THE CHINESE UNIVERSITY OF HONG KONG

Scanning Research Proposals by *VeriGuide*

As resolved at the 121st Research Committee Meeting held on 31 May 2012, all RGC grants applicants are required to perform anti-plagiarism checking of their applications by using the *VeriGuide* before application submission. This would help alert the researchers of any irregularities identified so that timely revisions could be made at the application stage.
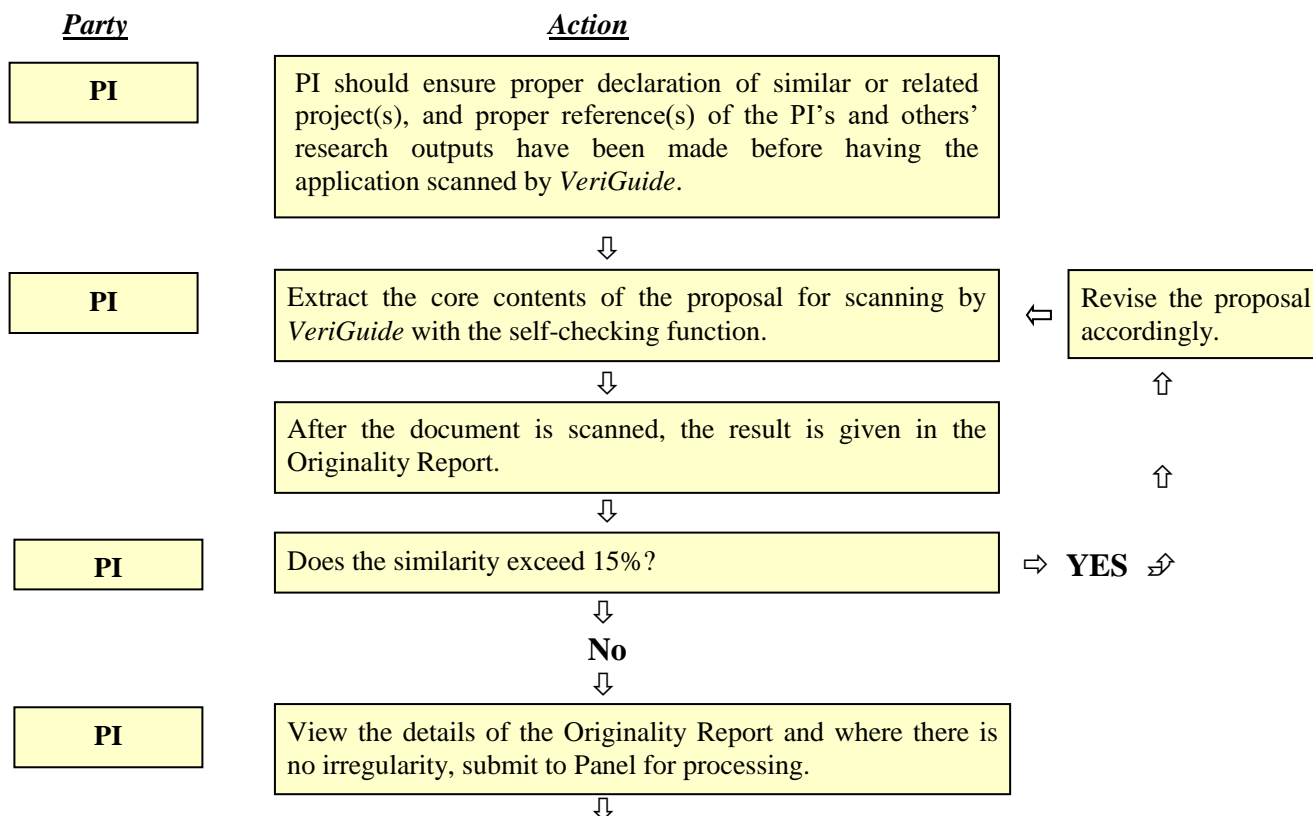
To facilitate researchers to fulfill the above requirement, all full-time academic staff can now have free access to the *VeriGuide* scanning service (available at: http://www.cuhk.edu.hk/veriguide) by signing in *VeriGuide* 2020 with CUHK Login.
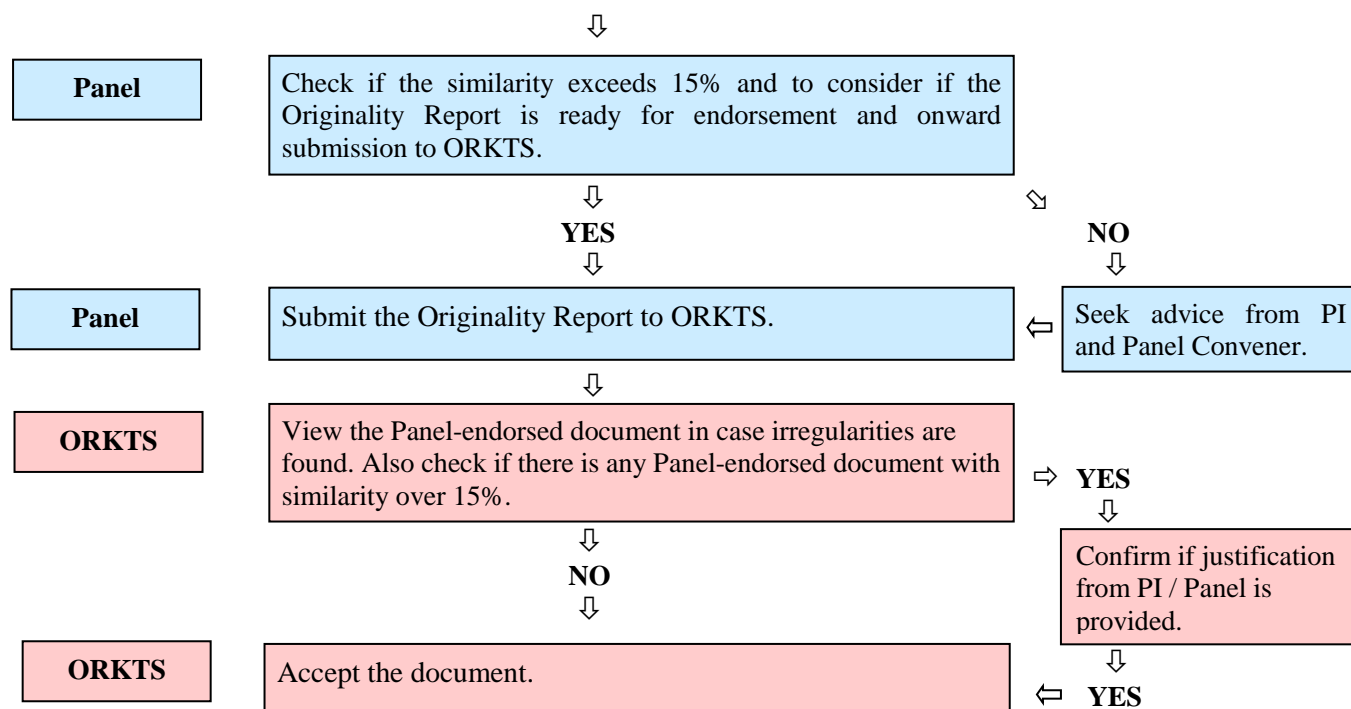
As the scanning service may be used for different types of grants with different submission requirements, faculty members are invited to take note of the following arrangements.

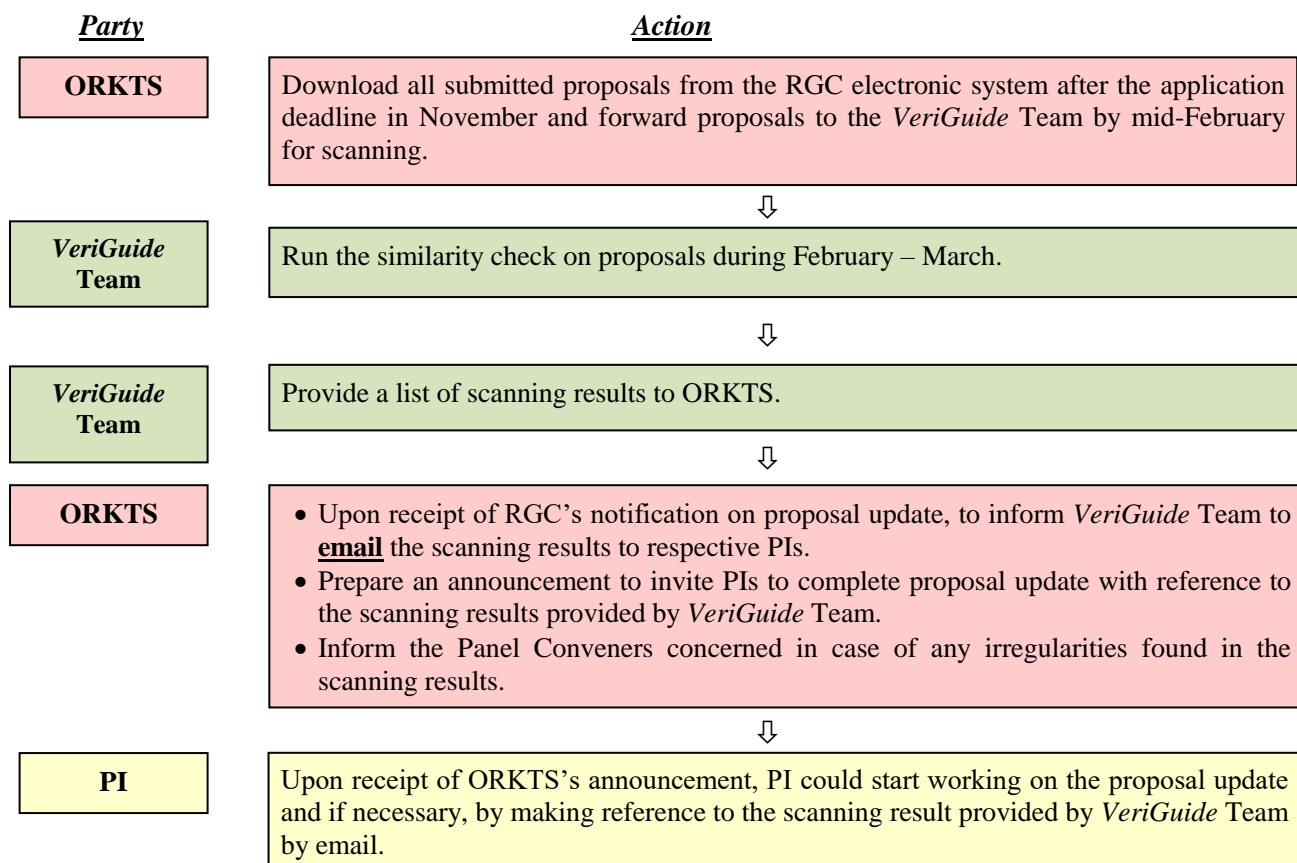### *RGC GRF/ECS Applications - Submission to the ORKTS via Research Panels*

- Starting from the GRF/ECS 2013/14 Exercise, *VeriGuide* Originality Reports should be endorsed by the respective Panels in the *VeriGuide* system before the applications are submitted to the Office of Research and Knowledge Transfer Services (ORKTS) for vetting.
- Scanning of the applications should be done during both the application stage and the proposal update.
- Workflows for scanning RGC GRF/ECS applications by *VeriGuide* are given below:

I. Application Stage – September/October

Party	*Action*

| **PI** | PI should ensure proper declaration of similar or related project(s), and proper reference(s) of the PI's and others' research outputs have been made before having the application scanned by *VeriGuide*. |

⇩

| **PI** | Extract the core contents of the proposal for scanning by *VeriGuide* with the self-checking function. | ⇐ | Revise the proposal accordingly. |

⇩   ⇧

| | After the document is scanned, the result is given in the Originality Report. | | ⇧ |

⇩

| **PI** | Does the similarity exceed 15%? | ⇨ **YES** ⇗ |

⇩
No
⇩

| **PI** | View the details of the Originality Report and where there is no irregularity, submit to Panel for processing. |

⇩

⇩

| Panel | Check if the similarity exceeds 15% and to consider if the Originality Report is ready for endorsement and onward submission to ORKTS. |

⇩ YES ⇩ ⇘ NO ⇩

| Panel | Submit the Originality Report to ORKTS. | ⇐ | Seek advice from PI and Panel Convener. |

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| ORKTS | View the Panel-endorsed document in case irregularities are found. Also check if there is any Panel-endorsed document with similarity over 15%. | ⇨ YES ⇩ |

⇩ NO ⇩

| | Confirm if justification from PI / Panel is provided. |

| ORKTS | Accept the document. | ⇐ YES |

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II. Proposal Update – April of the Following Year

Party	*Action*
ORKTS	Download all submitted proposals from the RGC electronic system after the application deadline in November and forward proposals to the *VeriGuide* Team by mid-February for scanning.
VeriGuide **Team**	Run the similarity check on proposals during February – March.
VeriGuide **Team**	Provide a list of scanning results to ORKTS.
ORKTS	• Upon receipt of RGC's notification on proposal update, to inform *VeriGuide* Team to **email** the scanning results to respective PIs. • Prepare an announcement to invite PIs to complete proposal update with reference to the scanning results provided by *VeriGuide* Team. • Inform the Panel Conveners concerned in case of any irregularities found in the scanning results.
PI	Upon receipt of ORKTS's announcement, PI could start working on the proposal update and if necessary, by making reference to the scanning result provided by *VeriGuide* Team by email.

Other RGC Grant Applications – Direct Submission to the ORKTS

Applicants are required to scan their applications before submitting to the ORKTS. Relevant arrangements will be announced in the invitation for applications for individual funding schemes in due course.

Non-RGC External Grants Applications – Direct Submission to the ORKTS

Applicants are welcome to use the scanning service on an as-needed basis. Unless required by the funding agencies, applicants do not need to submit the Originality Reports to the ORKTS.

Should there be any enquiries regarding to the above arrangements, please contact the following ORKTS colleagues:

Faculties of Arts and Medicine	**Ms Gi Gi Hung**	**3943 5335**	**gigi.hung@cuhk.edu.hk**
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Faculty of Engineering	**Ms Lia Hung**	**3943 1841**	**liahung@cuhk.edu.hk**
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General	**Ms Grace Ho**	**3943 9551**	**szeyiuho@cuhk.edu.hk**

The *VeriGuide* User Manual is available at:
https://academic2.veriguide.org/cuhk/documents/CUHK_Research_Proposals_Scanning_and_Submission_User_Manual.pdf

For technical support of *VeriGuide*, please contact:

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5 September 2022