

National Taipei University of Education Directions for Teacher Monographic Research Program Subsidy

Approved by the 86th Administrative Council on Sep. 26th, 2012

Amended by the 109th Administrative Council on Aug. 27, 2014

1. In order to encourage NTUE teaching staffs to undertake academic research programs, so as to accumulate personal research energy, while elevating NTUE research standard of excellence, NTUE established "NTUE Education Directions for Teacher Monographic Research Program Subsidy" (hereinafter referred to as the Directions).
2. Application pre-requisites:
NTUE full-time teaching staffs, researchers, and those who have the following qualifications:
 - (1) Assistant Professor (included) or Assistant Researcher (included) personnel with higher rank.
 - (2) Full-time teaching or research staffs with PhD
3. Subsidy principles:
 - (1) For any unpassed projects for the application of monographic research projects funded by Ministry of Science and Technology for the present academic year, as well as not being subsidized by other organizations prior to submitting application for NTUE research grant.
 - (2) Every applicant can only apply once every year.
 - (3) Applicants whose research capability, research achievements in recent years, the proposed project's academic or pragmatic values, originality with outstanding content and implementation, shall be placed in high priority of consideration
4. Application Procedures:
 - (1) After the subsidy results announced by Ministry of Science and Technology every year, applications can be submitted, spanning from Sept 1st to Sept 30th (postponed when encountering public holidays), to the Research & Development Office (hereinafter referred to as the R&D Office), with the results of consideration to be released by the end of November.
 - (2) The valid period of implementation for approved project is 1 year maximum.
5. Application Documents:
 - (1) Application Form
 - (2) Research proposal (per Ministry of Science and Technology Research Program Proposal) and budget table

- (3) Applicant's personal information form
- (4) Catalog of publications in the last five years

Applicant should submit 2 original copies respectively of Application Form and relevant documentation

6. Subsidy items:

- (1) Equipment fees: Fees directly related to the applied research program, including equipment, machinery, data equipment and books, etc. (except equipment cost of office supplies)
- (2) Business-related fees: Part-timer compensation, registration fees for domestic seminars, consumables, materials, miscellaneous items, as well as project related domestic traveling expenses.

7. Review Procedures and Progress:

- (1) Preliminary Review: R&D Office shall categorize applications by academic disciplines before submitting them for review by two experts recommended by the NTUE Academic Development Committee members. After consolidated by R&D Office, the reviewed results are further examined by the Secondary Review Committee. The preliminary review shall be completed within one month.
- (2) Secondary Review: The panel shall discuss the results of the preliminary review, and decide on the current list and the amount of the subsidies; the review shall be completed within two weeks after the preliminary review.
- (3) Announcement: The results of the subsidy should be announced by the R&D Office two weeks after the secondary review and the applicant shall be notified by registered letter.

8. In the event of applications from members of the review panel, the member involved shall avoid all related review matters to his/her applications.

9. Source of Budget:

- (1) The administration fees of NTUE industry cooperation program shall be allocated according to the ratio prescribed in relevant protocols.
- (2) The surplus budget from NTUE industry cooperation program shall be allocated according to the ratio prescribed in relevant protocols.

The cap for this subsidy budget is NT\$150,000, which is subject to adjustment within the cap of relevant budget quota and feasible resource from NTUE, as reviewed by the Review Panel every year.

10. Subsidy recipient whose subsidy has been approved by the Review Panel shall claim reimbursement by following the accounting procedure of NTUE. Subsidy recipient whose budgeted program requires alterations due to pragmatic requirements shall apply for revision to the R&D Office before the program ends, which is only allowed once; for programs requiring extensions, the period is up to 3 months.

11. After the completion of the subsidized program and the completion of the write-off of the funds, the outcome report should be submitted to the R&D Office for the closure of the program according to the approved notification letter. The relevant report will be published on the R&D Office website.
12. Implementation Performance Assessment: The subsidy recipient shall publish the subsidized work in seminars, exhibitions/performances or professional journals with review mechanism with the applicant as the first author and in the name of the affiliated division, or apply for patents for the subsidized work.
13. The Directions are passed by the Administrative Council and implemented after approved by the President.