

Management Measures for Scientific Research Projects of The International Health Qigong Federation (For Trial Implementation)

(Draft for Comments)

Chapter I General Rules

Article 1 In order to further strengthen the work of the International Health Qigong Federation (Hereinafter referred to as “IHQF” or the Federation) in the sound and regular management of scientific research projects and promote scientific research in the field of Health Qigong, these Measures are hereby formulated in accordance with the IHQF Statutes and the policies and regulations pertaining to Health Qigong.

Article 2 IHQF shall adhere to the principles of full openness, fair competition, and merit-based projects in administering scientific research projects.

Article 3 The scientific research projects of the Federation shall be divided into bidding projects, entrusted projects and late-stage funded projects, among others.

Article 4 The Federation shall follow in its research projects management the principles of openness, fairness and impartiality.

Article 5 The IHQF Secretariat shall be responsible for the unified management of scientific research projects.

Article 6 The Federation encourages cooperation in major basic and applied research projects and supports research projects on other practical issues that have important reference value for decision-making on the development of its cause.

Chapter II Application and Project Approval

Article 7 For IHQF's scientific research projects, a method of combining bidding with entrustment shall be adopted under a project manager responsibility system.

Article 8 The Secretariat shall publish, by the end of December of each year, the following year's IHQF Scientific Project Guide on its website and accept project applications within the prescribed time limit.

Article 9 A person who applies for the position of manager of an IHQF scientific research project shall meet the following conditions:

(I) He/she shall abide by discipline and law and have no bad record in the industry;

(2) He/she should generally be an in-service employee officially employed by a university, research institute and another relevant entity and have profound knowledge and expertise with respect to Health Qigong and related fields as well as the scientific research ability and conditions.

(3) He/she shall provide valid proof of funding from the contributing organization or individual when applying for a self-financed project.

Article 10 An applicant for an IHQF research project shall fill in an IHQF Project Application Form and provide relevant materials which, upon the review, commentary and signature by the organization where the proposed project manager works (or by the recommending organization and the recommender), shall be submitted to the Secretariat.

Article 11 A person who has any of the following circumstances shall be disqualified as an applicant:

- (1) There is falsified content in the application materials;
- (2) The project applicant has seriously breached academic ethics;
- (3) The project manager is undertaking an IHQF scientific research project which has yet to be concluded.

Article 12 The Secretariat shall be responsible for organizing the review and approval of IHQF scientific research projects.

(1) First review

A preliminary review shall be made of the project application materials in accordance with the requirements of Article 9 to Article 11 of these Measures. Experts shall be entrusted with loose-leaf anonymous evaluation and examination of the application materials that passed the first review and approval process. A certain number of applications shall be selected from among the applications actually submitted.

(2) Second review

An expert group shall be organized to examine the applications that have entered the second round. The second review shall be conducted by voting in groups.

(3) Final review

The results of the second review shall be submitted to the final review experts for evaluation and examination to determine the list of projects to be approved.

(4) Public announcement

The list of projects determined by the final review experts as approved shall be published on the IHQF website for no less than 5 business days.

(5) Project approval

For the projects proposed for approval that have gone through the public announcement stage, a notice of project approval shall be issued in a timely manner.

Article 13 In the project evaluation and examination for approval processes, the evaluation and judgment shall be made mainly in the following areas:

- (1) Soundness and rationality of the project design;
- (2) The necessity and practicability of the research content and the feasibility of the technical route;
- (3) The scientific research capability of the project manager and the soundness of the project personnel structure;
- (4) The relevant scientific research conditions and research foundation as required;
- (5) The soundness of the budget for funding the project research.

Article 14 Participants in the evaluation review shall strictly abide by the review discipline. Any and all improper behavior shall be strictly dealt with in accordance with the relevant provisions.

Article 15 The Secretariat shall issue an IHQF Research Project Approval Notice to the project manager. The project approval time shall be based on the date of issue of the project approval notice.

Article 16 After receiving the project approval notice, the project manager shall complete the receipt acknowledge note and, after signature, return it to the Secretariat within the prescribed deadline. Those who failed to sign on time shall be deemed to have given up automatically.

Chapter III Progress Management and Conclusion

Article 17 The research time limit of IHQF's scientific research projects in natural sciences is generally two and a half years and, in principle, no more than three years in maximum. The time limit for the social sciences category is generally one

and a half years and, in principle, no more than two and a half years in maximum. The research time limit of an IHQF research project shall be based on the project approval notification.

Article 18 The Secretariat shall track and manage the project throughout and conduct spot checks on the proposal and the progress of the project. The scientific research management department where the project leader works should perform its due diligence and manage the project implementation process.

Article 19 In any of the following cases, a written application shall be submitted by the project manager and, subject to the agreement of the organization to which the project leader belongs, transmitted to the Secretariat for review and approval:

- (1) Change of the project manager;
- (2) Change of the project name;
- (3) Change of the final form of the project's results;
- (4) Change of research content in the project;
- (5) Change of the project management organization;
- (6) Application for project extension;
- (7) Application for project cancellation.

Article 20 The Secretariat shall organize relevant experts to appraise the final research results of a project which shall not be concluded until after the appraisal.

(1) Upon the completion of research under the project, the project manager shall fill in the Project Closing Application Form and provide relevant materials, which shall be submitted to the Secretariat after passing the examination and verification by the scientific research and financial departments of the organization where he/she works;

(2) The Secretariat shall review the Project Closing Application Form and

relevant materials and, after clearing the application through examination, forward them to the expert group for appraisal;

(3) The expert group shall give an appraisal opinion on whether the project results are approved and give a corresponding rating;

(4) The Secretariat shall summarize the expert evaluation opinions and give its comment as to the conclusion or otherwise of the project and the corresponding rating;

(5) The Secretariat shall publicize the appraisal result on the IHQF website and notify the project manager and his/her organization.

Article 21 If the research results fail to pass the appraisal, the project team shall be allowed three months to modify the results within three months and reapply for appraisal. If the research results still cannot pass the reappraisal, the project shall be treated as withdrawn and no application for an IHQF scientific research project shall be allowed within 2 years.

Article 22 After the final research result has passed the appraisal, the Secretariat shall be responsible for matters relating to acceptance and conclusion of the project as well as issuance of an IHQF Project Settlement Certificate.

Article 23 In any of the following cases, the project shall be cancelled with a public notice:

(1) Failure to submit the research results within the deadline without any special circumstances;

(2) Failure to pass the expert appraisal and the second appraisal after the expiration of the extended period (of up to six months);

(3) Plagiarism of the achievement(s) of others;

(4) Alteration of the mandated task(s) without authorization;

(5) Failure to submit the final statement on the use of funds or serious violation of financial discipline in the use of funds;

(6) Other violations of the provisions of these Measures.

Chapter IV Funds Management

Article 24 IHQF shall set up a separate account for expenditure on scientific research projects; the annual scale shall be determined according to the actual situation and incorporated into the budget. The Secretariat shall be responsible for monitoring, inspecting and directing the use of project funds. The organization where the project manager works shall implement specific management of the project funds as per the requirements of the financial system; in principle, the project funds shall not be allocated to individual research members. The financial department concerned shall put into safekeeping the bills related to the financed project and shall be obliged to accept the supervision, inspection and audit of relevant departments.

Article 25 The Secretariat shall transfer, according to the approved project, to the bank account of the organization where the project manager works the project funds which shall be under the unified management of the organization. The project funding shall be approved once and generally allocated in two tranches. The funds shall be used exclusively for the project, with no supplement made for over expenditure. The first tranche shall be allocated at 80% of the funds while 20% shall be allocated subject to assessment and clearance within the prescribed time limit. A project that did not pass the assessment shall not receive the remaining balance in appropriation.

Article 26 The specific measures for the use of funds and the scope of project expenditure shall be implemented in reference to the Measures for the Management of IHQF Research Project Funds .

Article 27 The scientific research management department of the organization to which the project manager belongs shall collect, in accordance with the relevant

provisions of the State, a management fee to defray specific expenses such as those for the daily management, inspection, expert consultation and review of the project. The management fee shall not exceed 5% of the project funds.

Article 28 The project manager may have, under the guidance of the scientific research and financial management department of his/her organization, independent discretion over the use of the project funds according to the plan, but misappropriation of the funds is strictly prohibited. The funds should be used strictly in keeping with the relevant financial regulations. When the Project Conclusion Application Form is submitted, the final statement of the funds shall also be submitted at the same time.

Article 29 In the case of a surplus in the funds after the project result was accepted upon appraisal, it may continue to be used on the research work by the organization to which the project manager belongs, with the project manager having the priority in its use. If there is still a surplus in the balance of funds two years after the review and acceptance of the research results of the project, it shall be recovered in accordance with the relevant provisions of the country where the IHQF headquarters are located.

Article 30 In the case of a cancelled project due to its failure at completion for some reason, the remaining funds shall be returned to IHQF through the original channel. In the case of a cancelled project resulting from the unwarranted non-completion of a research assignment, the Secretariat will recover all the appropriated funds.

Chapter V Application of Research Results

Article 31 Project results that have passed the appraisal and are suitable for being made public may be published or released. Those that have not passed the appraisal shall not be allowed publication or release.

Article 32 Based on the needs, the results of some outstanding scientific research projects may be selectively financed for publication.

Article 33 The Secretariat may recommend the project results that meet the requirements for entry in IHQF's procedure for the evaluation and award of excellent scientific research results. If the project manager applies, the project may be recommended for participation in award contests. IHQF may recommended to professional journals and academic platforms and include them on a priority basis for thematic speeches at IHQF-sponsored scientific forums.

Article 34 The IHQF Department of Education and Scientific Research may report, by bulletins, internal circulars or other means, to the higher authorities and step up the publicity, dissemination, application and conversion of great achievements.

Chapter VI Ownership and Confidentiality of Intellectual Property Rights

Article 35 Unless otherwise specially agreed, the copyright of the project achievement belong to the author and IHQF shall have the priority right to its use within one year after completion of the work. When the results are officially published or submitted to the relevant department(s), the wording of "IHQF Research Project" shall be displayed in a noticeable position.

Article 36 Where a scientific research project involves related secrets, the relevant organization and its staff shall effectively ensure confidentiality.

Chapter VII Awards

Article 37 IHQF establishes the Huatuo Awards for Health Qigong, the highest scientific research award, to honour outstanding contributors in the following fields:

- (1) Basic Theory Discipline Development Award;
- (2) Scientific Research and Technological Progress Award;
- (3) Scientific Research Achievement Conversion and Promotion Award;
- (4) Major Research on Science and Technology Award;
- (5) International Cooperation in Science and Technology Award.

Article 38 The Huatuo Awards for Health Qigong will be kept closely in line with the major strategic needs for Health Qigong development and the intermediate and long-term scientific and technological plans. IHQF will increase incentives for basic scientific research and basic application research. The Huatuo Awards for Health Qigong should be focused on being forward-looking, theoretical, original, practical, innovative and beneficial. No nomination, evaluation and awarding of the Huatuo Awards for Health Qigong cannot be interfered by any organization or individual.

Article 39 The IHQF Secretariat shall be responsible for the formulation of relevant measures for the Huatuo Awards for Health Qigong and the organization of appraisal activities. Performance management shall be implemented for the Awards.

Article 40 IHQF shall establish the Scientific Research and Incentive Committee. The Committee shall invite experts and scholars from relevant parties to form an evaluation committee and a supervision committee responsible for the evaluation and supervision. Members of the committees shall be proposed by the Secretariat and submitted to the Executive Board for approval.

Article 41 The Huatuo Awards for Health Qigong will be awarded to the following persons (or groups):

(1) Those who have made major breakthroughs or outstanding achievements in the development of science and technology by placing their Health Qigong projects at the forefront of modern science and technology.

(2) Those who have created huge economic and social benefits in innovation and

transformation of scientific and technological achievements as well as in high-tech industrialization.

(3) Those who, by applying scientific and technological knowledge, have made major technological inventions of Health Qigong products, processes, materials, devices and systems.

(4) Individuals and organizations that have completed, applied and disseminated innovative scientific and technological achievements and made outstanding contributions to promoting scientific and technological progress and socio-economic development.

There is no grade for the Award. No more than two persons shall be awarded each time.

Article 42 The Huatuo Awards for Health Qigong shall be signed by the president of IHQF and awarded with a medal, certificate and bonuses by IHQF.

Article 43 The methods for nomination and evaluation of the Huatuo Award for Health Qigong, the total number of awards and the awarding results shall be made public and subject to societal supervision.

Chapter VIII Supplementary Provisions

Article 44 These Measures shall enter into force as of the date of promulgation.

Article 45 The interpretation of these Measures shall be the responsibility of the IHQF Secretariat.