Points to note (1)

**Submission of applications**
- Submit applications via eGMS by 31 March 2015 (18:00 HKT)
- Pay attention to internal deadline, if any, set by your AI
- Up to two applications (new or resubmission) for each PA
- Prepare applications as soon as practicable to avoid unforeseen situations
- **DO NOT** use the offline e-Form for 2013 HMRF Open Call
- All co-applicants, Department Head, Finance Office and Research Office must endorse on the application
- Application with incomplete signatures may not be considered
- **Acknowledgement email** to PA once his/her application has been submitted to RFS.

Points to note (2)

- Grant ceiling: $1.2M/project
- Audit fee allowable:
  - $5,000/project for grant between $100,001 and $1M
  - $10,000/project for grant over $1M
- Indicate the **thematic priority(ies)** in Section 5 of the application
Points to note (3)

Resubmission of applications

- For proposal declined in the last submission:
  - Address previous ERs/GRB comments
  - To be assessed on the continued relevance of the application with respect to knowledge gap, policy needs, translational value and prevailing thematic priorities at the time of resubmission
  - Having satisfactorily addressed previous comments is not a guarantee of funding

- For proposal previously declined by other funding agencies, grant application should contain:
  - All comments raised by the funding agency
  - PA's responses to address these comments
  - The revised proposal with highlights of changes made
  - Detailed explanation/justifications if no change is made in the research proposal

Points to note (4)

Regulatory/ethics approval

- Submit ethical/safety/regulatory approvals within 12 weeks after the announcement of funding decisions

- For clinical trials, confirm with Department of Health if a Clinical Trial Certificate/Medicinal Test Certificate is required as early as practical (preferably during the submission of application to the HMRF) to avoid delay in project commencement.

- Ensure that the protocol/scope approved by the relevant regulatory body/IRB is the same as that approved by HMRF
Points to note (5)

Applicants

- Track record of the whole project team as a whole will be considered and priority will be given to PA with demonstrable capability in research leadership.
- If PA plans to depart from his/her AI, inform the Secretariat immediately with a replacement plan or the application will be disqualified.

Online submission

- **Requirement**
  Application via eGMS (https://rfs.fhb.gov.hk/eGMS/)
Online submission

- Operating System Requirements
  - Microsoft Windows running 2003/XP/Vista/7
  - Apple Mac OS x 10.5 or above
  - Fedora Linux Core 7 or above

- System Recommended browsers: Microsoft Internet Explorer 8+ / Firefox 3.0+ / Safari 7+ (32-bit only)

1. Email notification of account registration
2. Set the password with 8 to 10 characters containing at least one digit 0-9, one uppercase character, one lowercase character and one special/symbol character e.g. rFS@2345
3. Login with email address

Note: The account will be locked after 6 failed attempts

* If you do not have Principal Applicant (PA) account, please register here. The RO of your institution will verify your identity and endorse your registration via eGMS
Enquiry

Frequently Asked Questions

Email: rfs@fhb.gov.hk
  egmsenquiry@fhb.gov.hk

Fax: 2102 2444