

Quick Guide for Completing the Electronic Application Form

(A) Minimum system requirements

To use the electronic Grant Management System (eGMS), your computer should meet these minimum system requirements:

1. IE 8.0+ or Firefox 3.0+ or Safari 7+
2. 1280 x 1024 Minimum Screen Resolution
3. Java SE Runtime Environment (JRE) 7 or above

Operating system

1. Microsoft Windows running 2003/XP/Vista/7
2. Apple Mac OS x 10.5 or above
3. Fedora Linux Core 7 or above

(B) Access to eGMS

1. Address: <https://rfs.fhb.gov.hk/eGMS/>
2. Login account: If you have not registered a Principal Applicant (PA) account in the electronic Grant Management System (eGMS), please register on the login page of the eGMS (see below) for endorsement by your Administering Institution (AI).



Welcome to the electronic Grant Management System (eGMS) of the Research Fund Secretariat of the Food and Health Bureau, HKSAR.

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.

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 Food and Health Bureau.

 A screenshot of the eGMS login page. The page has a white background with a blue border. At the top, it says "eGMS Account". Below that, there are two input fields: "Email:" with the value "user@email.com" and "Password:" with the value "rFS@2345". Below the password field, there are two links: "Forgot your password?" and "Forgot your login email?". A "Login" button is positioned to the left of these links. Below the login section, there is a paragraph of text explaining the Principal Applicant (PA) account and a "Register for Principal Applicant Account" button. Two callout boxes are present: a red one pointing to the login fields with the text "Existing users can login here." and a blue one pointing to the registration button with the text "Register for Principal Applicant (PA) account here."

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(C) Options for completing the electronic application form (e-Form)

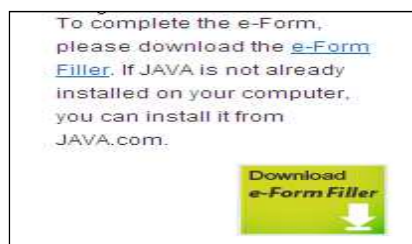
1. Complete the **online e-Form** directly via eGMS

Path: Project > Application

Year	Scheme	Announcement Date	Closing Date	Actions
2014	HMRF	1 Oct 2014	31 Mar 2015	Complete On-line e-Form Upload Offline e-Form Download Offline e-Form

2. Complete the **offline e-Form** and then upload it to eGMS

- (a) Please make sure that you have installed **e-Form Filler** before completing offline e-Form:



- (b) Download the e-Form from eGMS

Year	Scheme	Announcement Date	Closing Date	Actions
2014	HMRF	1 Oct 2014	31 Mar 2015	Complete On-line e-Form Upload Offline e-Form Download Offline e-Form

OR Download the offline **e-Form** from Secretariat's website

HMRF Forms

Grant Applications

- [Electronic Application Form \(e-Form\)](#) (VXF File 1220K) **NEW**
(Right "click" and save the VXF File, then download the **e-Form Filler** to open the VXF file. If JAVA is not already installed on your computer, you can install it from JAVA.com.)

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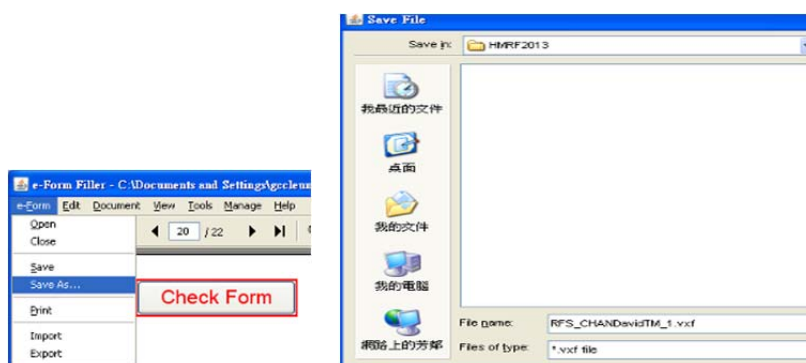
(D) Completing the e-Form

- The data entry fields are colour-coded:
 - Yellow fields are for text entry:
 - A **red border** will show when text is being entered into an active data entry field.
 - A **green border** will show if the data entry field is inactive; data cannot be entered into these fields until the field is activated (e.g. by making an appropriate selection in another section or check box on the application form).
 - Green fields will be completed automatically based on text/figures inserted by the applicant into other fields; direct data entry into green fields is not permitted.
- All file attachments uploaded to the e-Form must be as PDF files (Max limit: 15 MB total for the e-Form and all attachments).
- Email address of the Applicants or administrator shall be in the Administering Institution's domain/sub-domain name. Public email addresses (e.g. Yahoo, Hotmail, Gmail) will not be accepted.
- When completing **Section 4**, please refer to [full list of the research groups/fields](#) for information.
- You should complete the research proposal **13 (a) – (h)** using the [WORD template](#), convert the WORD file to a PDF file after completion, and attach it to **Section 13** of the e-Form.

(E) After completing the e-Form

- You should click the **“Check Form”** button to ensure the e-Form is error free. If errors are found, you will be guided to the field concerned by clicking the error message box.

(F) How to save the offline e-Form as VXF file?



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(G) Need Help?

1. Help text is available when you move the mouse over a field on the e-Form.
2. Help manual for completing the electronic application form is available when you click the “**Help**” button on the application form.
3. For enquiry, please contact the Research Fund Secretariat:
Email: rfs@fhb.gov.hk or fax: 2102 2444