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.   Google Chrome[1] or Mozilla Firefox[2] or Safari 7+

2.   Enable Transport Layer Security (TLS) version 1.2 in the browser

3.   1280 x 1024 Minimum Screen Resolution

4.   Microsoft Office Word 2007 or above (for opening MS Word Offline Application Form)

   [1] Recommended version for Google Chrome is 57 or above.
   [2] Recommended version for Mozilla Firefox is 51 or above.

Operating system

1.   Microsoft Windows 8.1/10

2.   Apple Mac OS x 10.5 or above

3.   Fedora Linux Core 7 or above

Transport Layer Security (TLS)

Since old Transport Layer Security (TLS) versions may cause security risks, we highly recommend eGMS users to enable TLS version 1.2 in their browsers. Please refer to the details in **Appendix**.

(B) Access to eGMS

1. Address: https://rfs.healthbureau.gov.hk/eGMS/

2. Login account: If Fellowship Applicant (FA) has not registered for a Principal Applicant (PA) account in the eGMS, please register on the login page of the eGMS (see below). FA will have to wait for approval from his/her Administering Institution (AI) for the creation of PA account.

3. If co-applicant is not an existing eGMS user, he/she is encouraged to register a co-applicant account from the eGMS login page in advance. Their electronic endorsement of the proposal will be required after submission of the application by FA to AI.

(C)   Complete the Web-based Online e-Form

Reminder:

Please update your eGMS profile before filling in the e-Form, as your latest personnel information will be auto filled up in the e-Form (**Part A** and **Part I – Section 11 Project Team** accordingly).

(i) Click Project > Application > View Application

(ii) Click the tab "Application Call"

(iii) Click "Complete Web-based Online e-Form"

(Note: Useful templates for completing Sections 7, 14 and 15 can be downloaded here. Please refer to Pages 6-7 of this Quick Guide.)

Terms of Use

The System may contain links to sites which are not under the control of the HKSAR Government. In no event shall the HKSAR Government or anyone acting on its behalf be responsible for the contents of any linked site or any link contained in a linked site or for any changes or updates to such sites. Inclusion of a link is for your convenience only and does not imply any endorsement by the HKSAR Government. You are responsible for complying with this Terms and Conditions in using any linked site. The HKSAR Government reserves the right to terminate any link or linking programme at any time.

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To the maximum extent permitted by applicable law, in no event shall the HKSAR Government or anyone acting on its behalf be liable for any direct, indirect, special, incidental or consequential damages whatsoever, including without limitation damages for personal injury, death, loss of profits, loss of confidential or other information, business interruption, loss of privacy, failure to meet any duty (including without limitation any duty of good faith or reasonable care), negligence, negligent misrepresentation, failure to warn, and any other pecuniary or other loss whatsoever, arising out of or in any way related to the System or the Services, including without limitation any use or misuse of, or inability to use, the System or the Services, or otherwise under or in connection with any provision of this Terms and Conditions, including without limitation any breach of any term or condition or a fundamental breach of this Terms and Conditions, even if the HKSAR Government or anyone acting on its behalf has been advised of the possibility of such damages.

Jurisdiction and Governing Law
This Terms and Conditions shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region, the People's Republic of China. You agree to submit any dispute arising from or in connection with this Terms and Conditions to the exclusive jurisdiction of the courts of Hong Kong.

Notice and Limitation
In the event that you suffer any loss or damage arising from or in connection with your use, misuse or inability to use this System or the Services, you shall not commence any claim or proceeding, arising from or in connection with the System or the Services, unless and until you have delivered notice of such loss and damage and provided the RFS with sixty (60) days to correct such situation. In any event, you shall not bring any claim against the HKSAR Government more than six (6) months after the purported cause of action has arisen. The RFS's address for legal notices is 9/F, Rumsey Street Multi-storey Carpark Building, 2 Rumsey Street, Sheung Wan Hong Kong.

Severability
The provisions of this Terms and Conditions are severable, and should any provision hereof be void, voidable or unenforceable under any applicable law, such void, voidable or unenforceable provision shall not affect or invalidate any other provisions of this Terms and Conditions, which shall continue to govern as though the void, voidable or unenforceable provision were not a part hereof.

Suspension and Termination
The HKSAR Government or anyone acting on its behalf reserves the right to suspend and/or terminate your use of the System, and your password, PIN and/or username at any time without notice to you.

You need to scroll through all the contents in the Terms of Use before you are able to click the check box below.

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

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

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

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

[Continue]   [Cancel]

(iv) Read the Terms of Use, tick the boxes and click "Continue"

(v) Click relevant tab to go to relevant Section directly for completing the details

Attention: The eGMS will be logged out automatically if the screen has been idling for 20 minutes.   Please be reminded to save the e-Form regularly.

[Save] [Submit]

[1] [Next]
of 22

| Personal Information (A to D) | Mentor Information (E) | Justifications of Application (F) |

| Research Fellowship Period, Training Proposal (G to H) | Project Information (I 1 to I 4) |

| Potential Application, Keyword (I 5 to I 6) | Project Proposal (I 7) | Project Duration, Timetable of Work (I 8 to I 9) |

| Budget Plan (I 10) | Project Team (I 11) | CV (I 12) | Ethics Approval (I 13) |

| Related Proposal and Track Records (I 14 to I 15) | Declaration and Nomination Letter (J) |

(vi) Click "Save" to save the e-Form and "Yes" for confirmation.

Save	Submit

| 1 | Next | | Personal Information (A to D) | Mentor Information (E) | Justifications of Application (F) |

of 22

| Research Fellowship Period, Training Proposal (G to H) | Project Information (I 1 to I 4) |

| Potential Application, Keyword (I 5 to I 6) | Project Proposal (I 7) | Project Duration, Timetable of Work (I 8 to I 9) |

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Confirm

⚠ Are you sure to Save ?

| Yes | No |

(vii) An acknowledgment message will be displayed on the top showing the e-Form has been saved with a temporary Ref. No.

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

(D) Supplementary Information for Completing Sections 7, 14 and 15 of the e-Form

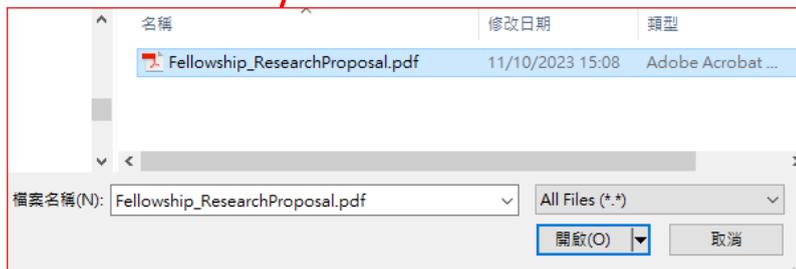1. Go to Application > Application Call page

For Part I – Section 7, after completing the research proposal MS Word template, please convert it into a PDF file and click "Browse" to select the PDF file for uploading it onto Section 7.

For Part I – Sections 14 and 15, after completing the excel file of the relevant records from you and project team members, please click "Browse" to select the excel file for uploading it onto Sections 14 and 15.

An example in Section 14a(i) stated below -
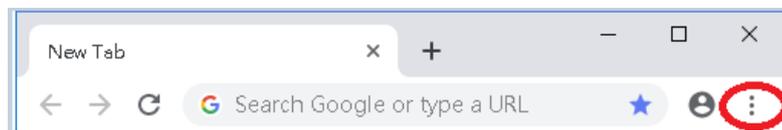
(E)   Need Help?

1.   If some fields are not completed according to the format, error message box will pop up when you click the "Submit" button in the application form.   Please edit the application form again and re-submit.

2.   For enquiry, please contact the Research Fund Secretariat by email (egmsenquiry@healthbureau.gov.hk), or by phone at 3427 3344 during office hours.
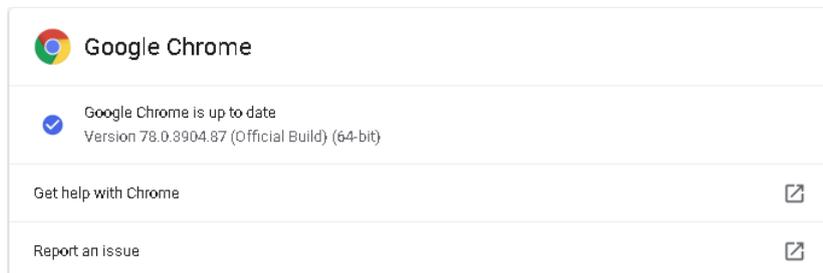
1. **Google Chrome**

(a) We recommended eGMS user to use version 57 or above. If you are using Google Chrome version 22 or above, TLS 1.1 is automatically supported. TLS 1.1 and 1.2 are automatically enabled from version 29 or above.

(b) To find out which version of google chrome you are using -

    i. Open your Chrome browser

    ii. Click the "More" icon at the right corner of the address bar.

    iii. At the bottom of the menu, click "Help", then click "About Google Chrome"

    iv. The version of Google Chrome will be shown

(c) To update Google Chrome –

    i. Chrome will check for any updates and immediately download them when you open the About Google Chrome page

    ii. Close your browser and restart Chrome to complete the updates

2. **Mozilla Firefox**

(a) Set the TLS version of the browser

   i. Open Firefox browser

   ii. In the address bar, type "about:config" and press "Enter"

   iii. In the Search field, enter "tls". Find and double-click the entry for "security.tls.version.max"
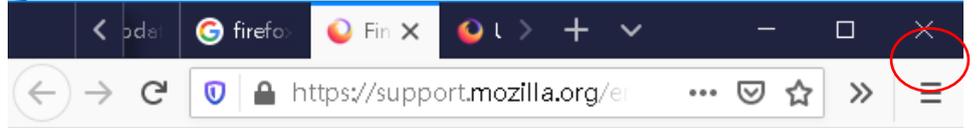

   iv. Set the integer value to 2 to force a minimum protocol of TLS 1.1

   v. Set the integer value to 4 to force a maximum protocol of TLS 1.3

偏好設定名稱	狀態	類型	值	
devtools.remote.tls-handshake-timeout	預設值	整數	10000	
gl.use-tls-is-current	預設值	整數	0	
network.http.spdy.enforce-tls-profile	預設值	布林（Boolean）值	true	
network.http.tls-handshake-timeout	預設值	整數	30	
network.proxy.proxy_over_tls	預設值	布林（Boolean）值	true	
security.tls.enable_0rtt_data	預設值	布林（Boolean）值	true	
security.tls.enable_post_handshake_auth	預設值	布林（Boolean）值	false	
security.tls.hello_downgrade_check	預設值	布林（Boolean）值	false	
security.tls.insecure_fallback_hosts	預設值	字串		
security.tls.version.fallback-limit	預設值	整數	4	
security.tls.version.max	預設值	整數	4	
security.tls.version.min	已修改	整數	2	

   vi. Click "OK"

   vii. Close your Firefox browser and restart your Firefox browser

   viii. Recommended version 51 or above

(b) To find out which version of Firefox browser you are using –

    i.   Open your Firefox browser

    ii.   At the top of your Firefox browser, to the right of the address bar, click the "Menu" icon

    iii.   At the bottom of the menu, click "Help", then "About Firefox"

    iv.   The version of Firefox browser will be shown

(Note: Updated version will be downloaded automatically)

    v.   Close your browser and restart Firefox browser to complete the update

3. Safari

There are no options for enabling SSL protocols.   If you are using Safari version 7 or above, TLS 1.2 is automatically enabled.