

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.

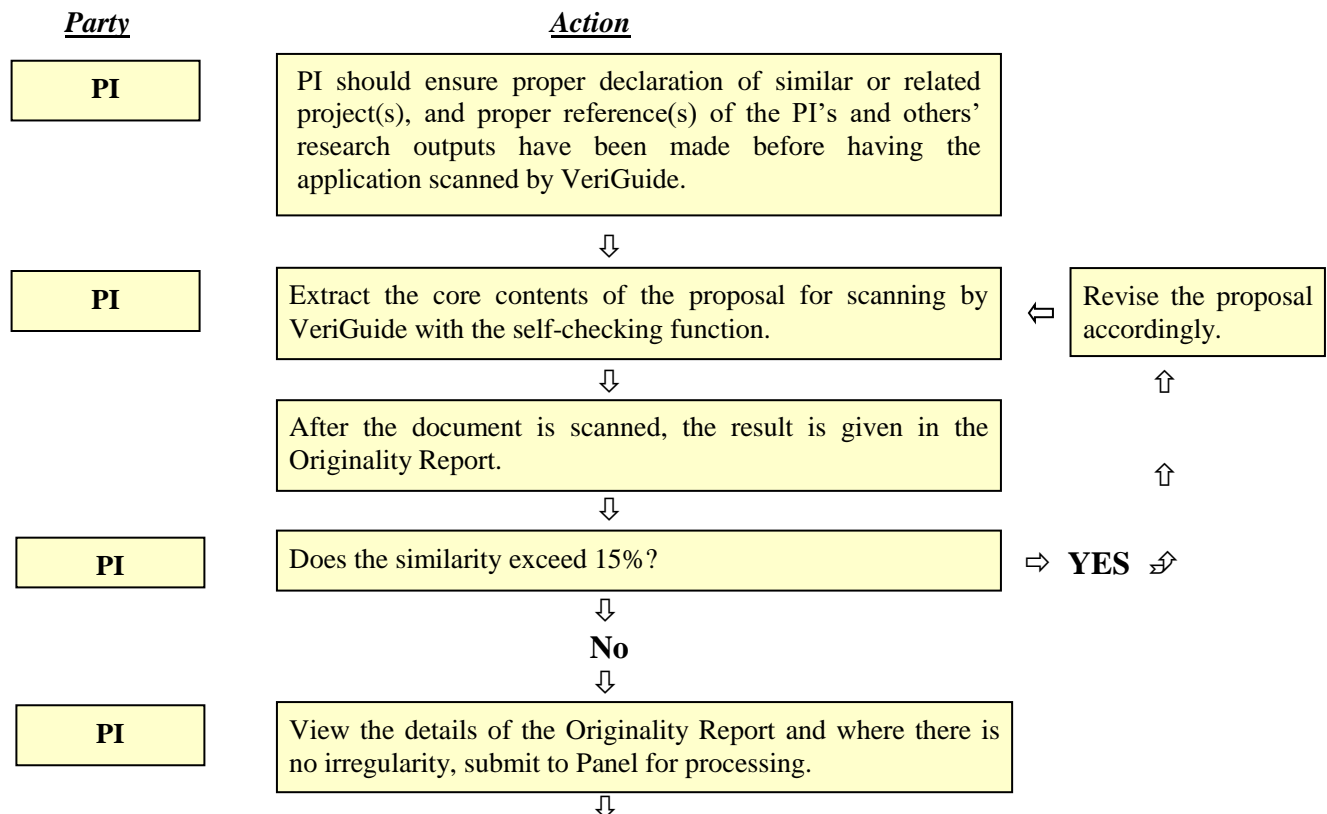
To facilitate researchers to fulfill the above requirement, all full-time academic staff can now have free access to the *VeriGuide* scanning service (available at: <http://www.cuhk.edu.hk/veriguide>) by signing in VeriGuide 2020 with CUHK Login.

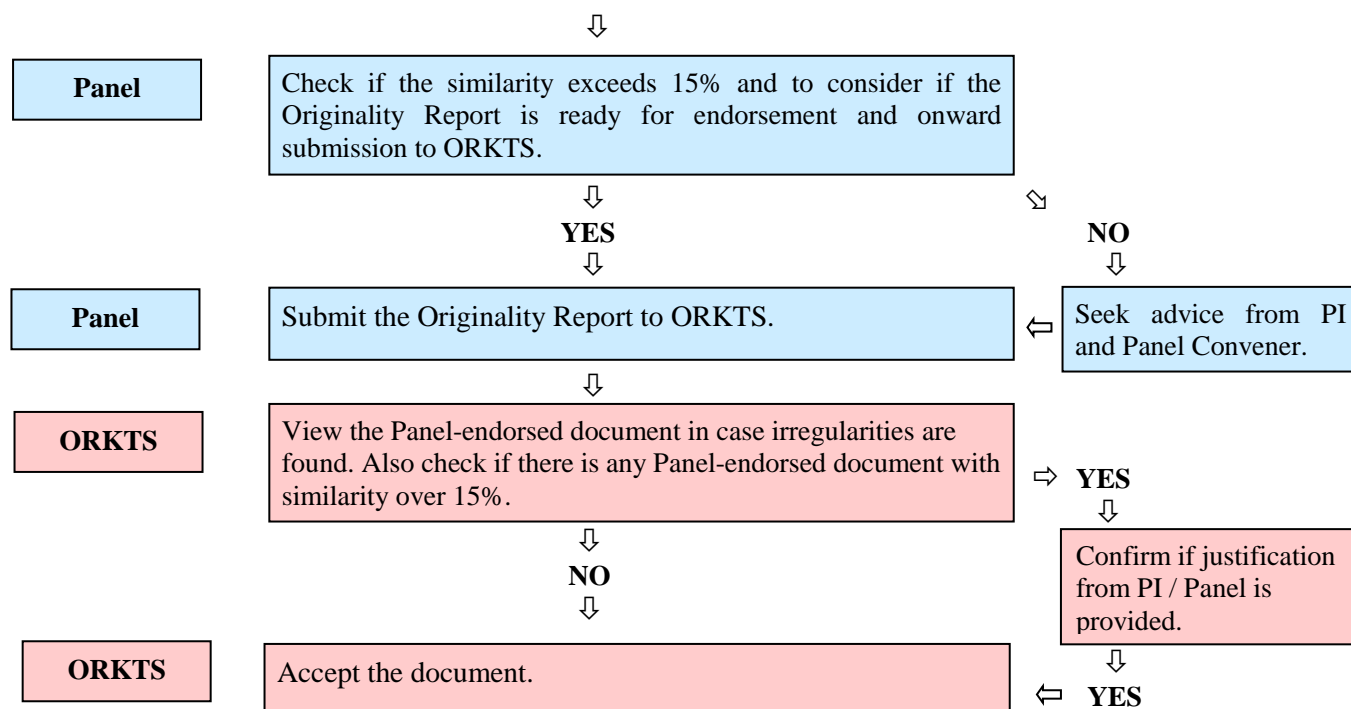
As the scanning service may be used for different types of grants with different submission requirements, faculty members are invited to take note of the following arrangements.

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

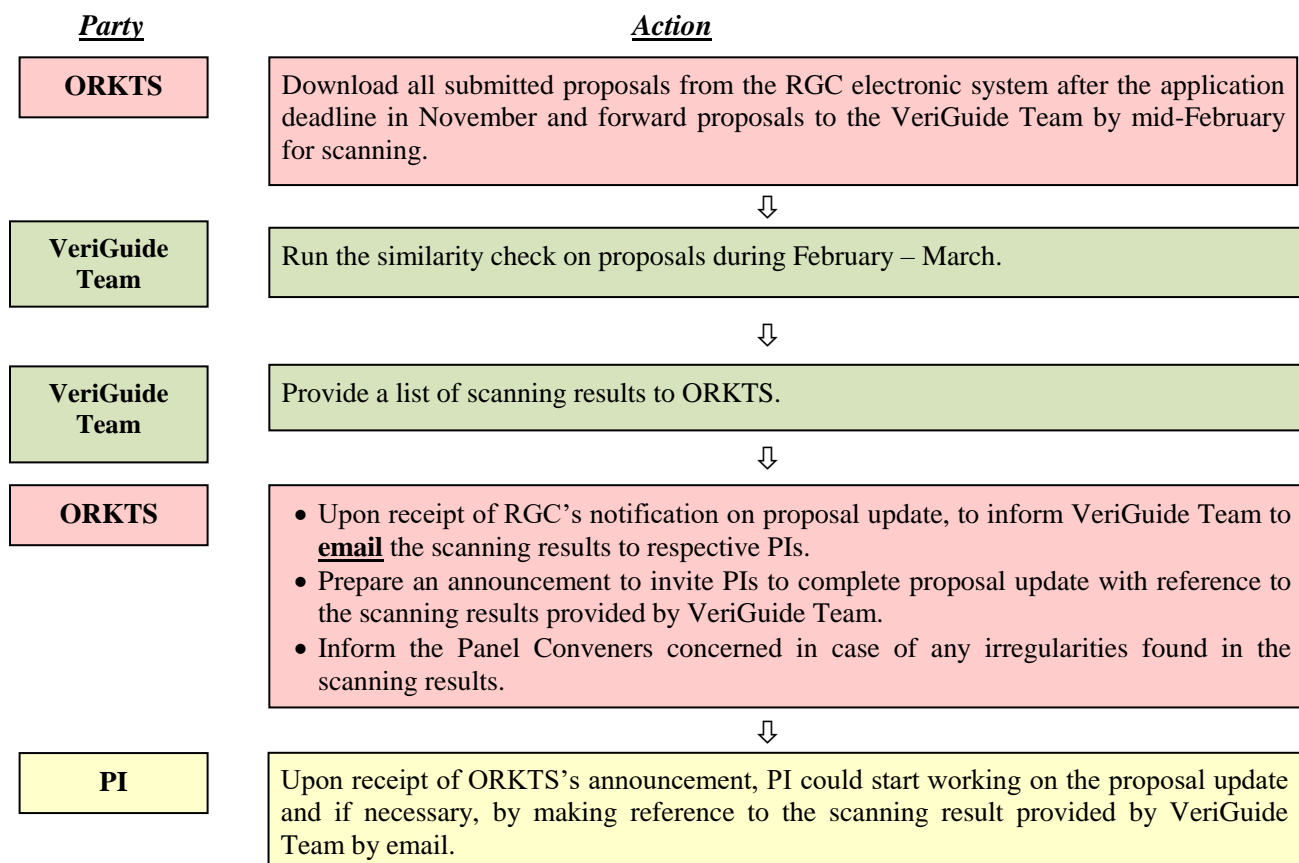
- Starting from the GRF/ECS 2013/14 Exercise, *VeriGuide* Originality Reports should be endorsed by the respective Panels in the *VeriGuide* system before the applications are submitted to the Office of Research and Knowledge Transfer Services (ORKTS) for vetting.
- Scanning of the applications should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





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:

Faculties of Arts and Medicine	Ms Winnie Kung	3943 0349	winniekung@cuhk.edu.hk
Faculties of Business Administration and Science	Ms Flora Lam	3943 3152	flora.f.lam@cuhk.edu.hk
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General	Ms Lia Hung	3943 1841	liahung@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:

Mr Patrick Lau **3943 9457** **tplau@cse.cuhk.edu.hk**

2 September 2021