

Ming Chuan University Procedures for Faculty Applications for Internal Research Projects

Passed at the Administrative Council Meeting on December 19, 2011
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- 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.
- Article 2 All MCU full-time ([special program](#)) 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.
- Article 3 In order to increase the applications and performance, applicants should form a research team and serve as a principle investigator, having the on-campus full-time faculty members who have been granted Ministry of Science and Technology Grant Proposals within five years 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.
- 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.)
- Article 5 Research project expense items are work-study fees, thesis reviewing fees, domestic conference registration and business trip expenses, article processing charges (limited to SCIE, SSCI, A&HCI, EI) 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).”
- 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.

Article 7 Within three months after the execution period, the principle investigator should submit the outcome report.

Article 8 Within one and a half 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 international academic symposium or academic symposium proceedings included in Scopus;
3. Evidence of a paper submitted to a professional journal (SCIE, SSCI, A&HCI, EI, TSSCI, THCI, CSSCI).

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.

If the principle investigator resigns from their post during the project execution period or within one and a half years after the project has ended, prior to resignation, the principle investigator should submit the outcome report and relevant proof in accordance with Article 7 and Article 8 of these regulations. Cases of those who fail to comply with relevant rules are to be handled in accordance with the first paragraph of this Article.

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.

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.****

Appendix :

Ming Chuan University Faculty Internal Research Projects Disbursement Item Table

Item	Description	Expenditure Standard
1. Work-study fees	1. Manpower required for research project. (Only applicable to MCU students)	Basic hour payment approved by the Ministry of Labors
	2. NHI supplementary premiums contributed by the university	<u>The personnel budget in which the supplementary premiums are incurred (to be drafted base on the rate of supplementary premiums announced by Ministry of Labor).</u>
	3. Labor Insurance premiums born by the university and retirement and pension payment contributed by the university	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.
2. Paper review fees	1. Invite scholars of related fields to review.	1. By word: Chinese: NTD 170/ 1000 words; Foreign language: NTD 210/ 1000 words. 2. By case: Chinese: NTD 690; Foreign language: NTD 1,040
	2. Send to editing firm for review	Verify with receipt
3. Domestic conference registration and business trip expenses	1. Registration fee	Verify with receipt
	2. Transportation fee - Train	Verify with train ticket
	3. Transportation fee – High speed rail (Economy seat only)	Verify with high speed rail ticket
	4. Transportation fee – Flight ticket (Economy seat only)	Verify with flight ticket
	5. Accommodation fee (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.)	NTD 1,600 per night
	6. other fees	NTD 400 per day.
4. Article process charges	Article process charges (only for SCIE、SSCI、A&HCI、EI)	Verify with receipt
5. Other fees	1. Computer consumptive material	Verify with receipt
	2. Experimental consumptive material	Verify with receipt
	3. Stationery fees	Verify with receipt. The total expenditure amount should not exceed 10% of the project budget.
	4. Postage	Verify with receipt
	5. Printing costs	Verify with receipt. The total expenditure amount should not exceed 10% of the project budget.
	6. Information retrieval fees	Verify with receipt. The total expenditure

Item	Description	Expenditure Standard
	(Required fees used to acquire new data from Internet or retrieve data from exchange system database to implement projects.)	amount should not exceed 10% of the project budget.
	7. Research ethics review fees	Verify with receipt. The total expenditure amount should not exceed 50% of the project budget.

Note :

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).