

# THE CHINESE UNIVERSITY OF HONG KONG

## Scanning Research Proposals by VeriGuide

As resolved at the 121<sup>st</sup> 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.

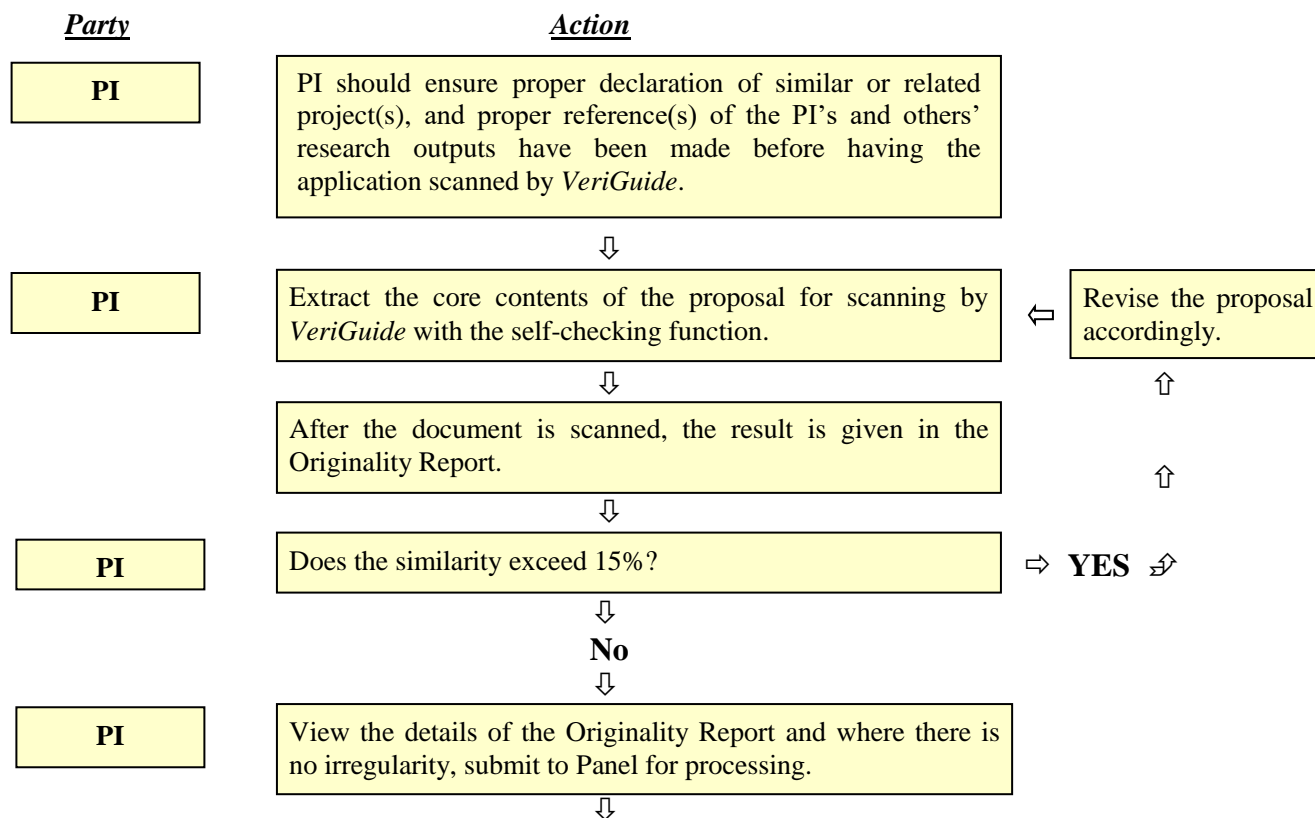
To facilitate researchers to fulfill the above requirement, all full-time academic staff can now have free access to the *VeriGuide* scanning service (available at: <http://www.cuhk.edu.hk/veriguide>) by signing in *VeriGuide* 2020 with CUHK Login.

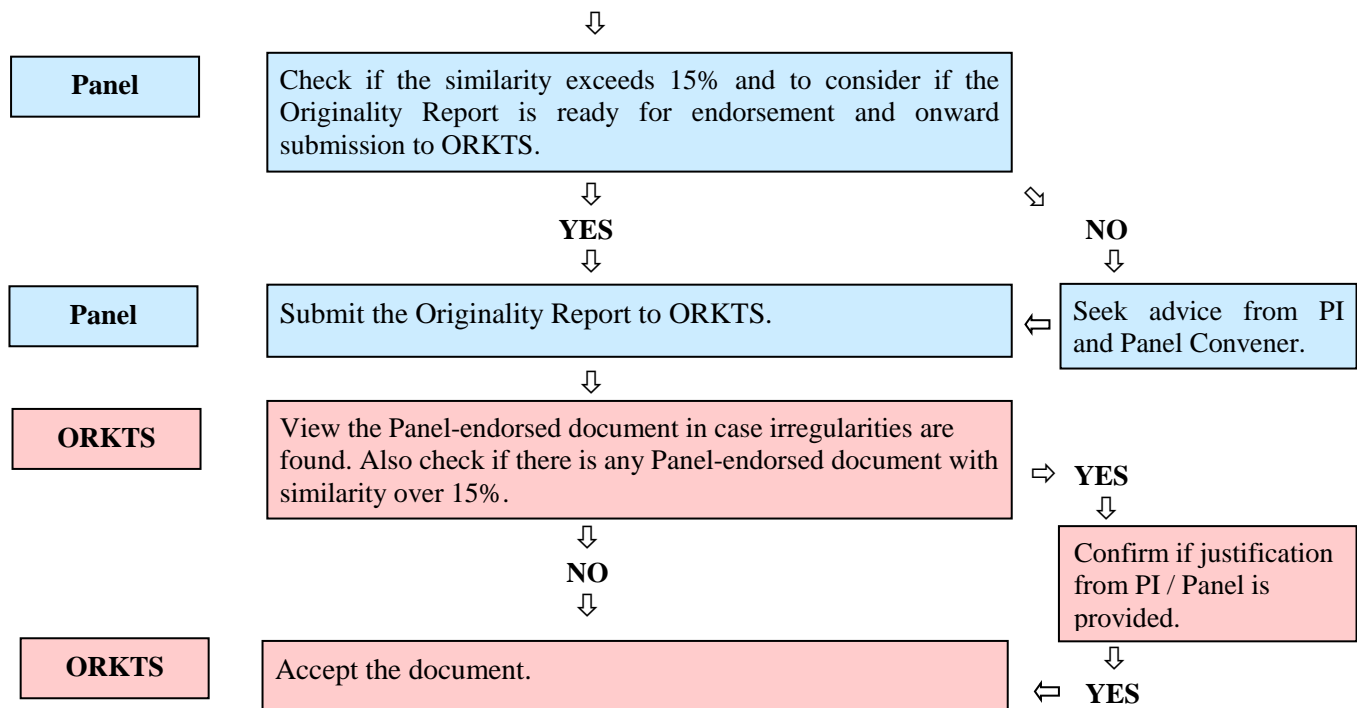
As the scanning service may be used for different types of grants with different submission requirements, faculty members are invited to take note of the following arrangements.

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

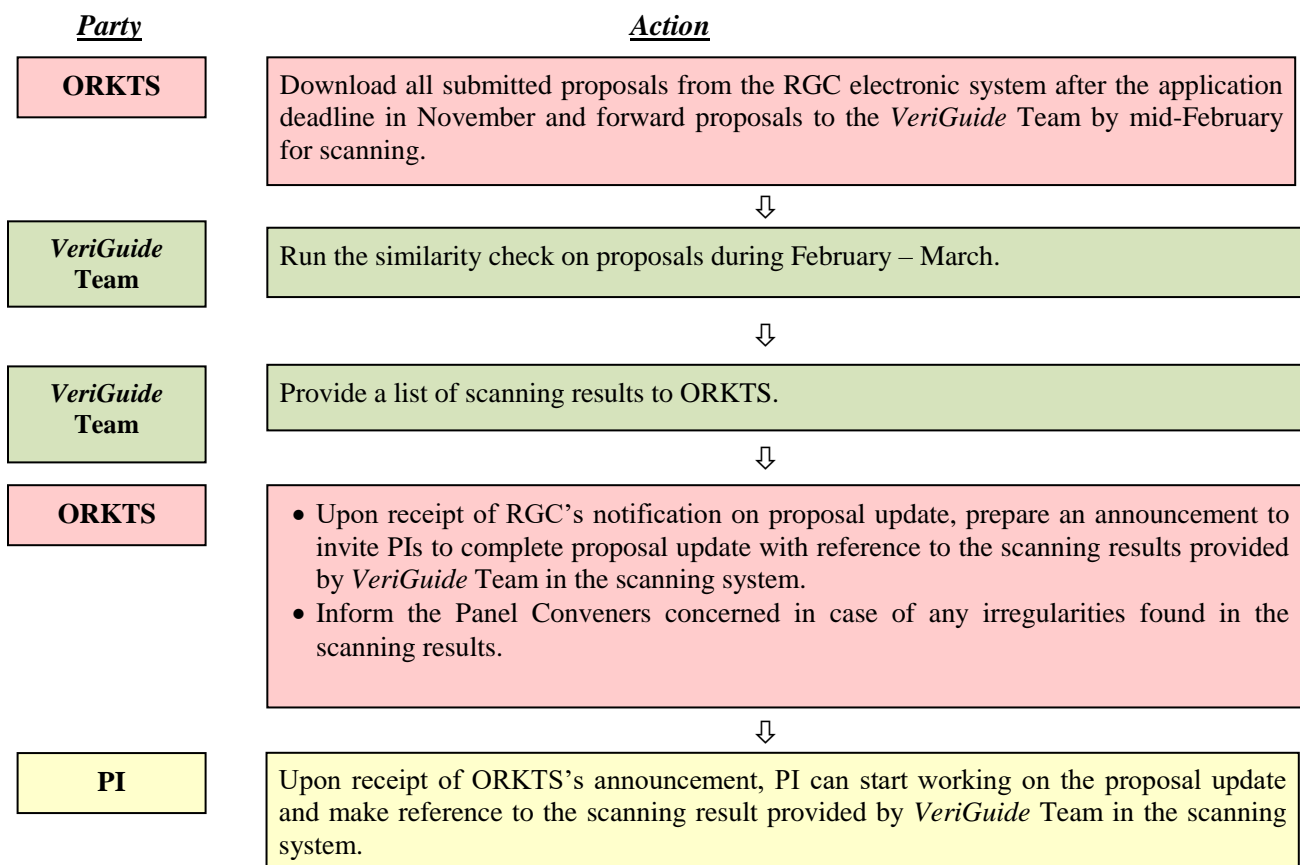
- Starting from the GRF/ECS 2013/14 Exercise, *VeriGuide* Originality Reports should be endorsed by the respective Panels in the *VeriGuide* system before the applications are submitted to the Office of Research and Knowledge Transfer Services (ORKTS) for vetting.
- Scanning of the applications should 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**





## II. Proposal Update – April of the Following Year



### ***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:

<b>Faculty of Arts</b>	<b>Ms Gladys Chan</b>	<b>3943 5428</b>	<a href="mailto:gladyschan@cuhk.edu.hk">gladyschan@cuhk.edu.hk</a>
<b>Faculty of Business Administration</b>	<b>Mr Harry Yau</b>	<b>3943 6545</b>	<a href="mailto:harryyau@cuhk.edu.hk">harryyau@cuhk.edu.hk</a>
<b>Faculties of Education and Law</b>	<b>Ms Lily Lee</b>	<b>3943 5544</b>	<a href="mailto:lilee@cuhk.edu.hk">lilee@cuhk.edu.hk</a>
<b>Faculty of Engineering</b>	<b>Ms Lia Hung</b>	<b>3943 1841</b>	<a href="mailto:liahung@cuhk.edu.hk">liahung@cuhk.edu.hk</a>
<b>Faculty of Science</b>	<b>Ms Joanne Tsang</b>	<b>3943 1837</b>	<a href="mailto:joannetcy@cuhk.edu.hk">joannetcy@cuhk.edu.hk</a>
<b>Faculty of Medicine</b>	<b>Ms Jasmine Cheung</b> <b>Ms Lottie Tang</b>	<b>3943 0668</b> <b>3943 1878</b>	<a href="mailto:jasminecheung@cuhk.edu.hk">jasminecheung@cuhk.edu.hk</a> <a href="mailto:lottietang@cuhk.edu.hk">lottietang@cuhk.edu.hk</a>
<b>Faculty of Social Science</b>	<b>Ms Ceci Chan</b>	<b>3943 5335</b>	<a href="mailto:ceci.chan@cuhk.edu.hk">ceci.chan@cuhk.edu.hk</a>
<b>General</b>	<b>Ms Grace Ho</b>	<b>3943 9551</b>	<a href="mailto:szeyiuho@cuhk.edu.hk">szeyiuho@cuhk.edu.hk</a>

The *VeriGuide* User Manual is available at:

[https://academic2.veriguide.org/cuhk/documents/CUHK\\_Research\\_Proposals\\_Scanning\\_and\\_Submission\\_User\\_Manual.pdf](https://academic2.veriguide.org/cuhk/documents/CUHK_Research_Proposals_Scanning_and_Submission_User_Manual.pdf)

For technical support of *VeriGuide*, please contact:

Mr Patrick Lau                      3943 9457                      [tplau@cse.cuhk.edu.hk](mailto:tplau@cse.cuhk.edu.hk)