

銘傳大學教師校內專題計畫申請辦法

Ming Chuan University Procedures for Faculty Applications for Internal Research Projects

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第一條 為協助當年度未獲得科技部計畫補助之教師，持續進行學術研究，透過申請專題研究經費補助，並由系所組成研究團隊，共同執行計畫以提升教師研究績效，特制訂「銘傳大學教師校內專題計畫申請辦法」(以下簡稱本辦法)。

Article 1 Ming Chuan University Procedures for Faculty Applications for Internal Research Projects (herewith called the procedures) was established to help faculty members who do not receive Ministry of Science and Technology (MOST) grants in current year to continue their academic research with a research project subsidy budget and a research team formed within the department (or program) to carry out the project and to elevate faculty research outcomes.

第二條 凡本校專任助理教授以上教師或擔任四年以上之專任講師，當年度向科技部申請專題研究計畫未獲通過者，得於每學年公告之時程提出申請，每位教師以申請一件為限。

Article 2 All MCU full-time assistant professors or above and full-time instructors with more than four years of service who do not receive MOST grants in current year may submit their applications at time of the announcement every academic year. Each faculty member is limited to one application only.

第三條 為提升教師申請及執行計畫之能力，由申請教師擔任計畫主持人外，另需組成研究團隊，由申請教師之系主任或校內資深教授擔任共同計畫主持人，共同提出專題研究計畫，並經學院組成之審查委員會審查通過後向承辦單位申請。

Article 3 In order to increase the applications and performance, applicants should form a research team and serve as a principle investigator, having the department chair (or program director) or an on-campus distinguished professor to serve as a co-principle investigator, and submit the research project together. Upon being reviewed and passed at the School review committee meeting, submit the application to the responsible unit.

第四條 教師所提之校內專題申請計畫應以當年度未獲科技部通過之專題研究計畫為藍本，參酌科技部計畫審查意見後修改，並檢具下列文件提出申請，文件不全或不符規定者，不予受理：

- 一、當年度科技部計畫申請書。
- 二、計畫主持人及共同主持人之個人資料表。(格式同當年度科技部計畫申請書)
- 三、科技部專題研究計畫審查意見表。
- 四、申請校內研究計畫書。(格式同當年度科技部計畫申請書)

Article 4 Faculty members who submit internal research project should use the un-approved MOST grant proposal of

current year as a blueprint and revise in accordance with the MOST comments, then submit the following documents. Insufficient documents or un-qualified applications will not be processed.

1. MOST Grant Proposal Application of current year
2. Personal information of principle investigator and co-principle investigator (Format should be the same as current year MOST Grant Proposal Application.)
3. MOST Grant Proposal Review Comments
4. Internal Research Project Application (Format should be the same as current year MOST Grant Proposal Application.)

第五條 每件研究計畫支用項目為工讀費、論文編修費、國內研討會註冊與差旅費、其他費用。支付標準應依據「銘傳大學教師校內專題計畫支用項目表」(如附表)辦理支用及核銷。

Article 5 Research project expense items are work-study fees, thesis reviewing fees, domestic conference registration and business trip expenses, and other fees.

All expenditures should be disbursed and verified in accordance with “Ming Chuan University Faculty Internal Research Projects Disbursement Item Table (as attached).”

第六條 計畫執行截止日前需將經費使用之粘貼憑証送交財務處核銷，並於執行期間內核銷完畢。計畫未完成核銷之餘款，應於執行截止日後三十日內歸還本校。

Article 6 Before the project execution deadline, all budget use should be verified by the Controller's Division and accounting procedures completed within the execution period. Project funds that cannot be verified on time should be returned to the university within 30 days of the execution deadline.

第七條 計畫主持人應於計畫執行期滿後三個月內，繳交成果報告。學院應於計畫執行期滿當年度 12 月 30 日前，提出學院計畫執行成果報告至研發處彙整。

Article 7 Within three months after the execution period, the principle investigator should submit the outcome report. Before December 30 of current year, the School (or College) should propose its project execution outcomes to the Research and Development Division.

第八條 計畫主持人應於計畫結束後一年內，提出下列三項證明：
一、申請當年度科技部專題研究計畫；
二、以本校名義發表於學術研討會；
三、投稿至專業期刊(A&HCI、EI、SCI、SSCI、TSSCI 或科技部各學門推薦之期刊)。

Article 8 Within one year after the project, the principle investigator should submit the following three documents:
1. Application for MOST research project of that year;
2. Evidence of presentation of research outcomes in the name of Ming Chuan University at an academic symposium;
3. Evidence of a paper submitted to an academic journal such as those listed in A&HCI, EI, SCI, SSCI, TSSCI, or MOST recommended periodicals.

第九條 未依第七條或第八條規定繳交成果報告或提出證明者，應於接獲研發處通知三十日內退回全額補助經費，並不得再申請本校相關研究計畫補助。

Article 9 Faculty members who fail to submit an outcome report or provide proof in accordance with article 7 or article 8

of the regulations are required to refund the full amount budget within 30 days upon receiving a notice from Research and Development Division and will not be allowed to apply for any other research project-related subsidy from the university.

第十條 每年度校內專題計畫申請與執行時程、各院系專題計畫核定件數及計畫預算金額，由研發處審酌校內財務狀況另行公告之。

Article 10 Every year, the Research and Development Division will announce relevant information in regard to: internal research project applications and schedule, approved research projects in each School (College) and department, and budgets based on the internal financial status.

第十一條 本辦法經行政會議通過，校長核定後實施，修正時亦同。

Article 11 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.

附表 Appendix :

銘傳大學教師校內專題計畫支用項目表

Ming Chuan University Faculty Internal Research Projects Disbursement Item Table

支用項目 Item	支用類別 Description	支用標準 Expenditure Standard
一、工讀費 Work-study fees	1. 實施專題研究計畫所需臨時人力屬之(僅限本校就讀學生) Manpower required for research project. (Only applicable to MCU students)	(1) 每人每日 960 元或每小時 120 元。 NTD 960 per person per day or NTD 120 per hour. (2) 若為低收入戶者，每位學生每月以 6,000 元為限。 The limit for students with low household income is NTD 6,000.
	2. 僱主負擔之全民健康保險補充保費 NHI supplementary premiums contributed by the university	依衍生補充保費之人事費經費項目，乘以補充保費費率 2% 為編列上限。 The maximum budget of this item is 2% (the rate of supplementary premiums) of the personnel budget in which the supplementary premiums are incurred.
	3. 僱主負擔之勞保費及勞工退休金 Labor Insurance premiums born by the university and retirement and pension payment contributed by the university	退休金依「勞工退休金條例」、保險費依勞保及相關規定編列。 Retirement and pension funds are to be drafted based on "Labor Pension Act." Labor Insurance premium is to be drafted based on labor insurance and relevant laws.
二、論文編修費 Paper review fees	1. 請各相關領域學者進行編修 Invite scholars of related fields to review.	(1) 按字計酬：中文：170 元/千字；外文：210 元/千字。 By word: Chinese: NTD 170/ 1000 words; Foreign language: NTD 210/ 1000 words. (2) 按件計酬：中文：690 元；外文：1,040 元。 By case: Chinese: NTD 690; Foreign language: NTD 1,040
	2. 請編修公司進行編修 Send to editing firm for review	檢附繳費單據按實報支。 Verify with receipt
三、國內研討會註冊與差旅費 Domestic conference registration and business trip expenses	1. 註冊費 Registration fee	檢附繳費單據按實報支。 Verify with receipt
	2. 交通費-火車 Transportation fee - Train	檢附台鐵票根按實報支。 Verify with train ticket
	3. 交通費-高鐵(限經濟座艙) Transportation fee - High speed rail (Economy seat only)	檢附高鐵票根按實報支。 Verify with high speed rail ticket
	4. 交通費-飛機(限經濟座艙) Transportation fee - Flight ticket (Economy seat only)	檢附機票票根按實報支。 Verify with flight ticket

支用項目 Item	支用類別 Description	支用標準 Expenditure Standard
	5. 住宿費 Accommodation fee (出差地點距離學校所在地 60 公里以上，且有在出差地區住宿事實者，並依據研討會會議日程而定) (To qualify, the conference location must be over 60 km away from the university. Accommodation facts must be provided and the days should be counted based on the conference schedule.)	每晚補助 1,600 元。 NTD 1,600 per night
	6. 雜費 other fees	每日補助 400 元。 NTD 400 per day.
四、其他費用 Other fees	1. 電腦用耗材 Computer consumptive material	檢附繳費單據按實報支。 Verify with receipt
	2. 實驗用耗材 Experimental consumptive material	檢附繳費單據按實報支。 Verify with receipt
	3. 文具費用 Stationery fees	檢附繳費單據按實報支，支用額度不得超過總補助經費之 10%。 Verify with receipt. The total expenditure amount should not exceed 10% of the project budget.
	4. 郵費 Postage	檢附繳費單據按實報支。 Verify with receipt
	5. 印刷費 Printing costs	檢附繳費單據按實報支，支用額度不得超過總補助經費之 10%。 Verify with receipt. The total expenditure amount should not exceed 10% of the project budget.
	6. 資料檢索費 Information retrieval fees (執行計畫使用傳輸網路所供應新穎數據或索取各交換系統資料庫中之資料所需費用) (Required fees used to acquire new data from Internet or retrieve data from exchange system database to implement projects.)	檢附繳費單據按實報支，支用額度不得超過總補助經費之 10%。 Verify with receipt. The total expenditure amount should not exceed 10% of the project budget.
<p>備註 Note：</p> <ol style="list-style-type: none"> 1. 工讀費(含僱主負擔之全民健康保險補充保費、僱主負擔之勞保費及勞工退休金)支用額度不得超過總補助經費之 40%。 2. 文具費用、印刷費、資料檢索費支用額度各不得超過總補助經費之 10%。 3. 此經費僅適合報支於經常門項目之物品。 4. 此經費不適合報支圖書、期刊、雜誌費、停車費、過路費、油資、清潔用品、檯燈、書架、計算機、CD 包及名片等與計畫非直接相關物品。 5. 國內研討會註冊與差旅費之報支，請務必於出差前上簽呈並經校長核准，並於並於出差事畢後 15 日內(請給承辦單位五天作業時間，故請於出差事畢後 10 日內)核銷完畢(逾時恕不受理)。 		

支用項目 Item	支用類別 Description	支用標準 Expenditure Standard
		<ol style="list-style-type: none"> 1. The total expenditure amount of work-study fees (including NHI supplementary premiums, labor insurance premiums and retirement and pension payments contributed by the university) should not exceed 40% of the project budget. 2. None of the expenditure amounts for stationery fees, printing costs, or information retrieval fees should exceed 10% of the project budget. 3. The budget only applies to ordinary expenditures. 4. The budget cannot be used for purchasing books, journals, magazines, parking fees, tolls, petrol, cleaning tools, desk lamp, book case, calculators, CD bags, name cards or other indirectly related items. 5. The official document for domestic conference registration fee and trip expenses expenditure and verification must be approved by the president before the trip. The verification procedure must be completed within 15 days (Please allow 5 days for the processing unit by finishing the process within 10 days.) after the trip (Late applications will not be accepted).