**Wenzao Ursuline University of Languages Implementation Guidelines for Subsidizing Faculty Members to Implement Research Projects and Industry-Government-Academia Collaboration Research Projects**

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1. To encourage faculty members to carry out research projects and participate in industry-government-academia collaboration projects to enhance their academic research, to accumulate practical experience and to serve society, Wenzao Ursuline University of Languages (hereinafter referred to as the University) hereby formulated the Implementation Guidelines for Subsidizing Faculty Members to Implement Research Projects and Industry-Government-Academia Collaboration Research Projects (hereinafter referred to as the Guidelines).
2. The Guidelines are applicable to full-time teachers of the University.
3. Types of subsidy, method of subsidy distribution and the amount of subsidy:
	1. Awards:
4. The awards are limited to research projects subsidized by the Ministry of Education (MOD) and the Ministry of Science and Technology (MOST) as well as (international) industry-government-academia collaboration research projects between the University and other public and private institutions.
5. The amount of award: **Fifty percent of the administration and management fees from a completed industry-government-academia collaboration project will be distributed to the implementing unit(s) and their college in the ratio of 4:1.The maximum amount of award for each collaboration project is NTD50,000. Awards for research projects** are allocated according to the following principles:
	1. For individual research projects:
		1. over 2 million **NTD**: the award is **100,000NTD**
		2. over 1 million **and less than 2 million NTD**: the award is 40,000 NTD.
		3. over 0.5 million and less than 1 million NTD: the award is 30,000 NTD.
		4. over 0.2 million and less than 0.5 million NTD: the award is 20,000 NTD.
		5. over 50,000 and less than 0.2 million NTD: the award is 10,000 NTD.
	2. For integrated research project:
		1. For integrated research project subsidized by the MOST, the award is granted according to the same principles as individual research projects stated in 2.1.
		2. For single integrated projects funded by the MOST, such as "Research Project for Private Colleges and Universities to Develop Special Features", the principle investigator of the project can apply for the award with the letter of approval received after the application (which includes the project number issued by the MOST). The award is granted according to the same principles as individual research project stated in 2.1 and investigators heading sub-projects should follow relevant duties and obligations stipulated by the University that are applicable to projects funded by the MOST.
6. Application principles and methods

3.1 For research projects funded by the MOE or MOST, the applicant should follow the administrative procedures to submit the application to receive the award after the start of the second semester after implementing the project. If the research project is a multiyear research project, the applicant should apply for the award year by year.

3.2 For research projects or industry-government-academia collaboration research projects funded by other public and private institutions, the applicant should follow the administrative procedures to submit the application to receive the award within one year after the completion of the agreement. If the research project is a multiyear research project, the applicant should apply for the award year by year.

3.3 Each person can receive the awards for up to 5 projects each year (from January to December).

1. Faculty member can also choose to use the award to reduce their basic weekly teaching hours. When the award reaches 13,000NTD (for lecturers and assistant professor) or 16,000 (for associate professor and professor), one hour will be reduced from the basic weekly teaching hours for one semester. Faculty members who choose to reduce their basic weekly teaching hours will not be allowed to exceed their basic weekly teaching hours for the semester applied. Each faculty member is allowed to reduce up to three basic teaching hours each semester for up to two semesters after calculating all awards to be granted to him/her.
	1. Subsidy: types of subsidy, amount of subsidy and principles:
2. The subsidy for individual research project is limited to applicants who have applied for funding from the MOST in the previous academic year, but have not been granted the funding. Each project will receive a minimum of 20,000 NTD and a maximum of 80,000 NTD. Each person can apply for one project per year.

1.1 The applicant should apply following the time schedule stipulated by their units.

1.2 All applications should be submitted to the unit in charge before the end of September to be reviewed by the Review Committee of Academic and Research Awards and Subsidies (hereinafter referred to as the Review Committee).

1.3 For individual research projects, the review will focus on the comprehensiveness, academic value, applicability and expected outcome of the project. For those who have received funds for research projects in the same category, the applicant should provide proof of publication related to research projects funded in the last five years with his/her second (and all subsequent) application(s).

1.4 In the circumstances that the applicant has received the subsidy for his/her research project, but his/her research project, through appeal, has been approved, then the subsidy will be withdrawn.

1. For University integrated research projects, each project can receive up to 400,000NTD. Each person can be the principle investigator for one project per year. The subsidy is subject to the amount of the Ministry of Education (MOE) Incentive Grants and the financial situation of the University.

2.1 The applicant can apply at any time.

2.2 The Office of Research and Development will send the proposal for external review by at least two persons. Projects approved will be sent to the Review Committee for review.

2.3 For University research projects, the review, in principle, will focus on the key indicators of the department (graduate school) or center, the college and the University, academic value, applicability and expected outcome of the project, the potential for the research project to become a specialty of the University and if the research project matches the University's key research areas; **Priorities will be given to projects and sub-projects that are inter-departmental, inter-college and inter-disciplinary.** The other foci are the same as the individual research projects.

1. For international industry-government-academia collaboration research projects (including those signed with institutions from mainland China, Hong Kong and Macao) whose total fees reach 1,700USD and above, subsidy application may be accepted according to the actual needs. The maximum amount of subsidy is 50% of the administration and management fees. If the total fees are changed in subsequent agreements, the subsidy will be adjusted in proportion and the application for subsidy should be submitted within two months after the agreement has been signed. Once approved, the subsidy will be made available after the fees have been received.
2. Administrative procedures for research projects that are funded:
3. Release of funds and reimbursement:
4. For individual research projects and University integrated research projects, the review results will be announced after the review. The project should be completed within the same calendar year. The University administrative procedures should be followed to collect the funds. All reimbursements should be completed before the end of December of the following year.
5. For international industry-government-academia collaboration research projects, once the project has been approved following the relevant administrative procedures, the implementation should start immediately and the University administrative procedures should be followed to collect the funds. All reimbursements should be completed within three months after the project is completed.
6. Use of funds: The allocation of budget should follow the funds approved by the Review Committee. The budget may include: wages for temporary manpower or work-study students, fees for data collection and analysis, consumables, transportation fees (domestic only), miscellaneous expenses (should be limited to 20% of the total approved budget).
7. If the project is changed or suspended, the approval of the Review Committee is required following all relevant administrative procedures. All subsidies already received should be returned to the University if the project is suspended.
8. Reimbursement of fees: The applicant should follow the budget items and amount to use the funds. If necessary, up to 15% of each budget item can be used for another budget item. After the completion of the project, receipts should be provided to apply for reimbursement with the accounting office. All remaining funds that are not reimbursed should be returned to the University.
9. All funded research projects should submit the research outcome within one month after the project is completed and the research outcomes should be published within one year. If the applicant has failed to submit the report, failed to submit the report in time, has been late to submit the report or has not published the research outcomes in time, he/she will not be allowed to apply for the subsidy in the following year. If the subsidy has already been allocated for the person, the subsidy will be canceled.
10. These Guidelines become effective after they are approved by the Executive Committee and ratified by the President. Revisions must follow the same procedures.