

Electronic Grant Management System (eGMS)

Training Manual for Operating eGMS Accounts

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

Content

1. Set Password for a First-time Login User	1
2. Login to / Logout eGMS	3
3. Maintain Personal Profile.....	4
4. Change Password	5
6. Forgot Password.....	7
7. Forgot Login Email	9
8. Unlock Account.....	10
9. iAM Smart function.....	12
10. System Help	14

Abbreviations

AI = Administering Institution

eGMS = Electronic Grant Management System

EO = Executive Officer

DH = Department Head*

FO = Finance Officer*

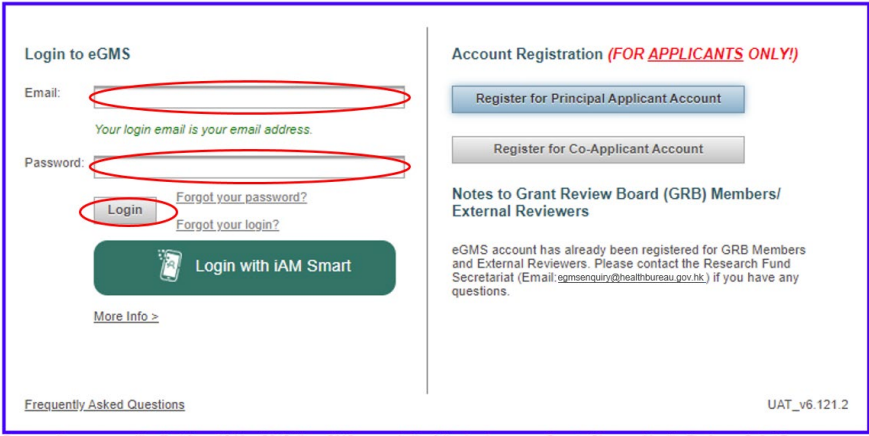
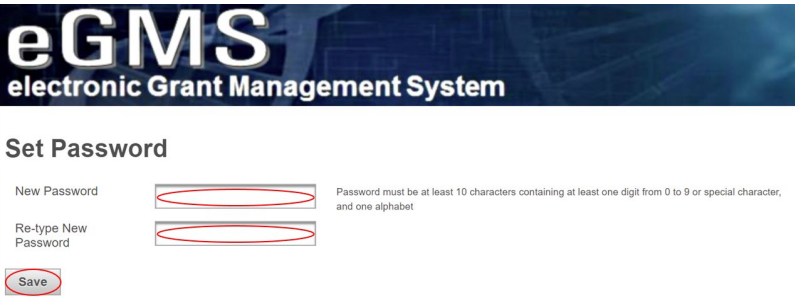
PA = Principal Applicant

RFS = Research Fund Secretariat

RO = Research Officer*

* *AI user*

1. Set Password for a First-time Login User

<p>Subject: eGMS – Successful Account Registration for (Account Type): (The Name of User)</p> <p>Dear (The Name of Principal Applicant),</p> <p>Your registration as Principal Applicant in the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Health Bureau, HKSAR is <u>successful</u>.</p> <p>You can now submit your grant application via the eGMS by logging in to the eGMS (eGMS URL).</p> <p>Please contact to the Research Fund Secretariat at egmsenquiry@healthbureau.gov.hk if you have more than one login account in the eGMS.</p> <p>Thank you.</p>	<p>Step 1:</p> <p>Please click on the eGMS URL to go to the eGMS login page.</p>
 <p>For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+</p>	<p>Step 2:</p> <ul style="list-style-type: none"> - Go to the eGMS Login page. - Enter login email. - Enter password and click ‘Login’.
	<p>Step 3:</p> <ul style="list-style-type: none"> - Enter new password. - Re-enter new password - Click ‘Save’. <p>Note: The password should be at least 10 characters containing at least one digit 0-9 and one alphabet, e.g. abc123.</p>



Set Password

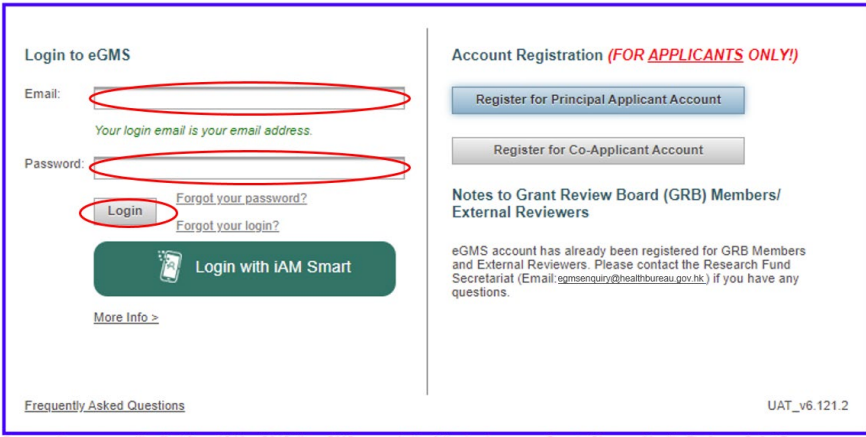

The password of your account is set successfully. You can login again for your actions.

[Login Page](#)

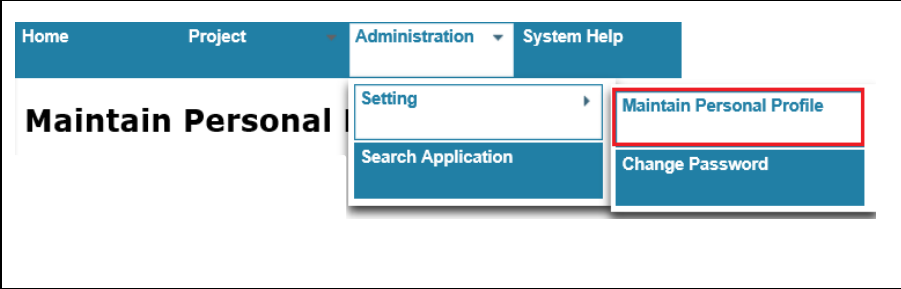
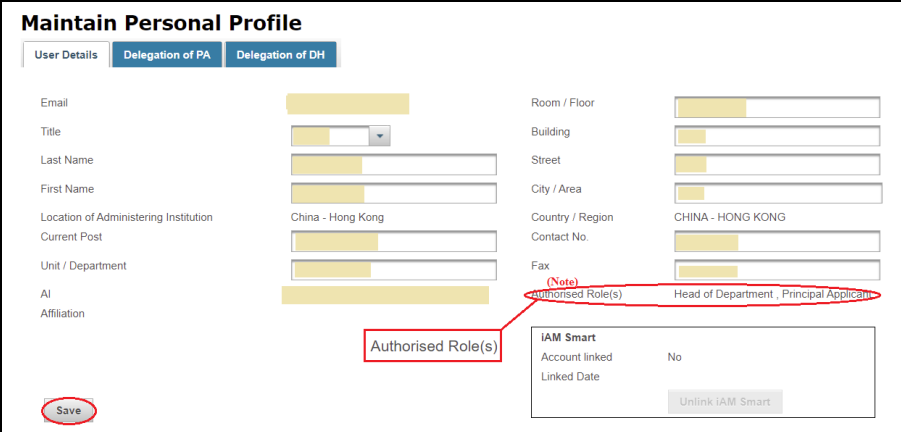
Step 3:

Click 'Login Page'.

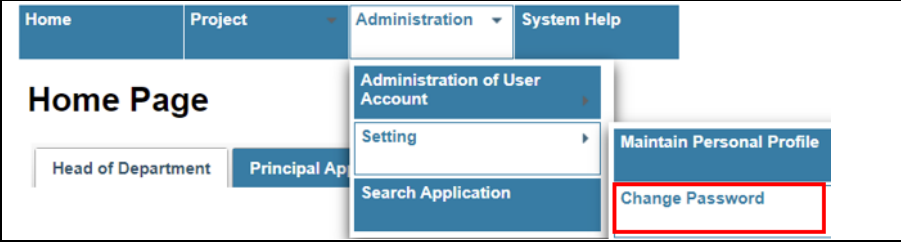
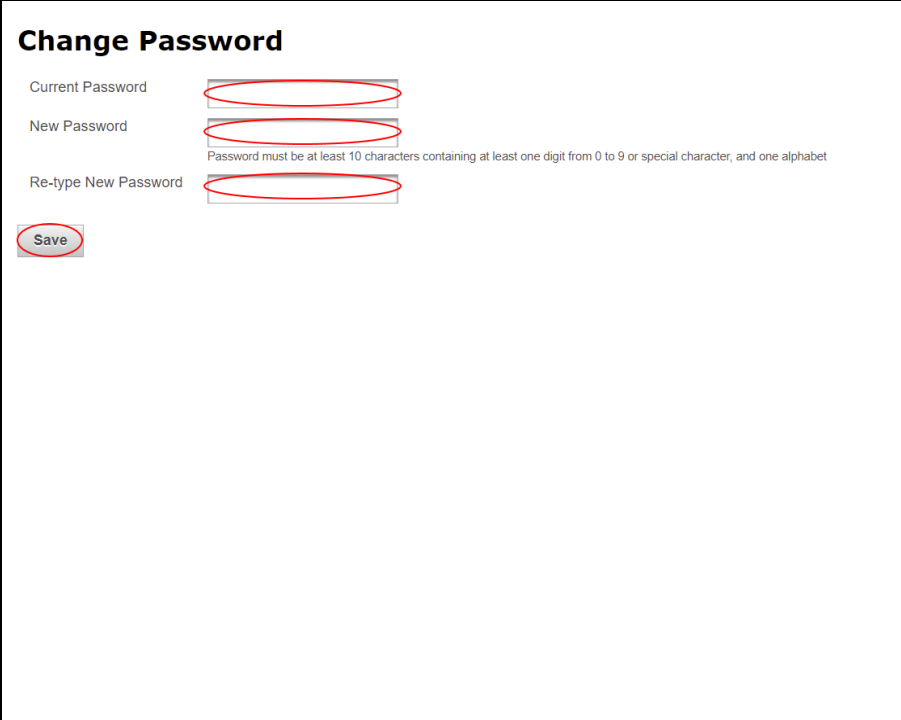
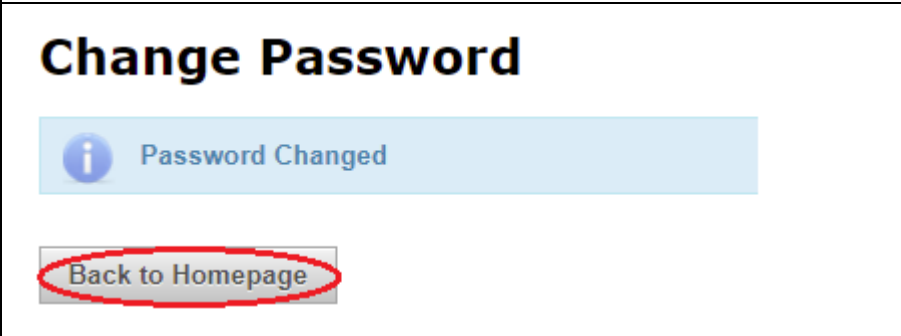
2. Login to / Logout eGMS

 <p>For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+</p>	<p>Step 1 (to login):</p> <ul style="list-style-type: none">- Go to the eGMS Login page.- Enter login email.- Enter password and click 'Login'. <p>Note: The login email is the email address registered with AI/RFS.</p>
	<p>Step 2 (to logout):</p> <p>Click 'Logout' (at the right-hand side upper corner).</p>


3. Maintain Personal Profile

 <p>Home Project Administration System Help</p> <p>Maintain Personal Profile</p> <p>Setting Maintain Personal Profile</p> <p>Search Application Change Password</p>	<p>Step 1: Go to Administration > Setting > Maintain Personal Profile</p>
 <p>Maintain Personal Profile</p> <p>User Details Delegation of PA Delegation of DH</p> <p>Email: [Redacted] Room / Floor: [Redacted]</p> <p>Title: [Redacted] Building: [Redacted]</p> <p>Last Name: [Redacted] Street: [Redacted]</p> <p>First Name: [Redacted] City / Area: [Redacted]</p> <p>Location of Administering Institution: China - Hong Kong Country / Region: CHINA - HONG KONG</p> <p>Current Post: [Redacted] Contact No.: [Redacted]</p> <p>Unit / Department: [Redacted] Fax: [Redacted]</p> <p>AI: [Redacted] (Note) Authorised Role(s): Head of Department, Principal Applicant</p> <p>Affiliation: [Redacted]</p> <p>Authorised Role(s)</p> <p>Save</p> <p>IAM Smart Account linked: No Linked Date: [Redacted] Unlink IAM Smart</p>	<p>Step 2: Click 'Save' after editing the contact information.</p> <p>Note: Authorised roles can only be modified by RFS.</p>

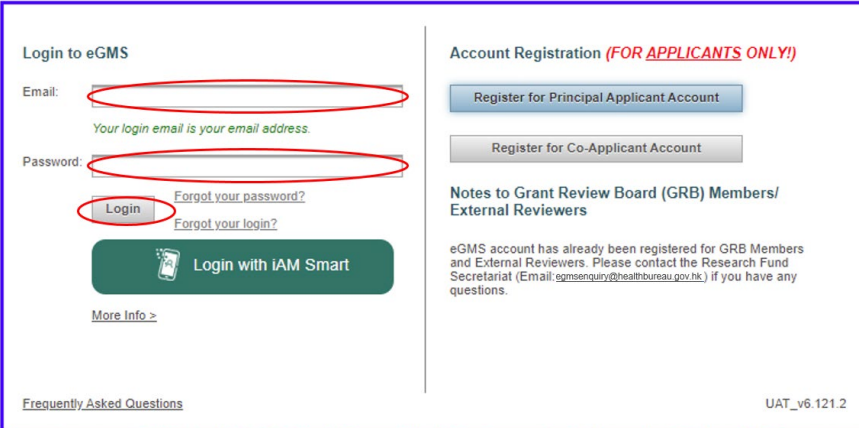

4. Change Password

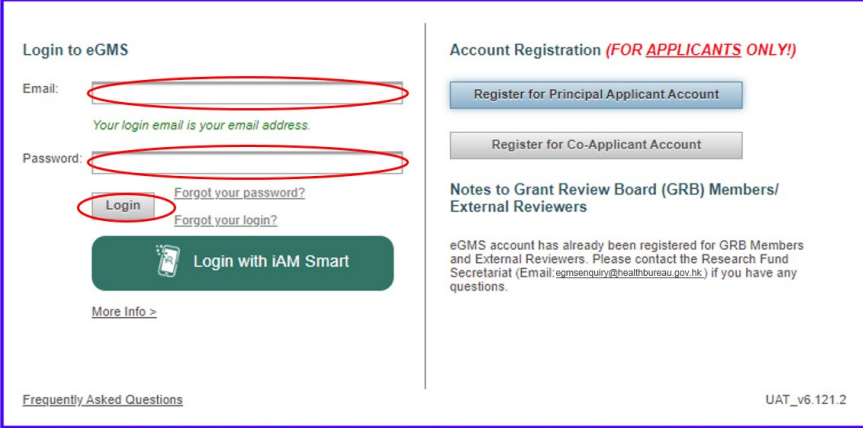
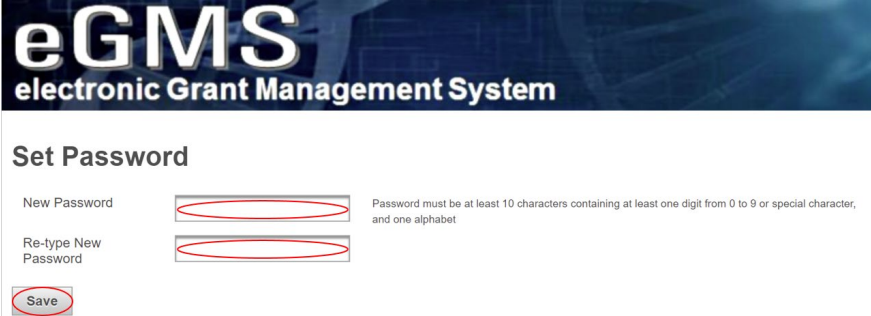
	<p>Step 1: Go to Administration > Setting> Change Password</p>
	<p>Step 2:</p> <ul style="list-style-type: none"> - Enter current password. - Enter new password - Re-enter new password - Click 'Save'. <p>Note: Password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet e.g. abc123.</p>
	<p>Step 3: Acknowledgment message for Password changed will be shown at the top. Click 'Back to Homepage'.</p>

5. Change Password when password is expired every 180 days

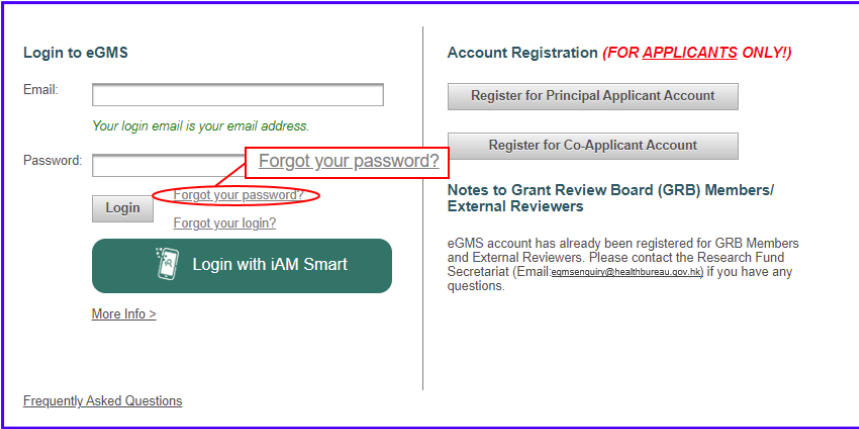
<p>Change Password</p> <p>Current Password <input type="password"/></p> <p>New Password <input type="password"/></p> <p>Re-type New Password <input type="password"/></p> <p>Save</p> <p><small>Password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet</small></p>	<p>Step 1:</p> <ul style="list-style-type: none">- Enter current password.- Enter new password.- Re-enter new password.- Click 'Save'. <p>Note: Password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet e.g. abc123.</p>
<p>Change Password</p> <p> Password Changed</p> <p>Back to Homepage</p>	<p>Step 2:</p> <p>Acknowledgment message for Password changed will be shown at the top.</p> <ul style="list-style-type: none">- Click 'Back to Homepage'.

6. Forgot Password

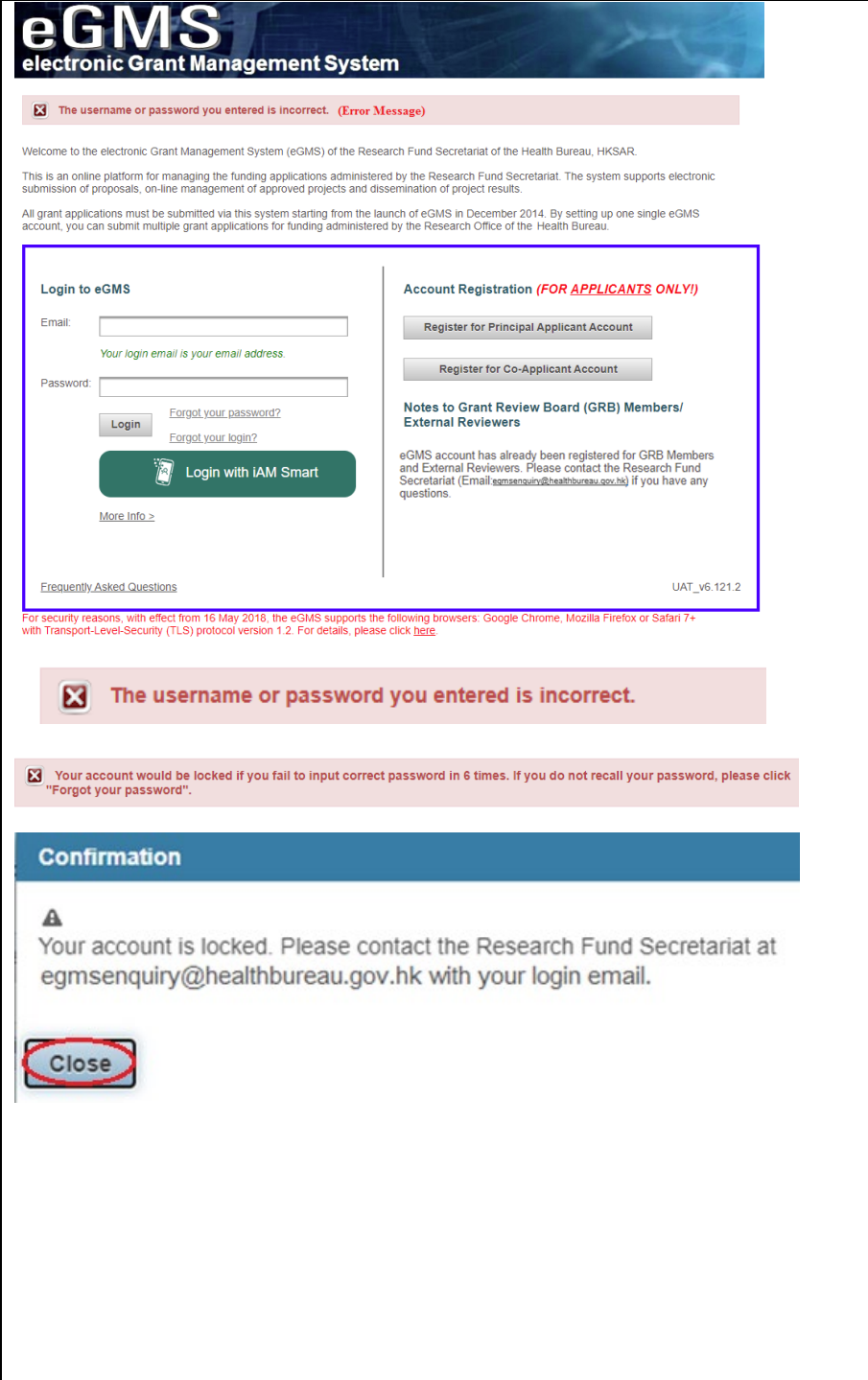
 <p>For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+</p>	<p>Step 1: Click 'Forgot your password?' on Login Page.</p>
<h3>Forgot Password</h3> <p>Email <input type="text"/></p> <p><input checked="" type="radio"/> Visual <input type="radio"/> Audio</p>  <p><input type="button" value="Regenerate"/></p> <p><input type="text"/></p> <p><input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/></p> <h3>Forgot Password</h3> <p>Email <input type="text"/></p> <p><input type="radio"/> Visual <input checked="" type="radio"/> Audio</p> <p>Play the audio clip and enter the characters you hear. Play Audio</p> <p><input type="text"/></p> <p><input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/></p>	<p>Step 2:</p> <ul style="list-style-type: none"> - Enter login email - Enter visual captcha - Click 'Submit' <p>Or</p> <ul style="list-style-type: none"> - Enter login email - Enter the audio clip - Click 'Submit'

<p>Set Password</p> <p>The temporary password of your account is set successfully. Please check your mail. You can login again for your actions.</p> <p>Login Page</p>	<p>Step 3a:</p> <ul style="list-style-type: none"> - Click 'Login Page' to login to eGMS using the temporary password.
<p>Subject: eGMS – Forget Password: (The Name of User)</p> <p>Dear (The Name of User),</p> <p>Please find the temporary password for accessing the electronic Grant Management System (eGMS):</p> <p>Password: [Insert temporary password] Login page: (eGMS URL)</p> <p>The temporary password will expire in (Temporary password validity when forget password) hours.</p> <p>You MUST set up a new password after logging in the eGMS.</p> <p>If you have not made this request, please email to egmsenquiry@healthbureau.gov.hk immediately.</p> <p>Thank you.</p>	<p>Step 3b:</p> <p>Email notification for the temporary password.</p> <p>Note: Temporary password is valid for 24 hours, the valid period is configurable in eGMS</p>
 <p>For security reasons, with effect from 16 May 2018, the eGMS supports the following browsers: Google Chrome, Mozilla Firefox or Safari 7+</p>	<p>Step 4:</p> <p>Go to the eGMS Login page.</p> <ul style="list-style-type: none"> - Enter the temporary password and click 'Login'.
	<p>Step 5:</p> <ul style="list-style-type: none"> - Setup a new password after logging in the eGMS.

7. Forgot Login Email

 <p>Login to eGMS</p> <p>Email: <input type="text"/></p> <p>Your login email is your email address.</p> <p>Password: <input type="password"/></p> <p>Forgot your password?</p> <p><input type="button" value="Login"/> Forgot your login?</p> <p><input type="button" value="Login with iAM Smart"/></p> <p>More Info ></p> <p>Frequently Asked Questions</p> <p>Account Registration (FOR APPLICANTS ONLY!)</p> <p><input type="button" value="Register for Principal Applicant Account"/></p> <p><input type="button" value="Register for Co-Applicant Account"/></p> <p>Notes to Grant Review Board (GRB) Members/ External Reviewers</p> <p>eGMS account has already been registered for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: egmsenquiry@healthbureau.gov.hk) if you have any questions.</p> <p><small>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.</small></p>	<p>Step 1:</p> <p>Click 'Forgot your login ?' on Login Page.</p>
<p>▲ Please provide your name, contact phone no. and Administering Institution to egmsenquiry@healthbureau.gov.hk for further handling.</p> <p><input type="button" value="Close"/></p>	<p>Step 2:</p> <p>Provide your name, contact phone no. and Administering Institution to egmsenquiry@healthbureau.gov.hk for further handling.</p>

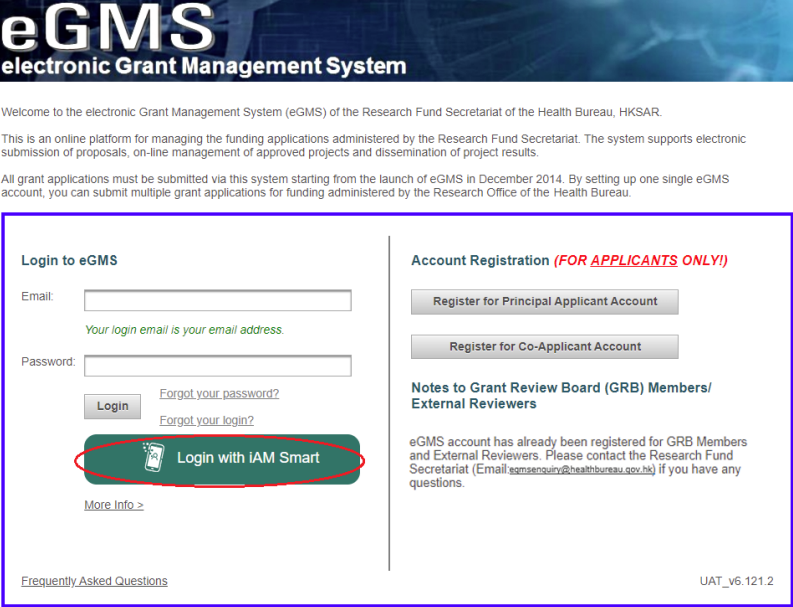
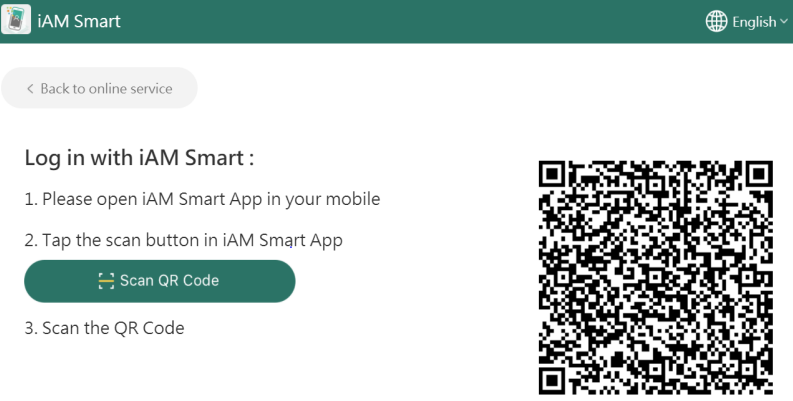

8. Unlock Account


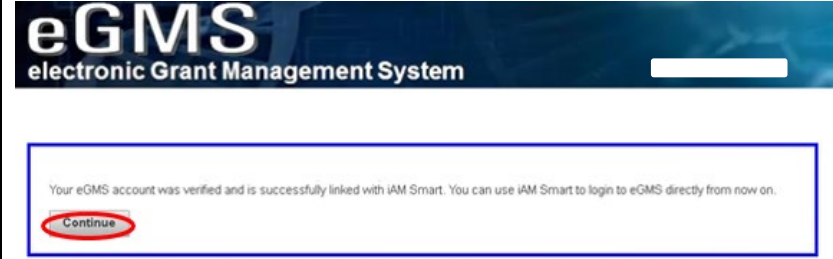
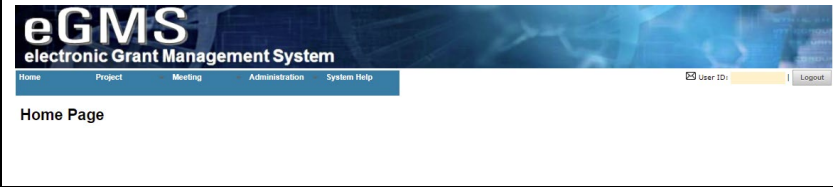
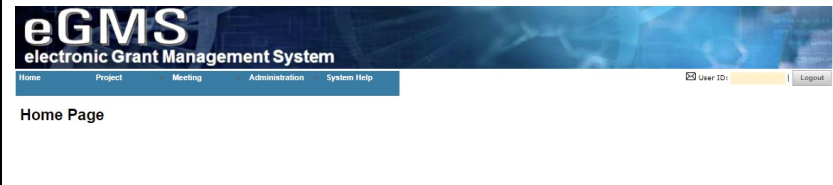
 <p>The screenshot shows the eGMS login interface. At the top, there is a header for 'eGMS electronic Grant Management System'. Below it, a red error message box states: 'The username or password you entered is incorrect. (Error Message)'. The main content area is divided into two columns. The left column is for login, with fields for 'Email' and 'Password', a 'Login' button, and a 'Login with IAM Smart' button. There are also links for 'Forgot your password?' and 'Forgot your login?'. The right column is for 'Account Registration (FOR APPLICANTS ONLY)', with buttons for 'Register for Principal Applicant Account' and 'Register for Co-Applicant Account'. Below that, there is a section for 'Notes to Grant Review Board (GRB) Members/ External Reviewers' with a note about account registration for these users. At the bottom of the page, there is a footer with 'Frequently Asked Questions' and 'UAT_v6.121.2'.</p>	<p>Notes:</p> <ul style="list-style-type: none"> - eGMS account will be locked if user fails to enter the login email/password for 6 times. - User can click 'Forgot your password' to avoid account locked by eGMS after the two failed attempts <p>Error message for 1st to 3rd failed attempts</p> <p>Error message for the 4th to 5th failed attempt</p> <p>“Account locked” notice for the 6th failed attempt. User should contact RFS to unlock the account.</p>
<p>Subject: eGMS – Account Locked: (The Name of User)</p> <p>Dear (The Name of User),</p> <p>Your account (Account name) in the electronic Grant Management System (eGMS) was locked as you failed to provide the correct password for 6 times. Please contact to the Research Fund Secretariat at egmsenquiry@healthbureau.gov.hk if you would like to re-activate your account.</p> <p>Thank you.</p>	<p>Step 1:</p> <p>Contact RFS at egmsenquiry@healthbureau.gov.hk.</p>

<p>Subject: eGMS – Account Unlocked: (The Name of User)</p> <p>Dear (The Name of User),</p> <p>Your account (Account name) in the electronic Grant Management System (eGMS) has been unlocked.</p> <p>Please find the temporary password for accessing the electronic Grant Management System (eGMS):</p> <p>Password: (Temporary password) Login page: (eGMS URL)</p> <p>Please be reminded to set up a new password after logging in to the eGMS (eGMS URL).</p> <p>Thank you.</p>	<p>Step 2:</p> <p>Use the temporary password to login and reset password.</p>
<p>Change Password</p> <p>Current Password <input type="password"/></p> <p>New Password <input type="password"/></p> <p>Re-type New Password <input type="password"/></p> <p><small>Password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet</small></p> <p><input type="button" value="Save"/></p>	<p>Step 3:</p> <ul style="list-style-type: none"> - Enter current temporary password - Enter new password - Re-enter the new password <p>Note:</p> <p>The password must be at least 10 characters containing at least one digit from 0 to 9 or special character, and one alphabet, e.g. abcde12345.</p>
<p>Change Password</p> <p><input type="button" value="i Password Changed"/></p> <p><input type="button" value="Back to Homepage"/></p>	<p>Step 4:</p> <p>Click 'Back to Homepage' for necessary action(s).</p>

9. iAM Smart function

(Note: this function is available for current iAM Smart users, who are Hong Kong Identity Card (HKID Card) holder aged 11 or above. Please find more details at <https://www.iamsmart.gov.hk/>)

 <p>eGMS electronic Grant Management System</p> <p>Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Health Bureau, HKSAR.</p> <p>This is an online platform for managing the funding applications administered by the Research Fund Secretariat. The system supports electronic submission of proposals, on-line management of approved projects and dissemination of project results.</p> <p>All grant applications must be submitted via this system starting from the launch of eGMS in December 2014. By setting up one single eGMS account, you can submit multiple grant applications for funding administered by the Research Office of the Health Bureau.</p> <p>Login to eGMS</p> <p>Email: <input type="text"/></p> <p>Your login email is your email address.</p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> Forgot your password? Forgot your login?</p> <p><input type="button" value="Login with iAM Smart"/></p> <p>More Info ></p> <p>Frequently Asked Questions UAT_v6.121.2</p> <p><small>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.</small></p>	<p>Step 1: Click 'Login with iAM Smart'.</p>
 <p>iAM Smart English</p> <p>< Back to online service</p> <p>Log in with iAM Smart :</p> <ol style="list-style-type: none">1. Please open iAM Smart App in your mobile2. Tap the scan button in iAM Smart App3. Scan the QR Code <p><input type="button" value="Scan QR Code"/></p> 	<p>Step 2: Use iAM Smart App to perform the authentication</p> <p>- Use iAM Smart APP to scan QR Code</p>

 <p>eGMS electronic Grant Management System</p> <p>This is your first time login with IAM Smart, please provide your email and password in eGMS for account authentication.</p> <p>Link up eGMS account with IAM Smart account</p> <p>Email: <input type="text"/> (circled in red)</p> <p>Your login email is your email address.</p> <p>Password: <input type="password"/></p> <p><input type="button" value="Confirm"/> <input type="button" value="Cancel"/></p> <hr/>  <p>eGMS electronic Grant Management System</p> <p>Your eGMS account was verified and is successfully linked with IAM Smart. You can use IAM Smart to login to eGMS directly from now on.</p> <p><input type="button" value="Continue"/> (circled in red)</p> <hr/>  <p>eGMS electronic Grant Management System</p> <p>Home Project Meeting Administration System Help</p> <p>User ID: Logout</p> <p>Home Page</p>	<p>Step 3a: (for 1st time login with iAM Smart)</p> <ul style="list-style-type: none"> - Fill in the eGMS login email and password - Click “Continue” to proceed - Login to eGMS successfully
 <p>eGMS electronic Grant Management System</p> <p>Home Project Meeting Administration System Help</p> <p>User ID: Logout</p> <p>Home Page</p>	<p>Step 3b:</p> <p>Login to eGMS successfully</p>

10. System Help

<p>Home Project Administration System Help</p> <h3>System Help Guide to Users</h3> <p>Please contact the Research Fund Secretariat (Email: egmsenquiry@healthbureau.gov.hk) if you have any questions.</p> <p>You can download the following file(s):</p> <table><thead><tr><th></th><th>File Size</th><th>Latest Version</th></tr></thead><tbody><tr><td>Training Manual for Operating eGMS Accounts</td><td>903KB</td><td>ver. 2</td></tr></tbody></table>		File Size	Latest Version	Training Manual for Operating eGMS Accounts	903KB	ver. 2	<p>Go to System Help></p> <ul style="list-style-type: none">- Training Manuals and other user guides can be downloaded from 'System Help'.
	File Size	Latest Version					
Training Manual for Operating eGMS Accounts	903KB	ver. 2					