

National Chengchi University Guidelines for Academic Research Subsidies

Amendments to Articles 17, 20, and 26 approved on September 8, 2006 at the 140th University Affairs Meeting

Amendment to Article 14 approved on November 18, 2006 at the 141st University Affairs Meeting

Articles 2, 9, 13, 15 and 16 and title of Chapter 4 approved, Article 13-1 added, and Articles 10 to 12 and 14 deleted on April 28, 2007 during the 143rd University Affairs Meeting

Amendments to Articles 3, 7, 9, and 19 approved on January 15, 2008 at the 147th University Affairs Meeting

Amendments to Articles 4, 5, 9, and 13 approved on June 17, 2008 at the 149th University Affairs Meeting

Amendments to Articles 26 and 27 approved on December 29, 2008 at the 1st meeting of the 5th University Endowment Fund Management Committee

Amendments to Articles 26 and 27 approved on April 25, 2009 at the 153rd University Affairs Meeting

Amendment to Article 23 approved on November 19, 2009 at the 5th meeting of the 5th University Endowment Fund Management Committee

Amendments to Articles 22 and 23 approved on January 15, 2010 at the 157th University Affairs Meeting

Amendment to Article 27 approved on March 16, 2011 at the 2nd meeting of the 6th University Endowment Fund Management Committee

Amendment to Article 27 approved on June 24, 2011 at the 164th University Affairs Meeting

Amendment to Article 27 approved on January 13, 2012 at the 167th University Affairs Meeting

Amendments to Articles 3, 4, 6, 7, 8, 9, 11, 18 and 19 approved on March 23, 2012 at the 6th meeting of the 6th University Endowment Fund Management Committee

Amendment of full text approved on December 18, 2015 at the 4th meeting of the 8th University Endowment Fund Management Committee

Amendment to Article 17 approved on March 30, 2017 at the 1st meeting of the 9th University Endowment Fund Management Committee

Chapter 1 General Provisions

Article 1 National Chengchi University (hereinafter referred to as “NCCU”) has established these Guidelines for the purposes of encouraging academic research and enhancing research achievements.

Article 2 NCCU academic research activities eligible for the subsidies herein include:

- I. Editing or publishing of academic publications in foreign languages and translation of academic publications into Chinese.
- II. Publication of academic books.
- III. Paper presentation at international academic conferences.
- IV. Hosting of academic conferences
- V. Organizing research teams for research purposes.
- VI. Publishing academic journals.
- VII. Inviting outstanding international teaching and research academics to NCCU.
- VIII. Planning or performing research and development projects that contributes to the augmentation of NCCU's academic status.

Chapter 2 Editing or publishing of academic publications in foreign languages and translation of academic publications into Chinese

Article 3 NCCU faculty members or researchers and students publishing research results in foreign languages in foreign language journals, articles in academic books, or books may apply for subsidies for editing or publishing in foreign languages or translation from the Office of Research and Development (hereinafter referred to as "ORD").

Article 4 Subsidies for editing or publishing in foreign languages or translation may be applied for one time only for the editing, publishing or translation of each paper, article in an academic book, or book. Only one application by one person may be submitted where multiple authors are

involved.

Subsidies can be used to pay for editing fees, publishing fees or translation fees actually incurred up to NT\$10,000 each time and up to NT\$20,000 per person per year.

Applications for the aforesaid subsidies shall be accompanied by proof of acceptance or publication.

Applications for the aforesaid subsidies may be submitted within one year of publication.

Applications submitted by students must be accompanied by the recommendation letter of the student's thesis or dissertation advisor.

Chapter 3 Book publication

Article 5 Full-time NCCU faculty members or researchers publishing books may apply for subsidies from the ORD within one year of publication.

Article 6 The range of books eligible for subsidies is described below, provided the books have not received any subsidies from other institutions:

- I. Academic books, excluding textbooks and previously published dissertations.
- II. Books translated from academic books published in foreign languages.
- III. Adaptation of dissertations that have not previously been published.
- IV. Academic books adapted from research results or extension of similar results acquired over the course of several years.
- V. A continuous and systematic presentation of dissertations published over the course of several years with added introduction or conclusions on certain topics written in a manner that corresponds with the nature of academic books.

Subsidies for books in the preceding paragraph are subject to a limit of NT\$60,000 and one book per person per year in principle.

For books co-authored by NCCU faculty members or researchers, only one person per book may make a subsidy application, and the amount will be based on contribution or the ratio of authors associated with NCCU and otherwise.

Chapter 4 Paper presentation at international academic conferences

Article 7 NCCU faculty members, researchers and students attending important international academic conferences to make oral presentations of their papers in the name of NCCU may apply for subsidies from the ORD. Subsidies are granted for only one paper per person. Subsidies are granted once every year per person.

Applicants shall submit applications to the ORD at least seven working days prior to the respective conference dates.

Subsidies granted can vary in accordance with the National Chengchi University Table of Fixed Subsidies for Paper Presentation at International Conferences.

Article 8 International Academic Conferences in the preceding article refer to conferences at which academics presenting or critiquing papers are from three or more different countries (as determined by the country of full-time employment); events must involve academics from two or more countries other than Taiwan, China and Hong Kong and Macau.

Applications for subsidies must be submitted to the Ministry of Science and Technology in advance, except for those who have received subsidies from the MOST in the same year and are therefore not eligible to apply for additional subsidies.

Applicants who have not received subsidies or fail to submit applications to the Ministry of Science and Technology by respective deadlines for reasons not attributable to the applicants may apply, with the appropriate documents and proofs, for subsidies at a fixed ratio of 50%

from NCCU.

The ORD may adjust subsidies for airfare, living expenses, insurance, and enrollment fees to reflect the importance of a conference and in accordance with the annual budget.

Those who have received off-campus subsidies may not apply for full amount subsidies or the shortfall from NCCU.

Subsidies are available for enrollment fees only when an international conference is held in Taiwan.

Article 9 Recipients of international conference subsidies shall submit progress reports within one month following the end of respective conferences in accordance with these Guidelines.

Chapter 5 Hosting of academic conferences

Article 10 NCCU departments hosting conferences shall first apply for subsidies from off-campus institutions before applying for partial subsidies from the ORD, subject to the following requirements:

- I. Calls for papers or invitations for paper presentation.
- II. Participation should be open, national and international.

NCCU departments hosting research outcome presentations and methodology conferences may apply for partial subsidies from the ORD.

Subsidies above are in principle available up to once a year per person.

Article 11 To apply for subsidies from the ORD, departments shall complete and submit the conference plans and subsidy applications prior to the hosting of respective conferences.

Article 12 Recipients of conference subsidies herein shall submit progress reports within one month following the end of respective conferences.

Paper copies of conference proceedings published following the conclusion of conferences funded by subsidies herein shall be submitted to the Library, and electronic copies, accompanied by letters of authorization, shall be uploaded to the Library website.

Chapter 6 Organizing research teams for research purposes

Article 13 Full-time NCCU faculty members or researchers organizing research teams may apply for subsidies from the ORD.

Research teams shall consist of three or more full-time NCCU faculty members or researchers. Members of a research team may come from different departments, colleges, and universities; however, no more than one third of the members may be off-campus personnel.

Research teams may choose their own topics, but the target must be integrated projects that can be completed within one year in order to apply for research subsidies from the appropriate institute.

Each full-time faculty member or researcher may be a member of up to two research teams at the same time.

Article 14 Research teams intending to apply for subsidies shall submit paper conceptualizations for projects to be completed within one year to the ORD.

The maximum subsidy amount available in principle to each application is NT\$50,000. Subsidies can only be used to pay miscellaneous fees, expenses for temporary staff, and travel expenses and speaking fees for off-campus parties. Team members may not collect pay out of the subsidies.

The subsidies herein are available at most twice to any one research team, research topic or

applicant. Two research teams will be considered the same team if they share more than half of their members.

Article 15 Each research team subsidized under these Guidelines shall be required to present one progress report within one month following the completion of the project. The team shall also be required to host a small seminar to publish the results of its research plan.

Article 16 Research teams may apply for subsidies for the second time under any one of the following circumstances:

- I. The NCCU members on the team have published at least one journal article, academic book chapter, or book related to the team's topic accepted into indexes such as TSSCI, SCI, SSCI, A&HCI, and THCI Core within one year following the completion of a project funded by a previous subsidy.
- II. The team has received subsidies for integrated projects from other institute for their research results.

Chapter 7 Publication of academic journals

Article 17 NCCU departments publishing academic journals may apply for subsidies for publication related expenses (printing, reviewing, editing, and temporary staffing). Each department may in principle apply for only one of the journal related subsidies herein from among the options listed below; subsidy rates are as follows:

- I. Up to NT\$250,000 per issue and NT\$500,000 per year for journals included in international indexes such as SCI, SSCI, A&HCI or EI.
- II. Up to NT\$150,000 per issue and NT\$300,000 per year for journals included in the international index Scopus.
- III. Up to NT\$75,000 per issue and NT\$150,000 per year for journals included in the Taiwan Social Science Citation Index Database (TSSCI) or the Taiwan Humanities Citation Index (THCI).
- IV. Up to NT\$15,000 per year for journals not included in the Taiwan Social Science Citation Index Database (TSSCI) or the Taiwan Humanities Citation Index (THCI).
- V. Subsidies may be utilized to pay 40% of all publication related expenses for new journals, up to NT\$50,000 per issue and NT\$100,000 per year. Subsidies will be reduced by 10% each year starting in the third year, and subsidies are available up to NT\$15,000 per year.
- VI. Subsidies may be utilized to pay 40% of all publication related expenses for journals in academic fields that have not yet been evaluated in the Taiwan Social Science Citation Index Database (TSSCI) or the Taiwan Humanities Citation Index (THCI), up to NT\$15,000 per year.

Article 18 In addition to paper copies to be submitted to the Library, the academic journals, in their entirety and accompanied by a letter of authorization, shall be uploaded electronically to the NCCU Journal Database within six months of publication in order to make the journals available to NCCU faculty members and students.

Chapter 8 Inviting outstanding international teaching and research academics to NCCU

Article 19 Outstanding international teaching or research academics to be invited by NCCU departments for short-term teaching at NCCU or academics invited to participate in research activities shall fulfill the following criteria:

- I. Be a renowned academic or expert with a faculty position at a university or research institute within or outside the Republic of China.
- II. Possess academic expertise that will benefit the teaching or research of the applying

unit.

Article 20 Academics invited to NCCU by various departments may lecture at NCCU for a minimum of seven days and a maximum of sixty days. The purpose of visit shall encompass at least one of the following activities:

- I. To hold a student-teacher forum or deliver a speech in an academic field that is absent in Taiwan or requires further improvement.
- II. To offer a degree course; or
- III. To collaborate with NCCU professors and students in research or publication.

Special applications may be submitted under extraordinary circumstances.

Article 21 Departments shall submit applications to the ORD at least two months before academics to be invited are due to arrive at the university.

Departments shall apply to the Ministry of Science and Technology or other off-campus institutions for subsidies before applying for NCCU subsidies. Exceptions may apply under extraordinary circumstances.

Article 22 Subsidies available to various departments include work remuneration, airfare, accommodation and other expenses. The subsidy rates shall be as established in the Schedule of Subsidies for Inviting Outstanding International Teaching and Research Academics.

Article 23 Subsidies for invitations that have already receiving subsidies from the Ministry of Science and Technology or other off-campus institutions shall be subject to a maximum limit of 50% of the subsidies from off-campus institutions. According to the calculation above, subsidies of NT\$50,000 or less may be reviewed as they are received. The Office of Research and Development ("ORD") is authorized to approve such cases. Applications involving extraordinary circumstances or subsidies exceeding NT\$50,000 shall be submitted to the ORD review committee meeting.

Article 24 Recipients of subsidies herein shall submit reports within one month after the academic invited leaves NCCU.

Chapter 9 Supplementary Provisions

Article 25 A review committee meeting shall be formulated during a Research and Development Meeting and review criteria shall be devised for reviewing subsidy applications submitted in accordance with these Guidelines.

Article 26 The reimbursement procedure shall be completed within one month following the end of the subsidized project. To make a change, extension or cancellation, a separate application shall be submitted to the ORD.

The ORD shall retain the right to cancel or reclaim the full amount of a subsidy if the project is not executed as proposed or the progress report is not submitted as required.

Article 27 The funding needed under these Guidelines shall be provided by the five self-financed sources of the NCCU Academic Fund.

Article 28 These Guidelines have been implemented with the approval of the University Endowment Fund Management Committee and the Research and Development Meeting. The same procedure shall apply to any subsequent amendments.