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.

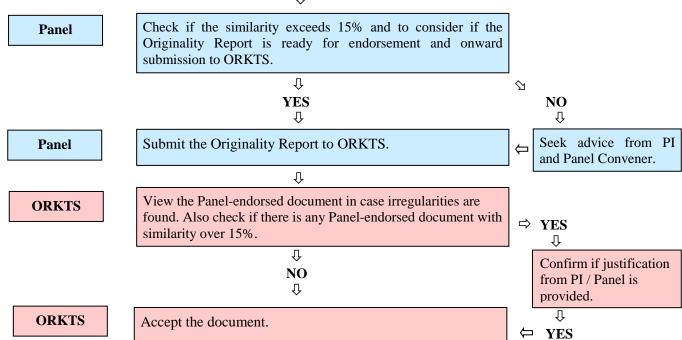
RGC GRF/ECS Applications - Submission to the ORKTS via Research Panels

- 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

<u>Party</u>	<u>Action</u>		
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 <i>VeriGuide</i> .		
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PI	Extract the core contents of the proposal for scanning by <i>VeriGuide</i> with the self-checking function.	\	Revise the proposal accordingly.
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	After the document is scanned, the result is given in the Originality Report.		仓
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PI	Does the similarity exceed 15%?	\Rightarrow	YES 🕏
	↓ No ↓	_	
PI	View the details of the Originality Report and where there is no irregularity, submit to Panel for processing.		
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II. Proposal Update - April of the Following Year

<u>Party</u>	<u>Action</u>					
ORKTS	Download all submitted proposals from the RGC electronic system after the application deadline in November and forward proposals to the <i>VeriGuide</i> Team by mid-February for scanning.					
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<i>VeriGuide</i> Team	Run the similarity check on proposals during February – March.					
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<i>VeriGuide</i> Team	Provide a list of scanning results to ORKTS.					
Team	Φ					
ORKTS	 Upon receipt of RGC's notification on proposal update, prepare an announcement to invite PIs to complete proposal update with reference to the scanning results provided by <i>VeriGuide</i> Team in the scanning system. Inform the Panel Conveners concerned in case of any irregularities found in the scanning results. 					
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PI	Upon receipt of ORKTS's announcement, PI can start working on the proposal update and make reference to the scanning result provided by <i>VeriGuide</i> Team in the scanning system.					

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:

Faculty of Arts	Ms Gladys Chan	3943 5428	gladyschan@cuhk.edu.hk
Faculty of Business Administration	Mr Harry Yau	3943 6545	harryyau@cuhk.edu.hk
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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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