

Electronic Grant Management System (eGMS)

Training Manual for Administering Institution (AI) Users

Project Monitoring Module

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

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Abbreviations

AI = Administering Institution

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 users*

1. Endorsement of Interim Report (IR) (for RO only)

A screenshot of a web application's top navigation bar. It includes a 'Home' button, a 'Project' dropdown menu, and an 'Administration' button. Below the 'Project' dropdown, a sub-menu is visible with options: 'Application', 'On-going' (highlighted with a red rectangle), and 'Completion'. The 'Home Page' text is partially visible on the left.

Step 1:

Go to Project > On-going

A screenshot of the 'On-going' page in the application. At the top, there are four tabs: 'Master List', 'Action List' (highlighted with a red rectangle), 'Outstanding List', and 'Pushed Back'. Below the tabs are input fields for 'Call Year' and a 'Scheme' dropdown menu. A table lists projects with columns 'Ref. No.' and 'Project'. The first row shows '03140066' and 'UAT 0730 P5 (GRB Rating 4)'. The second row shows '20220301CS1' and 'MET04 2022 CS CR'. Below this is another table with columns: 'Type', 'Change Request No.', 'PR/IR No.', 'Check-in-order List', 'Checked', and 'Actions'. The first row of this table has 'Interim Report', an empty 'Change Request No.', 'IR1' (highlighted with a red rectangle), an edit icon, 'N', and a 'Push Back' link. The second row has 'Interim Report', an empty 'Change Request No.', 'IR2' (highlighted with a red rectangle), an edit icon, 'Y', and 'Endorse' and 'Push Back' buttons.

Step 2:

- Select “**Action List**”.
- Click “**IR**” to view the Interim Report.

Type	Change Request No.	PR/IR No.	Check-in-order List	Checked	Actions
Interim Report		IR1		N	Push Back
Interim Report		IR2		Y	Endorse Push Back

Check-in-order List

Ref. No. 20220301CS1
 Project Title MET04 2022 CS CR
 Principal Applicant Prof PA UniB
 Department Department 1
 User Name Mr RO UNIC
 Checked Date
 Remarks

[Confirm Checked](#)
[Back](#)
[Push Back](#)

Interim Report		IR1		Y	Endorse Push Back
Interim Report		IR1		N	Endorse Push Back

Step 3a (Optional):

Click **“Check-in-order List”** to

- View “checked” details, if any, entered by EO(RO), or
- Enter new entry for “checked” details.

Step 3b:

Click **“Checked Date”** after entering the “checked” details in “Remarks”.

Step 3c

Click **“Confirm Checked”** to save new entry.

Step 4a:

Click **“Endorse”** to endorse the Interim Report and submit the IR to RFS.

OR

Step 4b:

Click **“Push back”** to request PA to revise the IR submission.

2. Endorsement of Final Report (FR) (for RO only)

<div><div>HomeProjectAdministration</div><div>Home Page</div><div>Home</div><div>Application</div><div>On-going</div><div>Completion</div></div>	<p>Step 1:</p> <p>Go to Project > Completion</p>												
<div><div>Completion</div><div>Master ListAction ListOutstanding ListPush</div><table><thead><tr><th>Type</th><th>Change Request No.</th><th>PR/IR No.</th><th>Check-in-order List</th><th>Checked</th><th>Actions</th></tr></thead><tbody><tr><td>Final Report</td><td></td><td>FR1</td><td></td><td>N</td><td><div>Endorse</div><div>Push Back</div></td></tr></tbody></table></div>	Type	Change Request No.	PR/IR No.	Check-in-order List	Checked	Actions	Final Report		FR1		N	<div>Endorse</div> <div>Push Back</div>	<p>Step 2:</p> <ul style="list-style-type: none">- Select “Action List”.- Click “FR” to view the Final Report.
Type	Change Request No.	PR/IR No.	Check-in-order List	Checked	Actions								
Final Report		FR1		N	<div>Endorse</div> <div>Push Back</div>								
<div><div>Final Report & Dissemination Report</div><div><div>Report Ref. No.<div>FR1</div></div><div>Project Reference No.<div>01210257</div></div><div>Project Title<div>eGMS_LoadTest_Part2_FE_Case3</div></div></div><div><div>Actual Start Date<div>12 Apr 2022</div></div><div>Actual End Date<div>11 May 2023</div></div><div>Report Status<div>Pending Signature</div></div></div><div><div>Upload Final Report</div><div><div>Upload PDF file (in PDF format only and the maximum file size is 1.5MB)<div>size_277.pdf</div></div><div>Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)<div>test.docx</div></div></div><div><div>Upload Dissemination Report</div><div><div>Upload PDF file (in PDF format only and the maximum file size is 1.5MB)<div>size_277.pdf</div></div><div>Upload Word file (in DOC / DOCX format only and the maximum file size is 1.5MB)<div>test.docx</div></div></div></div><div>Attachment (if any, in PDF format only and the maximum file size is 1.5MB):</div></div></div>	<p>Step 3:</p> <p>Click and preview the FR / DR.</p>												

Type	Change Request No.	PR/IR No.	Check-in-order List	Checked	Actions
Final Report		FR1		N	<div>Endorse</div> <div>Push Back</div>

Check-in-order List

Ref. No.

20220301CS1

Project Title

MET04 2022 CS CR

Principal Applicant

Prof PA UniB

Department

Department 1

User Name

Mr RO UNIC

Checked Date

Remarks

Confirm Checked

Back

Push Back

Type	Change Request No.	PR/IR No.	Check-in-order List	Checked	Actions
Final Report		FR1		N	<div>Endorse</div> <div>Push Back</div>

Step 4a (Optional):

Click “Check-in-order List” to

- View “checked” details, if any,

entered by EO(RO),

or

- Enter new entry for “checked” details.

Step 4b:

Click “Checked Date” after entering the “checked” details in “Remarks”.

Step 4c:

Click “Confirm Checked” to save new entry.

Step 5a:

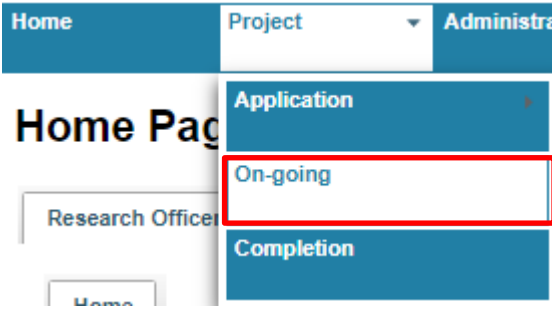

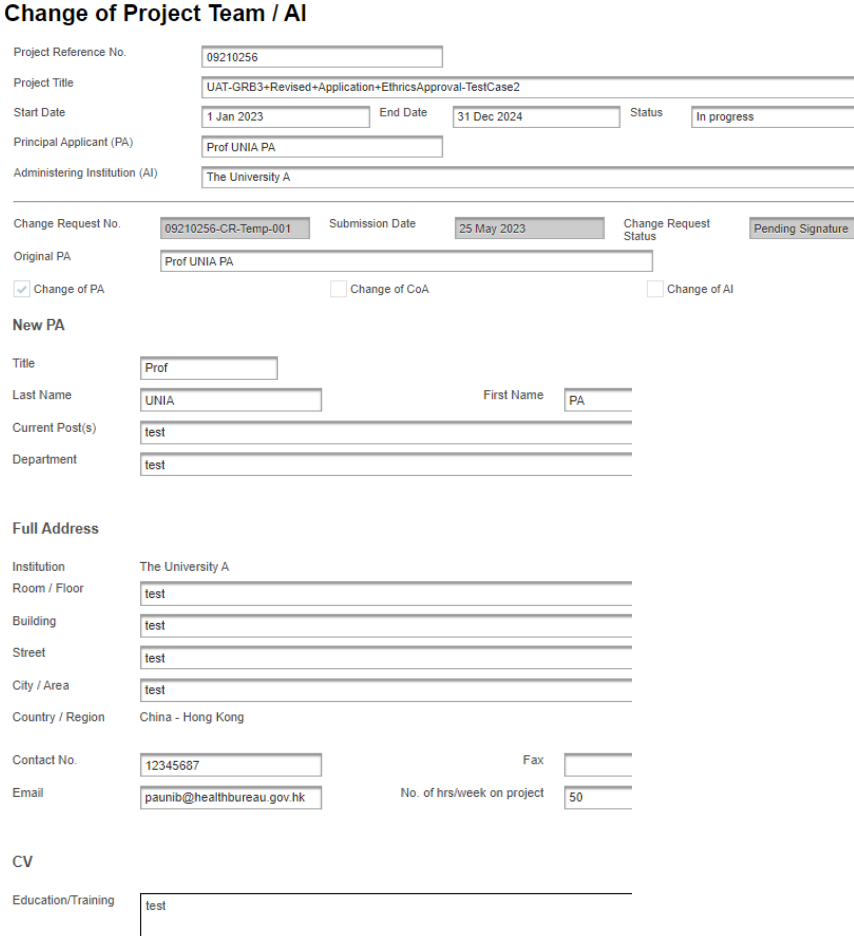
Click “Endorse” to endorse the Final Report and submit the FR to RFS.

OR

Step 5b:

Click “Push back” to request PA to revise the FR submission.

3. Endorsement of Change of Principal Applicant (for RO only)

	<p>Step 1:</p> <p>Go to Project > On-going</p>
	<p>Step 2:</p> <ul style="list-style-type: none"> Select “Action List”. Click the link under “Change Request No.”
	<p>Step 3:</p> <ul style="list-style-type: none"> View the details of the new PA

Position and Honours (in reverse chronological order with dates)	test		
Five Most Recent Relevant Publications and Description of Relevant Experience	test		
Role and Responsibility in the Project	test		
<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> <div>(1 of 1) << 1 >> 20 ▾</div> <table border="1"><thead><tr><th>Filename</th></tr></thead><tbody><tr><td>test.pdf</td></tr></tbody></table> <div>(1 of 1) << 1 >> 20 ▾</div> <p>Attach</p> <p>Justifications</p> <p>Justifications</p> <p>test</p> <div><div>Back</div><div>Temp Save</div><div>Submit</div><div>Push Back</div><div>Withdraw</div><div>Endorse</div></div>		Filename	test.pdf
Filename			
test.pdf			

Step 4a:

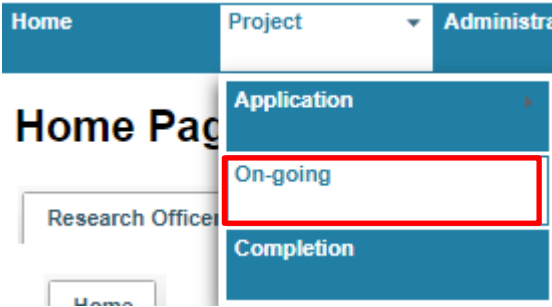
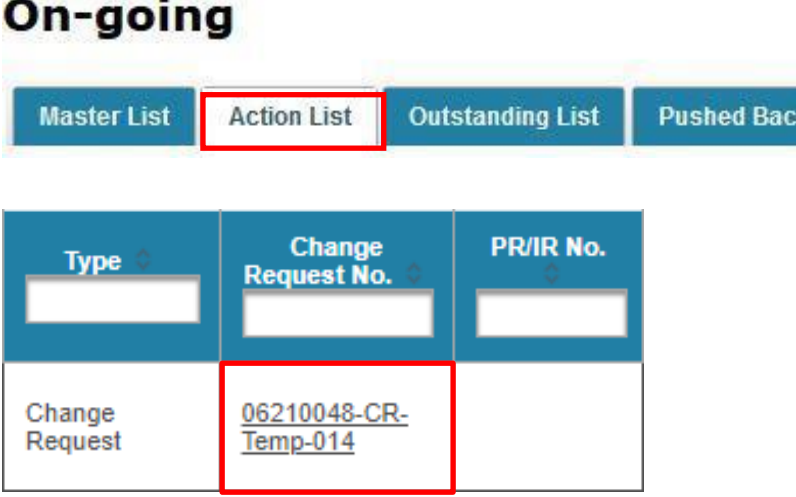

Click “Endorse” to submit change request to RFS.

OR

Step 4b:

Click “Push Back” to reject the change request from PA.

4. Endorsement of Change of Administering Institution (for RO only)

	<p>Step 1:</p> <p>Go to Project > On-going</p>
	<p>Step 2:</p> <ul style="list-style-type: none"> Select “Action List”. Click the link under “Change Request No.”
	<p>Step 3:</p> <ul style="list-style-type: none"> View the details of the new AI

<p>Justifications</p> <p>Justifications</p> <div>test</div> <div><div>Back</div><div>Temp Save</div><div>Submit</div><div>Push Back</div><div>Withdraw</div><div>Endorse</div></div>	<p><u>Step 4a:</u></p> <p>Click “Endorse” to submit change request to RFS.</p> <p>OR</p> <p><u>Step 4b:</u></p> <p>Click “Push Back” to reject the change request from PA.</p>
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5. Preview the Change Request

A screenshot of a web application's top navigation bar. It has three main sections: 'Home' (blue), 'Project' (white with a dropdown arrow), and 'Administration' (blue). Below the 'Project' section, a dropdown menu is open, showing three options: 'Application' (blue), 'On-going' (white with a red rectangular border), and 'Completion' (blue). The 'Home Page' text is visible in the background.

Step 1:

Go to Project > On-going

A screenshot of the 'On-going' page. At the top, there are two tabs: 'Research Officer' and 'Co-Applicant'. Below them is a row of buttons: 'Master List', 'Action List', 'Outstanding List', 'Pushed Back List', 'Change Request' (highlighted with a red box), and 'Report (PR/IR)'. Below the buttons are filters for 'Call Year', 'Scheme' (with a dropdown), 'AOP', and 'All' (with a dropdown), along with a 'Search' button. A pagination bar shows '(1 of 1)' and page numbers '1' and '20'. Below this is a table with four columns: 'Ref. No.', 'Project Title', 'Principal Applicant', and 'Department'. The table contains three rows of data. Below this table is another table with five columns: 'Funding Amount (HK\$)', 'Status', 'Start Date', 'End Date', and 'No. of Request Submitted'. The last column has a dropdown arrow. The table contains three rows of data, with the last row having the number '10' highlighted with a red box.

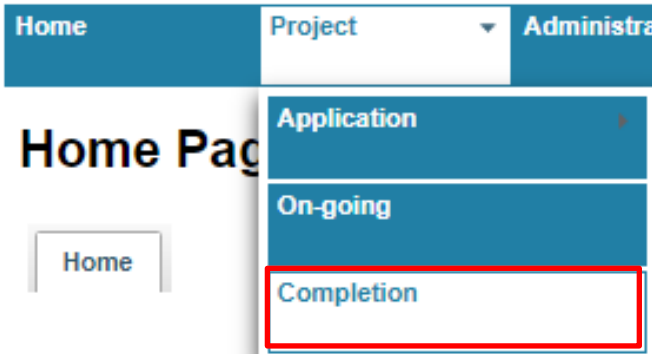
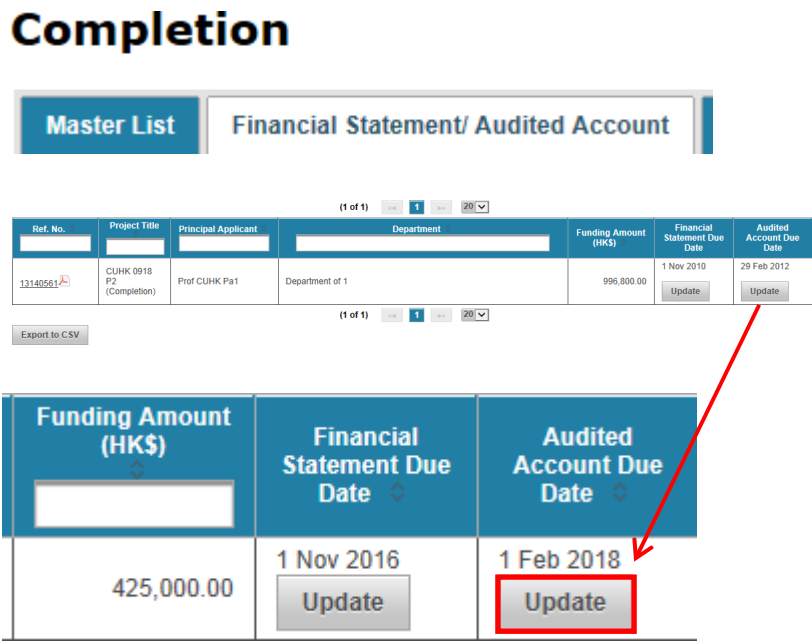
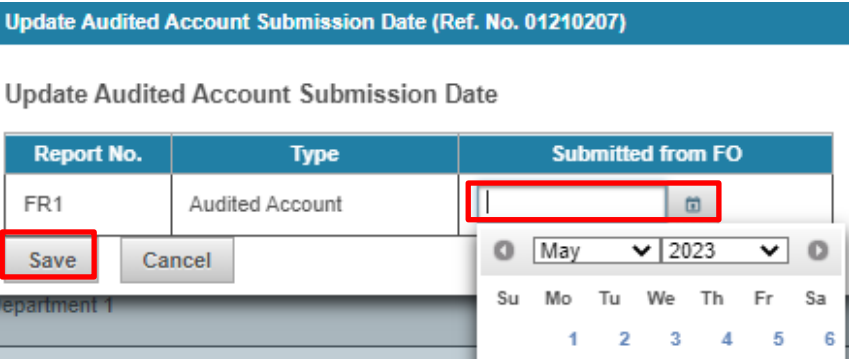
Step 2:

- Select “Change Request”.
- Click the number under “No. of request submitted”.

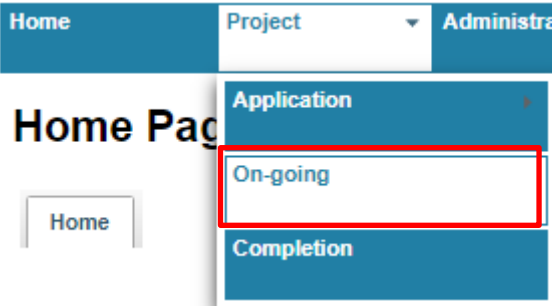
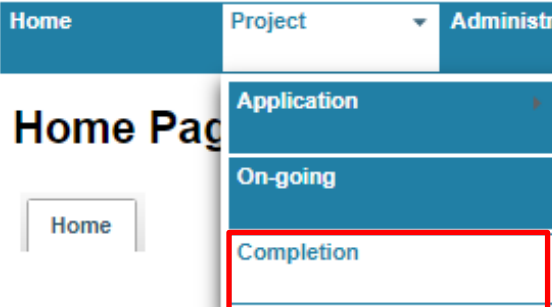
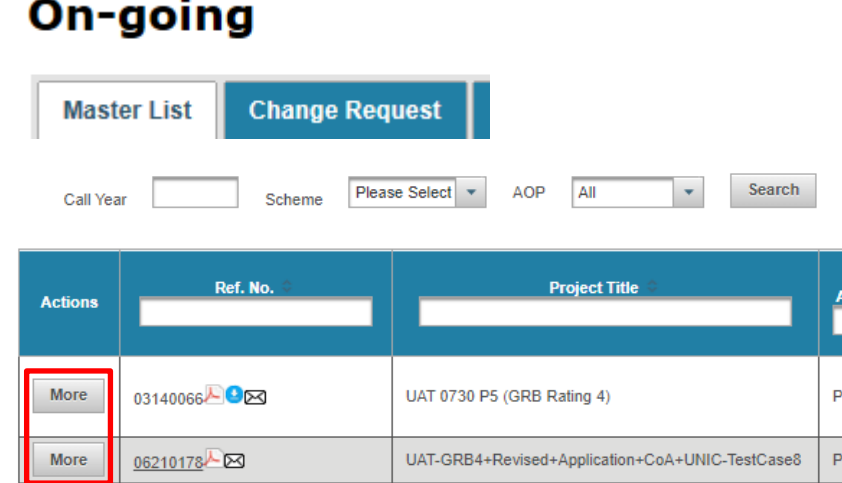
6. Update Submission Date of Financial Statement (for FO only)

<div><div><div>Home</div><div>Project</div><div>Administrative</div></div><div><div>Home Page</div><div>Application</div><div>On-going</div><div>Completion</div></div><div><div>Home</div></div></div>	<p>Step 1:</p> <p>Go to Project > On-going</p>																		
<div><div><div>On-going</div></div><div><div><div>Master List</div><div>Change Request</div><div>Financial Statement/ Audited Account</div></div><div><div>Call Year</div><div>Scheme</div><div>Please Select</div><div>AOP</div><div>All</div><div>Search</div></div><div><div>(1 of 1)</div><div>1</div><div>20/50</div></div><table><thead><tr><th>Ref. No.</th><th>Project Title</th><th>Principal Applicant</th><th>Department</th><th>Funding Amount (R\$)</th><th>Financial Statement Due Date</th></tr></thead><tbody><tr><td>03140066</td><td>UAT 0730 PS (GRB Rating 4)</td><td>Prof PA UnB</td><td>Department 1</td><td>1,025,000.00</td><td>24 Jul 2024, 31 May 2023</td></tr><tr><td>06210179</td><td>UAT-GRB4-Revised-Application-Cat-UJNIC-Test Case0</td><td>Prof PA UnB</td><td>Department 1</td><td>3,084,000.00</td><td>1 May 2024</td></tr></tbody></table><div><div>Financial Statement Due Date</div><div>24 Jul 2024, 31 May 2023</div><div>Update</div><div>1 May 2024 Update</div></div></div></div>	Ref. No.	Project Title	Principal Applicant	Department	Funding Amount (R\$)	Financial Statement Due Date	03140066	UAT 0730 PS (GRB Rating 4)	Prof PA UnB	Department 1	1,025,000.00	24 Jul 2024, 31 May 2023	06210179	UAT-GRB4-Revised-Application-Cat-UJNIC-Test Case0	Prof PA UnB	Department 1	3,084,000.00	1 May 2024	<p>Step 2:</p> <ul style="list-style-type: none">- Select “Financial Statement / Audited Account”.- Click “Update” of the respective project.
Ref. No.	Project Title	Principal Applicant	Department	Funding Amount (R\$)	Financial Statement Due Date														
03140066	UAT 0730 PS (GRB Rating 4)	Prof PA UnB	Department 1	1,025,000.00	24 Jul 2024, 31 May 2023														
06210179	UAT-GRB4-Revised-Application-Cat-UJNIC-Test Case0	Prof PA UnB	Department 1	3,084,000.00	1 May 2024														
<div><div><div>Update Financial Statement Submission Date (Ref. No. 03140066)</div><div><div>Update Financial Statement Submission Date</div><table><thead><tr><th>Report No.</th><th>Type</th><th>Submitted from FO</th></tr></thead><tbody><tr><td>IR1</td><td>Financial Statement</td><td></td></tr><tr><td>IR2</td><td>Financial Statement</td><td></td></tr></tbody></table><div><div>Save</div><div>Cancel</div></div><div><div>May</div><div>2023</div><div>Su Mo Tu We Th Fr Sa</div><div>1 2 3 4 5 6</div><div>7 8 9 10 11 12 13</div></div></div></div></div>	Report No.	Type	Submitted from FO	IR1	Financial Statement		IR2	Financial Statement		<p>Step 3:</p> <ul style="list-style-type: none">- Update the submission date of the hard copy of Financial Statement to RFS.- Click “Save” to save the submission date.									
Report No.	Type	Submitted from FO																	
IR1	Financial Statement																		
IR2	Financial Statement																		

7. Update Submission Date of Audited Account (for FO only)

	<p>Step 1:</p> <p>Go to Project > Completion</p>
	<p>Step 2:</p> <ul style="list-style-type: none"> - Select “Financial Statement / Audited Account”. - Click “Update” of the respective project.
	<p>Step 3:</p> <ul style="list-style-type: none"> - Update the submission date of the hard copy of audited account to RFS. - Click “Save” to save the submission date.

8. Submission of Claim Form (for FO only)

 	<p>Step 1:</p> <p>Go to Project > On-going</p> <p>or</p> <p>Go to Project > Completion</p>
	<p>Step 2:</p> <ul style="list-style-type: none"> - Select “Master List”. - Click “More”.

More (Ref. No. 03140076)

Please select

Claim for Reimbursement

Change Request

Financial Statement

Step 3:

Click “Claim for Reimbursement”

Claim for Reimbursement of Expenditure

Project Reference No.

03140066

Project Title

UAT 0730 P5 (GRB Rating 4)

Start Date

24 May 2023

End Date

23 May 2025

Principal Applicant (PA)

Prof PA UniB

Administering Institution (AI)

The University C

Approved Amount (HKD)

1,025,000.00

Accumulated Claim (HKD)

0.00

Available Amount (HKD)

1,025,000.00

Amount for Individual Category

Staff (HK\$)

960,000.00

Other Expenses (HK\$)

65,000.00

Equipment (HK\$)

0.00

(1 of 1)

20

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
No records found.									

(1 of 1)

20

Accumulated Claim (HKD)

0.00

Staff (HK\$)

960,000.00

Other Expenses (HK\$)

65,000.00

Equipment (HK\$)

0.00

Create new claim form

Export to CSV

Close

Step 4:

Click “Create a new claim form”.

Period of Claim (MMM YYYY)

From

Please Select

Please Select

To

Please Select

Please Select

Category	Item	Amount (HK\$) (A)	Accumulative Claim (HK\$) (B)	Available Amount (HK\$) (C) = (A) - (B)	Amount (HK\$)	Remarks
Staff Cost (Project Staff)	RA	360,000.00		360,000.00		
Staff Cost (Project Staff)	RN	600,000.00		600,000.00		
Subtotal					0.00	
Other Expenses	OE item 1	20,000.00		20,000.00		
Other Expenses	OE item 2	20,000.00		20,000.00		
Other Expenses	Conference	10,000.00		10,000.00		
Other Expenses	Publication	10,000.00		10,000.00		
Other Expenses	Audit Fee	5,000.00		5,000.00		
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)

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							
RA	11	15,000.00	100.00				+
RN	1	25,000.00	100.00				+
Subtotal						0.00	

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

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.

CancelTemp SavePreviewSubmit

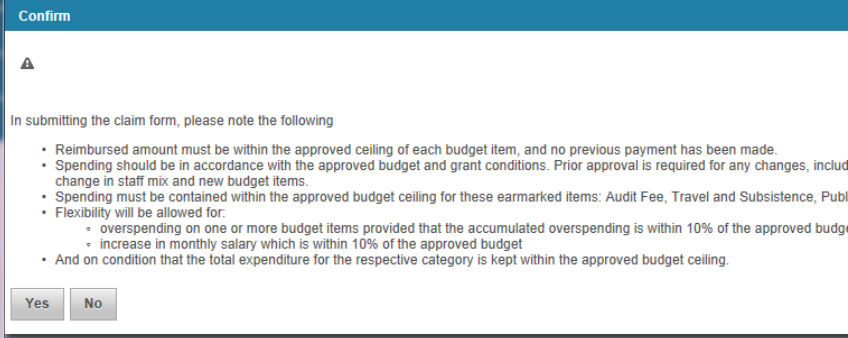
- Attach supplementary information (if any).
- Click “Submit” to submit the claim form to RFS.

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.

	<p>Step 6</p> <p>Click “Yes” to confirm the submission of the claim form to RFS..</p>
	<p>Step 7</p> <p>Send the hard copy of the claim form signed by PA and FO to RFS. Please refer to print function on P.15.</p>

9. Print the Claim Form (for FO only)

Home

Project

Administration

Home Page

Application

On-going

Completion

Home

Project

Administration

Home Page

Application

On-going

Completion

On-going

Master List

Change Request

Financial Statement/ Audited Account

Claim for Reimbursement

(1 of 1)

1

20

Ref. No.	Project Title	Principal Applicant	Department	Funding Amount (HK\$)	Status	Start Date	End Date	No. of claim submitted
13140541	CUHK 0918 (for screenshot purposes)	Prof CUHK Pa1	Department of 1	995,800.00	In progress	1 Sep 2015	31 Dec 2017	2

(1 of 1)

1

20

Export to CSV

Start Date

End Date

No. of Claim Submitted

2015

31 Aug 2017

1

Summary of Financial Report

Project Reference No.

20220301CS1

Project Title

MET04 2022 CS CR

Start Date

2 Mar 2022

End Date

1 Mar 2025

Principal Applicant (PA)

Prof PA UniB

Administering Institution (AI)

The University C

Approved Amount (HKD)

360,000.00

Accumulated Paid (HKD)

86,400.00

Available Amount Balance (HKD)

330,000.00

Amount for Individual Category

Staff (HK\$)

360,000.00

Other Expenses (HK\$)

0.00

Equipment (HK\$)

0.00

(1 of 1)

1

20

Financial Report Sequence	Last Edited By	Submission Date to RFS	Submitted by	Staff (HK\$)	Other Expenses (HK\$)	Equipment (HK\$)	Total (HK\$)	Status	Payment Date	Actions
20220301CS1-CF-Temp-001	Dr HHB SRESR3			10,000.00	0.00	0.00	10,000.00	Temp Save		Edit
20220301CS1-CF-001	Dr HHB SRESR3	28 Mar 2022	SR	10,000.00	0.00	0.00	10,000.00	Paid	1 Jun 2022	View

Step 1:

Go to Project > On-going

or

Go to Project > Completion

Step 2:

- Select “Claim for Reimbursement” tab.
- Click the number under “No. of Claim Submitted”.

Step 3:

Click the PDF icon to download the claim form.

<table><tr><th>Received Date from RFS</th><th>Payment Date</th><th>Actions</th></tr><tr><td></td><td></td><td><div>Edit</div><div></div></td></tr><tr><td>17 Sep 2014</td><td>2 Nov 2015</td><td><div>View</div><div></div></td></tr></table>	Received Date from RFS	Payment Date	Actions			<div>Edit</div> <div></div>	17 Sep 2014	2 Nov 2015	<div>View</div> <div></div>	
Received Date from RFS	Payment Date	Actions								
		<div>Edit</div> <div></div>								
17 Sep 2014	2 Nov 2015	<div>View</div> <div></div>								
<div>您要開啟或儲存來自 10.75.74.54 的 13140541-CF-001.pdf (6.96 KB)?</div> <div><div>開啟(O)</div><div>儲存(S)</div><div>取消(C)</div></div>	<p>Step 4:</p> <p>Click “Open” or “Save”.</p>									
<p>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</p> <p style="text-align: center;">Health and Medical Research Fund <u>Claim for Reimbursement of Expenditure</u></p> <p>Project Reference No. : 01170022</p> <p>Project Title : MS Word – testing by Macy on 7 Nov 2017 revised app</p> <p>Project Commencement Date : 10 Jan 2018</p> <p>Project End Date : 16 Jan 2018</p> <p>Administering Institution (AI) (Payee Name) : The University A</p> <p>Period of Claim : From Jan 2018 To Jan 2018</p>	<p>Step 5:</p> <ul style="list-style-type: none">- Print pdf file for signature by FO and PA.- Send the signed copy to RFS.									

10. Monitoring the Submission of Outcome Evaluation Survey (For RO Only)

Home Page

Call Year: Scheme: Search:

(1 of 1) << 1 >> 20

Ref. No.	Type	Case Number / Subject	Description	PA/FA Name	Department	AI	Date	Due Date
	Outcome Evaluation (2-year)	(Case Number)	Outcome Evaluation					
	Outcome Evaluation (4-year)	(Case Number)	Outcome Evaluation					

More (Ref. No.)

Assign PA Delegate for Outcome Evaluation Survey

Outcome Evaluation of HMRP Research Project - 1st Survey

[Go to Step 2](#)

[Go to Step 3](#)

Method A

Step 1:

1.1 Go to Home > To Do List

1.2 Search for ‘Outcome Evaluation’ under Description.

1.3 Check the Due Date and monitor the submission progress of the PA

1.4 Click the ‘Case Number’.

1.5 Click “Assign PA Delegate for Outcome Evaluation Survey”.
(if applicable, go to Step 2)

1.6 Click “Outcome Evaluation of HMRP Research Project – 1st Survey/ 2nd Survey” if RO user would like to fill in the Outcome Evaluation Survey.
(if applicable, go to Step 3)

Home
Project
Administration

Application
On-going
Completion

Completion

Master List
Action List
Outstanding List
Pushed Back List
Change Request
Report (FR/DR)

Call Year
Scheme
Please Select
AOP
All
Search

(1 of 1)
1
20

Actions	Ref. No.	Project Title	Principal Applicant	Department	Administering Institution	Funding Amount (HK\$)	Status	Agreement Date	Sta Date
More							Completed		

More (Ref. No.)

Assign PA Delegate for Outcome Evaluation Survey

Outcome Evaluation of HMRF Research Project - 1st Survey

Go to Step 2
Go to Step 3

Or Method B

Step 1:

1.1 Go to Project > Completion > Master List

1.2 Click “More” under Action.

1.3 Click “Assign PA Delegate for Outcome Evaluation Survey”.

(if applicable, go to Step 2)

1.4 Click “Outcome Evaluation of HMRF Research Project – 1st Survey/ 2nd Survey” if RO user would like to submit the Outcome Evaluation Survey.

(if applicable, go to Step 3)

(If the delegate does not have an eGMS account)

Assign delegate to complete the Outcome Evaluation Survey

Email
Start Date
End Date
Role of Delegate

Please Select

Assign Delegate

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

Create Delegate (2.1)

Create delegate to complete the Outcome Evaluation Survey

Email

Check email availability

Title

Please Select

Last Name
First Name

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

Current Post
Unit / Department
AI / Affiliation

Submit (2.2)

(If the delegate is an existing eGMS account user)

Assign delegate to complete the Outcome Evaluation Survey

Email
Start Date
End Date
Role of Delegate

Please Select

Please Select

Departed PA

Retired PA

CoA

Project Staff

Others (please specify)

Assign Delegate (2.3)

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

Create Delegate

Delegation List

Delegate Name	Role of Delegate	Email	Assigned Time	Delegate Period	Actions
					<div>Edit</div> <div></div>

☒ I have sought consent from the delegate to submit the Outcome Evaluation Survey via the eGMS.

Save

Export to CSV

Step 2:
(Assign delegate to complete the Outcome Evaluation Survey)

2.1 If the delegate does not have an eGMS account, click ‘**Create Delegate**’.

2.2 Fill in the details and click ‘**Submit**’ to create an eGMS account for the delegate.

2.3 If the delegate is an existing eGMS account user, input the delegation details and click ‘**Assign Delegate**’.

2.4 Check delegation details, “**tick**” the checkbox for the declaration statement, and click “**Save**”.

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)

Push back reason:

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 categorise 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 research 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*		

END
Thank you for your help

(3.2)

Step 3:

(Submitting the Outcome Evaluation Survey)

Remarks:

If the submission has been pushed back for revision, the push back reason would be available for checking.

3.1 Complete the survey.

3.2 Click the buttons to

‘Temp Save’,
‘Preview’, or ‘Submit to RFS’