

Electronic Grant Management System (eGMS)

Training Manual for Principal Applicants (PAs)

Application Module

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

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Abbreviations

AI = Administering Institution

eGMS = Electronic Grant Management System

EO = Executive Officer

DH = Department Head*

FO = Finance Officer*

PA = Principal Applicant

RFS = Research Fund Secretariat

RO = Research Officer*

* *AI users*

Register for Principal Applicant (PA) Account

eGMS
electronic Grant Management System

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.

Login to eGMS

Email:

Your login email is your email address.

Password:

[Forgot your password?](#)
[Forgot your login?](#)

[Frequently Asked Questions](#)

Account Registration (FOR APPLICANTS ONLY!)

Notes to Grant Review Board (GRB) Members/ External Reviewers

eGMS account has already been opened for GRB Members and External Reviewers. Please contact the Research Fund Secretariat (Email: egmsenquiry@fhb.gov.hk) if you have any questions.

UAT_v6.77.0

Step 1:

Click “Register for PA Account” on the Login Page.

For security reasons, with effect from 16 May 2018, the eGMS supports browser (recommended: Microsoft Internet Explorer 11 or Safari 7+) with Transport-Level-Security (TLS) protocol version 1.2. For details, please click [here](#).

If you have problems in opening the electronic application form using Java (e.g. in Mac OS X), please click [here](#).

This system does not support email domain @163.com.

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

[Terms and Conditions](#) [Privacy Policy Statement](#) [Personal Information Collection Statement](#) [Disclaimer](#)

Principal Applicant Account Registration

*If you are an External Reviewer, you are not required to register for the PA account.

To register an account, please complete the information below.
(*Optional field for registration)

Notes:

1. Your account will be activated after getting your Administering Institution's (AI's) endorsement via eGMS.
2. Upon successful registration (i.e. after your AI's endorsement), a confirmation with your login and password will be sent to your email address provided below.
3. Each Principal Applicant (PA) should register ONE account in eGMS only.
4. If you have any queries or encounter difficulties relating to eGMS, please send email to egmsenquiry@fhb.gov.hk.

Email
Please provide institutional email account

Title

Last Name

First Name

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

Unit / Department

AI
If you cannot find your AI from the pull down menu, please send email to egmsenquiry@fhb.gov.hk.

Country/ Region

Contact No.

Fax


Gender* Male Female
Information collected will be used for statistical purposes only.

Password
Password must be 6 to 10 characters containing at least one digit from 0 to 9 and one alphabet, e.g. abc123

Re-type Password

Security Question

Answer

Visual Audio


Please check this box to confirm that you have read and accepted the [Terms and Conditions](#) for the use of eGMS.

Step 2:

- Complete all fields except gender which is optional.
- Click **“Submit”**

Notes:

- The email must be listed in the AI's domain / sub-domain list.
- The format of password is: 6 to 10 characters containing at least one digit 0-9 and one alphabet, e.g. abc123.
- If the AI is not in pull-down menu, please send email to egmsenquiry@fhb.gov.hk
- PA account is endorsed by RO.

eGMS -Account Registration for Role: [Name]

Dear [Name]

Thank you for registering with the electronic Grant Management System (eGMS) of the Research Fund Secretariat, Food and Health Bureau, The Government of the Hong Kong Special Administrative Region. Please activate your account by logging in to the **eGMS**. (Important: the account will lapse automatically if not activated within a short period of time.)

Thank you.

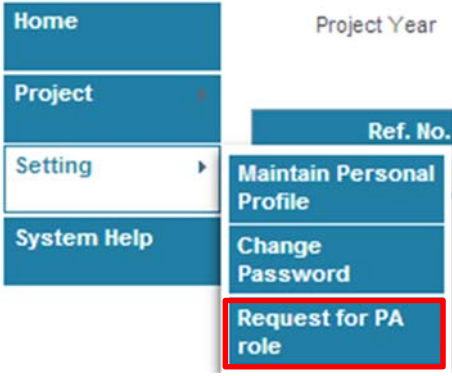
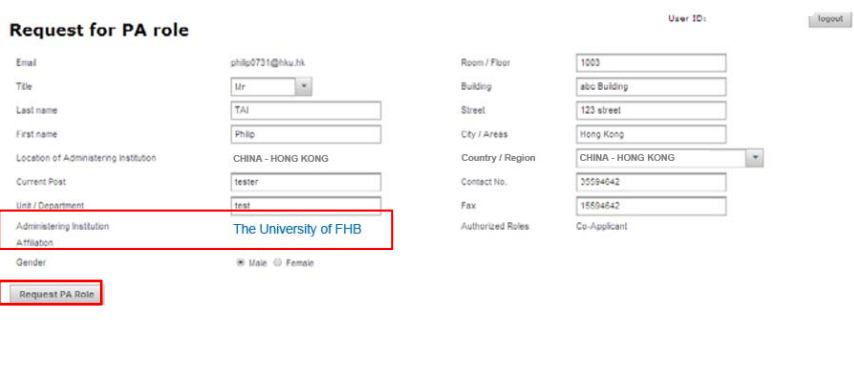
eGMS Administrator

This is a computer-generated email sent from the eGMS. If you want to send a reply, please email to egmsenquiry@fhb.gov.hk.

Step 3:

Click **“eGMS”** in the notification email of account registration to login to the eGMS.

Request for PA Role (For local CoA without PA's role in his/her eGMS account)

	<p>Step 1: Go to Setting > Request for PA role</p> <p>Remark: If “Request for PA role” is not found in the menu, please send an email to egmsenquiry@fhb.gov.hk</p>
	<p>Step 2: Click “Request for PA role”</p> <p>(Remark: PA role is endorsed by RO.)</p>

eGMS - Home Page

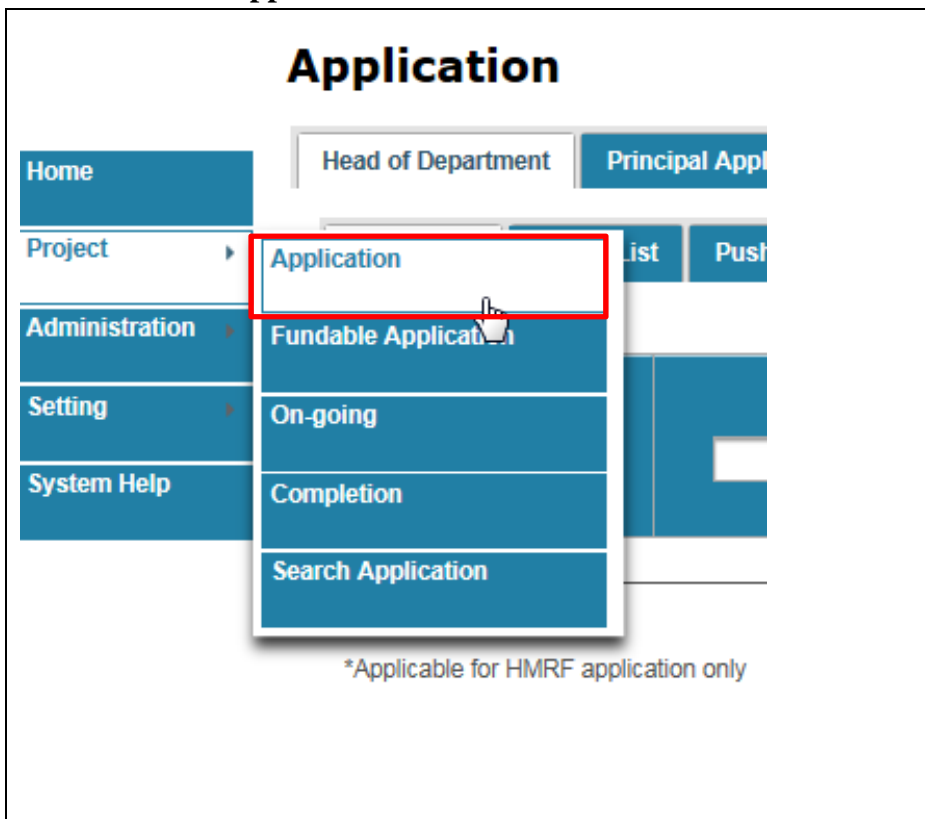
The screenshot displays the eGMS Home Page. At the top left, the logo reads "eGMS electronic Grant Management System". Below the logo, the page title "Home Page" is visible. A search bar is located at the top, containing fields for "Call Year" and "Scheme (Please Select)", along with a "Search" button. Below the search bar, a table header is shown with columns: "Ref No.", "Project Title", "Funding Amount (HK\$)", "Status", "Start Date", "End Date", "Required?", "Interim Report", and "Final Report". A table with one row is displayed below the header, with "(1 of 1)" records. At the bottom left of the page, there is a button labeled "Export to CSV".

Available functions:

- To search applications by call year and / or scheme.
- To sort / filter the applications by "Ref No." or "Project Title".
- Click "Export to CSV" to export the records to an Excel file.

(Remark: User should set a 6-character password to open the Excel file.)

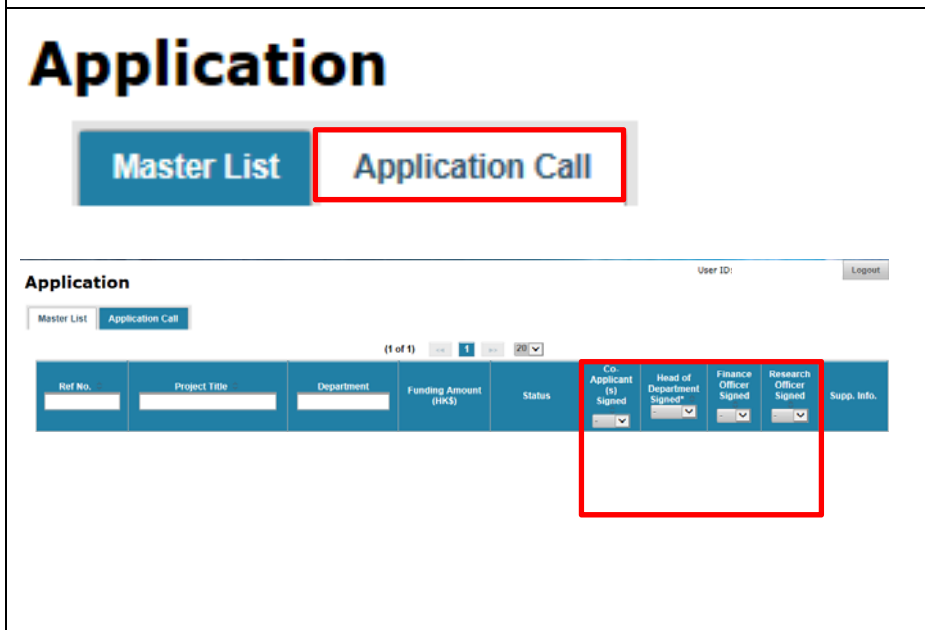
eGMS - Submit Application



Step 1:

Go to Project > Application

Note: Application function is only available during the application period.

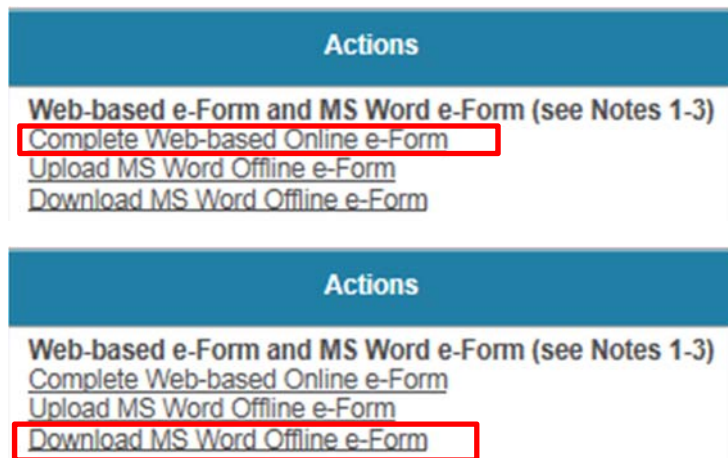


Step 2:

Click "Application Call"

Note: User can view the signing status of CoA(s) and AI users of an application on the **Master List**.

(Remark: Pay attention to AI’s internal deadline, if there is any. You cannot submit the “Temp Save” application to AI if you have passed the AI’s internal deadline.)



Note 1: Starting from the 2018 HMRF Open Call, only submission using Web-based Online e-Form or MS Word Offline e-Form via eGMS is accepted.

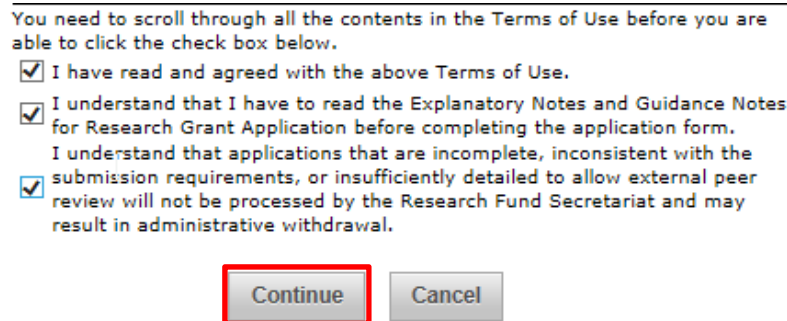
Note 2: We strongly advise users to complete the application using Web-based Online e-Form as submission. Please reserve sufficient time for amending any errors discovered during validation checking at the time of submission.

Step 3:
Complete application form

Option A:
Click “Complete Web-based Online e-Form”.

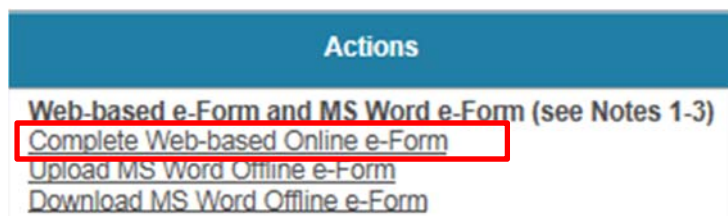
Option B:
Click “Download MS Word Offline e-Form”.

(Remark: PA’s personal information will be automatically filled in Section 9 of the MS Word offline e-Form.)



Step 4:

- Read all “Terms and Conditions”.
- Click check boxes and “Confirm”.



Step 5a: (for Option A)

- Click “Complete Web-based Online e-Form”.

Health and Medical Research Fund

RESEARCH GRANT APPLICATION FORM

The personal data provided in the application form will be used by the Research Council, the Grant Review Board and the Research Fund Secretariat for the purpose of assessing applications to the Health and Medical Research Fund (HMRF). For successful applications, such data will also be used for project monitoring, research and statistical analysis, promotion, publicity and dissemination purposes as appropriate. Contents of the submitted application set out in Sections 1 to 9 with the status of project will be made available for public access once funding approval is offered.

Area of project (select one of the following only) -

- Public health, human health, health services and Chinese medicine
- Prevention, treatment and control of infectious diseases
- Advanced medical research
- Health Promotion

Please refer to Explanatory Notes in preparing this application form.

1. SUBMISSION

- New Project Re-Submission
- Rating of previous submission:

2. FUNDING REQUEST

- Over HK\$100,000 HK\$100,000 or below

Confirm

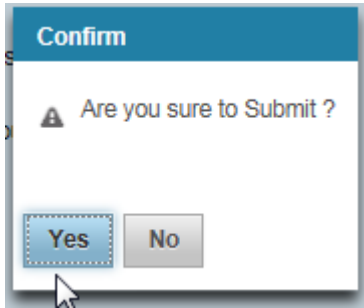
⚠ Are you sure to Save ?

i Web Form is saved with Ref. No. TMP00865 at 2018-10-11 18:22:16

Attention: The eGMS will time out automatically if the screen has been idled for 20 minutes. Save the Web-based Online e-Form regularly.

- Click "Save" to save the Web-based Online e-Form.

- Click "Submit" to submit the Web-based Online e-Form to AI users for endorsement.



Submit Web Form

- Your Web Form is failed to submit and is saved with Ref. No. TMP00865
- 3. Project Title is mandatory. Please complete.
- 4. Abstract of Project is mandatory. Please complete.
- 4a. Primary Group is mandatory. Please complete.
- 4a. Primary Field is mandatory. Please complete.
- 4b. Keywords is mandatory. Please complete.
- 5a. Potential Application is mandatory. Please complete.
- 5b. The most relevant thematic priority is mandatory. Please complete.
- 6a. Start Date is mandatory. Please complete.
- 6b. End Date is mandatory. Please complete.
- 6c. Grant Months is mandatory. Please complete.
- 9. No. of hrs/week on project of Principal Applicant is mandatory. Please complete.
- 10b. Start Financial Year is mandatory. Please complete.
- 11ai. Similar Research Proposals in past 3 years is mandatory. Please complete.
- 11aii. Similar Research Proposals in next 6 months is mandatory. Please complete.
- 11bi. Awarded Research Grants in past 3 years is mandatory. Please complete.
- 11bii. Awarded Research Grants in past 3 years is mandatory. Please complete.
- 12. Conflict of interest is mandatory. Please complete.
- 13a-h. Proposed Research Project is mandatory. Please complete.
- 13k. Human Research Ethics is mandatory. Please complete.
- 13k. Animal Research Ethics is mandatory. Please complete.
- 13k. Survey Research Ethics is mandatory. Please complete.
- 13k. Clinical Trial Certificate is mandatory. Please complete.
- 13k. Biological Safety is mandatory. Please complete.
- 13k. Ionising Radiation Safety is mandatory. Please complete.
- 13k. Non-ionising Radiateion Safety is mandatory. Please complete.
- 13k. Chemical Safety is mandatory. Please complete.
- 15. Education and Training of Principal Applicant is mandatory. Please complete.
- 15. Position and Honours of Principal Applicant is mandatory. Please complete.
- 15. Five Most Recent Relevant Publications and Description of Relevant Experience of Principal Applicant is mandatory. Please complete.
- 15. Role and Responsibility on the Proposed Project of Principal Applicant is mandatory. Please complete.

Note:

A temporary Ref. No. will be issued after save / submission.

(Remark: only error free Web-based Online e-Form can be submitted successfully to AI users.)

Actions

Web-based e-Form and MS Word e-Form (see Notes 1-3)
 Complete Web-based Online e-Form
Upload MS Word Offline e-Form
 Download MS Word Online e-Form

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 understand that I have to read the Explanatory Notes and Guidance Notes for Research Grant Application before completing the application form.
 I understand that applications that are incomplete, inconsistent with the submission requirements, or insufficiently detailed to allow external peer review will not be processed by the Research Fund Secretariat and may result in administrative withdrawal.

Continue Cancel

Upload Word Form

Scheme HMRF
 MS Word Form Browse

Upload Cancel

This is an invalid MS Word Form.


Example with upload errors

Step 5b: (for Option B) (After completing MS Word Offline e-Form):

- Click **“Upload MS Word Offline e-Form”**
- Read all **“Terms and Conditions”**.
- Click check boxes and **“Confirm”**.
- Click **“Browse”** to select the file to be uploaded.
- Click **“Upload”** to upload the MS Word Offline e-Form to the eGMS.

Note:
 An invalid MS Word Offline e-Form cannot be uploaded to the eGMS.

Last Uploaded MS Word Form Error

 Area of research multiple selection in checkbox is found.
Section 10a Research staff row 1 salary is not an integer.
Section 10a Research staff row 2 salary is not an integer.

Close

Section 4a

4a. Proposed Research Field

Primary

Group	Field
<input type="text"/>	<input type="text"/>
	Please specify :
	<input type="text"/>

Secondary

Group	Field
<input type="text"/>	<input type="text"/>
	Please specify :
	<input type="text"/>

Section 11

11. OTHER SUPPORT, SIMILAR OR RELATED PROPOSALS AND TRACK RECORD

THIS APPLICATION

- 11a. (i) Have any of the applicants listed in Section 9 submitted this or a similar research proposal to the HMRP or any of its preceding funding schemes, or other funding agencies (local or overseas) in the past 3 years? YES NO

No.	Project Title	Name of Applicant(s)	Project Ref No.	Funding Agency	Funding Decision / Rating
1					<input type="text"/>
Previous application		<input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Delete"/>	The review panel's feedback (if any)		<input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Delete"/>

Section 14

- Click “Last Uploaded Error Message” to check the uploading error from MS Word Offline e-Form as reference.
- Click “Close” to close the pop-up window.

- Continue to complete Sections 4a, 11 and 14 of the application and Nomination of overseas reviewer online.
- Upload necessary documents to the application online.
- Refer **Step 5a** to complete Web-based Online e-Form onwards.

14. REPORT ON PREVIOUS RESEARCH GRANTS FROM THE HEALTH AND MEDICAL RESEARCH FUND (HMRF) OR ANY OF ITS PRECEDING FUNDING SCHEMES.

For each of the above grants which you or any of your Co-Applicants have held as Principal Applicant, including projects currently underway and completed projects in the last 3 years, please give the information requested below.

Project Ref No.:		
Project Title:		
Started on: (dd/mm/yyyy)	Completed / To Complete on: (dd/mm/yyyy)	Final Report Submitted on: (dd/mm/yyyy)
Principal Applicant:		
Current perception of significance:		

Nomination

CONFIDENTIAL

NOMINATION OF OVERSEAS REVIEWERS (For Internal Reference of the Research Fund Secretariat Only)

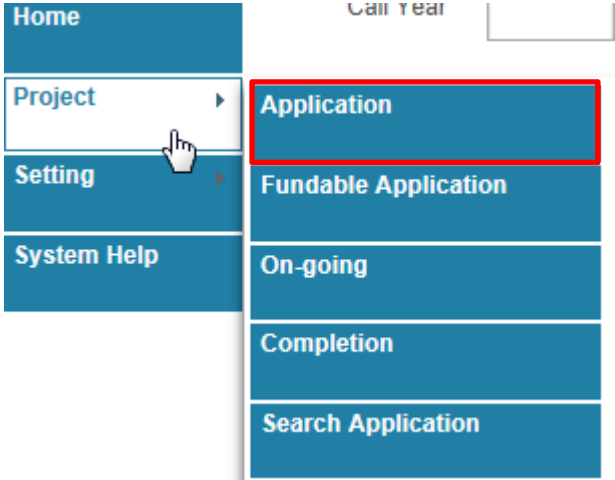
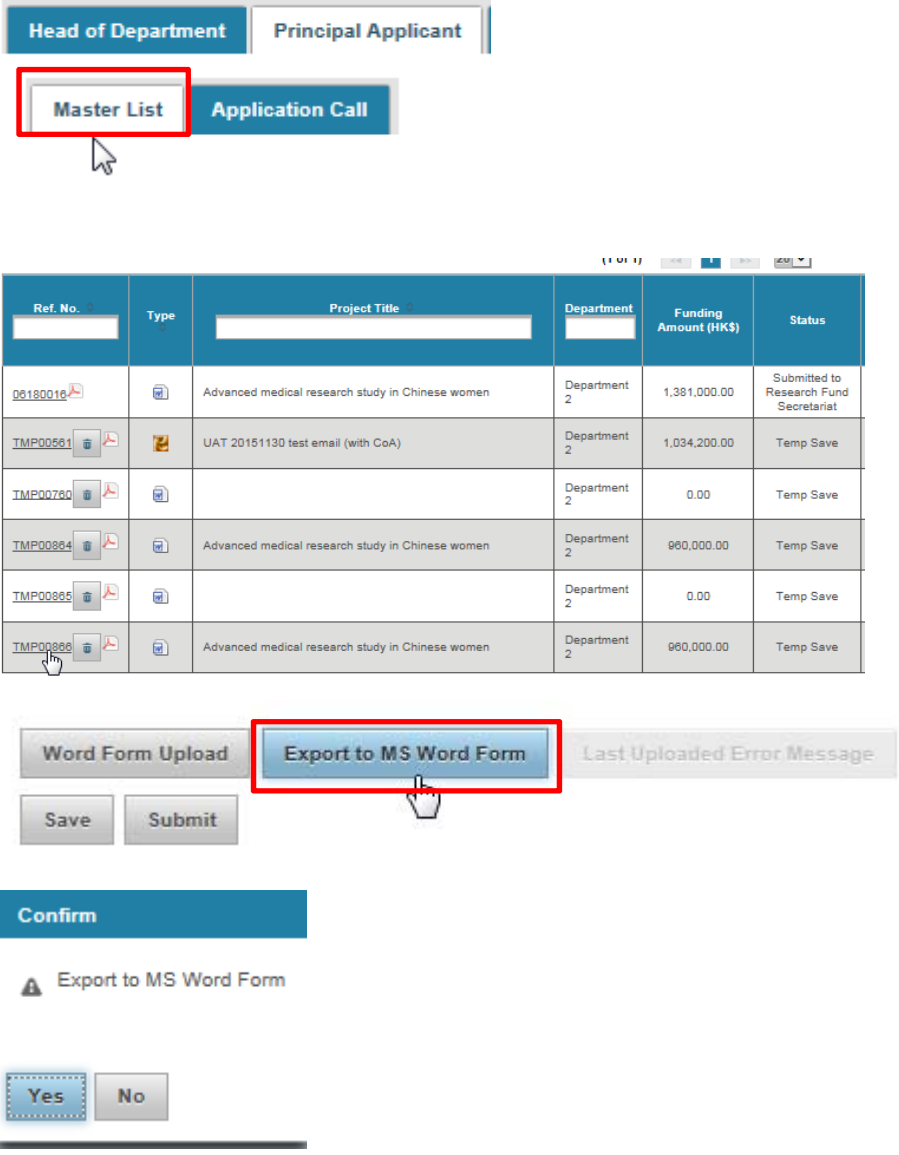
Ref. No. (official use only)	
Project Title:	Advanced medical research study in Chinese women
Principal Applicant:	Prof UNIA CoA

(a) The Principal Applicant is encouraged to nominate up to three overseas experts whom they consider qualified to review this application. Nomination of experts with experience in specialised fields is particularly welcome. Your nominations will enhance the quality and speed of the review process. The Secretariat shall invite appropriate experts to review the application.

Expert # 1

Title (Prof/Dr/Mr/Mrs/Ms)	<input type="text"/>
Last name	<input type="text"/>
First name	<input type="text"/>
Position	<input type="text"/>
Department	<input type="text"/>
Organisation	<input type="text"/>

eGMS - Submit Temp Save Application

	<p>Step 1: Go to Project > Application</p>																																										
 <p>Head of Department: Principal Applicant</p> <p>Master List Application Call</p> <table border="1"> <thead> <tr> <th>Ref. No.</th> <th>Type</th> <th>Project Title</th> <th>Department</th> <th>Funding Amount (HK\$)</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>06180016</td> <td></td> <td>Advanced medical research study in Chinese women</td> <td>Department 2</td> <td>1,381,000.00</td> <td>Submitted to Research Fund Secretariat</td> </tr> <tr> <td>TMP00561</td> <td></td> <td>UAT 20151130 test email (with CoA)</td> <td>Department 2</td> <td>1,034,200.00</td> <td>Temp Save</td> </tr> <tr> <td>TMP00720</td> <td></td> <td></td> <td>Department 2</td> <td>0.00</td> <td>Temp Save</td> </tr> <tr> <td>TMP00884</td> <td></td> <td>Advanced medical research study in Chinese women</td> <td>Department 2</td> <td>960,000.00</td> <td>Temp Save</td> </tr> <tr> <td>TMP00885</td> <td></td> <td></td> <td>Department 2</td> <td>0.00</td> <td>Temp Save</td> </tr> <tr> <td>TMP00886</td> <td></td> <td>Advanced medical research study in Chinese women</td> <td>Department 2</td> <td>960,000.00</td> <td>Temp Save</td> </tr> </tbody> </table> <p>Word Form Upload Export to MS Word Form Last Uploaded Error Message</p> <p>Save Submit</p> <p>Confirm</p> <p>⚠ Export to MS Word Form</p> <p>Yes No</p>	Ref. No.	Type	Project Title	Department	Funding Amount (HK\$)	Status	06180016		Advanced medical research study in Chinese women	Department 2	1,381,000.00	Submitted to Research Fund Secretariat	TMP00561		UAT 20151130 test email (with CoA)	Department 2	1,034,200.00	Temp Save	TMP00720			Department 2	0.00	Temp Save	TMP00884		Advanced medical research study in Chinese women	Department 2	960,000.00	Temp Save	TMP00885			Department 2	0.00	Temp Save	TMP00886		Advanced medical research study in Chinese women	Department 2	960,000.00	Temp Save	<p>Step 2: Click “Master List”</p> <p>All submitted or “temp save” applications are listed on the Master List.</p> <p>Click “Ref. No.” to edit the application, PA can export MS Word Form to computer for editing, and then upload the MS Word Form back to the eGMS to replace the previous version.</p>
Ref. No.	Type	Project Title	Department	Funding Amount (HK\$)	Status																																						
06180016		Advanced medical research study in Chinese women	Department 2	1,381,000.00	Submitted to Research Fund Secretariat																																						
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TMP00886		Advanced medical research study in Chinese women	Department 2	960,000.00	Temp Save																																						

Word Form Upload Export to MS Word Form Last Uploaded Error Message

Save Submit

Confirm

⚠ Upload Word Form

 Browse Delete

Yes No

Last Uploaded MS Word Form Error

i The Word form has been successfully imported into the online application.

eGMS - Resend invitation email to CoA for outstanding endorsement (Optional)

Ref. No.	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant(s) Signed	Head of Department Signed	Finance Officer Signed	Research Officer Signed	Supp. Info.
TMF00561		LIAT 20151130 test email (with CoA)	Department 2	1,034,200.00	Temp Save	N	N	N	N	
TMF00750			Department 2	0.00	Temp Save	N/A	N	N	N	
TMF00845		Advanced medical research study in Chinese women	Department 2	1,050,000.00	Revised Pending Signature	N	N	N	N	

Step 1:

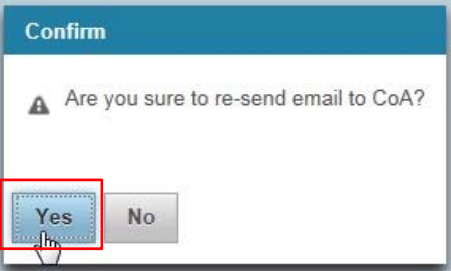
Go to Application > Master List

Click “N” to view CoA(s) with outstanding signature(s).

Co-Applicant List

Title	Last Name	First Name	Affiliation	Co-Applicant(s) Signed	Actions
Prof	UNIA	PA	The University A	N	Re-Send

Close



Step 2:

Click “Re-send” to send a reminder to the CoA concerned to sign on the Web-based Online e-Form.

Click “Close” to return to the **Master List**.

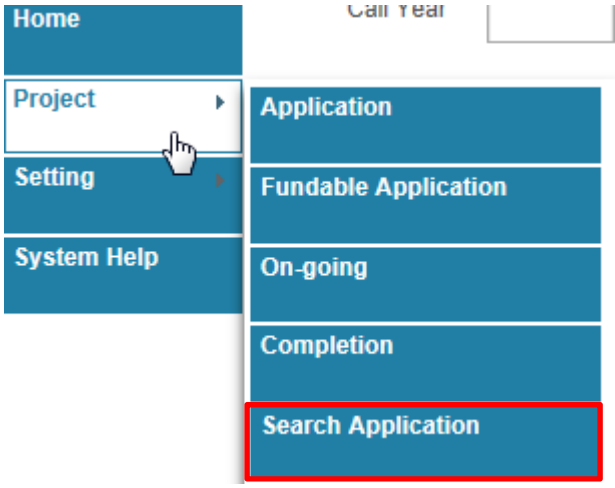
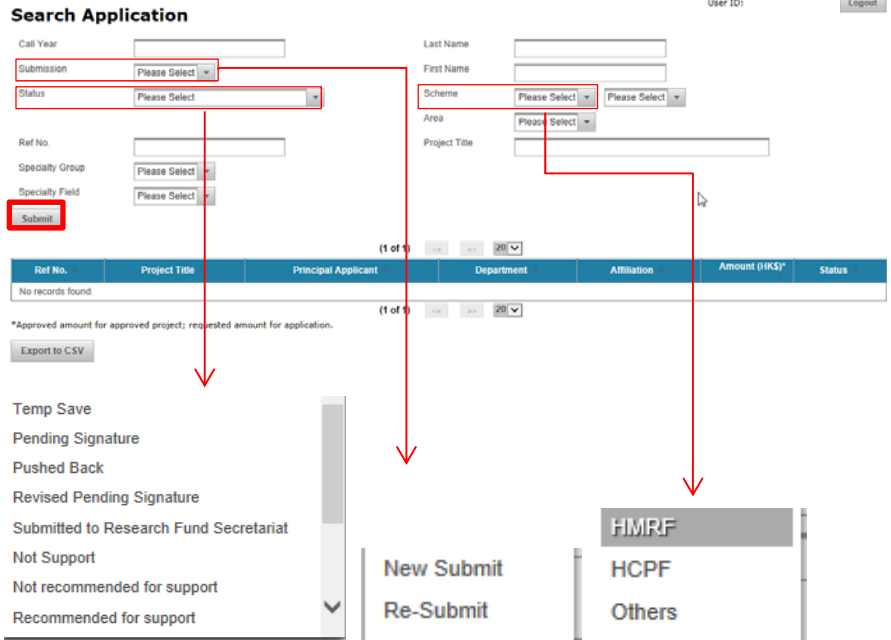
eGMS - Process “Pushed Back” Application

<p>eGMS[Ref No.] : "PUSH BACK" Application ↑ ↓ ×</p> <p>Dear [Name]</p> <p>The captioned application titled [Project Title] has been pushed back by your Administering Institution for your rectification.</p> <p>Please login to eGMS for your necessary action(s).</p> <p>Thank you.</p> <p>eGMS Administrator</p> <p><i>This is a computer-generated email sent from the eGMS, please do not reply.</i></p>	<p>Step 1:</p> <p>PA will receive an email notification if his/her application after it has been pushed back by AI user(s).</p> <p>Click “eGMS” to login to the eGMS.</p>																																												
<p>Application User ID: ccaunia@fhs.gov.jk Logout</p> <p>Head of Department Principal Applicant Co-Applicant DHI Delegate</p> <p>Master List Application Call</p> <p>(1 of 1)</p> <table border="1"> <thead> <tr> <th>Ref. No.</th> <th>Type</th> <th>Project Title</th> <th>Department</th> <th>Funding Amount (HK\$)</th> <th>Status</th> <th>Co-Applicant (s) Signed</th> <th>Head of Department Signed</th> <th>Finance Officer Signed</th> <th>Research Officer Signed</th> </tr> </thead> <tbody> <tr> <td>TMP00561</td> <td></td> <td>LIAT 20151130 test email (with CoA)</td> <td>Department 2</td> <td>1,034,200.00</td> <td>Temp Save</td> <td>N</td> <td>N</td> <td>N</td> <td>N</td> </tr> <tr> <td>TMP00750</td> <td></td> <td></td> <td>Department 2</td> <td>0.00</td> <td>Temp Save</td> <td>N/A</td> <td>N</td> <td>N</td> <td>N</td> </tr> <tr> <td>TMP00845</td> <td></td> <td>Advanced medical research study in Chinese women</td> <td>Department 2</td> <td>1,050,000.00</td> <td>Pushed Back Details</td> <td>Y</td> <td>N</td> <td>N</td> <td>N</td> </tr> </tbody> </table> <p>(1 of 1)</p> <p>Confirmation: Are you sure to Push Back the application with Ref. No: TMP00845?</p> <p>Reason(s): wrong amount</p> <p>Confirm Cancel</p>	Ref. No.	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant (s) Signed	Head of Department Signed	Finance Officer Signed	Research Officer Signed	TMP00561		LIAT 20151130 test email (with CoA)	Department 2	1,034,200.00	Temp Save	N	N	N	N	TMP00750			Department 2	0.00	Temp Save	N/A	N	N	N	TMP00845		Advanced medical research study in Chinese women	Department 2	1,050,000.00	Pushed Back Details	Y	N	N	N	<p>Step 2:</p> <p>Go to Application > Master List</p> <ul style="list-style-type: none"> Click “Details” to view the reason(s) for pushing back the application. Click “Ref. No.” to revise the Web-based Online e-Form. 				
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TMP00750			Department 2	0.00	Temp Save	N/A	N	N	N																																				
TMP00845		Advanced medical research study in Chinese women	Department 2	1,050,000.00	Pushed Back Details	Y	N	N	N																																				
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Ref. No.	Type	Project Title	Department	Funding Amount (HK\$)	Status	Co-Applicant (s) Signed	Head of Department Signed	Finance Officer Signed	Research Officer Signed	Supp. Info.																																			
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TMP00845		Advanced medical research study in Chinese women	Department 2	1,050,000.00	Revised Pending Signature	N	N	N	N																																				

Acknowledgement of application endorsed by Administration Institution (AI)

<p>Subject: eGMS – [RefNo] : Successful Submission of Grant Application</p> <p>Dear: [Name] ,</p> <p>This email is to acknowledge that your grant application titled [Project Title] (Temp Ref) has been successfully submitted to the the Research Fund Secretariat, Food and Health Bureau, HKSAR.</p> <p>An official number [Ref No] has been assigned to this application. Please quote this number for enquiry in future.</p> <p>A notification email will be sent to inform you of the result tentatively in xxx 2019.</p> <p>Thank you.</p> <p>eGMS Administrator</p> <p><i>This is a computer-generated email sent from the eGMS. If you want to send a reply, please email to egmsenquiry@fhh.gov.hk.</i></p>	<p>After RO has submitted the application to RFS, an email notification will be sent to PA with an official reference number.</p> <p>PA has to quote the official reference number for future enquiry.</p>
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eGMS - Search Application

	<p>Step 1: Go to Project > Search for Application</p>
	<p>Step 2:</p> <ul style="list-style-type: none"> - Input keyword(s) and search criteria to search application(s). - Click “Submit”

Search Application

Call Year	<input type="text"/>	Last Name	<input type="text"/>
Submission	<input type="text" value="Please Select"/>	First Name	<input type="text"/>
Status	<input type="text" value="Revised Pending Signature"/>	Scheme	<input type="text" value="Please Select"/> <input type="text" value="Please Select"/>
Ref. No.	<input type="text"/>	Area	<input type="text" value="Please Select"/>
Specialty Group	<input type="text" value="Please Select"/>	Project Title	<input type="text"/>
Specialty Field	<input type="text" value="Please Select"/>		
<input type="button" value="Submit"/>			

(1 of 1)

Ref. No.	Project Title	Principal Applicant	Department	Affiliation	Amount (HK\$)*	Status
TMP00528	UAT DAN Delegation for DH Unib	Prof UNIB PA	Department 1	The University B	908,160.00	Revised Pending Signature
TMP00825	Public Health - Counter check MS Word	Prof UNIA PA	Department 1	The University A	578,200.00	Revised Pending Signature

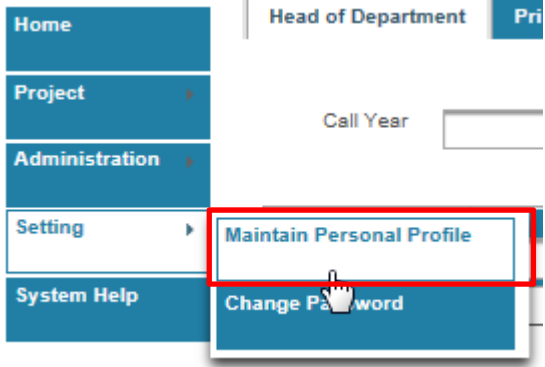

Step 3:

Applications that match with the keyword(s) and search criteria will be listed.

Click “Export to CSV” to export search results to an Excel file.

(Remarks: User should set a 6-character password to open the Excel file.)

eGMS - Delegation of PA

 <p>Home Head of Department Pri</p> <p>Project</p> <p>Administration</p> <p>Setting > Maintain Personal Profile</p> <p>System Help Change Password</p>	<p>Step 1: Go to Setting> Maintain Personal Profile</p>
 <h3>Maintain Personal Profile</h3> <p>User Details Delegation of PA Delegation of DH</p> <p>Email: coaunia@fhb.gov.hk</p> <p>Title: Prof</p> <p>Last Name: UNIA</p> <p>First Name: CoA</p> <p>Location of Administering Institution: Hong Kong</p> <p>Current Post: Professor</p> <p>Unit / Department: Department 2</p> <p>AI: The University A</p> <p>Affiliation:</p> <p>Save</p>	<p>Step 2: Click “Delegation of PA”.</p>

Maintain Personal Profile

User Details | Delegation of PA | Delegation of DH

Assign Delegate

Email

Start Date

End Date

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

Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
No records found.				

Delegation History

(1 of 1) << >> 20

Action Time	Action Performed	Delegate Name	Email	Delegate Period
No records found.				

(1 of 1) << >> 20

Step 3:
View/ Update the delegation of PA.

Step 3a:
View the “Delegation List” and “Delegation History” of his/ her delegate on **Delegation of PA.**

Maintain Personal Profile

User Details | Delegation of PA | Delegation of DH

Assign Delegate

Email

Start Date

End Date

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

Confirm

⚠ Are you sure to update delegation list?

i Delegation list has been updated successfully.

Step 3b:
Assign delegate

- Enter email of the delegate, start date and end date.
- Click **“Assign Delegate”**.
(Remark: Please refer to Step 3c if the delegate does not exist in eGMS)
- Click **“Save”**.
(Remark: PA can assign more than one delegate)

Maintain Personal Profile

User Details

Delegation of PA

Delegation of DH

Assign Delegate

Email

Start Date

End Date

Assign Delegate

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

Create Delegate

Create Delegate

Email

Please provide institutional email account

Title

Last Name

First Name

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

Location of Administering Institution
Current Post

Unit / Department

AI

Room / Floor

Building

Street

Please enter number and name of street.

City / Area

Country/ Region

CHINA – HONG KONG

Contact No.

Fax

Gender* Male Female

Information collected will be used for statistical purposes only.

Save

Confirm

⚠ Are you sure to create this user?

Yes

No

 User with email [coa5unia@fhb.gov.hk] is created

Step 3c:

Create delegate

- Click "Create Delegate".

- Complete delegate's contact information

- Click "Save".

Email notification with login email and password will be sent to the delegate.

Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
Dr UNIA COA2	coa2unia@fhb.gov.hk	12 Oct 2018 11:51:49	12 Oct 2018 - 31 Oct 2018	Edit

Save Export to CSV

Edit

Start Date

End Date

Save Close

- Step 3d:
- Edit delegate
- Click "Edit".
 - Input the start date and end date.
 - Click "Save".
 - Click "Save" under the Delegation List.

Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
Dr UNIA COA2	coa2unia@fhb.gov.hk	12 Oct 2018 11:51:49	12 Oct 2018 - 31 Dec 2018	Edit

Save Export to CSV

Confirm

Are you sure to update delegation list?

Yes No

Delegation list has been updated successfully.

- Step 3e:
- Delete delegate
- Click "Trash" sign.
- (Remarks: Record will be removed immediately on the screen after clicking "Trash" sign)
- Click "Save".

Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
Dr UNIA COA2	coa2unia@fhb.gov.hk	12 Oct 2018 11:51:50	12 Oct 2018 - 31 Dec 2018	Edit Delete

Save Export to CSV

Delegation List

Delegate Name	Email	Assigned Time	Delegate Period	Actions
No records found.				

Save Export to CSV

