

# **Electronic Grant Management System (eGMS)**

## **Training Manual for Co-Applicants (CoAs)**

### **Project Monitoring Module**

If you have any queries or encounter difficulties relating to eGMS, please send email to [egmsenquiry@fhb.gov.hk](mailto:egmsenquiry@fhb.gov.hk)

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## **Abbreviations**

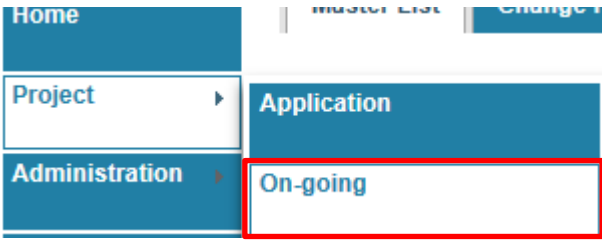

eGMS = Electronic Grant Management System

FR = Final Report

IR = Interim Report

PA = Principal Applicant

## Endorsement of Interim Report (IR)

 <p>Home   Master List   Change</p> <p>Project ▶ Application</p> <p>Administration ▶ <b>On-going</b></p>	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>																		
 <p>Master List   Action List   (1 of 1)</p> <table border="1"> <thead> <tr> <th>Ref. No.</th> <th>Project Title</th> <th>Principal Applicant</th> </tr> </thead> <tbody> <tr> <td>13140371</td> <td>UAT 0827 P2</td> <td>Prof UNIA PA</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Administering Institution</th> <th>Funding Amount (HK\$)</th> <th>Type</th> <th>Change Request No.</th> <th>PR/IR No.</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>The University A</td> <td>995,800.00</td> <td>Interim Report</td> <td></td> <td><b>IR1</b></td> <td>Endorse Push Back</td> </tr> </tbody> </table>	Ref. No.	Project Title	Principal Applicant	13140371	UAT 0827 P2	Prof UNIA PA	Administering Institution	Funding Amount (HK\$)	Type	Change Request No.	PR/IR No.	Actions	The University A	995,800.00	Interim Report		<b>IR1</b>	Endorse Push Back	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>Select “Action List”.</li> <li>Click “IR” to view the Interim Report.</li> </ul>
Ref. No.	Project Title	Principal Applicant																	
13140371	UAT 0827 P2	Prof UNIA PA																	
Administering Institution	Funding Amount (HK\$)	Type	Change Request No.	PR/IR No.	Actions														
The University A	995,800.00	Interim Report		<b>IR1</b>	Endorse Push Back														

## Interim Report

Report Ref. No.: IR2  
Report Due Date: 1 Dec 2016  
Report Status: Pending Signature  
1. Project No.: 13140371  
2. Grant Period: Commencement Date: 1 Sep 2015 End Date: 31 Aug 2017  
3. Title of Project:  
UAT 0827 P2

4. Applicant (s):	5. Administering Institution:
Prof UNIA PA	The University A
Dr UNIA CoA	The University A

### 6. Aims/Objectives of the Research:

List the main objectives as stated in the approved proposal. Approval must be sought for any changes on the study objectives.

Approved Aims/Objectives	Estimated completion of aim/objective (%)
XX	XX

### 7. Timetable of Work:

Document the study progress according to the proposed timetable.  
XXX

Date	Event/Progress Description
XX	XX

### 8. Achievements/Major Findings of the Project so far:

XXX

### 9. Budget & Expenditure (attach a certified Financial Statement):

### 10. Applicants' Comments:

Describe the potential of further investigations or exploitation of results. May include reflection/feedback of investigators and/or any difficulties encountered during the course of project. Comment of the potential for/current dissemination of research findings.

XXX

### Attachment (if any):

Close

**Step 3:**

Click "Close" after viewing the Interim Report.

Administering Institution	Funding Amount (HK\$)	Type	Change Request No.	PR/IR No.	Actions
The University A	995,800.00	Interim Report		IR1	<input type="button" value="Endorse"/> <input type="button" value="Push Back"/>

**Confirm**

⚠ Are you sure to endorse this report?

**Confirmation**

⚠ Are you sure to Push Back IR2 of the project [13140371]?

Reason(s):

*Step 4a:*

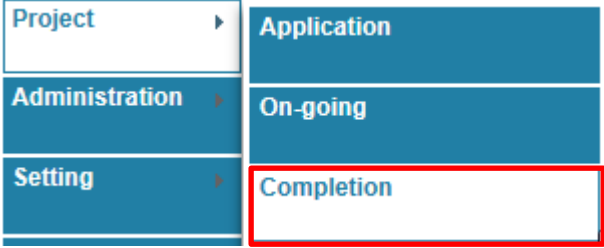

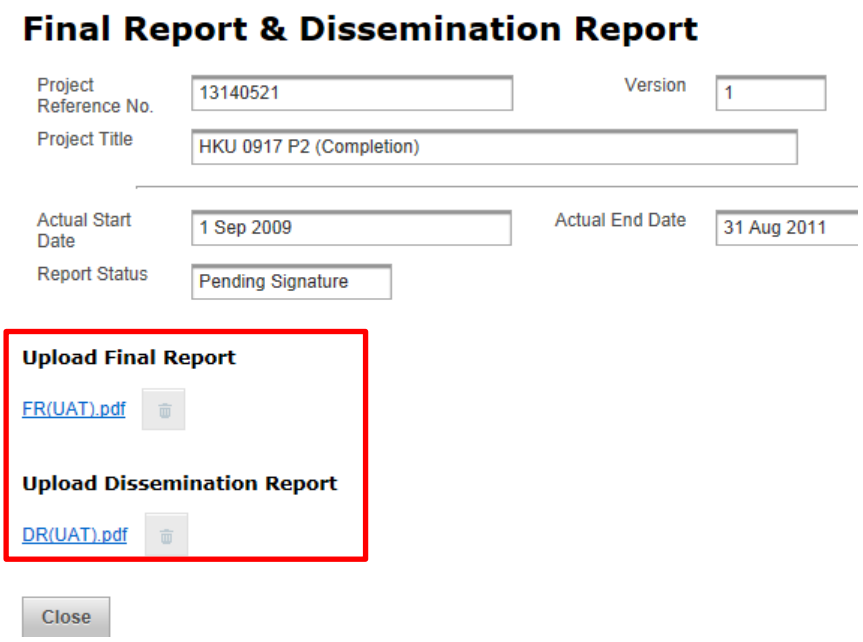
Click “Endorse” to endorse the Interim Report.

**OR**

*Step 4b:*

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

## Endorsement of Final Report (FR)

	<p><b>Step 1:</b></p> <p>Go to Project &gt; Completion</p>
	<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>- Select “Action List”.</li> <li>- Click “FR” to view the Final Report.</li> </ul>
	<p><b>Step 3:</b></p> <p>Click and preview the FR / DR.</p>

Type	Change Request No.	PR/IR No.	Actions
Final Report		FR1	<input type="button" value="Endorse"/> <input type="button" value="Push Back"/>

**Confirm**

⚠ Are you sure to endorse this report?

**Confirmation**

⚠ Are you sure to Push Back IR2 of the project [13140371]?

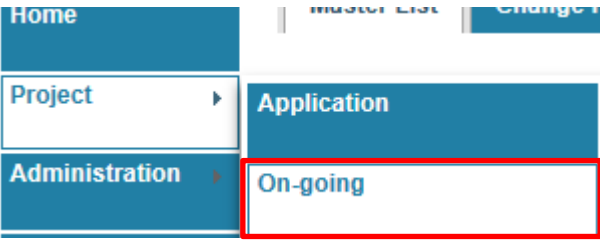
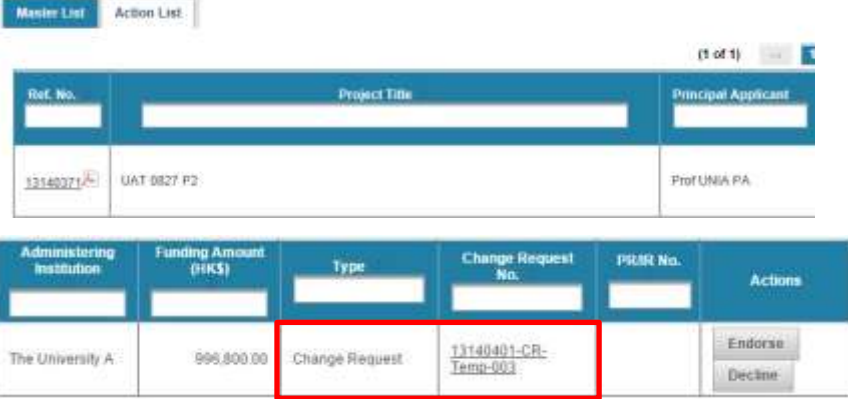

Reason(s):

Step 4a:  
 Click “Endorse” to endorse the Final Report.



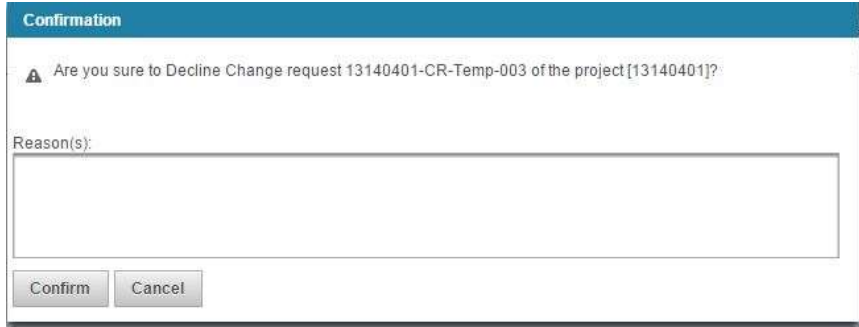
**OR**

Step 4b:  
 Click “Push back” to request PA to revise the FR.

## Endorse Change Request for CoA

	<p><b>Step 1:</b></p> <p>Go to Project &gt; On-going</p>																		
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Ref. No.	Project Title	Principal Applicant																	
13140371	UAT 0827 P2	Prof UNIA PA																	
Administering Institution	Funding Amount (MYR)	Type	Change Request No.	PRMR No.	Actions														
The University A	906,800.00	Change Request	13140401-CR-Temp-003		Endorse Decline														
 <p><b>eGMS electronic Grant Management System</b></p> <p><b>Change of CoA</b></p> <p>Project Reference No: 13140401</p> <p>Project Title: UAT 0827 P2 (Research concept R)</p> <p>Start Date: 1 Sep 2015 End Date: 31 Aug 2017 Status: In progress</p> <p>Principal Applicant (PA): Prof UNIA PA</p> <p>Administering Institution (AI): The University A</p> <p>Change Request No: 13140401-CR-Temp-003 Submission Date: 13 Sep 2015 Change Request Status: Pending Signature</p> <p><b>Existing CoA</b></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Last Name</th> <th>First Name</th> <th>Current Post(s)</th> <th>Remove Existing CoA</th> </tr> </thead> <tbody> <tr> <td colspan="5">No records found.</td> </tr> </tbody> </table> <p>Add: <input type="text"/> (AI's co-Applicant)</p> <p><b>New co-Applicant 1</b> Status: Pending CoA endorsement</p> <p>Title: Dr</p> <p>Last Name: Uwat First Name: Cwa</p> <p>Current Post(s): Assistant Professor</p> <p>Department: Department 211</p>	Title	Last Name	First Name	Current Post(s)	Remove Existing CoA	No records found.					<p><b>Step 3:</b></p> <p>Review the project details and personal contacts</p>								
Title	Last Name	First Name	Current Post(s)	Remove Existing CoA															
No records found.																			



 <p><b>Actions</b></p> <p>Endorse Decline</p>  <p><b>Confirm</b></p> <p>⚠ Are you sure to endorse this change request?</p> <p>Yes No</p>  <p><b>Confirmation</b></p> <p>⚠ Are you sure to Decline Change request 13140401-CR-Temp-003 of the project [13140401]?</p> <p>Reason(s):</p> <p>Confirm Cancel</p>	<p><i>Step 4a:</i></p> <p>Click “Endorse” to agree to join the project team. Change Request will be submitted to RFS.</p> <p><b>OR</b></p> <p><i>Step 4b:</i></p> <p>Click “Decline” and provide reason(s), if any, for not joining the project team.</p>
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