ref. No. [ ] at [ ]

Confirm

Are you sure to Submit ?

Yes No

Submit Revise Web Form

Revised Application Form is submitted with Ref. No. [ ]

Close

To updated the Ethics Approval according to the comments from RFAP.

- (1) Click the radio button further update the status of consent.
- (2) Click 'Browse' to upload attachment(s).

- (3) Click 'Save' and 'Yes' for confirmation.

An acknowledgment message for the form saved with Ref. No. will be shown at the top.

- Click 'Submit' and 'Yes' for confirmation. An acknowledgment message will pop up for the submission of revised form. Click 'Close' to close the pop-up window.

**Revised Application / Research ethics / safety approval / consent for accessing third-party data**

Ref. No.

Submitted to RFS

Request Type	Deadline	Pushed Back Reason	Status	Action
Revised Application			Submitted to RFS	<a href="#">View</a>
Research ethics / safety approval / consent for accessing third-party data			Submitted to RFS	<a href="#">View</a>

The Status will be updated as 'Submitted to RFS'.

## 11. Provide Personal Email Address and Mobile Phone Number

	<p><b>Step 1:</b> Go to Administration &gt; Setting&gt; Maintain Personal Profile</p>
	<p><b>Step 2:</b> Provide your personal email address and mobile phone number and click 'Save'.</p>

## 12. Delegation of PA

	<p><b>Step 1:</b> Go to Administration &gt; Setting&gt; Maintain Personal Profile</p>
	<p><b>Step 2:</b> Select 'Delegation of PA'.</p>
	<p><b>Step 3:</b> To view/update the delegation of PA:</p> <p><b>Step 3a:</b> View the 'Delegation List' and 'Delegation History' of his/her delegate on <b>Delegation of PA</b>.</p>

## Maintain Personal Profile

User Details Delegation of PA

### Assign Delegate

Email

Start Date

End Date

**Assign Delegate** (3b-2)

If your delegate is not an existing user in eGMS, please create an user.

Create Delegate

### Delegation List

Delegate Name	Assigned Time	Delegate Period	Actions
			Edit
(3b-3)			Edit

Save Export to CSV



Delegation list has been updated successfully.

(Remark:

- PA can assign more than one delegate.
- If the delegate does not exist in eGMS, please refer to Step 3c to create delegate (PA).

Step 3b:

To assign delegate.

3b-1 Fill in Assigned user's email and delegate period.

3b-2 Click 'Assign Delegate'.

3b-3 New record will be shown at 'Delegation List'.

- Click 'Save' and 'Yes' for confirmation.

An acknowledgment message for the 'Delegation list has been updated successfully' will be shown at the top.

## Maintain Personal Profile

User Details Delegation of PA

### Assign Delegate

Email   
Start Date   
End Date

Assign Delegate

If your delegate is not an existing user in eGMS, please create an user.

Create Delegate

### Create Delegate

Email

Please provide institutional email account

Title

Last Name

First Name

Please enter the English name before the English translation of your Chinese name (e.g. China - Hong Kong)

Location of Administering Institution

Current Post

Unit / Department

AI (for Hong Kong only)

Room / Floor

Building

Street

Please enter number and name of street.

City / Area

Country / Region


Contact No.

Fax

Gender\*  Male  Female

Information collected will be used for statistical purposes only.

**Confirm**

 Are you sure to create this user?

 User with email [  ] is created

### Step 3c:

To create delegate.

- Click 'Create Delegate'.

- Complete delegate's contact information.


(Email notification with login email and password will be sent to the delegate.)

- Click 'Save' and 'Yes' for confirmation.

An acknowledgment message for the update will be shown at the top.



Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
			(3d-4)	<input type="button" value="Edit"/> 

(3d-5)   

**Edit**

Start Date: (DD MM YYYY) (3d-2)

End Date: (DD MM YYYY)

(3d-3)       


(3d-3)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**Confirm**

⚠ Are you sure to update delegation list?

(3d-6)

 Delegation list has been updated successfully.

Step 3d:

To edit Delegation List

3d-1 Click ‘Edit’ at ‘Delegation List’.

3d-2 Select the ‘Start Date’ and ‘End Date’.

3d-3 Click ‘Save’.


3d-4 The ‘Delegate Period’ is updated.

3d-5 Click ‘Save’.

3d-6 Click ‘Yes’ for conformation.

An acknowledgment message for the update will be shown at the top.

Delegation List


Delegate Name	Email	Assigned Time	Delegate Period	Actions
				<input type="button" value="Edit"/> 

(3e-2)   

**Confirm**

⚠ Are you sure to update delegation list?

(3e-3)

 Delegation list has been updated successfully.

Step 3e:

To delete delegate.

3e-1 Click the ‘Trash’ icon.

(\*Record will be removed immediately on the screen after clicking ‘Trash’ icon.)

3e-2 Click ‘Save’.

3e-3 Click ‘Yes’ for conformation.

An acknowledgment message for the update will be shown at the top.