

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 Chrome¹ or Mozilla Firefox² 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**.

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(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).

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!)

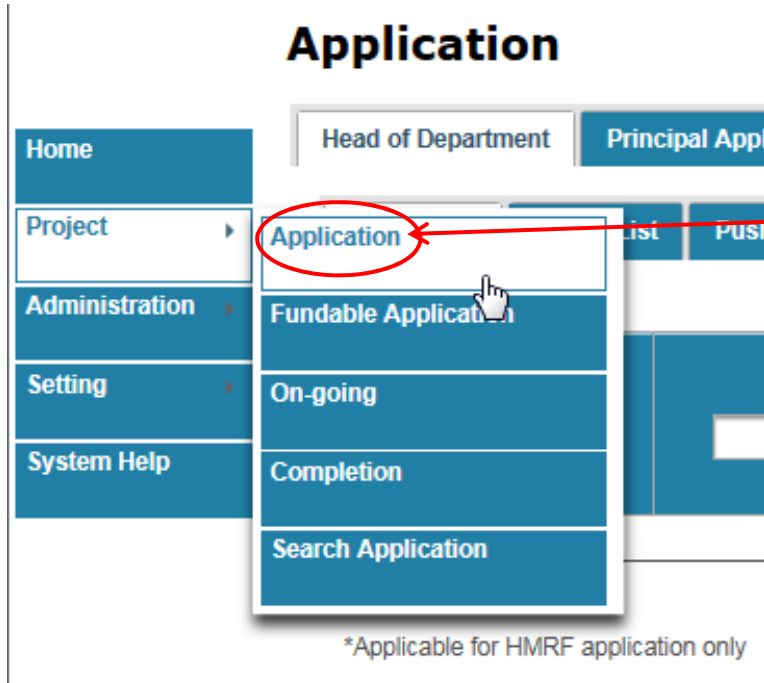
Notes to Grant Review Board (GRB) Members/ External Reviewers

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.

v2.60(Soft Launch)

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(C) Downloading the MS Word Offline Application Form



Application

Home | Head of Department | Principal Applicant

Project ▾ Application | Fundable Application | On-going | Completion | Search Application

Administration ▾

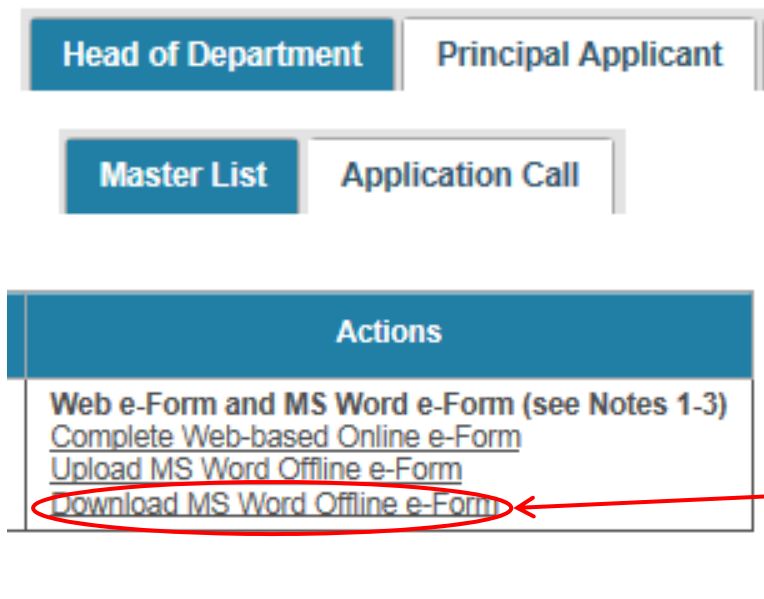
Setting ▾

System Help

*Applicable for HMRF application only

Click Project -> Application

Application



Head of Department | Principal Applicant

Master List | Application Call

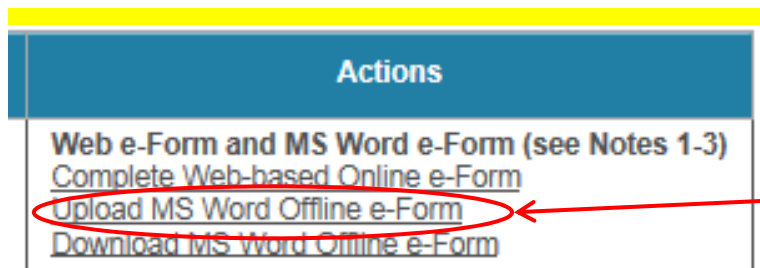
| Actions |
|---|
| Web e-Form and MS Word e-Form (see Notes 1-3) |
| Complete Web-based Online e-Form |
| Upload MS Word Offline e-Form |
| Download MS Word Offline e-Form |

Click the tab "Application Call" under "Principal Applicant" tab

Click "Download MS Word Offline e-Form" to download the application form

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(D) Uploading the MS Word Offline Application Form



Click “Upload MS Word Offline e-Form” to Upload the completed Offline 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.
-

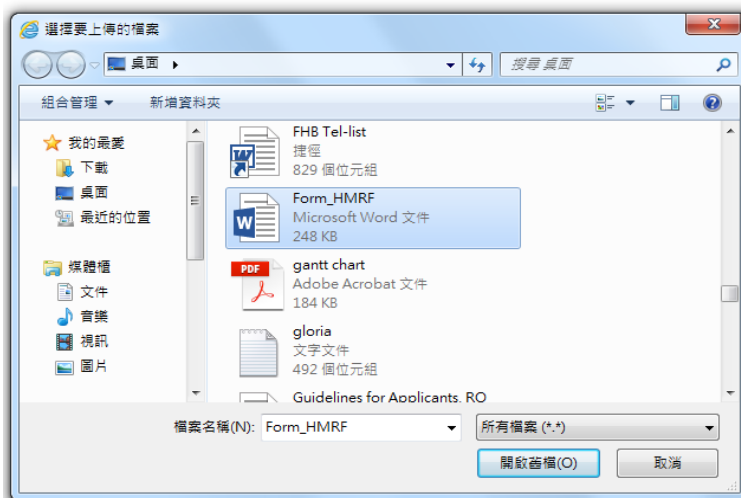


Read the Terms of Use, tick the boxes and click “Continue”

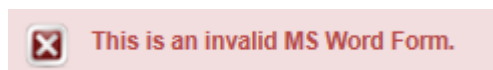
Upload Word Form

Scheme HMRF
MS Word Form

Click “Browse” and select the completed Offline e-Form



Note: only MS Word offline application form could be uploaded, error message will pop up if incorrect file is attached.



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(E) Need Help?

1. To complete the MS Word Offline Application Form, please refer to the Help Manual for Completing MS Word Offline Application Form.
2. 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 before successful submission.
3. For enquiry, please contact the Research Fund Secretariat:
Email: egmsenquiry@fhb.gov.hk or fax: 2102 2444

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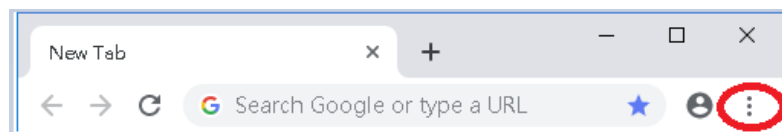
Appendix

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.

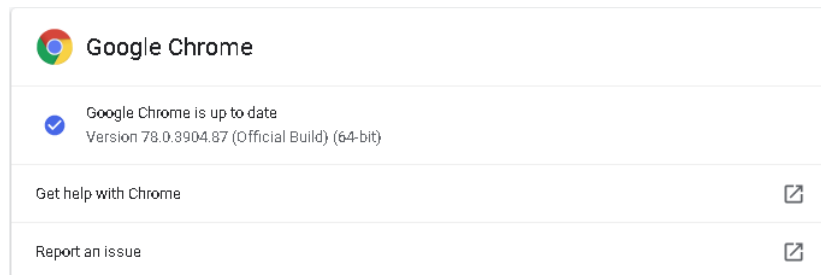
(b) To find out which version of google chrome you are using -

- i. Open your Chrome browser.
- ii. Click the “More” icon at the right corner of the address bar.



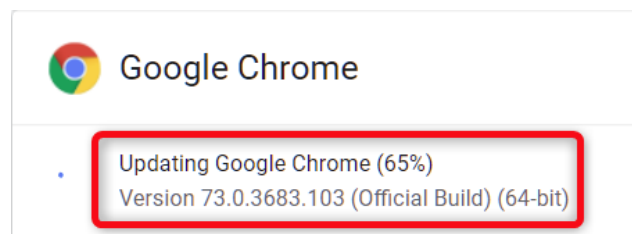
iii. At the bottom of the menu, click “Help”, then click “About Google Chrome”

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



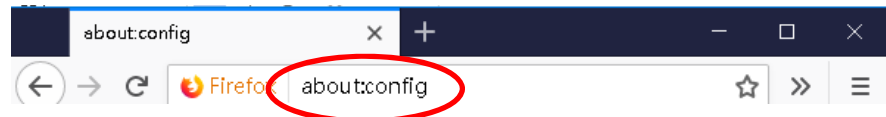
- ii. Close your browser and restart Chrome to complete the updates

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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”



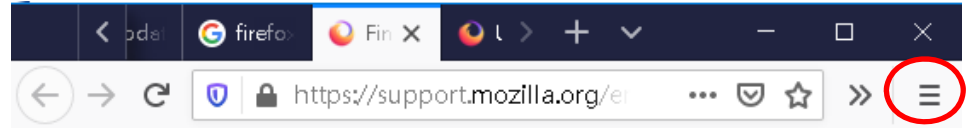
- iv. Set the integer value to 2 to force a minimum protocol of TLS 1.1
- v. Set the integer value to 4 to force a maximum protocol of TLS 1.3

| 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 |

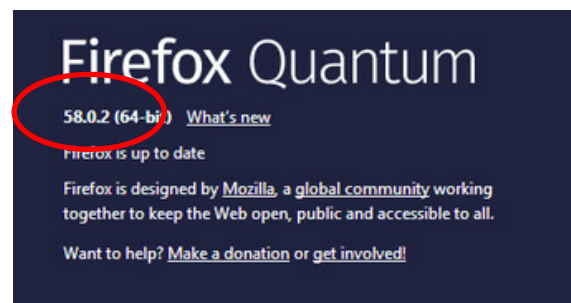
- vi. Click “OK”
- vii. Close your Firefox browser and restart your Firefox browser
- viii. Recommended version 51 or above

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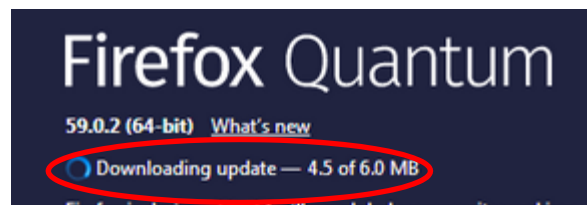
- (b) To find out which version of Firefox browser you are using:
- i. Open your Firefox browser
 - ii. At the top of your Firefox browser, to the right of the address bar, click the “Menu” icon



- 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.