

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

## **Training Manual for Principal Applicants (PAs)**

### **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**

AI = Administering Institution

CoA = Co-Applicant

DH = Department Head\*

DR = Dissemination Report

eGMS = Electronic Grant Management System

EO = Executive Officer

FO = Finance Officer\*

FR = Final Report

IR = Interim Report

PA = Principal Applicant

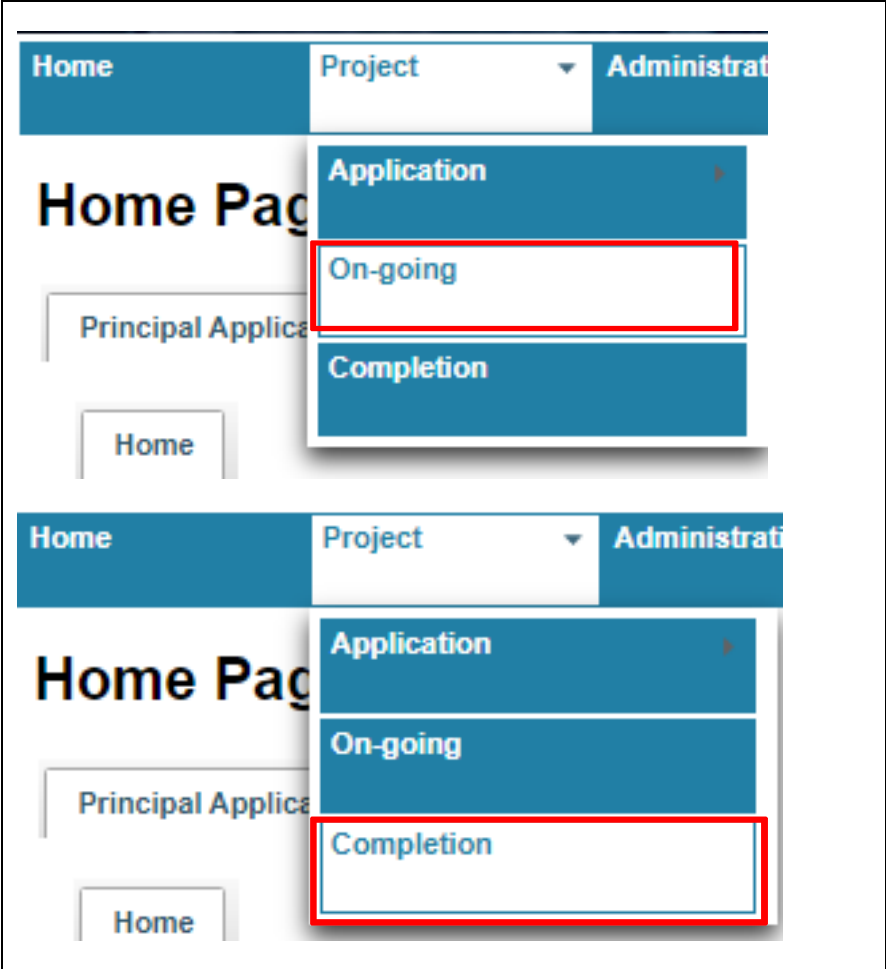
PR = Progress Report

RFS = Research Fund Secretariat

RO = Research Officer\*

\* *AI user*

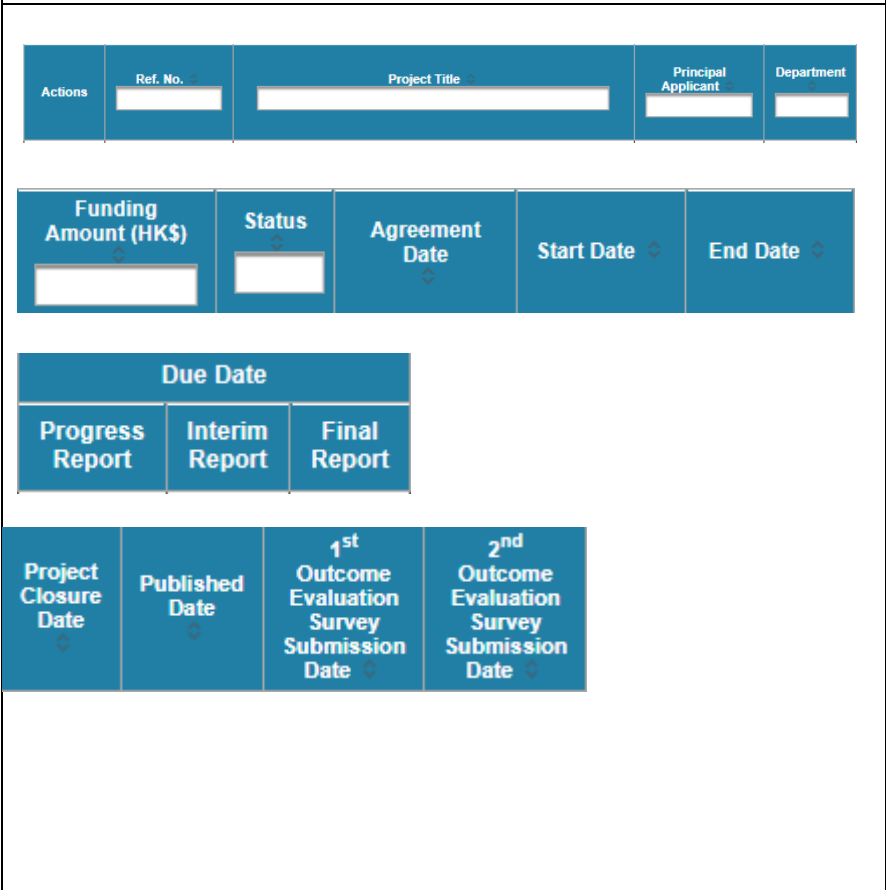
**View the Summary of Approved Project(s)**



**Step 1:**

Go to Project > On-going or

Go to Project > Completion



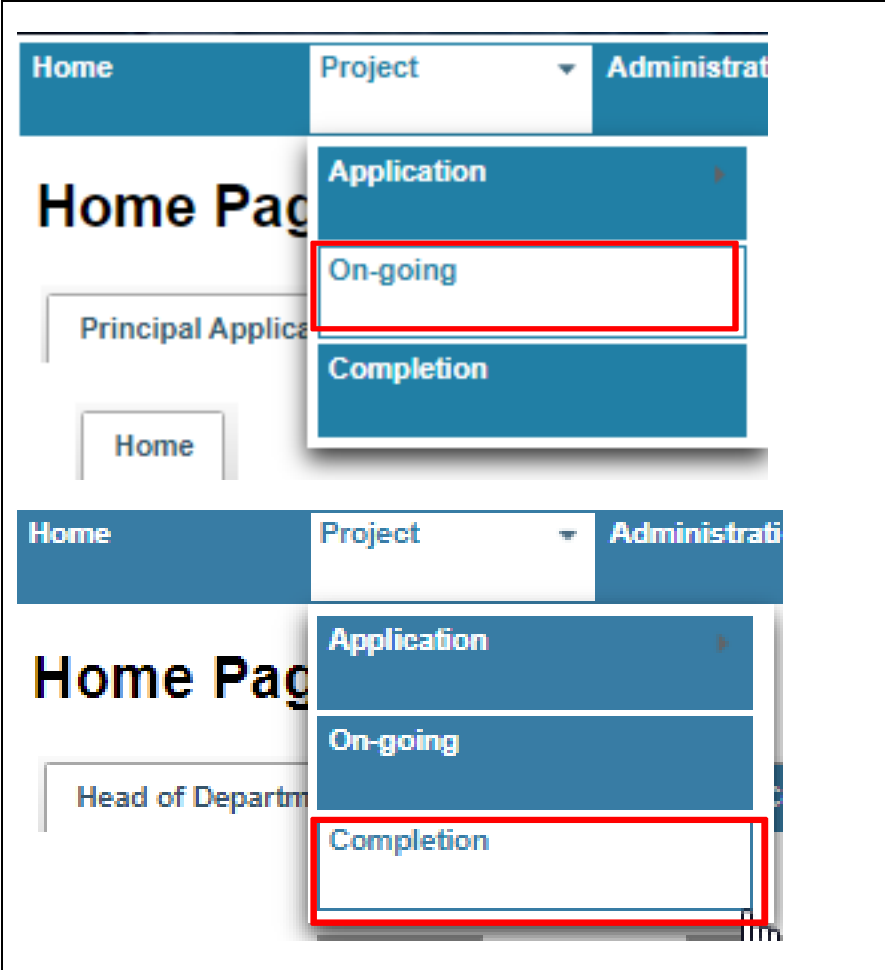
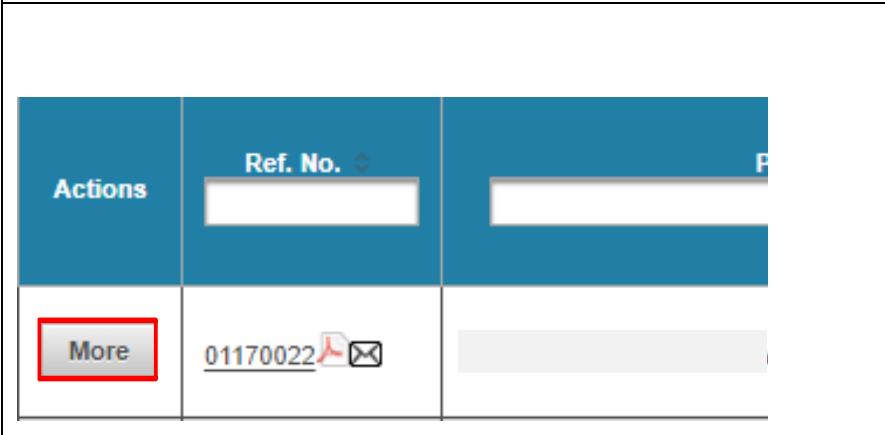
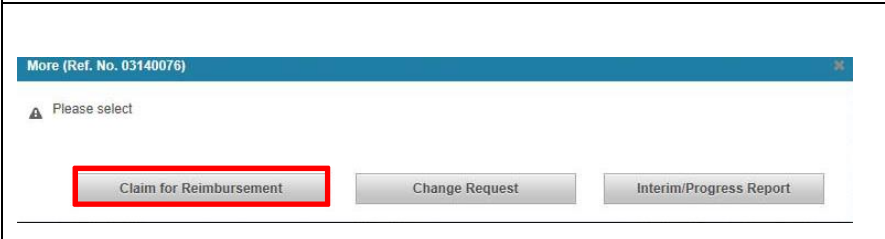
**Step 2:**

Preview the project summary

- Approved amount,
- Project status,
- Agreement issued date,
- Project duration,
- Due date of report(s).
- Project Closure Date
- Published Date of FR
- Submission Date of 1<sup>st</sup>

	Outcome Evaluation Survey Submission Date of 2 <sup>nd</sup> Outcome Evaluation Survey
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**Submission of Claim Form**

	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going or</p> <p>Go to Project &gt; Completion</p>
	<p><b>Step 2:</b></p> <p>Click “More”.</p>
	<p><b>Step 3:</b></p> <p>Click “Claim for Reimbursement”.</p>

### Claim for Reimbursement of Expenditure

Project Reference No.

Project Title

Start Date  End Date

Principal Applicant (PA)

Administering Institution (AI)

Approved Amount (HKD)  Accumulated Claim (HKD)

Available Amount (HKD)

Amount for Individual Category

Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)
<input type="text" value="360,000.00"/>	<input type="text" value="35,000.00"/>	<input type="text" value="0.00"/>

(1 of 1)

Claim Sequence	Last Edited By	Submission Date to RFS	Submitted by	Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)	Total (HK\$)	Status	Received Date from RFS	Payment Date	Actions
02130016-CF-001		10 Jul 2014		360,000.00	0.00	0.00	360,000.00	Rejected by RFS	10 Jul 2014		<input type="button" value="View"/>
02130016-CF-002		10 Jul 2014		0.00	20,000.00	0.00	20,000.00	Paid	10 Jul 2014	10 Jul 2014	<input type="button" value="View"/>
02130016-CF-003		3 Oct 2014		0.00	4,000.00	0.00	4,000.00	Paid	21 Jan 2015	2 Feb 2015	<input type="button" value="View"/>
02130016-CF-004		10 Oct 2014		0.00	10,100.00	0.00	10,100.00	Withdrawn			<input type="button" value="View"/>

(1 of 1)

Accumulated Claim (HKD)  Staff (HK\$)

Available Amount (HKD)  Other Expenses (HK\$)  Equipment (HK\$)

**Step 4:**

Click “**Create a new claim form**”.

Period of Claim (MMM YYYY)

Category	Item	Approved Amount (HK\$) (A)	Accumulative Claim (HK\$) (B)	Available Amount (HK\$) (C) = (A) - (B)
Staff Cost (Project Staff)	Research Assistant	360,000.00		360,000.00
Subtotal				

Category	Item	Approved Amount (HK\$) (A)	Accumulative Claim (HK\$) (B)	Available Amount (HK\$) (C) = (A) - (B)	Amount (HK\$)	Remarks
Staff Cost (Project Staff)	Research Assistant	360,000.00		360,000.00		
Subtotal					0.00	
Other Expenses	Publication	20,000.00	20,000.00	0.00		
Other Expenses	Conference	5,000.00	4,000.00	1,000.00		
Other Expenses	Adult	5,000.00		5,000.00		
Other Expenses	Item 1	5,000.00		5,000.00		
Subtotal					0.00	

**Staff Detail**

	No. (A)	HK\$/Month (B)	Effort on Project % (C)	No. of Months Claimed (D)	Adjustment (HK\$) (E)	Total (HK\$) (A*B*C*D)+(E)
Project Staff						
Research Assistant	<input type="text" value="1"/>	<input type="text" value="15,000.00"/>	<input type="text" value="100.00"/>			
Subtotal						0.00

**Step 5a:**

Input claim period.

Input claim amount for the budget item(s).

For staff cost, click “Details” and input claim amount for the budget item(s)

(Remarks: Adjustment (Column E) allows +/- \$1 adjustment for staff cost.)

Other Expenses	Item 1	5,000.00	5,000.00	<input type="checkbox"/>
			Subtotal	<input type="checkbox"/>

Supplementary Information / Financial Statement (in PDF format only and all files together should not exceed 1.5MB):  
(1 of 1) << >> 10

Filename	Remove
No record	

(1 of 1) << >> 10

Attach

Remarks: Please print and submit a signed hardcopy to RFS.

Cancel Temp Save Preview Submit

- “Attach” supplementary information (if any).
- Click “Submit” to submit the claim form to RFS.

OR

Step 5b:

Click “Temp Save” to save the claim form in the eGMS for submission later.

OR

Step 5c:

Click “Cancel” to cancel the submission action.

**Confirm**

▲

In submitting the claim form, please note the following

- Reimbursed amount must be within the approved ceiling of each budget item, and no previous payment has been made.
- Spending should be in accordance with the approved budget and grant conditions. Prior approval is required for any changes, including change in staff mix and new budget items.
- Spending must be contained within the approved budget ceiling for these earmarked items: Audit Fee, Travel and Subsistence, Put
- Flexibility will be allowed for:
  - overspending on one or more budget items provided that the accumulated overspending is within 10% of the approved budget
  - increase in monthly salary which is within 10% of the approved budget
- And on condition that the total expenditure for the respective category is kept within the approved budget ceiling.

Yes No

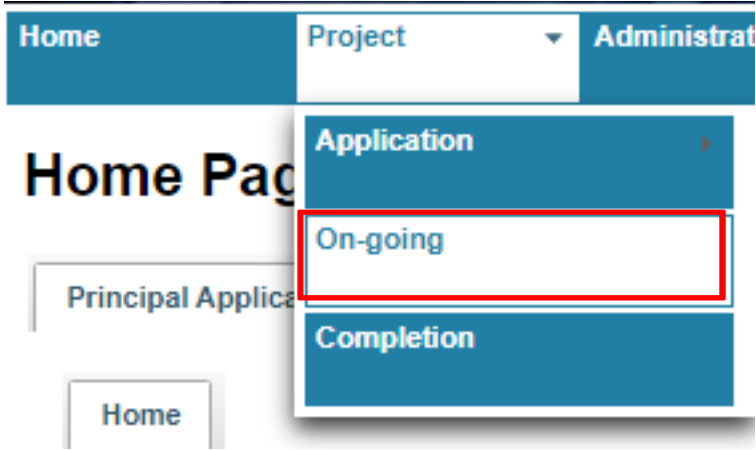
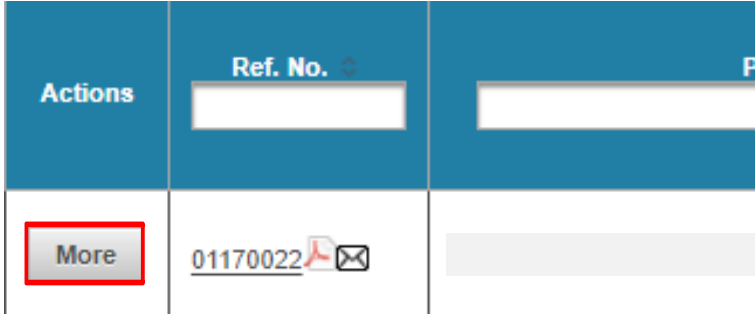






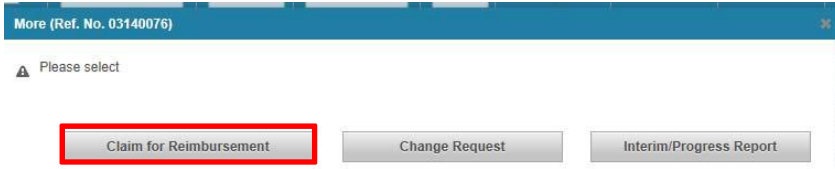
**Step 6**

- Click “Yes” to confirm the submission the claim form to RFS.

**Step 7**

Send the hard copy of the claim form signed by PA and FO to RFS. Please refer to print function on P.5.

**Print the Claim Form**

 <p>Home   Project   Administrat</p> <p>Home Page</p> <p>Principal Applica</p> <p>Home</p> <p>Application</p> <p><b>On-going</b></p> <p>Completion</p>	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going or</p> <p>Go to Project &gt; Completion</p>						
 <table border="1"> <thead> <tr> <th>Actions</th> <th>Ref. No.</th> <th>P</th> </tr> </thead> <tbody> <tr> <td><b>More</b></td> <td>01170022  </td> <td></td> </tr> </tbody> </table>	Actions	Ref. No.	P	<b>More</b>	01170022  		<p><b>Step 2:</b></p> <p>Click “More”.</p>
Actions	Ref. No.	P					
<b>More</b>	01170022  						
 <p>More (Ref. No. 03140076)</p> <p>Please select</p> <p><b>Claim for Reimbursement</b>   Change Request   Interim/Progress Report</p>	<p><b>Step 3:</b></p> <p>Click “Claim for Reimbursement”.</p>						



**Claim for Reimbursement of Expenditure**

Project Reference No.

Project Title

Start Date  End Date

Principal Applicant (PA)

Administering Institution (AI)

Approved Amount (HKD)  Accumulated Claim (HKD)

Available Amount (HKD)

Amount for Individual Category

Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Claim Sequence	Last Edited By	Submission Date to RFS	Submitted by	Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)	Total (HK\$)	Status	Received Date from RFS	Payment Date	Actions
02130016-CF-001		10 Jul 2014		360,000.00	0.00	0.00	360,000.00	Rejected by RFS	10 Jul 2014		<a href="#">View</a>
02130016-CF-002		10 Jul 2014		0.00	20,000.00	0.00	20,000.00	Paid	10 Jul 2014	10 Jul 2014	<a href="#">View</a>
02130016-CF-003		3 Oct 2014		0.00	4,000.00	0.00	4,000.00	Paid	21 Jan 2015	2 Feb 2015	<a href="#">View</a>
02130016-CF-004		10 Oct 2014		0.00	10,100.00	0.00	10,100.00	Withdrawn			<a href="#">View</a>


Accumulated Claim (HKD)

Available Amount (HKD)

Staff (HK\$)  Other Expenses (HK\$)  Equipment (HK\$)

**Step 4:**

Click “**View**” the Claim Form.

Payment Date	Actions
	<a href="#">View</a>
	

**Step 5:**

Click the PDF icon to download the claim form.

您要開啟或儲存來自 10.75.74.54 的 13140541-CF-001.pdf (6.96 KB)?

**Step 6:**

Click “**Open**” or “**Save**”.

Attn: Secretariat Executive  
Research Fund Secretariat  
Research Office, Health Bureau  
9/F, Rumsey Street Multi-storey Carpark Building  
2 Rumsey Street, Sheung Wan  
Hong Kong

**Health and Medical Research Fund  
Claim for Reimbursement of Expenditure**

Project Reference No. :

Project Title :

Project Commencement Date :

Project End Date :

Administering Institution (AI) (Payee Name) :

Period of Claim : From  To

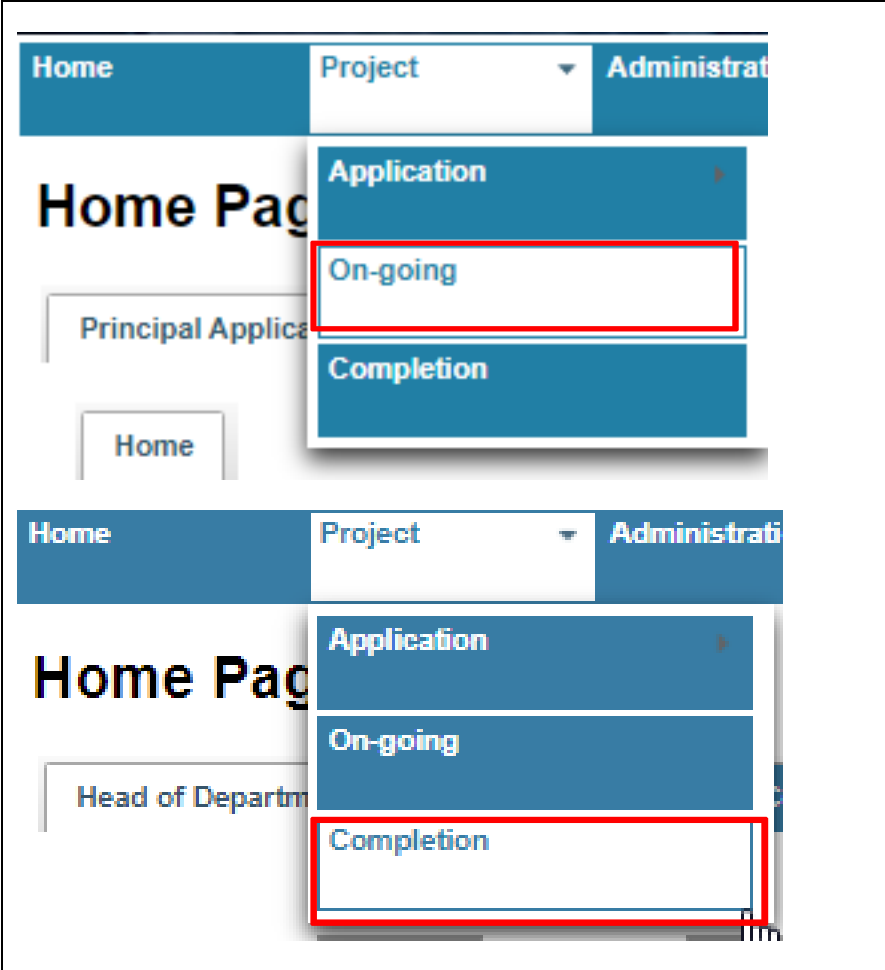
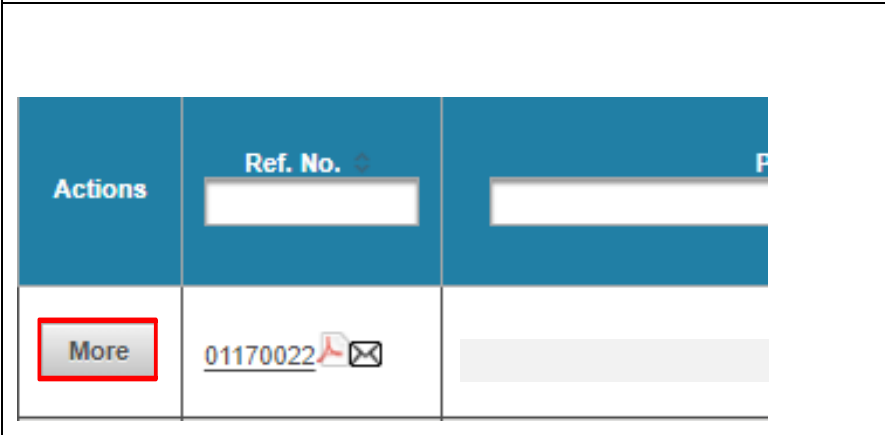
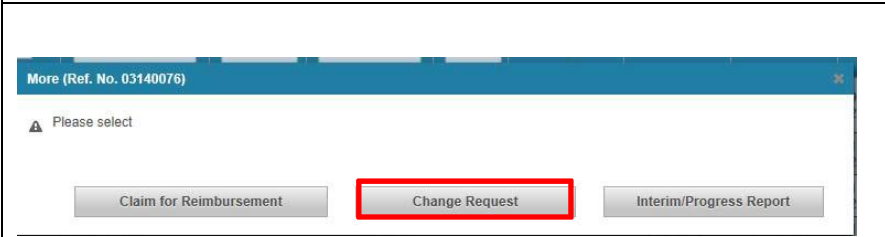
**Details of Expenditure:**

Category of Expenditure	Amount (HK\$)	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Step 7:**

- Print pdf file for signature by FO and PA.
- Send the signed copy to RFS.

## Submission of Change Request

	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going or</p> <p>Go to Project &gt; Completion</p>
	<p><b>Step 2:</b></p> <p>Click “More”.</p>
	<p><b>Step 3:</b></p> <p>Click “Change Request”.</p>

**Change Request Summary**

Project Reference No.

Project Title

Start Date  End Date  Status

Principal Applicant (PA)

Administering Institution (AI)

- Project Period
- Study Design
- Budget Virement
- Submission Date of Report
- Project Team / AI
- Early Termination

(1 of 1) << 1 >> 20

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Actions
02130016-CR-2			30 Sep 2016	31 Dec 2016	10 Jul 2014		Rejected	N/A	<a href="#">View</a>
02130016-CR-3			30 Sep 2016	31 Oct 2016	10 Jul 2014	10 Jul 2014	Accepted	N/A	<a href="#">View</a>

(1 of 1) << 1 >> 20

[Create Change Request](#) [Export to CSV](#) [Close](#)

**Step 4:**

Click the type of change request to be submitted.

(Remark: Change request for PA or AI must be endorsed by RO.)

[Create Change Request](#)

[Export to CSV](#)

[Close](#)

- Project Period
- Study Design
- Budget Virement
- Submission Date of Report
- Project Team / AI
- PA
- CoA
- AI

(1 of 1) << 1 >> 20

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Action
13140041-CR-001	PA	Prof UNIA PA	31 Aug 2016	30 Sep 2016	13 Jul 2016	13 Jul 2016	Accepted	N/A	<a href="#">View</a>
13140041-CR-004	PA	Prof UNIA PA	30 Sep 2016	28 Feb 2025	23 May 2023		Submitted	N/A	<a href="#">View</a>

(1 of 1) << 1 >> 20

[Create Change Request](#) [Export to CSV](#) [Close](#)

**Step 5:**

Click “Create Change Request”.

(Remark: If there is outstanding change request pending RFS’ approval, PA cannot create another new request in the same category.)

**Project Period**

Change Request No.  Submission Date  Change Request Status

Original End Date  **New End Date**

Supporting documents  
Please provide revised timetable of work (Section 13) (in PDF format only and the maximum file size is 600KB) for the change request.

(1 of 1)

Filename	Remove
No record	

(1 of 1)

Justifications

Justifications

**Step 6a:**

- Input the proposed end date.
- Attach supporting documents
- Provide justifications.

**Study Design**

Study Design

Please provide the revised proposal (Section 13) including the revised Timetable of Work (item 13) in both track-change and clean version (in PDF format only and the maximum file size is 1MB)

Track-change version (in PDF format only and the maximum file size is 1MB)

Clean version (in PDF format only and the maximum file size is 1MB)

Attachment (if any) (in PDF format only and the maximum file size is 1MB)

Remarks

Justifications

Justifications

**Step 6b:**

- Input the details for the change of study design.
- Attach revised proposal in track-change version & clean version
- Attach other supporting document (if any).
- Provide details for revised work plan, if any, under Remarks
- Provide justifications.

## Budget Virement

### Staff Details - Project Staff

Type of Staff	Rank	Pay Scale and Point	Part Time (P) or Full Time (F)	No. (A)	Monthly Salary \$ (M) or Hourly Rate (R)	Efforts on Project (C) % / Total Hours on Project (C) (H)	No. of Months (D)	Adjustment (E) (HK\$)	AxB(M)x(C)%xD+E; or AxB(R)x(C(H))+E HK\$	Claimed Amount (HK\$)	Action
1	1	1	F	1	20000.0 (M)	100.00	18.0		360,000.00	0.00	
1	1	1	F	1	20,000.00 M	100.00	18		360,000.00		
2	3	1	F	1	20000.0 (M)	100.00	18.0		360,000.00	0.00	
2	3	1	F	1	20,000.00 M	100.00	18		360,000.00		

Add Project Staff

### Staff Details - Other Supporting Staff (e.g. secretarial, clerical, administrative positions, etc.)

Type of Staff	Rank	Pay Scale and Point	No. (A)	Salary/Month (B) (HK\$)	Efforts on Project (C) %	No. of Months (D)	Adjustment (E) (HK\$)	Total (HK\$) (AxBxC%D)+E (E)	Claimed Amount (HK\$)	Action
No records found.										

Add Support Staff


### Other Expenses

Financial Year (dd/mm/yyyy)	01/04/15 - 31/03/16	01/04/16 - 31/03/17	01/04/17 - 31/03/18	Total (HK\$)	Claim
OE item 1	10,000.00	10,000.00	0.00	20,000.00	
OE item 1	10,000.00	10,000.00	0.00	20,000.00	
OE item 2	0.00	20,000.00	0.00	20,000.00	
OE item 2	0.00	20,000.00	0.00	20,000.00	
Conference	0.00	0.00	20,000.00	20,000.00	
Conference	0.00	0.00	20,000.00	20,000.00	
Audit Fee	0.00	0.00	5,000.00	5,000.00	
Audit Fee	0.00	0.00	5,000.00	5,000.00	
<b>Subtotal</b>	<b>10,000.00</b>	<b>30,000.00</b>	<b>25,000.00</b>	<b>65,000.00</b>	

Claimed Amount (HK\$)	Action
0.00	

### Step 6c:

Input the new proposed budget amount.

Click “” to remove budget item.

(Remark: Any budget item has already been reimbursed cannot be removed.)

**Add Project Staff**

**Staff Details - Project Staff**

Type of Staff

Rank

Pay Scale and Point

Part Time (P) or Full Time (F)

No. (A)

Monthly Salary \$ (M) or Hourly Rate (R)

Efforts on Project (C) % / Total Hours on Project (C) (H)

No. of Months (D)

**Adjustment (E) (HK\$)**

$A \times B(M) \times C(\%) \times D + E$ ; or  $A \times B(R) \times C(H) + E$  HK\$

- Click “Add Project Staff” or “Add Support Staff” or “Add Other Expenses” or “Add Equipment” to add a new budget item(s).

(Remarks: Adjustment (E) allows for +/- \$1 adjustment for staff cost.)

**Add Support Staff**

**Staff Details - Other Supporting Staff**

Type of Staff

Rank

Pay Scale and Point

Part Time (P) or Full Time (F)

No. (A)

Monthly Salary \$ (M) or Hourly Rate (R)

Efforts on Project (C) % / Total Hours on Project (C) (H)

No. of Months (D)

**Adjustment (E) (HK\$)**

$A \times B(M) \times C(\%) \times D + E$ ; or  $A \times B(R) \times C(H) + E$  HK\$

**Add Other Expense**

**Other Expenses**

Detailed Item	Year 1	Year 2	From Year 3 onwards	Total (HK\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Cancel

**Add Equipment**

**Equipment**

Detailed Item	Year 1	Year 2	From Year 3 onwards
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Cancel

Unit Cost (HK\$)	No. of Unit	Total (HK\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Submission Date of Report**

Change Request No.  Submission Date  Change Request Status

Original Due Date  New Due Date

Report Type

**Justifications**

Justifications

**Step 6d:**

- Input the proposed submission date of report(s).
- Provide justifications.

(Remark: This request will not change the completion date of the project.)

Project Team / AI

Original PA

Change of PA  Change of CoA  Change of AI

**New PA**

Title

Last Name  First Name

Current Post(s)

Department

**Full Address**

Institution

Room / Floor

Building

Street

City / Area

Country / Region

Contact No.  Fax

Mobile No.  No. of hrs/week on project

Email  Personal Email

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) < > 20

Filename
No record

(1 of 1) < > 20

**Justifications**

Justifications

- Step 6ei:**
- Select “Change of PA”
  - Fill in details, full address and CV of New PA
  - Attach supporting document(s)
  - Provide justifications



**Project Team / AI**

Change of PA
  Change of CoA
  Change of AI

Existing CoA

(1 of 1) << 1 >> 20

Title	Last Name	First Name	Current Post(s)	Remove Existing CoA
Prof			Professor	No

(1 of 1) << 1 >> 20

Add **Please Select** extra co-Applicant(s)

Sup 1  
2  
3  
4  
5  
6  
7  
8  
9

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

(1 of 1) << >> 20

Filename

(1 of 1) << >> 20

**Remove CoA**

---

**New co-Applicant 1**

Title **Please Select**

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 **China - Hong Kong**

Contact No.  Fax

Email  No. of hrs/week on project

**CV**

Education/Training

**Step 6eii:**

- Select "Change of CoA"
- Select "Yes/No" to remove existing CoA
- Select "1-9" to add extra CoA
- Fill in details, full address and CV of New PA

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) << >> 20

Filename

No record

(1 of 1) << >> 20

Attach

**Justifications**

Justifications

- Attach supporting document(s)
- Provide justifications

**Project Team / AI**

Original PA: Prof UNIA PA

Change of PA     Change of CoA     Change of AI

**New Administering Institution (AI)**

[Dropdown menu]

**New Department**

Please Select [Dropdown menu]

**New Contact of PA**

Title: Prof

Last Name: [Text box]    First Name: PA

New Post: [Text box]

Department: [Text box]

**Full Address**

Room / Floor: [Text box]

Building: [Text box]

Street: [Text box]

City / Area: [Text box]

Country / Region: China - Hong Kong

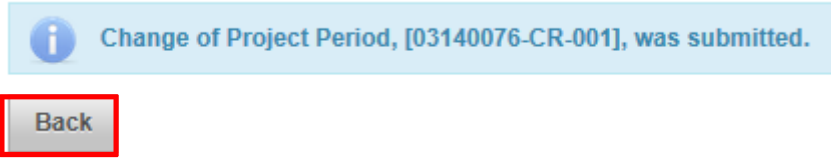
Contact No.: [Text box]    Fax: [Text box]

Email: [Text box]

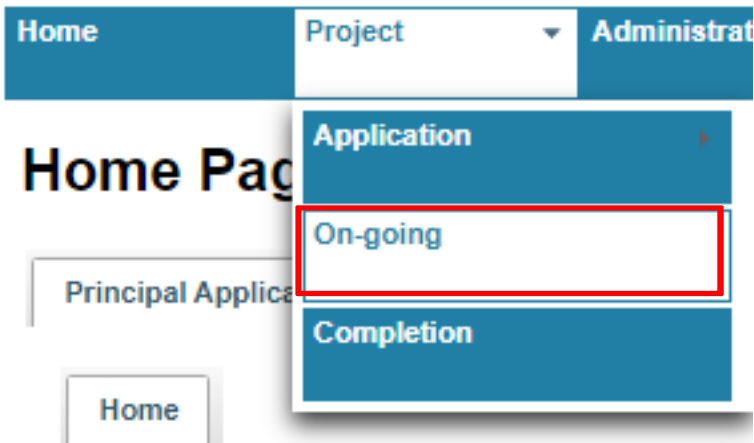
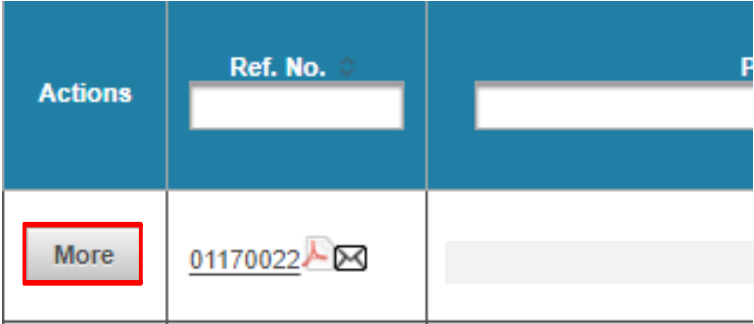
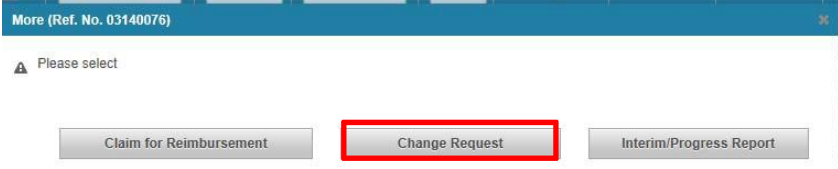
**Step 6eiii:**

- Select “Change of AI”
- Select new AI and department
- Fill in details of new contact of PA and full address

<p>Supporting documents</p> <p>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).</p> <p>(1 of 1) &lt;&lt; &gt;&gt; 20</p> <p>Filename</p> <p>No record</p> <p>(1 of 1) &lt;&lt; &gt;&gt; 20</p> <p>Attach</p> <p>Justifications</p> <p>Justifications</p>	<ul style="list-style-type: none"> <li>- Attach supporting document(s)</li> <li>- Provide justifications</li> </ul>
<p><b>Early Termination</b></p> <p>Original End Date <input type="text" value="30 Sep 2023"/> Proposed Termination Date <input type="text"/></p> <p>Supporting documents</p> <p>Please provide a copy of endorsement from Head of Department (in PDF format only and the maximum file size is 600KB) for the change request.</p> <p>(1 of 1) &lt;&lt; &gt;&gt; 20</p> <p>Filename Remove</p> <p>No record</p> <p>(1 of 1) &lt;&lt; &gt;&gt; 20</p> <p>Attach</p> <p>Justifications</p> <p>Justifications</p>	<p><b>Step 6f:</b></p> <ul style="list-style-type: none"> <li>- Select “Proposed Termination Date”</li> <li>- Attach supporting document(s)</li> <li>- Provide justifications</li> </ul>
<p>Cancel Temp Save Preview <b>Submit</b></p> <p><b>Confirm</b></p> <p>⚠ Are you sure to submit this change request?</p> <p>Yes No</p>	<p><b>Step 7:</b></p> <ul style="list-style-type: none"> <li>- Click the action button to proceed.</li> <li>- Click “Yes” to proceed the submission to RO of existing AI.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Click “Temp Save” to save the request in the eGMS for submission later.</li> </ul>

	<p>OR</p> <ul style="list-style-type: none"> <li>- Click “Preview” to view the details of the request before submission.</li> </ul> <p>OR</p> <p>Click “Cancel” to cancel the submission action.</p>
 <p>The screenshot shows a light blue notification bar with an information icon (i) and the text: "Change of Project Period, [03140076-CR-001], was submitted." Below the notification bar is a grey button with the text "Back", which is highlighted with a red rectangular border.</p>	<p><b>Step 8:</b></p> <p>Click “Back” to close the change request action.</p>

**View the Progress of Change Request**

 <p>Home Page navigation menu. The 'Project' dropdown menu is open, and the 'On-going' option is highlighted with a red border.</p>	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going or</p> <p>Go to Project &gt; Completion</p>
 <p>Home Page navigation menu. The 'Project' dropdown menu is open, and the 'Completion' option is highlighted with a red border.</p>	<p><b>Step 2:</b></p> <p>Click “More”.</p>
 <p>More (Ref. No. 03140076) menu. The 'Change Request' button is highlighted with a red border.</p>	<p><b>Step 3:</b></p> <p>Click “Change Request”.</p>

### Change Request Summary

Project Reference No.

Project Title

Start Date  End Date  Status

Principal Applicant (PA)

Administering Institution (AI)

- Project Period
- Study Design
- Budget Virement
- Submission Date of Report
- Project Team / AI
- Early Termination

(1 of 1) << 1 >> 20

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Actions
02130016-CR-2			30 Sep 2016	31 Dec 2016	10 Jul 2014		Rejected	N/A	<input type="button" value="View"/>
02130016-CR-3			30 Sep 2016	31 Oct 2016	10 Jul 2014	10 Jul 2014	Accepted	N/A	<input type="button" value="View"/>

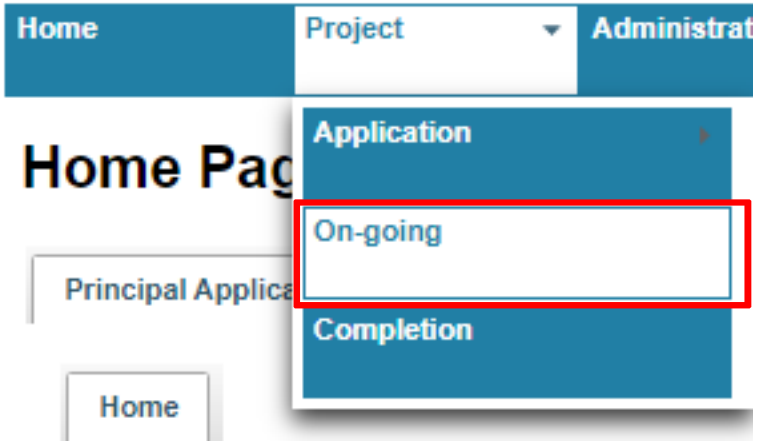
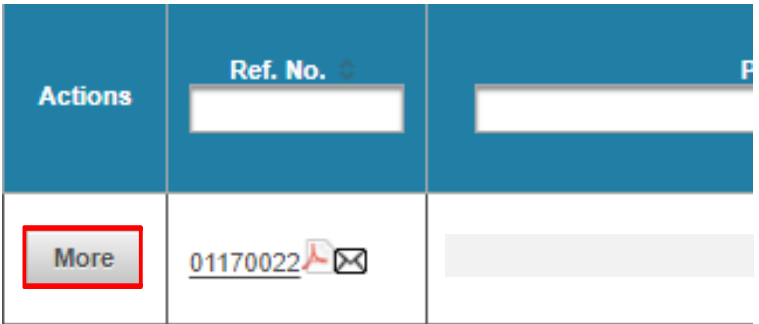






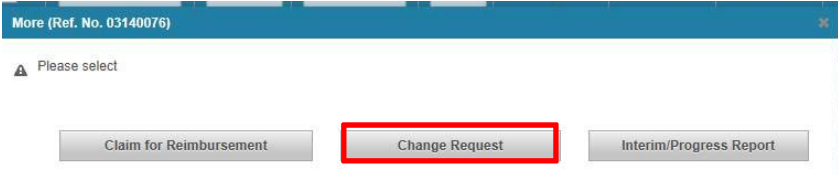
(1 of 1) << 1 >> 20

- 
- 
- 

### Step 4:

- Click the type of change request to be previewed.
- Click "View".

**Withdraw the Change Request**

 <p>Home   Project   Administrat</p> <p>Home Page</p> <p>Principal Applica</p> <p>Home</p> <p>Application</p> <p><b>On-going</b></p> <p>Completion</p>	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going or</p> <p>Go to Project &gt; Completion</p>						
 <table border="1"> <thead> <tr> <th>Actions</th> <th>Ref. No.</th> <th>P</th> </tr> </thead> <tbody> <tr> <td><b>More</b></td> <td>01170022  </td> <td></td> </tr> </tbody> </table>	Actions	Ref. No.	P	<b>More</b>	01170022  		<p><b>Step 2:</b></p> <p>Click “More”.</p>
Actions	Ref. No.	P					
<b>More</b>	01170022  						
 <p>More (Ref. No. 03140076)</p> <p>Please select</p> <p>Claim for Reimbursement   <b>Change Request</b>   Interim/Progress Report</p>	<p><b>Step 3:</b></p> <p>Click “Change Request”.</p>						

**Change Request Summary**

Project Reference No.

Project Title

Start Date  End Date  Status

Principal Applicant (PA)

Administering Institution (AI)

- Project Period
- Study Design
- Budget Virement
- Submission Date of Report
- Project Team / AI
- Early Termination

(1 of 1) << 1 >> 20

Change Request No.	Submitted By	Last Edited By	Original End Date	New End Date	Submission Date	Accepted Date	Status	Decision Email Sent Date	Actions
02130016-CR-2			30 Sep 2016	31 Dec 2016	10 Jul 2014		Rejected	N/A	<input style="border: 1px solid red;" type="button" value="View"/>
02130016-CR-3			30 Sep 2016	31 Oct 2016	10 Jul 2014	10 Jul 2014	Accepted	N/A	<input type="button" value="View"/>

(1 of 1) << 1 >> 20

**Step 4:**

- Click the type of change request to be previewed.
- Click "View" to preview relevant record to be withdrawn.

(Remark: Change request which has already been approved/rejected cannot be withdrawn.)

Change Request No.  Submission Date  Change Request Status

Original End Date  New End Date

**Supporting documents**  
 Please provide revised timetable of work (Section 13j) (in PDF format only) and the maximum file size is 600KB) for the change request.

(1 of 1) << 1 >> 20

Filename	Remove
cap.pdf	<input type="button" value="X"/>

(1 of 1) << 1 >> 20

**Justifications**

Justifications

**Step 5:**

- Click "Withdraw".

**Confirm**

⚠ Are you sure to withdraw this change request?

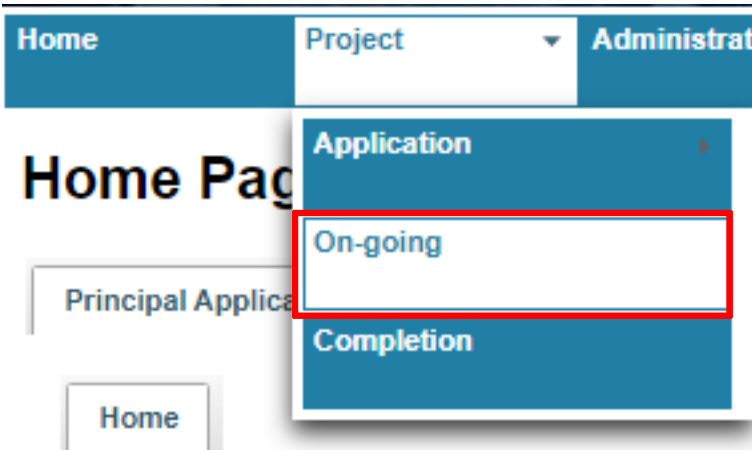
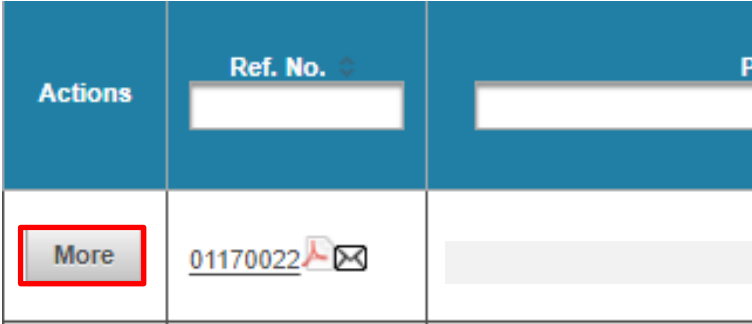
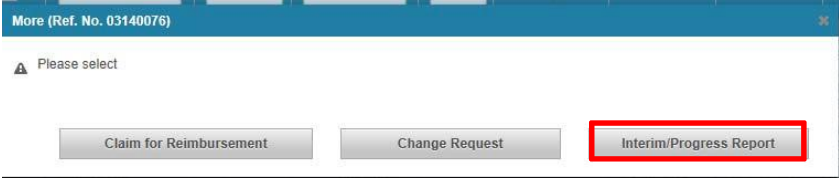
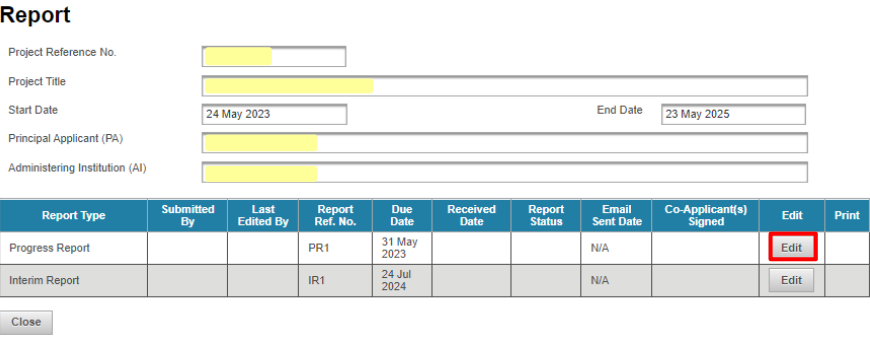
Yes

No

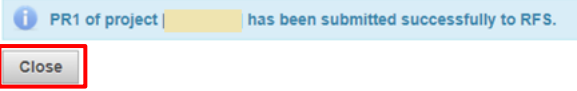
- Click "Yes" to proceed.



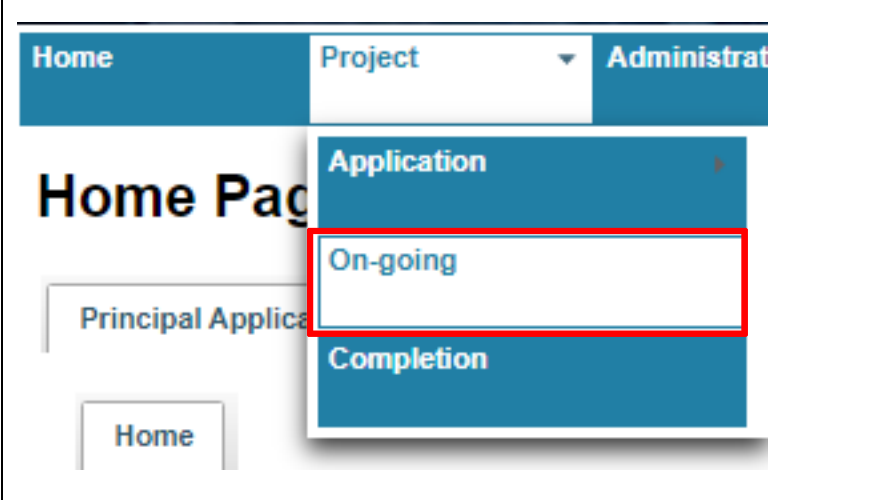
## Submission of Progress Report

 <p>The screenshot shows a navigation menu with 'Project' selected. A dropdown menu is open, listing 'Application', 'On-going' (highlighted with a red box), and 'Completion'. Other visible text includes 'Home', 'Administrat', and 'Home Page'.</p>	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>																																	
 <p>The screenshot shows a table with columns 'Actions', 'Ref. No.', and 'P'. The 'More' button in the 'Actions' column is highlighted with a red box. The 'Ref. No.' column contains the value '01170022' with document and email icons.</p>	<p><b>Step 2:</b></p> <p>Click “More”.</p>																																	
 <p>The screenshot shows a modal window titled 'More (Ref. No. 03140076)'. It contains a warning icon and the text 'Please select'. Below are three buttons: 'Claim for Reimbursement', 'Change Request', and 'Interim/Progress Report' (highlighted with a red box).</p>	<p><b>Step 3:</b></p> <p>Click “Interim / Progress Report”</p>																																	
 <p>The screenshot shows the 'Report' form. It includes fields for Project Reference No., Project Title, Start Date (24 May 2023), End Date (23 May 2025), Principal Applicant (PA), and Administering Institution (AI). Below the form is a table with report details.</p> <table border="1" data-bbox="209 1630 1082 1731"> <thead> <tr> <th>Report Type</th> <th>Submitted By</th> <th>Last Edited By</th> <th>Report Ref. No.</th> <th>Due Date</th> <th>Received Date</th> <th>Report Status</th> <th>Email Sent Date</th> <th>Co-Applicant(s) Signed</th> <th>Edit</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Progress Report</td> <td></td> <td></td> <td>PR1</td> <td>31 May 2023</td> <td></td> <td></td> <td>N/A</td> <td></td> <td>Edit</td> <td></td> </tr> <tr> <td>Interim Report</td> <td></td> <td></td> <td>IR1</td> <td>24 Jul 2024</td> <td></td> <td></td> <td>N/A</td> <td></td> <td>Edit</td> <td></td> </tr> </tbody> </table> <p>The 'Edit' button in the first row of the table is highlighted with a red box.</p>	Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print	Progress Report			PR1	31 May 2023			N/A		Edit		Interim Report			IR1	24 Jul 2024			N/A		Edit		<p><b>Step 4:</b></p> <p>- Select the report to be submitted.</p> <p>- Click “Edit”</p>
Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print																								
Progress Report			PR1	31 May 2023			N/A		Edit																									
Interim Report			IR1	24 Jul 2024			N/A		Edit																									

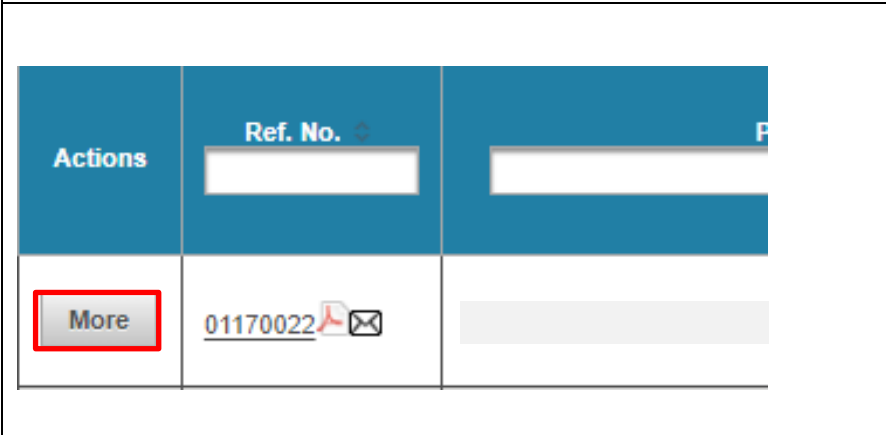
<p><b>Progress Report</b></p> <p>Report Ref. No.: <b>PR1</b>  Report Due Date: 31 May 2023  Report Status:</p> <p>1. Project No.: <input type="text"/></p> <p>2. Grant Period: Commencement Date: 24 May 2023 End Date: 23 May 2025</p> <p>3. Title of Project: <input type="text"/></p> <p><b>Content:</b></p> <div style="border: 2px solid red; height: 150px; width: 100%;"></div> <p>Attachment (if any, in PDF format only and the maximum file size is 1.5MB):</p> <input type="text"/> <b>Browse</b> Delete
---

	<p>view the details before submission.</p> <p>OR</p> <ul style="list-style-type: none"> <li>- Click “Close” to cancel the submission action.</li> </ul>
<p><b>Progress Report</b></p> 	<p><b>Step 7:</b></p> <p>Click “Close” to close the submission action.</p>

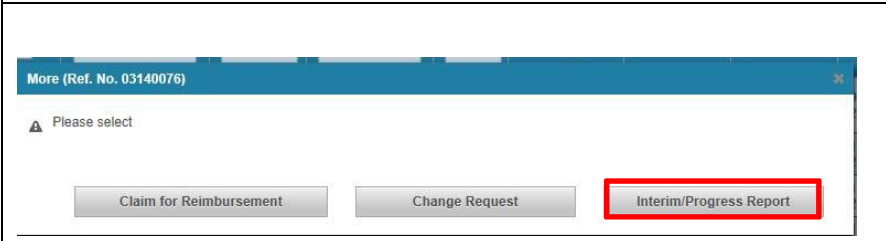
**Revision of Progress Report**



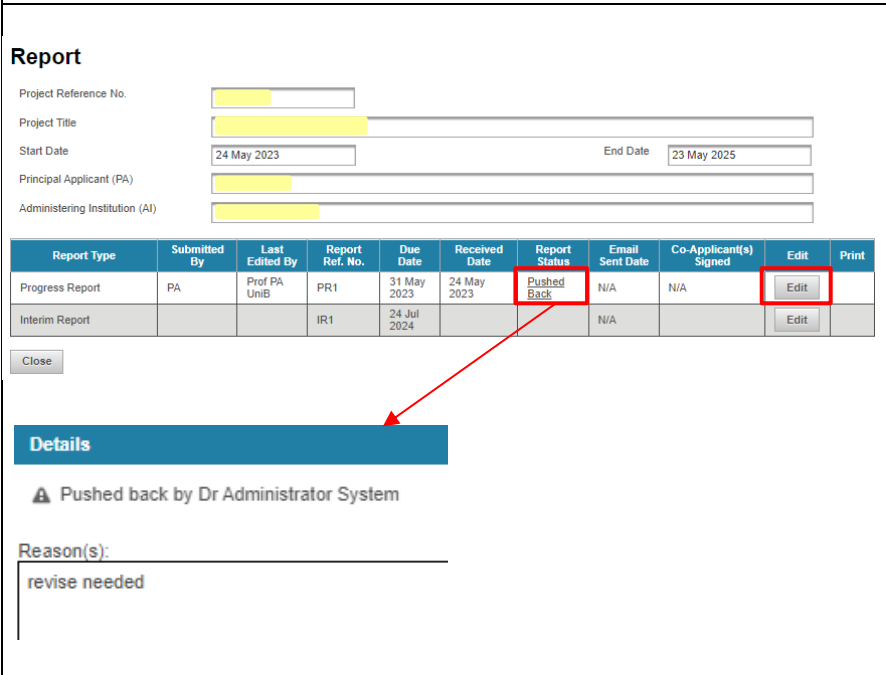
**Step 1:**  
Go to Project > On-going



**Step 2:**  
Click "More".



**Step 3:**  
Click "Interim / Progress Report".



**Step 4:**  
- Click "Pushed Back" for details entered by RFS.  
- Click "Edit"

## Progress Report

Report Ref. No.: PR1

Report Due Date: 31 May 2023

Report Status: Pushed Back

1. Project No.:

2. Grant Period: Commencement Date:  End Date:

3. Title of Project:

### Content:

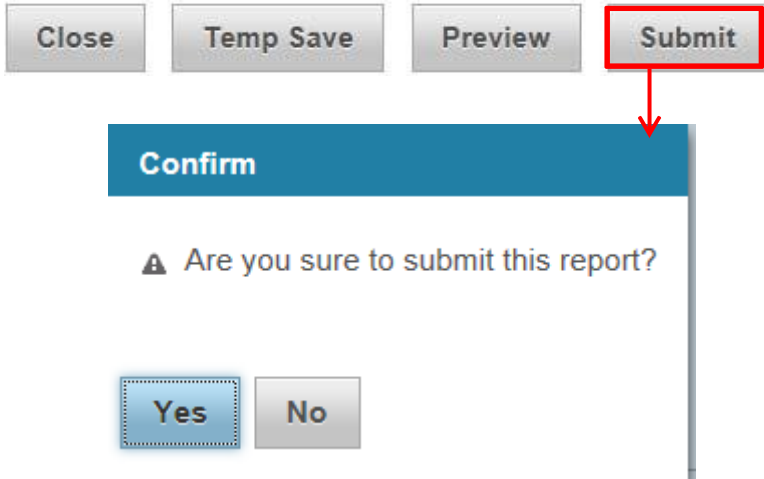
test  
push back edit

**Attachment (if any, in PDF format only and the maximum file size is 1.5MB):**

### *Step 5:*

- Update the progress report.

- Attach the supplementary information, if any.



**Step 6:**

- Click the action button to proceed.
- Click “Yes” to proceed the submission to RFS.

OR

- Click “Temp Save” to save the report in the eGMS for submission later.


OR

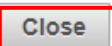
- Click “Preview” to view the details before submission.

OR

- Click “Close” to cancel the submission action.

## Progress Report

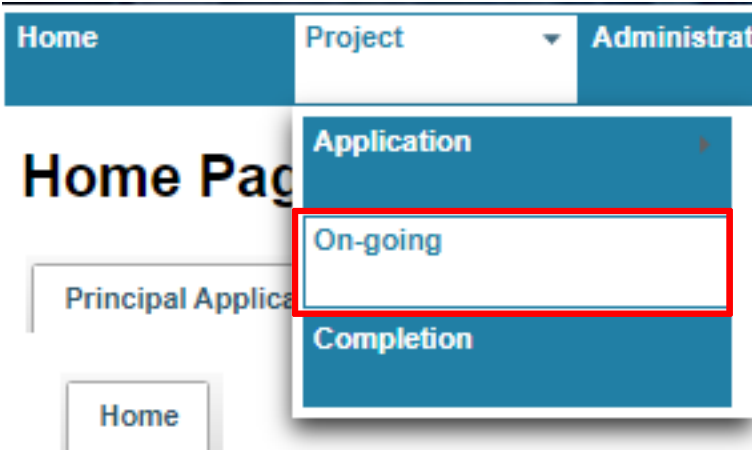
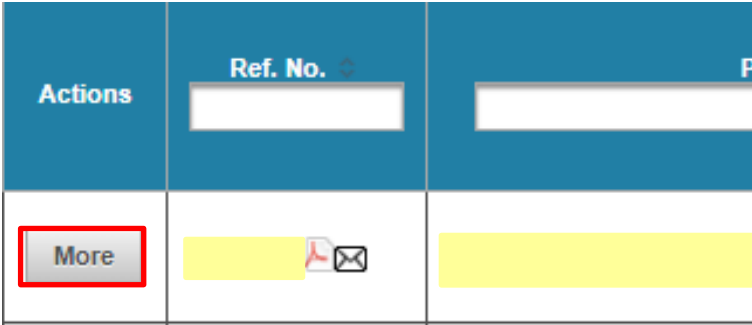
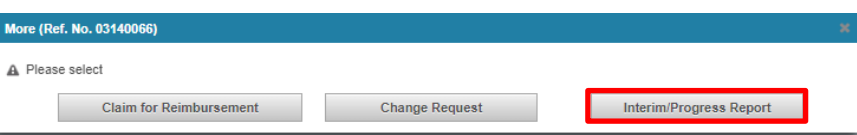
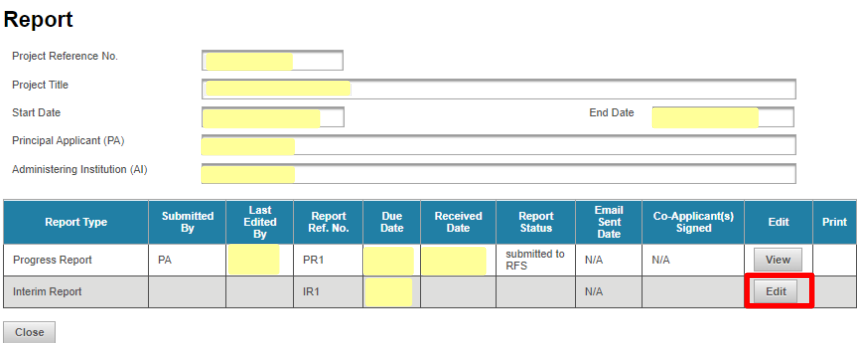
 PR1 of project [ ] has been submitted successfully to RFS.



**Step 7:**

Click “Close” to close the submission action.

## Submission of Interim Report

 <p>The screenshot shows a navigation menu with 'Project' selected. A dropdown menu is open, showing 'Application', 'On-going' (highlighted with a red box), and 'Completion'. The background shows 'Home Page' and 'Principal Application'.</p>	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>																																	
 <p>The screenshot shows a table with columns 'Actions', 'Ref. No.', and 'P'. The 'More' button in the 'Actions' column is highlighted with a red box. There are also document and email icons in the 'Ref. No.' column.</p>	<p><b>Step 2:</b></p> <p>Click “More”.</p>																																	
 <p>The screenshot shows a modal window titled 'More (Ref. No. 03140066)'. It contains three buttons: 'Claim for Reimbursement', 'Change Request', and 'Interim/Progress Report' (highlighted with a red box).</p>	<p><b>Step 3:</b></p> <p>Click “Interim / Progress Report”</p>																																	
 <p>The screenshot shows a 'Report' form with fields for Project Reference No., Project Title, Start Date, End Date, Principal Applicant (PA), and Administering Institution (AI). Below the form is a table with columns: Report Type, Submitted By, Last Edited By, Report Ref. No., Due Date, Received Date, Report Status, Email Sent Date, Co-Applicant(s) Signed, Edit, and Print. The 'Edit' button for the 'Interim Report' row is highlighted with a red box.</p> <table border="1" data-bbox="201 1621 1062 1729"> <thead> <tr> <th>Report Type</th> <th>Submitted By</th> <th>Last Edited By</th> <th>Report Ref. No.</th> <th>Due Date</th> <th>Received Date</th> <th>Report Status</th> <th>Email Sent Date</th> <th>Co-Applicant(s) Signed</th> <th>Edit</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Progress Report</td> <td>PA</td> <td></td> <td>PR1</td> <td></td> <td></td> <td>submitted to RFS</td> <td>N/A</td> <td>N/A</td> <td>View</td> <td></td> </tr> <tr> <td>Interim Report</td> <td></td> <td></td> <td>IR1</td> <td></td> <td></td> <td></td> <td>N/A</td> <td></td> <td>Edit</td> <td></td> </tr> </tbody> </table>	Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print	Progress Report	PA		PR1			submitted to RFS	N/A	N/A	View		Interim Report			IR1				N/A		Edit		<p><b>Step 4:</b></p> <ul style="list-style-type: none"> <li>- Select the report to be submitted.</li> <li>- Click “Edit”.</li> </ul>
Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print																								
Progress Report	PA		PR1			submitted to RFS	N/A	N/A	View																									
Interim Report			IR1				N/A		Edit																									

## Interim Report

Report Ref. No.: IR1  
 Report Due Date: 24 Jul 2024  
 Report Status:

Please indicate if any change request is required. If yes, please submit the change request via eGMS before report submission.

Yes  No

Please provide the information for the submitted change request(s):

Change Request	Sequence no.	Delete
Please Select	03140066-CR-	

Add

Please provide the information for the submitted change request(s):

Change Request	Sequence no.	Delete
Please Select	03140066-CR-	
Please Select	03140066-CR-	

Add

### 6. Aims/Objectives of the Research:

List the main objectives as stated in the [approved proposal](#). Approval must be sought for any changes on the study objectives.

Approved Aims/Objectives	Estimated completion (%)	Delete

Add

### Step 5a:

- Note the report ref. no. (IR1 means first interim report)

- Indicate any submission of change request(s)

- Select "Yes" if change request was submitted, choose the type of Change Request submitted and provide the corresponding Sequence No.

- Click "Add" if more than 1 Change Request was submitted.


- Complete the Interim Report and attach the supplementary information, if any

(Interim Report for the Area of Project: Public health, human health and health services research; Infectious diseases or Advanced medical research)



**7. Timetable of Work:**

Document the study progress according to the proposed timetable.

Date	Event/Progress	Delete
		

Add

**8. Achievements/Major Findings of the Project so far:**

**9. Budget & Expenditure (attach a certified Financial Statement, in PDF format only and the maximum file size is 1.5MB):**

Remarks: Please submit a signed hardcopy to RFS. Attachments are optional, but they must be in PDF format if they are attached to the report.

**10. Applicants' Comments:**


Describe the potential for further investigations or exploitation of results. May include reflection/feedback of investigators and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of research findings.

**11. Publications, including in press**

Have any publications resulting directly from this research project been published?

Yes  No

If YES, provide details below. Include published or in press items only. Do not include manuscripts in preparation or submitted for review. Insert additional lines below, if necessary.

	Details	Delete
1		


Add

**12. Patents and other Intellectual Property Rights**

Have any patents or other intellectual property rights resulting directly from this research project been produced?

Yes  No

If YES, provide details below. PA/AI should seek written consent from the Government before filing a patent application. Insert additional lines below, if necessary.

	Details	Delete
1		

Add

**Attachment (if any, in PDF format only and the maximum file size is 1.5MB):**

**6. Aims/Objectives of the Project:**

List the main objectives as stated in the approved proposal. Approval must be sought for any changes on the project objectives.

Approved Aims/Objectives	Estimated completion (%)	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

**7. Timetable of Work:**

Document the project progress according to the proposed timetable.

Date	Event/Progress	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

**8. Benefits/ Outcome of the Project so far:**

**9. Budget & Expenditure (attach a certified Financial Statement, in PDF format only and the maximum file size is 1.5MB):**

Remarks: Please submit a signed hardcopy to RFS. Attachments are optional, but they must be in PDF format if they are attached to the report.

**10. Applicants' Comments:**

May include reflection/feedback of applicants and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of project outcome.

**11. Publications, including in press**

Have any publications resulting directly from this project been published?

Yes  No

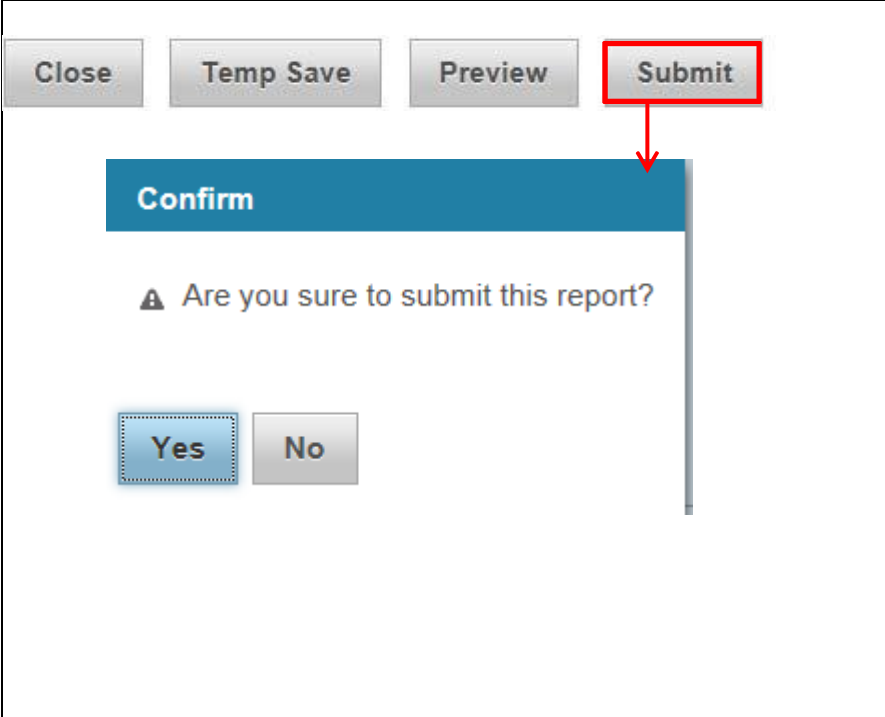
**12. Patents and other Intellectual Property Rights**

Have any patents or other intellectual property rights resulting directly from this project been produced?

Yes  No

**Attachment (if any, in PDF format only and the maximum file size is 1.5MB):**

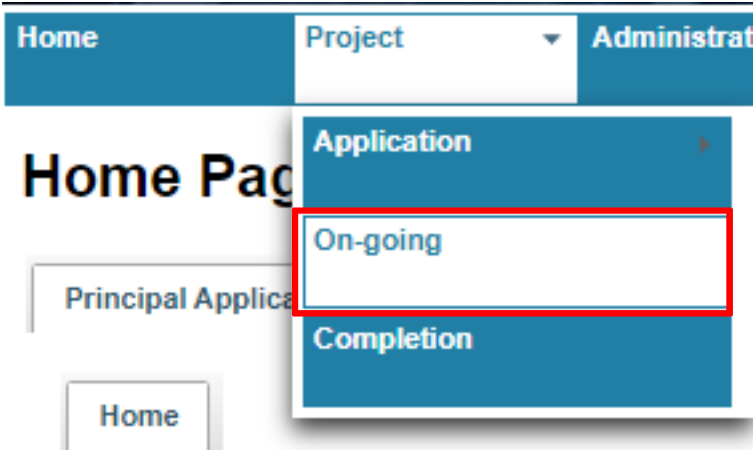
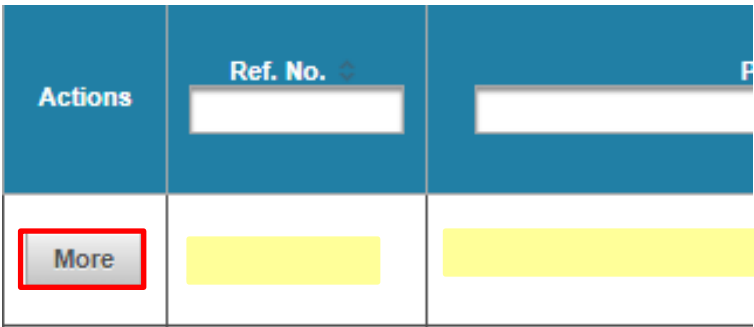
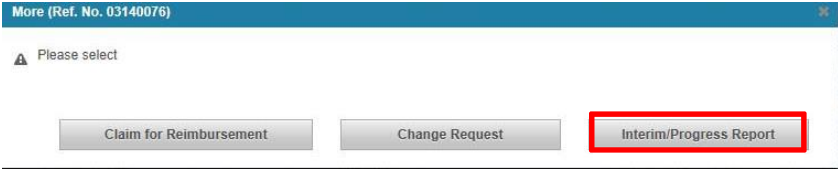
(Assessment form for the Area of Project: Health Promotion)

<p><input type="checkbox"/> I hereby confirm this report is endorsed by the whole project team.</p> <p>(Note: If the checkbox is clicked, further endorsement will not be required from CoA after submission in step 6.</p>	<p><b>Step 5b :</b> (Optional) : applicable for project with CoA(s) only</p> <p>Click ‘I hereby confirm this report is endorsed by the whole project team’</p>
	<p><b>Step 6:</b></p> <ul style="list-style-type: none"> <li>- Click the action button to proceed.</li> <li>- Click “Yes” to submit the IR to RO.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Click “Temp Save” to save the report in the eGMS for submission later.</li> </ul>

	<p>OR</p> <ul style="list-style-type: none"> <li>- Click “<b>Preview</b>” to view the details before submission.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Click “<b>Close</b>” to cancel the submission action.</li> </ul>
<p><b>Interim Report</b></p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p><b>i</b> The latest version of IR1 of project [redacted] has been submitted successfully to RO of AI, pending endorsement from RO, if any.</p> </div> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">Close</div> <p>Remark : Acknowledge message for PA did not click the checkbox in <i>Step 5b</i></p> <p><b>Interim Report</b></p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p><b>i</b> The latest version of IR1 of project [redacted] has been submitted successfully to RO of AI, pending endorsement from RO and <u>CoA(s)</u>, if any.</p> </div> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">Close</div>	<p><b>Step 7:</b></p> <p>Click “<b>Close</b>” to close the submission action.</p> <p>The report has been submitted and is pending signature(s) from CoA (if any) and AI users.</p>

**Resend Invitation Email to CoA for Endorsement of the Interim Report**

(Note: If you have submitted the Interim Report with clicking the checkbox (i.e. *Step 5b* in Submission of Interim Report), please ignore this part)

 <p>The screenshot shows a navigation menu with 'Project' selected. A dropdown menu is open, listing 'Application', 'On-going', and 'Completion'. The 'On-going' option is highlighted with a red rectangular box.</p>	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>
 <p>The screenshot shows a table with columns 'Actions', 'Ref. No.', and 'P'. The 'More' button in the 'Actions' column is highlighted with a red rectangular box.</p>	<p><b>Step 2:</b></p> <p>Click “More”.</p>
 <p>The screenshot shows a modal window titled 'More (Ref. No. 03140076)'. It contains three buttons: 'Claim for Reimbursement', 'Change Request', and 'Interim/Progress Report'. The 'Interim/Progress Report' button is highlighted with a red rectangular box.</p>	<p><b>Step 3:</b></p> <p>Click “Interim / Progress Report”.</p>
	<p><b>Step 4:</b></p> <ul style="list-style-type: none"> <li>- Click “N” to view the endorsement status from CoA(s).</li> <li>- Click “Re-Send” to send the invitation email to CoA.</li> <li>- Click “View” or PDF icon to</li> </ul>

### Report

Project Reference No.

Project Title

Start Date  End Date

Principal Applicant (PA)

Administering Institution (AI)

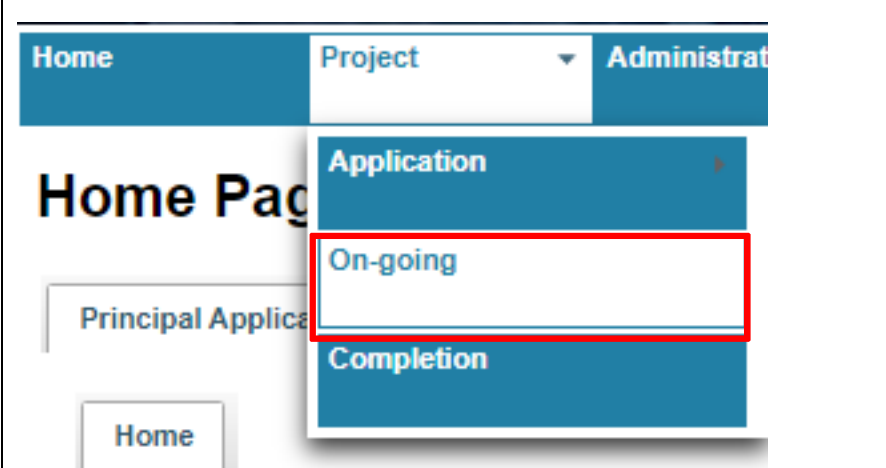
Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Interim Report	PA		IR1			Pending Signature	N/A	N	<input type="button" value="View"/>	

### Co-Applicant List

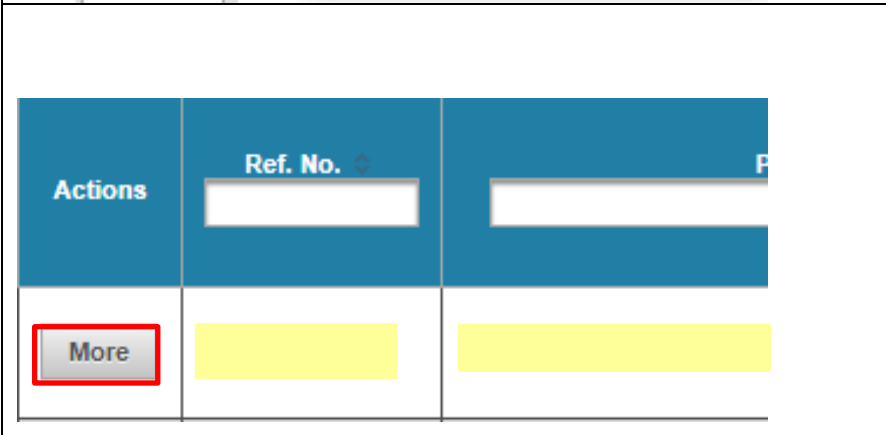
Title	Last Name	First Name	Affiliation	Co-Applicant(s) Signed	Actions
				N	<input type="button" value="Re-Send"/>

preview the Interim Report.

**Revision of Interim Report**



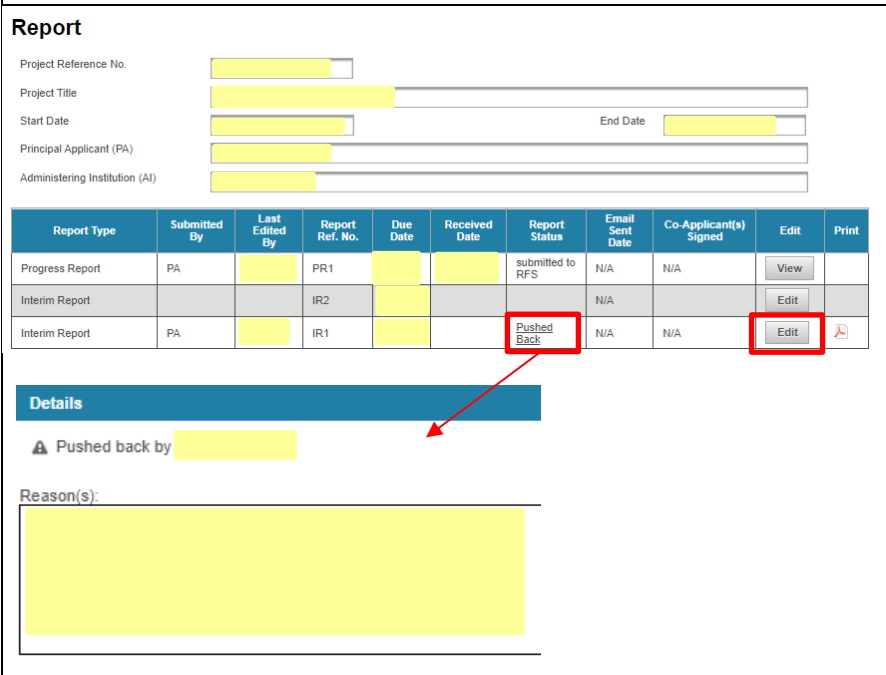
**Step 1:**  
Go to Project > On-going



**Step 2:**  
Click "More".



**Step 3:**  
Click "Interim / Progress Report".



**Step 4:**  
Click "Pushed Back" for details entered by CoA or RO or RFS.  
Click "Edit".

# Interim Report

Report Ref. No.: IR1  
Report Due Date:   
Report Status: Pushed Back

## 6. Aims/Objectives of the Research:

List the main objectives as stated in the [approved proposal](#). Approval must be sought for any changes on the study objectives.

Approved Aims/Objectives	Estimated completion (%)	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

## 7. Timetable of Work:

Document the study progress according to the proposed timetable.

Date	Event/Progress	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

## 8. Achievements/Major Findings of the Project so far:

## 9. Budget & Expenditure (attach a [certified Financial Statement](#), in PDF format only and the maximum file size is 1.5MB):

Remarks: Please submit a signed hardcopy to RFS. Attachments are optional, but they must be in PDF format if they are attached to the report.

## 10. Applicants' Comments:

Describe the potential for further investigations or exploitation of results. May include reflection/feedback of investigators and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of research findings.

## Step 5:

- Update the Interim Report and attach the supplementary information, if any

(Revised Interim Report for the Area of Project: Public health, human health and health services research; Infectious diseases or Advanced medical research)




**11. Publications, including in press**

Have any publications resulting directly from this research project been published?

Yes  No

If YES, provide details below. Include published or in press items only. Do not include manuscripts in preparation or submitted for review. Insert additional lines below, if necessary.

	Details	Delete
1		


Add

**12. Patents and other Intellectual Property Rights**

Have any patents or other intellectual property rights resulting directly from this research project been produced?

Yes  No

If YES, provide details below. PA/AI should seek written consent from the Government before filing a patent application. Insert additional lines below, if necessary.

	Details	Delete
1		

Add

(Revised Interim Report  
for the Area of Project:  
Health Promotion)

**6. Aims/Objectives of the Project:**

List the main objectives as stated in the approved proposal. Approval must be sought for any changes on the project objectives.

Approved Aims/Objectives	Estimated completion (%)	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

**7. Timetable of Work:**

Document the project progress according to the proposed timetable.

Date	Event/Progress	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

**8. Benefits/ Outcome of the Project so far:**

**9. Budget & Expenditure (attach a certified Financial Statement, in PDF format only and the maximum file size is 1.5MB):**

Remarks: Please submit a signed hardcopy to RFS. Attachments are optional, but they must be in PDF format if they are attached to the report.

**10. Applicants' Comments:**

May include reflection/feedback of applicants and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of project outcome.

**10. Applicants' Comments:**

May include reflection/feedback of applicants and/or any difficulties encountered during the course of project. Comment on the potential for current dissemination of project outcome.

**11. Publications, including in press**

Have any publications resulting directly from this project been published?  
 Yes  No

If YES, provide details below. Include published or in press items only. Do not include manuscripts in preparation or submitted for review. Insert additional lines below, if necessary.

	Details	Delete
1	<input type="text"/>	<input type="button" value="X"/>

**12. Patents and other Intellectual Property Rights**

Have any patents or other intellectual property rights resulting directly from this project been produced?  
 Yes  No

If YES, provide details below. PA/AI should seek written consent from the Government before filing a patent application. Insert additional lines below, if necessary.

	Details	Delete
1	<input type="text"/>	<input type="button" value="X"/>


Attachment (if any, in PDF format only and the maximum file size is 1.5MB):

**Confirm**

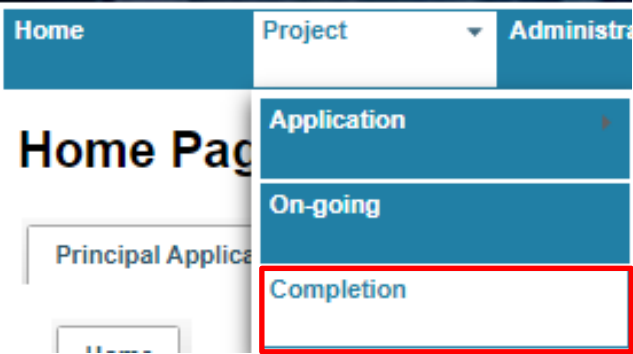
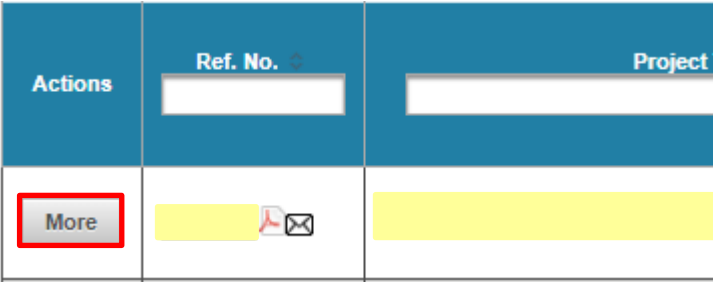
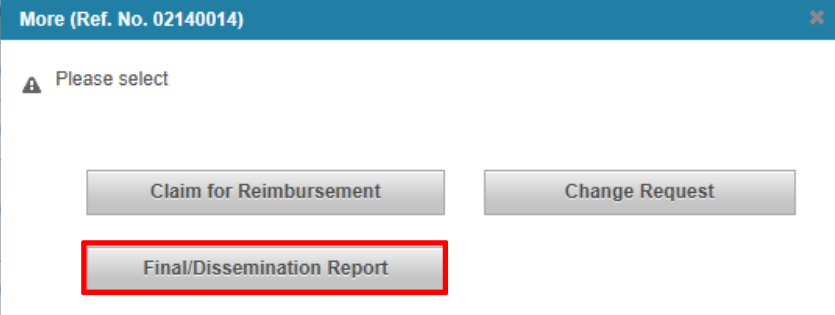
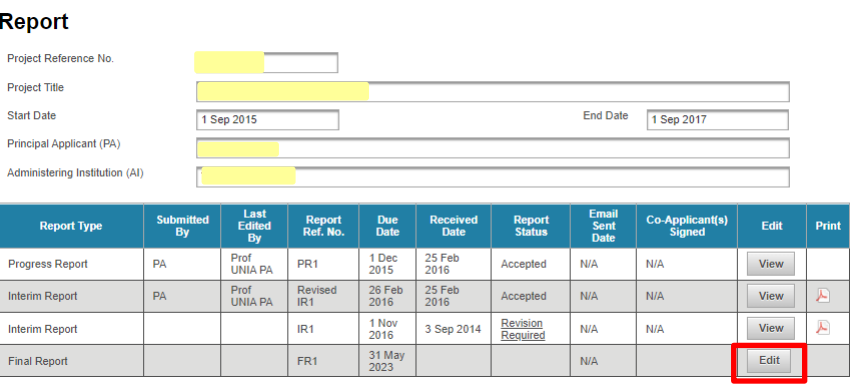
⚠ Are you sure to submit this report?

**Step 6:**

- Click the action button to proceed.
- Click “Yes” submit the revised IR. (Note: IR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on the revised IR if CoA(s) has (have) not endorsed the revised IR.)

	<p>OR</p> <ul style="list-style-type: none"> <li>- Click “Temp Save” to save the report in the eGMS for submission later.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Click “Preview” to view the details before submission.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>- Click “Close” to cancel the submission action.</li> </ul>
 <p>The screenshot shows a light blue information banner with a blue 'i' icon. The text reads: "The latest version of IR2 of Project [redacted] has been submitted successfully to RO of AI, pending endorsement from RO and CoA(s), if any." Below the banner is a button labeled "Close" with a red border.</p>	<p><b>Step 7:</b></p> <p>Click “Close” to close the submission action.</p> <p>The report has been submitted and is pending signature(s) from CoA (if any) and AI users.</p>

## Submission of Final and Dissemination Report

	<p><b>Step 1:</b> Go to Project &gt; Completion</p>
	<p><b>Step 2:</b> Click “More”.</p>
	<p><b>Step 3:</b> Click “Final / Dissemination Report”.</p>
	<p><b>Step 4:</b></p> <ul style="list-style-type: none"> <li>- Select the report to be submitted.</li> <li>- Click “Edit”.</li> </ul>

## Final Report & Dissemination Report

Report Ref. No.

Project Reference No.

Project Title

---

Actual Start Date  Actual End Date

Report Status

**\* Only PDF and MS Word files are allowed for final and dissemination report.**

### Upload Final Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

### Upload Dissemination Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

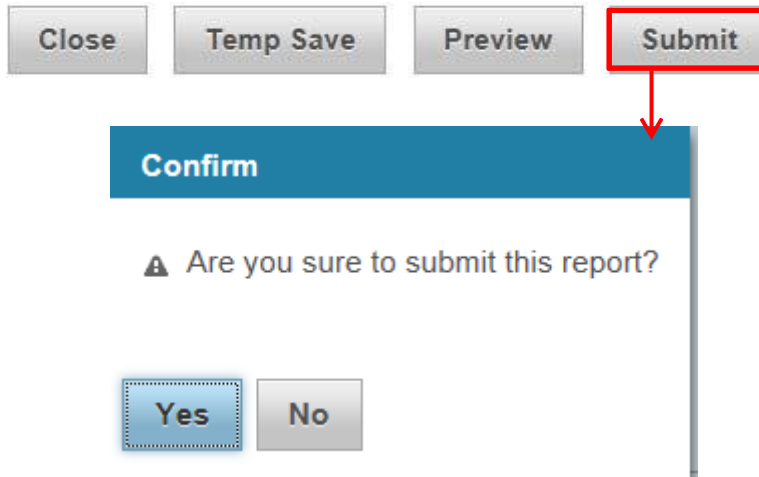
**Attachment (if any, in PDF format only and the maximum file size is 1.5MB):**

Step 5a:

- Upload the report(s).

(Note: Encrypted or protected PDF file cannot be uploaded.)

- Attach supplementary document, if any.



**Step 6:**

- Click the action button to proceed.
- Click “Yes” to proceed the submission the FR to RO. (Note: FR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on the FR if CoA(s) has (have) not endorsed the FR.)

OR

- Click “Temp Save” to save the report in the eGMS for submission later.

OR

- Click “Preview” to view the details before submission.

OR

- Click “Close” to cancel the submission action.

## Final Report & Dissemination Report

 The latest version of FR of Project [redacted] has been submitted successfully to RO of AI, pending endorsement from RO and CoA(s), if any.

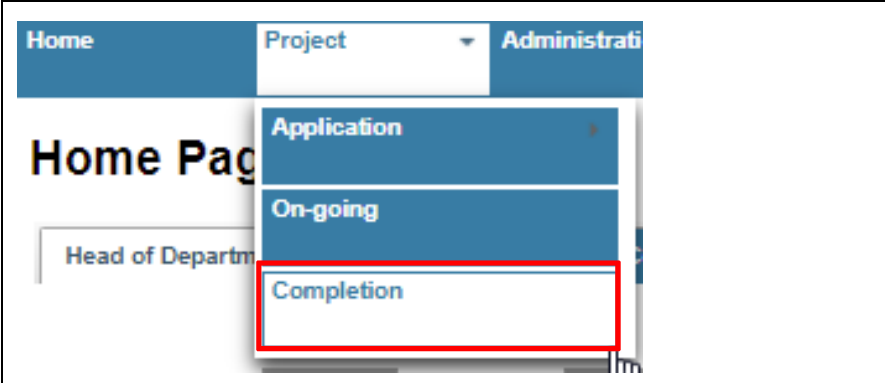
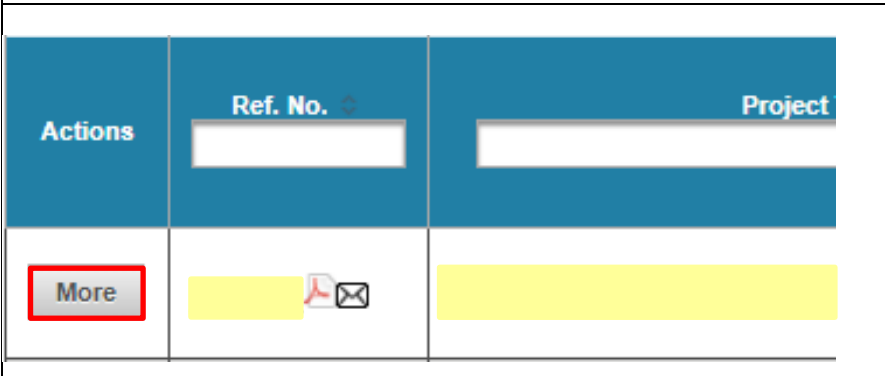
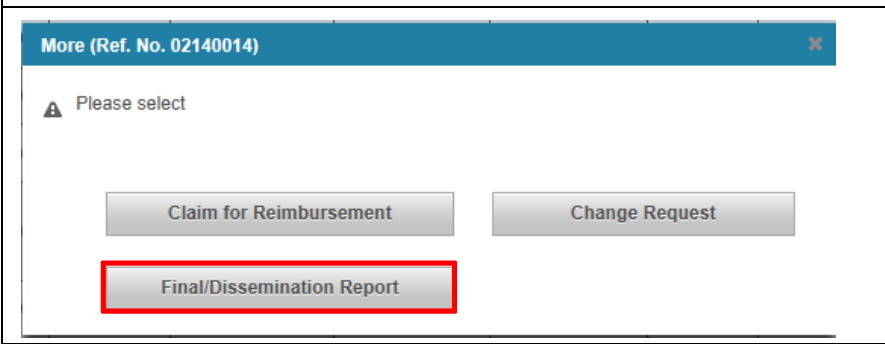
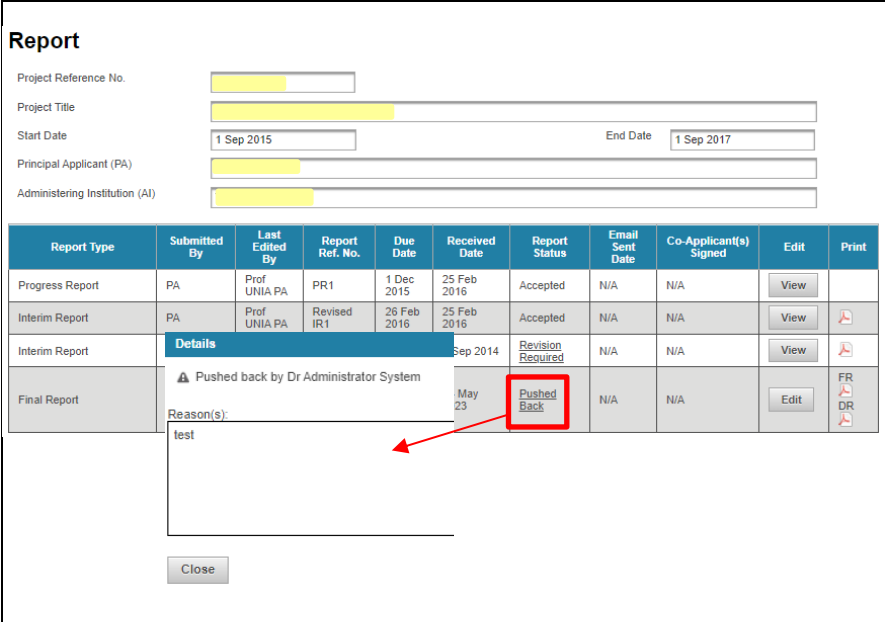
Close

*Step 7:*

Click “Close” to close the submission.



**Revision of Final Report**

	<p><b>Step 1:</b> Go to Project &gt; Completion</p>																																																							
	<p><b>Step 2:</b> Click “More”.</p>																																																							
	<p><b>Step 3:</b> Click “Final / Dissemination Report”.</p>																																																							
 <table border="1"> <thead> <tr> <th>Report Type</th> <th>Submitted By</th> <th>Last Edited By</th> <th>Report Ref. No.</th> <th>Due Date</th> <th>Received Date</th> <th>Report Status</th> <th>Email Sent Date</th> <th>Co-Applicant(s) Signed</th> <th>Edit</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Progress Report</td> <td>PA</td> <td>Prof UNIA PA</td> <td>PR1</td> <td>1 Dec 2015</td> <td>25 Feb 2016</td> <td>Accepted</td> <td>N/A</td> <td>N/A</td> <td>View</td> <td></td> </tr> <tr> <td>Interim Report</td> <td>PA</td> <td>Prof UNIA PA</td> <td>Revised IR1</td> <td>26 Feb 2016</td> <td>25 Feb 2016</td> <td>Accepted</td> <td>N/A</td> <td>N/A</td> <td>View</td> <td></td> </tr> <tr> <td>Interim Report</td> <td></td> <td></td> <td></td> <td></td> <td>Sep 2014</td> <td>Revision Required</td> <td>N/A</td> <td>N/A</td> <td>View</td> <td></td> </tr> <tr> <td>Final Report</td> <td></td> <td></td> <td></td> <td></td> <td>May 23</td> <td>Pushed Back</td> <td>N/A</td> <td>N/A</td> <td>Edit</td> <td>FR DR</td> </tr> </tbody> </table>	Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print	Progress Report	PA	Prof UNIA PA	PR1	1 Dec 2015	25 Feb 2016	Accepted	N/A	N/A	View		Interim Report	PA	Prof UNIA PA	Revised IR1	26 Feb 2016	25 Feb 2016	Accepted	N/A	N/A	View		Interim Report					Sep 2014	Revision Required	N/A	N/A	View		Final Report					May 23	Pushed Back	N/A	N/A	Edit	FR DR	<p><b>Step 4:</b></p> <ul style="list-style-type: none"> <li>- Click “Pushed Back” for comments by CoA or RO or RFS.</li> <li>- Click “Edit”</li> </ul>
Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print																																														
Progress Report	PA	Prof UNIA PA	PR1	1 Dec 2015	25 Feb 2016	Accepted	N/A	N/A	View																																															
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Interim Report					Sep 2014	Revision Required	N/A	N/A	View																																															
Final Report					May 23	Pushed Back	N/A	N/A	Edit	FR DR																																														

## Final Report & Dissemination Report

Report Ref. No.

Project Reference No.

Project Title

Actual Start Date  Actual End Date

Report Status

**\* Only PDF and MS Word files are allowed for final and dissemination report.**

### Upload Final Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

[test.pdf](#)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

[test.docx](#)

### Upload Dissemination Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)

[test.pdf](#)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)

[test.docx](#)

**Attachment (if any, in PDF format only and the maximum file size is 1.5MB):**

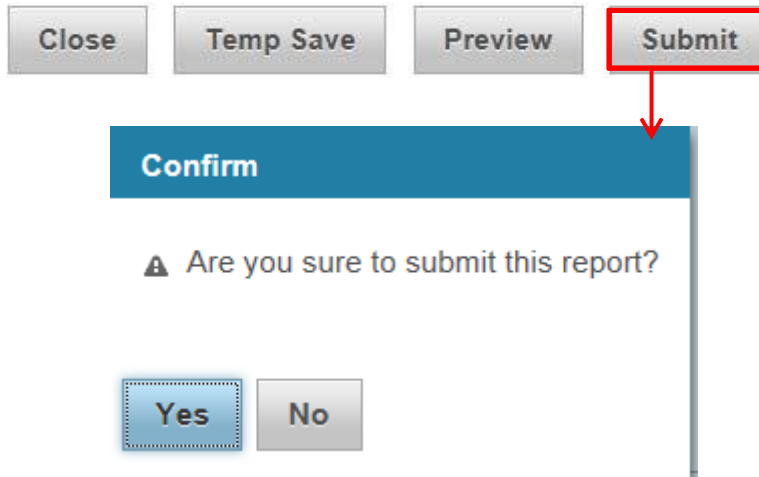
[test.pdf](#)

**Step 5:**

- Delete the old report(s)

- Upload the revised report(s)

- Delete and attach supplementary document, if any.



**Step 6:**

- Click the action button to proceed.
- Click “Yes” to proceed the submission the revised FR to RO. (Note: revised FR will be sent to CoA(s) if any, for endorsement once the submission is made. RO cannot take any action on the revised FR if CoA(s) has (have) not endorsed the revised FR.)

OR

- Click “Temp Save” to save the report in the eGMS for submission later.


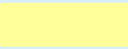
OR

- Click “Preview” to view the details before submission.

OR

- Click “Close” to cancel the submission action.

## Final Report & Dissemination Report

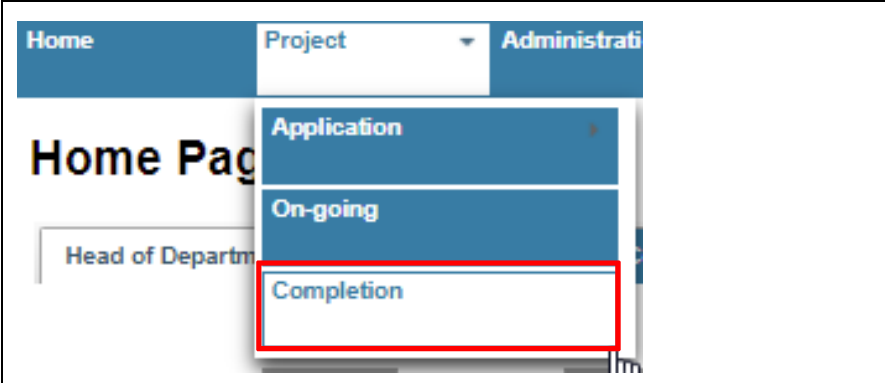
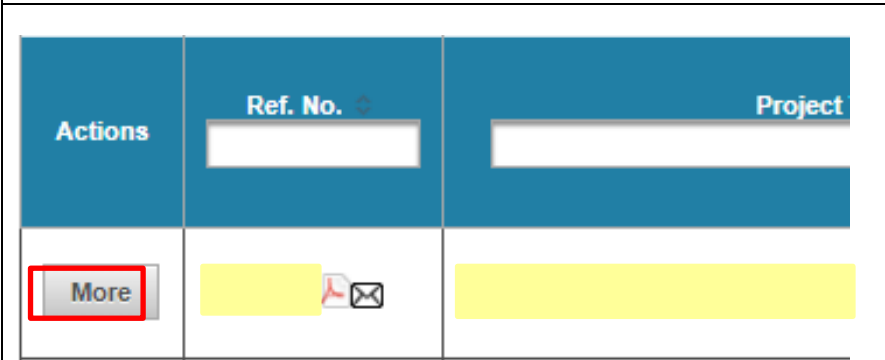
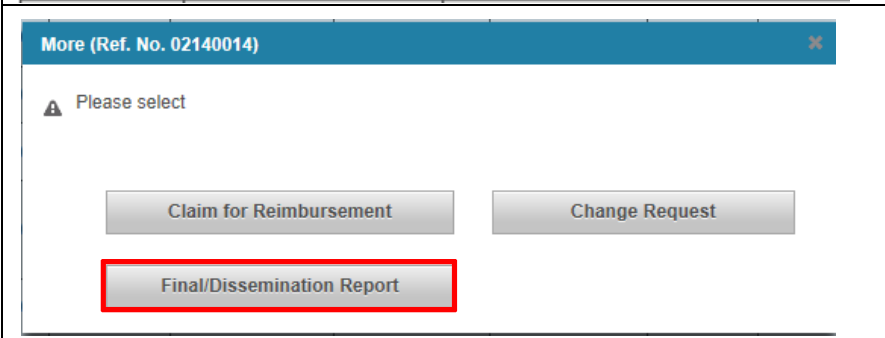
 FR1 of project  has been submitted successfully to RFS.

Close

*Step 7:*

Click “Close” to close the submission

## View the Final and Dissemination Report

 <p>The screenshot shows a navigation bar with 'Home', 'Project', and 'Administrati'. Below 'Project', a dropdown menu is open, listing 'Application', 'On-going', and 'Completion'. The 'Completion' option is highlighted with a red rectangular border.</p>	<p><b>Step 1:</b> Go to Project &gt; Completion</p>
 <p>The screenshot shows a table with columns 'Actions', 'Ref. No.', and 'Project'. In the 'Actions' column, there is a 'More' button highlighted with a red rectangular border. Below the table, there are yellow highlighted areas and icons for a document and an envelope.</p>	<p><b>Step 2:</b> Click "More".</p>
 <p>The screenshot shows a modal window titled 'More (Ref. No. 02140014)'. It contains a warning icon and the text 'Please select'. Below this, there are three buttons: 'Claim for Reimbursement', 'Change Request', and 'Final/Dissemination Report'. The 'Final/Dissemination Report' button is highlighted with a red rectangular border.</p>	<p><b>Step 3:</b> Click "Final / Dissemination Report".</p>

## Report

Project Reference No.

Project Title

Start Date  End Date

Principal Applicant (PA)

Administering Institution (AI)

Report Type	Submitted By	Last Edited By	Report Ref. No.	Due Date	Received Date	Report Status	Email Sent Date	Co-Applicant(s) Signed	Edit	Print
Progress Report	PA		PR1	1 Dec 2015	25 Feb 2016	Accepted	N/A	N/A	<input type="button" value="View"/>	
Interim Report	PA		Revised IR1	26 Feb 2016	25 Feb 2016	Accepted	N/A	N/A	<input type="button" value="View"/>	
Interim Report			IR1	1 Nov 2016	3 Sep 2014	Revision Required	N/A	N/A	<input type="button" value="View"/>	
Final Report	PA		FR1	31 May 2023	24 May 2023	submitted to RFS	N/A	N/A	<input type="button" value="View"/>	 

## Final Report & Dissemination Report

Report Ref. No.

Project Reference No.

Project Title

Actual Start Date  Actual End Date

Report Status

### Upload Final Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)  
[test.pdf](#)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)  
[test.docx](#)

### Upload Dissemination Report

Upload PDF file (in PDF format only and the maximum file size is 1.5MB)  
[test.pdf](#)

Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)  
[test.docx](#)

**Attachment (if any, in PDF format only and the maximum file size is 1.5MB):**

[test.pdf](#)

### Step 4a:

Click PDF icon to download the report(s).

### Step 4b:

- Click "View".
- View the uploaded file for the submission of FR and DR.

## Submission of Outcome Evaluation Survey

(Function for Outcome Evaluation Survey will be activated by RFS in due course)

### Sample of email notification sent to PA for complete the outcome evaluation survey

Subject: eGMS : Attn: (The Name of Principal Applicant) - Outcome evaluation survey of project funded by the Health and Medical Research Fund(Ref No) (2 years / 4 years) after project end date

Dear (The Name of Principal Applicant),

#### **Outcome evaluation of projects funded by the Health and Medical Research (HMRF)**

I am writing to invite you to complete the outcome evaluation survey of your project funded by the HMRF -

- Reference No.: (Ref No)
- Project Title: (Project Title)
- Principal Applicant: (The Name of Principal Applicant)
- Project Commencement Date: (Commencement Date)
- Project End Date: (End Date)
- Time point of this Outcome Evaluation Survey: (2 years / 4 years )

From 2023 onwards, Principal Applicants are required to complete outcome evaluation surveys at **two time points, i.e. 2 years and 4 years after the project end date**. This arrangement will allow more time for outcomes and impacts derived from the research findings and health promotion projects to accrue, especially policy impacts and behaviour/practice changes. Principal Applicants are advised to maintain records of evidence of impacts/outputs generated from the funded grants.

Please login to (eGMS URL) to complete the survey by (due date).

Access path: Project > Completion > More > Outcome Evaluation Survey

#### ***Importance of your reply***

1. It is a **contractual requirement** that “*The Principal Applicant and the Institution shall provide to the Government such information relating to the Project as the Government may reasonably request for the purpose of auditing and evaluating the Project.*” The Research Fund Secretariat **maintains the track records of grant applicants including completion of this survey for outcome evaluation.**
2. Starting from 2023, approval for **new funding will not be granted** if the Principal Applicant has not submitted outstanding/overdue report(s)/certified financial statement(s) and audited account(s)/**outcome evaluation surveys** for his/her other grants supported by the HMRF.
3. The purpose of this evaluation is to provide a quantitative and qualitative assessment of the outputs and deliverables of projects supported with public money. The information provided will be invaluable in helping the Health Bureau determine among other things to what extent the research findings have contributed or may contribute to informing **health policies and enhancing practice/changing behaviour, identifying knowledge gaps that may be worthy of further support**, and whether the supported research represents good value for money.

Should you have technical issues in completing this online survey, please email to us [egmsenquiry@healthbureau.gov.hk](mailto:egmsenquiry@healthbureau.gov.hk).

Thank you very much.

#### **Step 1 :**

Email notification for complete the outcome evaluation survey will be received.

- Please click on 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 2:**
1. Go to the eGMS Login page.
  2. Enter login email.
  3. Enter password and click 'Login'.

- Step 3:**
- Go to project > Completion

or  
Outcome Evaluation of HMRF Research Project - 2nd Survey'

- Step 4:**
- 4.1 Click 'Principal Applicant'.
  - 4.2 Search 'Reference No.'.
  - 4.3 Click 'More'.
  - 4.4 Click 'Outcome Evaluation of HMRF Research Project - 1<sup>st</sup> Survey' or 'Outcome Evaluation of HMRF Research Project - 2<sup>nd</sup> Survey'.



Sample of Outcome Evaluation of HMRF Project:

Sample of Research Project:

**Outcome Evaluation of HMRF Research Project - 1st Survey**

Project Reference No.

Project Title

Start Date  End Date  Approved Amount (\$)

Project Close Date

Administering Institution (AI)

**A. PUBLICATIONS, PATENTS AND OTHER INTELLECTUAL PROPERTY**

**A1. List the publications, patents and other intellectual property** published, in press or filed that have resulted directly from the research project.

Please use one of the following letters to categories each publication or other intellectual property:

- 1 = peer-reviewed journal article
- 2 = book / book chapter (as author)
- 3 = book (as editor)
- 4 = patent
- 5 = others, please specify (e.g. journal editorial, journal letter, published abstract in journal, non-peer-reviewed journal article, published conference proceeding, publicly available full report, etc.)

Publications, patents and other intellectual property	Category	Delete
No records found.		

Add

**B. CAPACITY BUILDING**

**B1. Has participation in the research led to additional formal qualifications** for any member of the project team or other research staff / post-graduate students etc. or is it likely to do so?

Yes  No *If Yes, give details below; If No, go to B2*

I. Any member of the project team					
Type of qualification awarded to project team member	Please specify if "Other" is chosen	Name of person gaining/expected to gain* qualification		Contribution from the research project	Delete
		Gained	Expected*		
No records found.					

Add

II. Any project staff, post-graduate students, etc					
Type of qualification awarded to research staff, postgraduate students, etc.	Please specify if "Other" is chosen	Name of person gaining/expected to gain* qualification		Contribution from the research project	Delete
		Gained	Expected*		
No records found.					

Add

\*include post-graduate degrees currently in progress

**B2. Has participation in the research led to career advancement** for any member of the project team?

Yes  No *If Yes, give details below; If No, go to B3*

Name of team members	Changes in post		Contribution from the research project	Delete
	From	To		
No records found.				

Add

**B3. Have the research project findings or methodology or theoretical developments generated subsequent research** by any member of the project team?

Yes  No *If Yes, give details below; If No, go to B4*

Funder	Amount (\$)	The importance of the research project to securing later funding	Delete
No records found.			

Add

**B4. Are you aware of any significant ways in which your research project has contributed to further research conducted by others?**

Yes  No  Don't know *If Yes, give details below; If No, go to B5*

Project team	Research project title/topic	The importance of your research project to further research by others	Delete
No records found.			

Add

**Step 5:**

- Fill in the outcome evaluation.

(Survey for the Area of Project: Public health, human health and health services research; Infectious diseases or Advanced medical research.)

**B5. Did you collaborate / enter into partnership** for the purpose of completing this project?

Yes  No *If Yes, give details below; if No, go to C1*

**N.B.** The list should tally with the authorship of the Final Report / Dissemination Report. If not, clarify under "Remarks".

During the conduct of this project the Principal Applicant (PA) collaborated / had a partnership with the following personnel from:*		
Personnel from...	Personnel name / Department / Institution	Remarks
...the PA's department		
...another department at the PA's institution		
...another institution in Hong Kong		
...an institution in Mainland China		
...an institution overseas (specify)		

\* list all that apply

### C. POLICY MAKING

**C1. Have the findings from your research project been used in policy / decision making** at any level of the health service?<sup>1</sup>

Yes  No  Don't know *If Yes, give details below; if No, go to C5*

<sup>1</sup>Examples of the use of negative results from studies (despite adequate statistical power) should be included.

**C2. Give details of the use including: the levels** at which policies / decisions were influenced; and the **importance** or impact of the research project's findings to the adoption of the policy / decision.

Use the following letters to categorise the level influenced.

**Geographical level**

A = local (China - Hong Kong)      B = national (China - Mainland)      C = international

**Organisational level in local / national / international context**

D = Legislative Council      E = Health Bureau      F = Department of Health  
 G = Hospital Authority      H = Universities / schools (please specify)  
 I = Professional organisations (please specify)      J = Non-governmental organisations (NGOs) (please specify)  
 K = Others (please specify)

Policy / Decision Making	Geographical level	Organisational level	Degree of impact of research on policy/decision making	Delete
No records found.				

Add

**C3. Give a detailed narrative** explaining on how the research project findings led to or underpinned the health system policy or decision making listed in C2, the beneficiaries, when the impact occurs/occurred, and evidence<sup>2</sup> illustrating the extent of the impact.

<sup>2</sup>Evidence of policy relevance could take many forms including: citing / using research project findings in policy documents, treatment guidelines and protocols, being members of a committee issuing a policy document or a treatment guideline, inclusion of findings in a contract or in a document from an audit, an inspectorial or an evaluative body etc.

Policy / Decision Making	Detailed narrative explaining on how the research project findings led to or underpinned the health system policy or decision making, the beneficiaries, when the impact occurs/occurred, and evidence <sup>2</sup> illustrating the extent of the impact. (Indicative maximum 500 words)	Delete
No records found.		

Add

**C4. Did the impacts listed in C3 result from research findings of more than one project?** If so, provide details of the other projects, i.e. Name of funding agency, Title, Reference number, Principal Applicant, Approved amount, Start/End dates.

Yes  No *If yes, please specify*

Name of Funding Agency	Project Title	Reference Number	Principal Applicant	Approved Amount (HK\$)	Project Start Date	Project End Date	Delete
No records found.							

Add

**C5. Have you or your project team members participated in health-related policy / advisory committees** as a direct outcome of this research?

Yes  No *If Yes, give details below; if No, go to D1*

Name of health-related policy / advisory committees	Post title	Contribution from the research project	Delete
No records found.			

Add

### CHANGES IN PRACTICE

**D1. Have the findings from your research project led to changes**, either directly or through the application of research-informed policies, in **behaviour and / or practice**?<sup>3</sup>

Yes  No  Don't know *If Yes, give details below; if No, go to E1*

<sup>3</sup>Examples of the use of negative results from studies (despite adequate statistical power) should be included.

D2. Specify the research end users whose behaviour and / or practice has changed, the level at which any change occurred, and how important the research project findings were in changing behaviour and/or practice.

Use the following letters to categorise the level and research end user in which behaviour and/or practice have changed.

**Geographical level**  
 A = local (China - Hong Kong)      B = national (China - Mainland)      C = international

**Organisational level in local / national / international context**  
 D = Legislative Council      E = Health Bureau      F = Department of Health  
 G = Hospital Authority      H = Universities / schools (please specify)  
 I = Professional organisations (please specify)      J = Non-governmental organisations (NGOs) (please specify)  
 K = Others (please specify)

**Research end users**  
 L = Medical / allied health professionals / other providers  
 M = Health care managers/administrators  
 N = Health service users / the wider public

Behaviour / Practice	Geographical level	Organisational level	Research end user	Degree of impact of research on behavioural changes	Delete
No records found.					

Add

D3. Give a detailed narrative explaining how the research project findings led to or underpinned the changes in behaviour and/or practice listed in D2, the beneficiaries, when the impact occurs/occurred, and evidence<sup>4</sup> illustrating the extent of the impact.

<sup>4</sup>Evidence of changes in behaviour and/or practice could take many forms including: treatment guidelines and protocols, standard operating procedures, surveys of end-users, etc.

Behaviour / Practice	Detailed narrative explaining on how the research project findings led to or underpinned the changes in behaviour and/or practice, the beneficiaries, when the impact occurs/occurred, and evidence <sup>4</sup> illustrating the extent of the impact. (Indicative maximum 500 words)	Delete
No records found.		

D4. Are the above impacts listed in D3 result from research findings of more than one project? If so, provide details of the other projects, i.e. Name of funding agency, Title, Reference number, Principal applicant, Approved amount, Start/End dates..

Yes     No    If yes, please specify

Name of Funding Agency	Project Title	Reference Number	Principal Applicant	Approved Amount (HK\$)	Project Start Date	Project End Date	Delete
No records found.							

Add

**E. KNOWLEDGE TRANSFER AND LONG-TERM IMPACT**

E1. State whether any of the following dissemination activities have been based on or resulted directly or indirectly from the findings of this research project.

Dissemination activities	
Conferences / workshops primarily for academics (e.g. keynote, speech, invited speaker, oral or poster presentation)	<input type="radio"/> Yes <input type="radio"/> No
Conferences / workshops primarily for practitioners / service users (e.g. keynote, speech, invited speaker, oral or poster presentation)	<input type="radio"/> Yes <input type="radio"/> No
Media presentations (e.g. Press conferences / briefings; Interview / article (newspapers, magazines, TV, radio, etc)	<input type="radio"/> Yes <input type="radio"/> No
Other (please specify) <input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

Previous evaluations have suggested that *liaison between researchers and potential users of the research findings before starting the project or while it was in progress* was a factor in subsequent utilisation of the findings.

E2. Did you liaise with potential users of the research findings...

...before starting the project?       Yes  No

If YES, with whom did you liaise?

...during the research project?       Yes  No

If YES, with whom did you liaise?

E3. Was such liaison a factor in whether the research findings were subsequently utilised or not?

Yes  No

E4. What aspects of the liaison were most important in determining whether the research findings were used or not?

E5. Were there facilitators or barriers that account for the research being utilised or not?

Facilitators:  Yes  No

If yes, please specify

Barriers:  Yes  No

If yes, please specify

END

Thank you for your help

(5.1)

Close

(5.2)

Temp Save

(5.3)

Preview

(5.4)

Submit to RFS

Sample of Health Promotion Project:  
**Outcome Evaluation of HMRF Research Project - 1st Survey**

Project Reference No.

Project Title

Start Date  End Date  Approved Amount (\$)

Project Close Date

Administering Institution (AI)

**A. Reach (individual level) - the absolute number or proportion, and representativeness of individuals who were willing to participate in your project.**

A1. What were the characteristics of the proposed target participants (e.g. clients/carers/staff)?

A2. The proposed number of participants:

The actual number of participants:

A3. How did the actual participants differ (e.g. number, characteristics) from the target participants? Please select one below.

- Completely Different
- Mostly Different
- Moderately Different
- Somewhat Different
- No Difference

**B. Efficacy or Effectiveness (Individual Level) - the impact of an intervention on key outcomes, including quality of life, and economic outcomes potential, unexpected negative effects, etc.**

B1. Did you try to evaluate the outcomes of your project?

- No
- Yes (Give details below)

B2. What is the impact of your project? Please give details below.

Key Outcomes	Description	Documented Evidence e.g. Effect Size (%)
(i) Knowledge gained	<input type="text"/>	<input type="text"/>
(ii) Behaviours changed	<input type="text"/>	<input type="text"/>
(iii) Health status improved	<input type="text"/>	<input type="text"/>
(iv) Others or any negative effects:	<input type="text"/>	<input type="text"/>

(Survey for the Area of Project: Health Promotion.)

<p><b>C. Adoption (setting and organizational level) - the absolute number, proportion and representativeness of settings and intervention agents (people who delivered your project) who were willing to initiate the programme.</b></p> <p>C1. To your best knowledge, how many organizations have adopted your project or components of your project? <input type="text"/></p> <p>Provide the names of groups, NGOs and government services adopting your project, if any.</p> <p><input type="text"/></p> <p>C2. Did any partnership(s) form in your project?</p> <p><input type="radio"/> No <input type="radio"/> Yes (Give details below)</p> <p>C3. Has the project, its services or results been disseminated?</p> <p><input type="radio"/> No <input type="radio"/> Yes (Give details below)</p> <p><b>D. Implementation (setting and organizational level) - How closely the actual implementation met the planned criteria to assure maximum reach and effectiveness?</b></p> <p>D1. How closely the actual implementation met the planned criteria? Please select one below.</p> <p><input type="radio"/> No Criteria Met  <input type="radio"/> Somewhat Met  <input type="radio"/> Moderately Met  <input type="radio"/> Mostly Met  <input type="radio"/> All Met</p> <p>D2. Were there any barriers (internal and external) identified for the implementation of your project strategies?</p> <p><input type="radio"/> No <input type="radio"/> Yes (Give details below)</p> <p>D3. What solutions did your project develop in response to problems/challenge, if any? e.g. availability, accessibility and affordability of health promotion material, etc.</p> <p><input type="text"/></p> <p><b>E. Maintenance (individual or setting level) - the extent to which a programme or policy becomes institutionalised or part of the routine organizational practices and policies.</b></p> <p>E1. Has your project been incorporated in the core business of the agencies/organizations?</p> <p><input type="radio"/> No <input type="radio"/> Yes (Give details below)</p> <p>E2. Did new structures and processes emerge to enable the ongoing health promotion interventions?</p> <p><input type="radio"/> No <input type="radio"/> Yes (Give details below)</p> <p>E3. Have funding or supports been sought or secured from other sources to continue or extend your project?</p> <p><input type="radio"/> No <input type="radio"/> Yes (Give details below)</p> <p>End of Questionnaire - Thank you!</p> <p>(5.1) (5.2) (5.3) (5.4)</p> <p><input type="button" value="Close"/> <input type="button" value="Temp Save"/> <input type="button" value="Preview"/> <input type="button" value="Submit to RFS"/></p>	
<p>End of Questionnaire - Thank you!</p> <p>(5.1)</p> <p><input type="button" value="Close"/> <input type="button" value="Temp Save"/> <input type="button" value="Preview"/> <input type="button" value="Submit to RFS"/></p>	<p><b><u>Step 5.1 (On a need basis)</u></b></p> <p>- Click 'Close' to close the browser.</p>
<p>End of Questionnaire - Thank you!</p> <p>(5.2)</p> <p><input type="button" value="Close"/> <input type="button" value="Temp Save"/> <input type="button" value="Preview"/> <input type="button" value="Submit to RFS"/></p> <p><b>i The Outcome Evaluation Survey of application : <input type="text"/>, is saved.</b></p> <p><input type="button" value="Close"/></p>	<p><b><u>Step 5.2 (On a need basis)</u></b></p> <p>- Click 'Temp Save' to save.  An acknowledgment message for temp saved will be shown at the top.  - Click 'Close' to close the pop-up window.</p>

**End of Questionnaire - Thank you!**

(5.3)

Close   Temp Save   **Preview**   Submit to RFS

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**D. Implementation (setting and organizational level) - How closely the actual implementation met the planned criteria to assure maximum reach and effectiveness?**

D1. How closely the actual implementation met the planned criteria? Please select one below.

- No Criteria Met
- Somewhat Met
- Moderately Met
- Mostly Met
- All Met

D2. Were there any barriers (internal and external) identified for the implementation of your project strategies?

No    Yes (Give details below)

D3. What solutions did your project develop in response to problems/challenge, if any? e.g. availability, accessibility and affordability of health promotion material, etc.

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**E. Maintenance (individual or setting level) - the extent to which a programme or policy becomes institutionalised or part of the routine organizational practices and policies.**

E1. Has your project been incorporated in the core business of the agencies/organizations?

No    Yes (Give details below)

E2. Did new structures and processes emerge to enable the ongoing health promotion interventions?

No    Yes (Give details below)

E3. Have funding or supports been sought or secured from other sources to continue or extend your project?

No    Yes (Give details below)

**End of Questionnaire - Thank you!**

Close   Back   Submit to RFS   **Close**   Back   Submit to RFS

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**Confirm**

⚠ Are you sure to submit the outcome evaluation survey?

**Yes**   No

---

**i** The Outcome Evaluation Survey for project [ ] has been submitted.

**Close**

**Step 5.3 (On a need basis)**

- Click **Preview** to preview the completed Survey.
- Click **Close** to close the preview page;
- Click **Back** to return to previous step;
- Click **Submit to RFS** to submit the survey, and **Yes** to confirm the submission of survey to RFS.

Acknowledgment message for 'Outcome Evaluation has been submitted' will be shown at the top.

- Click **Close** to close the pop-up window.

**End of Questionnaire - Thank you!**

(5.4)

Close   Temp Save   Preview   **Submit to RFS**

---

**Confirm**

⚠ Are you sure to submit the outcome evaluation survey?

**Yes**   No

---

**i** The Outcome Evaluation Survey for project [ ] has been submitted.

**Close**

**Step 5.4**

- Click **Submit to RFS** to submit the survey, and **Yes** to confirm the submission of survey to RFS.

Acknowledgment message for 'Outcome Evaluation has been submitted' will be shown at the top.

- Click **Close** to close the pop-up window.

<p><b><i>Sample of Research Project: Acknowledge Email to Principal Applicant: Step 6.</i></b>  <b><i>for submission of Outcome evaluation survey</i></b></p> <p>Subject: [Acknowledgement] eGMS: Receipt of Outcome evaluation survey of project funded by the Health and Medical Research Fund (Ref No)</p> <p>Dear (The Name of Principal Applicant),</p> <p>This is to acknowledge receipt of the Outcome evaluation survey for the following project submitted via the electronic Grant Management System (eGMS):</p> <ul style="list-style-type: none"> <li>• Reference No.: (Ref No)</li> <li>• Project Title: (Project Title)</li> <li>• Principal Applicant: (The Name of Principal Applicant)</li> <li>• Project Commencement Date: (Commencement Date)</li> <li>• Project End date: (End Date)</li> <li>• Time point of this Outcome evaluation survey: (2 years / 4 years)</li> </ul> <p>Thank you very much.</p>	<p>You will receive an email notification if you have submitted the Outcome evaluation survey.</p>
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