

銘傳大學教師校內專題計畫申請辦法

中華民國100年12月19日行政會議通過
中華民國101年5月21日行政會議修正通過
中華民國102年5月27日行政會議修正通過
中華民國103年5月5日行政會議修正通過
中華民國105年11月21日行政會議修正通過
中華民國108年8月20日行政簽核程序修正通過
中華民國109年10月19日行政會議修正通過
中華民國110年5月31日擴大行政會議修正通過

- 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)。
- 第二條 凡本校專任(案)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。
- 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，由近五年曾獲科技部計畫補助之校內專任教師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。
- 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，文件不全或不符合規定者，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)
- 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、學術期刊刊登費(限 SCIE、SSCI、A&HCI、EI)、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。
- 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。
- 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。
- 第八條 計畫主持人應於計畫結束後一年半內，提出下列三項證明：
一、申請當年度科技部專題研究計畫；
二、以本校名義發表於國際學術研討會，或獲 Scopus 收錄之學術研討會；
三、投稿至專業期刊(SCIE、SSCI、A&HCI、EI、TSSCI、THCI、CSSCI)。
- 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。

計畫主持人倘於計畫執行期間或計畫結束一年半內離職者，應於離職前依第七條與第八條規定繳交成果報告與提出證明。未完成相關規定者，則依第一項方式辦理。

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。

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。

附表：

銘傳大學教師校內專題計畫支用項目表

支用項目	支用類別	支用標準
一、工讀費	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)	依勞動部核定每小時基本工資核計。
	2. 僱主負擔之全民健康保險補充保費	依衍生補充保費之人事費經費項目，乘以補充保費費率編列。 <u>(依勞動部每年公告費率核計)</u>
	3. 僱主負擔之勞保費及勞工退休金	退休金依「勞工退休金條例」、保險費依勞保及相關規定編列。
二、論文編修費	1. 請各相關領域學者進行編修	(1)按字計酬：中文：170 元/千字；外文：210 元/千字。 (2)按件計酬：中文：690 元；外文：1,040 元。
	2. 請編修公司進行編修	檢附繳費單據按實報支。
三、國內研討會註冊與差旅費	1. 註冊費	檢附繳費單據按實報支。
	2. 交通費-火車	檢附台鐵票根按實報支。
	3. 交通費-高鐵(限經濟座艙)	檢附高鐵票根按實報支。
	4. 交通費-飛機(限經濟座艙)	檢附機票票根按實報支。
	5. 住宿費 (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)	每晚補助 1,600 元。
	6. 雜費	每日補助 400 元。
四、學術期刊刊登費	學術期刊刊登費 (限 SCIE、SSCI、A&HCI、EI)	檢附繳費單據按實報支。
五、其他費用	1. 電腦用耗材	檢附繳費單據按實報支。
	2. 實驗用耗材	檢附繳費單據按實報支。
	3. 文具費用	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%。
	4. 郵費	檢附繳費單據按實報支。
	5. 印刷費	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%。
	6. 資料檢索費 (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)	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%。
	7. 研究倫理審查費	檢附繳費單據按實報支，支用額度不得超過總補助經費之 50%。
備註：		
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，請務必於出差前先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)。

Ming Chuan University Procedures for Faculty Applications for Internal Research Projects

Passed at the Administrative Council Meeting on December 19, 2011
Revised and passed at the Administrative Council Meeting on May 21, 2012
Revised and passed at the Administrative Council Meeting on May 27, 2013
Revised and passed at the Administrative Council Meeting on May 5, 2014
Revised and passed at the Administrative Council Meeting on November 21, 2016
Revised and passed through administrative procedure on August 20, 2019
Revised and passed at the Administrative Council Meeting on October 19, 2020
Revised and passed at the Expanded Administrative Council Meeting on May 31, 2021

- 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).