

Management of Track Records of Applicants¹
(Effective from 1 November 2018)

Improprieties	Description	Gravity	Actions^{2,3}
Scientific Misconduct ⁴	Plagiarism, fraudulence, etc.	Serious	i. Disqualification in the related funding exercise; and ii. Debar ⁵ for 5 years
Double dipping not declared	Receiving grant from HMRF or any of its preceding funding schemes, or other funding agencies (local or overseas)	Heavy	i. Disqualification in the related funding exercise; and ii. Debar for 1 year
	Submission of grant applications or similar proposals to HMRF or any of its preceding funding schemes, or other funding agencies (local or overseas)	Light	Warning letter
Conflict of Interest not declared	The nominated reviewer(s) as a direct relative or a close personal contact with Principal Applicant (PA) or Co-applicant (Co-A)	Medium	Disqualification in the related funding exercise
	The PA has the following relationship(s) with the nominated reviewer in the past 3 years at the time of grant application – <ul style="list-style-type: none"> - research collaborator - mentor/student - work colleagues in the same department - employer/ employee/ business partner 	Medium	Disqualification in the related funding exercise

¹ Unless otherwise determined, the principal applicant shall be held primarily responsible for the conduct of the project and any penalties imposed as a consequence of any misconduct or non-compliance.

² The track record of the principal applicant who has committed any of the improprieties mentioned in this Annex shall be marked for and taken into account when considering of future grant applications for up to 5 years.

³ If the misconduct is reported after commencement of the study, assessment will be made to determine whether any of the approved amount should be returned to the Government.

⁴ Scientific misconduct means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgements of data.

⁵ Debarment covers applying and receiving grants from the Health and Medical Research Fund in the capacity of principal applicant.

Improprieties	Description	Gravity	Actions^{2,3}
Conflict of Interest not declared	The Co-A has the following relationship(s) with the nominated reviewer in the past 3 years at the time of grant application – <ul style="list-style-type: none"> - research collaborator - mentor/student - work colleagues in the same department - employer/ employee/ business partner 	Light	Warning letter
Non-compliance	No submission of final report by deadline without valid justification	Heavy	<ul style="list-style-type: none"> i. Withhold funding of the project or recovery of the grant ii. Debar for 2 years and until the final report is submitted, whichever is later
	Any of the following without valid justification – <ul style="list-style-type: none"> - Early termination - Incomplete project - Research work done before project commencement not declared 	Heavy	<ul style="list-style-type: none"> i. Partial payment or recovery of grant ii. Debar for 2 years
	Final report graded “Unredeemable” or “Unacceptable”	Medium	<ul style="list-style-type: none"> i. Withhold 10% or 20% of the grant subject to the terms and conditions in the agreement