



## Policy on use of generative AI in the research grant application process

### 1. Vivensa Foundation's use of generative AI when processing and assessing research grant applications

We do not use generative artificial intelligence (AI) tools to make decisions on research grant applications.

In line with other organisations, we are currently exploring how the use of generative AI might support us to be more effective. This use will be governed by an organisational AI policy, which we are in the process of developing.

### 2. For applicants

**In applications to us, you must disclose any use of generative AI tools, the tool you used, and for what purpose.** Where possible, you must name the specific model(s) and software used and specify how the content was generated (including the prompts used). This information is used for transparency and monitoring purposes and will not be used in the assessment process.

We acknowledge that AI tools offer significant potential to enhance research productivity and innovation. However, these should be used responsibly and in accordance with relevant legal and ethical standards, including data privacy, where these exist or as they develop. **You should never input sensitive or personal data of others (i.e. third parties) into generative AI tools without consent.**

The use of generative AI tools requires careful consideration to maintain academic integrity, research quality and ethical standards. **You, as an applicant, remain responsible for all research ideas and content.** When using AI tools in research grant applications, you must apply caution and maintain academic integrity by:

Generative AI is a type of artificial intelligence (AI) which identifies patterns and structures in data and can be used to create new content / outputs (e.g. text, code, images, videos or music etc.) from instructions (known as 'prompts').

- **Verifying all outputs:** AI can generate plausible but incorrect information. You must ensure the outputs from any generative AI tools used are valid. This includes removing any false, misleading or ‘hallucinated’ information.
- **Enhancing, not replacing:** AI should enhance, not substitute, critical thinking.
- **Respecting the intellectual property rights of third parties:** Only use information from third party sources with consent.
- **Considering and mitigating the risk of bias:** AI tools and models can only be as good as the data used in their development. Understand the risk of bias and consider mitigations.

‘Hallucinated’ information are outputs which may initially appear to be believable but are in fact highly inaccurate or fabricated including, but not limited to, references that seem plausible but don’t exist.

Please note: **Applicants will not be permitted to use generative AI during online or in person interviews**, where this forms part of the assessment process.

### 3. For assessors

**Applications submitted to us are confidential.** The release of confidential material into generative AI tools constitutes a breach of the confidentiality and integrity that our applicants and partners expect from us as an organisation. **Assessors must not input any content from our research grant applications or reviews into, or otherwise use, generative AI tools to develop their expert review feedback.** Doing this breaches the confidentiality agreement to which assessors sign up to when they agree to review an application for us.

Therefore, assessors, including external peer reviewers, committee members and expert panellists, must:

- Not use generative AI tools as part of their assessment activities, including to correct language, spelling, grammar and formatting;
- Comply with relevant intellectual property and data protection legislation;
- Not consider the disclosure of the use of generative AI in the application as part their assessment.

### 4. For observers

**Anyone invited to observe a committee or panel meeting must not input any content from research grant applications or reviews into generative AI tools (e.g. to summarise information).** Doing this breaches the confidentiality agreement to which observers sign up to when they agree to attend a meeting.

## 5. Upholding the policy

We recognise this is a fast-evolving field and wish to work with and support our applicants, assessors and observers and learn from any issues raised. However, this section outlines how we intend to uphold the policy.

### **During application assessment**

If an assessor informs us that they have used generative AI to develop their assessment, or we have reason to believe that this has been the case, we will not use the review and any comments provided will not be used to inform the funding decision.

### **In cases of research misconduct**

We expect researchers to adhere to host institution policies on the use of generative AI tools, particularly those concerning plagiarism and fabrication. If we have reason to suspect, or are informed of an allegation of, research misconduct arising from the use of generative AI during application and assessment and this is found to be partially or wholly upheld, we reserve the right to:

- Reject any research grant application under consideration on which the individual is a named applicant or researcher;
- Prevent the individual from submitting any further research grant applications to us for a period of time, including indefinitely;
- Prevent the individual from being an expert reviewer or member of an advisory committee for us for a period of time, including indefinitely.

We also reserve the right to require the removal of the individual from any Vivensa Foundation-funded project or its oversight, terminate any funding which the grant-holding organisation is receiving from us in connection with research being carried out by the individual and/or reclaim from the grant-holding organisation any and all unspent money awarded by us for projects involving that individual.