

國家衛生研究院 103 年度
整合性醫藥衛生科技研究計畫
暨研究學者獎助

申請作業手冊

(與去年版本不同之規定，以斜體字呈現)

計畫申請截止期限後各計畫書無法進行補正作業，請務必依規定撰寫，以免因疏漏處被退件或影響審查結果。另請務必儘早於計畫申請系統撰寫完成，並點選「計畫送件」鍵，以完成計畫申請作業後取得送件編號 Serial Number，並預覽列印確認整份計畫書符合各項規定，如有逾時概不受理。



國家衛生研究院
學術發展處 編印
中華民國 102 年元月

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I、徵求說明

103 年度整合性醫藥衛生科技研究計畫 暨研究學者獎助徵求說明

計畫申請截止期限後恕無補正作業，請務必依規定撰寫，以免因疏漏處被退件或影響審查結果。另請務必儘早於計畫申請系統撰寫完成，並點選「計畫送件」鍵，以完成計畫申請作業後取得送件編號 **Serial Number**，並「預覽整份」以確認計畫書符合各項規定，如有逾時概不受理。

壹、目標

- 一、以整合性之醫藥衛生科技研究，解決國人重要健康問題。
- 二、支援國內醫藥衛生研究機構，發展具特色之研究，提昇我國醫藥衛生研究水準。

貳、計畫類型暨研究學者獎助

本次徵求個人型計畫，包括「創新研究計畫（Innovative Research Grant, IRG）」及「研究發展獎助計畫（Career Development Grant, CDG）」。IRG 及 CDG 申請須知（含：主持人資格、申請書表及撰寫說明...等）各有不同，詳請參閱本冊第 II 部分，請擇一計畫型態提出申請，計畫型態一經選定後不得變更，亦不得更換計畫主持人。

此外，本院為協助國內學術研究單位延攬有研究潛力、具特殊技術專長及具獨立研究能力之醫藥衛生相關研究人員，並歡迎旅居國外研究人員返台參與國內研究行列，針對個人型計畫之計畫主持人，特設立「國家衛生研究院研究學者獎助」，本獎助須併同創新研究計畫或研究發展獎助計畫申請，若申請之個人型計畫未獲補助，則本獎助之申請亦無法補助。有意申請者請參考本冊第 III 部分之研究學者獎助申請須知。

參、申請機構資格

計畫之申請應由申請機構以正式公函向本院提出申請，以個人名義申請者概不接受。符合申請資格之機構如下：

- 一、公私立大學院校。
- 二、公立及財團法人學術研究機構。

註：學術研究機構涵蓋範圍比照行政院國家科學委員會之補助專題研究計畫資格。

三、通過醫院評鑑之公私立醫院。

註：國家衛生研究院(含合聘人員)及行政院衛生署附屬機構人員(不含署立醫院)不得申請，惟在不支用任何費用前提下，得參與計畫執行。

肆、研究重點

申請計畫之研究主題應著重於利用最新的科學技術，以深入研究國人重要疾病的成因、診斷、預防、治療、康復、及安寧治療；或藉由醫療保健及衛生政策、制度之研究，以解決相關醫藥衛生問題。

一、癌症基礎與臨床研究 (Cancer Research)

肝癌、鼻咽癌、乳癌、肺癌、子宮頸癌、攝護腺癌、胃癌、口腔癌、結腸直腸癌、非何杰金氏淋巴瘤及胰臟癌等。

二、分子與基因醫學研究 (Molecular and Genomic Medicine)

以分子遺傳及基因體技術深入瞭解常見疾病及癌症之分子遺傳機轉：找出疾病相關之基因在致病過程中所扮演之角色、確認其分子生物機制、進而找出具有臨床應用價值之標記及可能治療標的，以開發新的診斷方法及治療藥物等。

三、臨床研究 (Clinical Research)

針對各項重要疾病之臨床研究：例如：神經性疾病、新生兒及嬰幼兒發育有關之健康問題、眼科疾病(包含近視眼)、血液疾病、口腔疾病、外傷及意外傷害、運動傷害等，進行其致病機制、快速診斷、防治及治療方法等之研究。

四、生物技術與藥物研究 (Biotechnology and Pharmaceutical Research)

藥品製劑、劑型以及新藥之研究與開發。

五、生物統計與生物資訊研究 (Biostatistics and Bioinformatics)

(一) 利用統計設計與分析原理及研究資料管理系統，以推動台灣生技醫藥研究，進而提昇臨床試驗水準。

(二) 進行生技醫藥統計、遺傳統計研究、及生物資訊等之方法與理論研究，以促進生物技術與基因體醫學之發展。

六、醫療保健政策研究 (Health Policy Research)

包括健康保險、醫療品質保證、衛生人力規劃、預防保健、長期照護服務體系、藥政管理、醫院管理、健康行為科學、衛生政策與政策成本效益分析、及健康體系效率與公平性等研究。

七、環境衛生與職業醫學研究 (Environmental Health and Occupational Medicine)

環境衛生及職業醫學相關研究，包括：重金屬、持續性有機污染物、農業化學毒物、生物標記、遺傳毒物、環境遺傳交互作用、環境職業流行病學、及健康風險評估研究等。

八、醫學工程研究 (Medical Engineering Research)

包括(1)醫療用自然及人工材料的開發、檢定；(2)醫療技術的改進；(3)醫用儀器、醫用機械、人工內臟、人工肢體的設計、研發、製造、試驗、控制、動物試驗及臨床試驗；(4)測定各種設計之安全度的實際俾益與費用；(5)醫學影像相關研究等。

九、老年醫學研究 (Gerontology Research)

老年疾病與狀況（例如：老人失憶症、心臟血管疾病、中風、糖尿病、關節炎等）相關之基礎與臨床研究、健全國內老年照護體系、老年生活品質研究、國人老化的危險及保護因素研究、老化延遲相關基因之調查研究、促進成功老化研究(包括成功老化與醫療費用降低之探討)、老年醫學相關政策之研究等。

十、精神醫學與藥物濫用研究 (Mental Health and Substance Abuse Research)

進行精神疾病、藥物濫用及成癮性相關研究，包括：精神藥理學、精神藥物學相關之基因體藥理學及「個體化醫學」、精神藥理流行病學、神經精神免疫藥理學、臨床基因體藥理學與醫療資訊學之結合、「頑固型」精神病患之創新治療方法研究、精神藥物嚴重副作用之預測與防治、精神藥物聯用之療效，適用性及限制、精神疾病之遺傳與環境因素研究、藥物濫用之防治研究、藥物濫用新療法模式研究、檳榔成癮機轉及治療、自殺防治研究、轉譯研究。

十一、疫苗研究 (Vaccine Research)

進行疫苗及生物製劑相關研發與產製，以配合政府防疫政策，促進國人健康。包括：抗蛇毒血清產製、本土性及特殊性疾病疫苗研發（如腸病毒 71 型、SARS、登革熱、呼吸道融合瘤病毒與流感等疫苗）、開發先導生產技術、建立各項疫苗相關技術平台、研發最新疫苗製劑與癌症免疫療法、進行初階臨床試驗，並與國內外學業界研發機構建立策略聯盟。

十二、幹細胞研究 (Stem Cell Research)

與幹細胞相關之細胞療法、組織工程、以及再生醫學等之研究與應用。藉由修復或更換器官之細胞、組織、血液及免疫系統，改善疾病治療方法，如脊髓索受傷、肝硬化、中風、老年性痴呆症、帕金森氏症、糖尿病、心臟疾病、灼傷等。

十三、奈米醫學研究 (Nanomedicine Research)

利用奈米科技進行基礎醫學及疾病治療之相關研究，促成新醫療用物質、試劑及器材之發展，藉以改善疾病檢驗、診斷及治療之方法等。

十四、感染症研究 (Infectious Diseases)

針對各類感染疾病例如 SARS、愛滋病、禽流感、腸病毒、登革熱、退伍軍人症、結核病、腦炎、新型庫賈氏病、卡波西氏肉瘤...等之臨床及基礎研究，包括探討其致病原傳播途徑、毒性因子、宿主反應及其他病理機轉研究、微生物抗藥性分子機制及微生物抗藥性監測等。

十五、神經科學研究 (Neuroscience Research)

涵蓋基礎神經生物學及認知神經科學之研究，例如神經生理、神經藥理學、神經分子生物學、電生理學及神經心理學等，研究範疇包括：基礎分子基因與神經迴路研究、神經系統對內分泌系統的調控、腦神經網路信息處理和流動、精神性及神經退化疾病之病理機轉與治療研究、大腦認知功能研究等。

十六、免疫醫學研究 (Immunology Research)

自體免疫或過敏性免疫疾病研究、癌症免疫調控及傳染病免疫調控研究、免疫細胞之訊息傳遞及免疫系統之調控機轉研究、新型免疫技術及免疫治療方法開發等。

十七、其他重要疾病或醫藥衛生問題研究 (Others)。

*請於計畫申請書首頁註明其所符合之研究重點。

伍、 聯絡單位及收件截止日期

自 98 年度起計畫申請已全面線上作業(含計畫書本體及相關附件)，僅機構公函、CDG 推薦信、彩色圖片(有需要者)及研究學者獎助申請資料(附光碟)以紙本送件，申請相關規定請詳閱本手冊；另「整合性醫藥衛生科技研究計畫線上作業系統」(網址：<http://erad.nhri.org.tw>)操作說明請逕上網參閱。本處將於 102 年 1 月中旬辦理計畫徵求暨線上申請系統操作說明會，詳情請參閱本處之最新消息公告。

如有申請作業疑義，請洽本院學術發展處。

※注意：為免網路壅塞，請提早準備計畫書並登錄系統填寫，如有任何申請疑問請隨時來電洽詢；惟，如係個人之系統操作困難，請務必於計畫申請截止前 1 日下午 4 時前來電洽詢，以免因操作疑難排解不及而誤時，恕無法受理逾時之申請案。

- 收件地址：苗栗縣竹南鎮 35053 科研路 35 號(行政大樓三樓學發處)，請於信封上加註「申請 103 年度整合性計畫」字樣，以利收件辨認。
- 聯絡電話：(037) 246-166 分機 33325、33326
- 傳真：(037) 580-762
- 網址：<http://www.nhri.org.tw/pdnews>
【國衛院學術發展處最新消息公告】
- 申請作業手冊索取方式：
 - (1)E-mail：extra@nhri.org.tw (請註明姓名、職稱、機構、單位、地址、電話、傳真及 e-mail)。
 - (2)已有本院整合性醫藥衛生科技研究計畫線上作業系統帳號及密碼者，請至 <http://erad.nhri.org.tw> 點選「索取 103 年度計畫申請作業手冊(紙本)」連結，登錄帳號及密碼即可完成手冊索取作業。
 - (3)電話索取：(037) 246-166 分機 33302

註：為響應環保愛護地球資源，另於下列網頁提供申請作業手冊完整內容電子檔供下載，請多加利用。

(1)計畫線上作業系統(網址：<http://erad.nhri.org.tw>)。

(2)本院學術發展處最新消息公告(網址：<http://www.nhri.org.tw/pdnews>)。

■ 收件截止日期：

文件名稱	截止日期(收件方式)
申請意願書	102年3月8日下午4時(系統線上收件)
計畫書本體 ^{註1} 、一般附件 ^{註2} 、論文著作	102年3月29日下午4時(系統線上收件)
研究學者獎助申請資料(含申請書、論文抽印本、機構首長保證信函及部門主管同意函或推薦信)	102年3月29日下午4時(紙本及電子檔光碟收件)
機構公函、CDG推薦信3封 ^{註2} 、彩色圖片乙式5份(如有需要者)	102年4月8日下午4時(紙本收件)

註：

1. 若因機構內部作業所需，Form Section 11-Certificate of Agreement for the Application 之「機構首長」欄位可暫留空白免簽名，但其他研究人員之欄位必須完成簽名並上傳至系統；待整份計畫書點選「計畫送件」鍵並取得送件編號 Serial Number 後，另將該頁以紙本補呈送機構首長簽名後，於**102年4月8日**前併同公函送達。
2. 如有 CDG 推薦信補件者，或各計畫若在申請截止日期前僅提供已送審查中之證明文件者，其人體試驗審查同意函、動物實驗審查同意函、基因重組實驗審查同意函、感染性生物材料試驗審查同意函皆應於**102年7月31日**前補齊(紙本補件)。
3. 申請截止後，計畫若有突破性的研究成果、出版新的論文著作等嶄新的研究資料，可於**102年7月31日**前提供(紙本收件)，惟以二頁 A4 紙張為限(單面列印)。

※注意：本院學術發展處辦公地點位在本院竹南院區行政大樓三樓，紙本收件之資料無論係透過郵寄、快遞或親自送件者，切勿送至本院台北辦事處或其他單位。另因本院竹南院區範圍較廣，有多處大門入口（訪客請由 2 號或 3 號門進出，1 號門禁止通行），加以實施人員出入管制（需換證件方得進入），故請務必提早送件(請預留申請機構彙整作業所需時間)，以免誤時而遭退件。

進入院區後請將文件送至行政大樓三樓學發處，如有交付郵寄或快遞送件者，亦請預留投遞所需時間，並注意：收件截止日期係以送達時間為準。

■ 本院學術發展處交通資訊及地圖

(一) 開車

自行開車者，請由 2 號門或 3 號門警衛站換證進入後，將車輛停放於戶外停車格線。

國道	路線指引
北二高路線 (由 2 號門進入院區)	自香山交流道下→左轉接台一省道(中華路)→經天仁茗茶至竹苗加油站→右轉科學路至「新竹科學園區竹南基地」(竹南科學園區)入口→左轉進科中路→往前直行→國衛院 2 號門進入院區
中山高路線 (由 2 號或 3 號門進入院區，惟 2 號門較靠近行政大樓)	自頭份交流道下→右轉接台一省道(中華路)→經南海休息站→左轉科東二路→至台灣動物科技研究所→左轉進入科研路→國衛院 2 號或 3 號門進入院區

(二) 火車

搭乘至竹南火車站後，搭計程車至院區。(約 15 分鐘，費用約 200 元)

(三) 高鐵

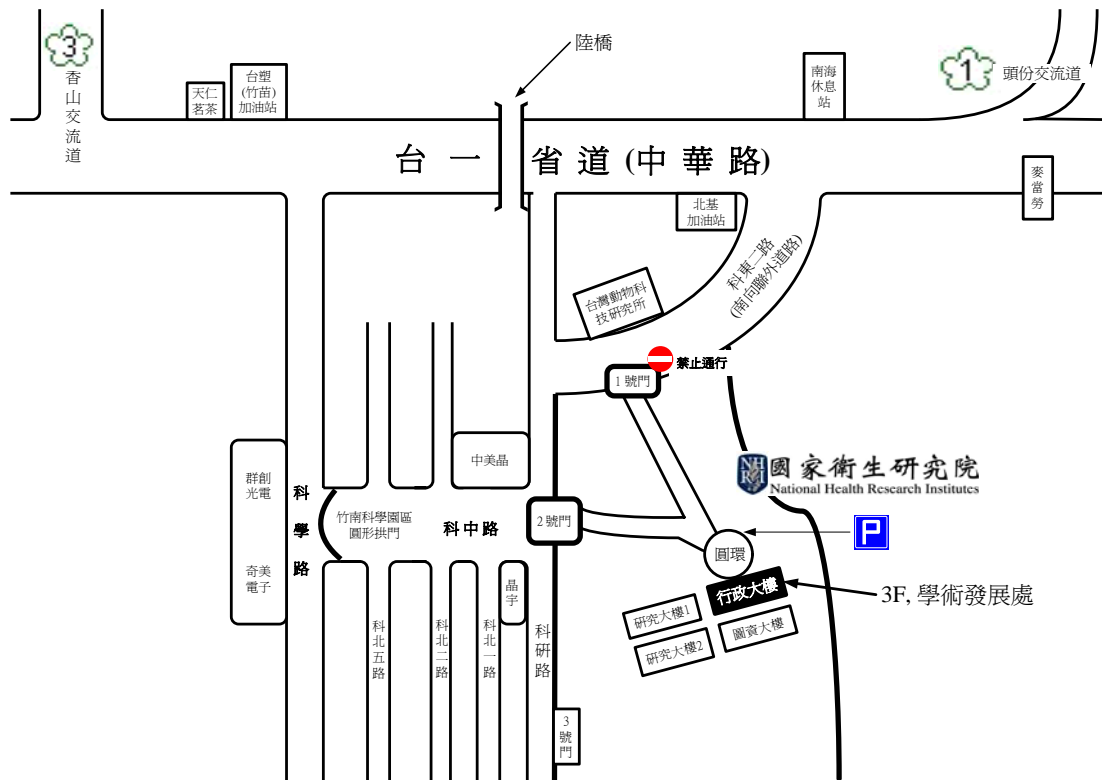
搭乘至新竹高鐵車站後，搭計程車至院區。(需視路況而定，約 40 分鐘，費用約 600 元)

(四) 國道客運

搭乘至頭份站(較近本院)或竹南站後，搭計程車至院區。(約 10-15 分鐘，費用約 150-200 元)

地址：35053 苗栗縣竹南鎮科研路 35 號 (行政大樓三樓學發處)

請由 2 號門或 3 號門警衛站換證後進入，1 號門禁止通行。



II、個人型計畫申請須知

個人型計畫申請須知

壹、計畫型態

個人型計畫之型態分為：「創新研究計畫」(Innovative Research Grant: IRG) 及「研究發展獎助計畫」(Career Development Grant: CDG) 二種，「創新研究計畫」係為鼓勵具獨立研究能力者，而「研究發展獎助計畫」則為鼓勵新進研究人員。

一、創新研究計畫

創新研究計畫乃為鼓勵符合研究重點之研究，計畫主持人應具獨立研究能力，且其研究內容對國民健康有重要性。

注意事項：「傑出創新研究計畫；Outstanding Innovative Research Grant」(OIRG) 之設置

為求獎勵特別傑出之研究人員，本院於計畫審查過程中，遴選創新研究計畫之延續計畫申請案(Renewal Application)中評分極高(至少在當年度 IRG 申請案之前 5%)，有潛力成為國內外該領域領導者的計畫主持人，為國家衛生研究院傑出創新研究計畫主持人。此項候選人須曾經執行過 IRG，由各分組審查委員會依據上列原則推薦，或由學術諮議會常設委員特別推薦，由學術諮議會選定之。獲選定計畫之前三年預算依審查結果建議執行，俟後依下列時機提出 OIRG 展延期程申請書，經審查評估進度成果報告及經費編列後，總計畫期程得延長為七年，每年經費上限漸進提高(gradually increased budget)，以不超過六百萬元為原則。

(一) 原核定全程為三年之創新研究計畫，於計畫執行第二年時提出 OIRG 展延期程申請書。

(二) 原核定全程為四或五年之創新研究計畫，於計畫執行第三年時提出 OIRG 展延期程申請書。

二、研究發展獎助計畫

研究發展獎助計畫執行期間，主持人可依相關規定主持或參與其他研究計畫(自 96 年 1 月 1 日起取消原計畫執行第一至第三年期間，主持人不得同時再擔任其他任何研究計畫的主持人、子計畫或核心計畫負責人之規定，惟計畫主持人仍以申請及主持一項整合性醫藥衛生科技研究計畫為限)。

注意事項：

1. 計畫申請書 Form Section 11 – Certificate of Agreement for the Application 中須由部門主管或實驗室負責人及機構首長簽署證明，於計畫通過後本獎助計畫主持人將有適當之實驗室空間可執行該項研究計畫，且在該計畫執行過程中會給予適當的支援，並減少其非學術活動之工作，以協助其完成計畫。
2. 本獎助計畫須檢附三封英文推薦信函(紙本寄達)，其中一封須由取得博士學位或最高學歷之指導教授所撰寫，如未能取得該教授之推薦函，可另請他人推薦，惟需另函敘明原因；其餘二封則不限推薦人。推薦信可請推薦人逕寄至

「苗栗縣 35053 竹南鎮科研路 35 號，國家衛生研究院
學術發展處轉學術審查會」。

**To: NHRI Scientific Review Committee
c/o Department of Research Planning and Development
National Health Research Institutes
35, Keyan Road, Zhunan Town, Miaoli County 35053, Taiwan**

貳、申請作業注意事項

一、申請意願書

- (一) 計畫主持人應詳閱本申請作業手冊之後，擇一計畫型態、擬定計畫名稱(中、英文計畫名稱以 100 個字元為限，包含符號及空格等)、並簡述計畫摘要，於申請意願書收件截止日期前，至國家衛生研究院整合性醫藥衛生科技研究計畫線上作業系統(網址：<http://erad.nhri.org.tw>)，登入 103 年度個人型計畫申請意願書填寫完畢並確認送出以取得意願書編號，未準時送入申請意願書或非以網路傳輸至系統者，概不接受其計畫書之申請。
- (二) 申請意願書為延攬相關領域專長之分組審查委員時之參考，不作任何學術審查。有準時送入申請意願書者，方得於計畫書收件截止日期前，提交計畫申請書，本院不另行通知。

二、計畫主持人及研究人員資格

- (一) 計畫主持人以一人為限且需為申請機構之專任人員。「創新研究計畫」主持人現職相當於助教授、助研究員、助研究技師(含)以上或主治醫師職務；「研究發展獎助計畫」主持人現職相當於講師、助研究員、助研究技師(含)以上或主治醫師職務，且具備博士或醫學士或其他同等資格者，博士需於獲得博士學位七年內提出申請，醫學士需於獲任主治醫師五年內或獲得博士學位七年內提出申請。

前述「研究發展獎助計畫」主持人資格年限之計算由獲得博士學位或獲任主治醫師之當年月份起算至民國 102 年 3 月 31 日止，如為男性申請人，其獲得博士學位或獲任主治醫師後之服役期間(服國防役或替代役者除外)，不計入資格年限，惟申請時須提出說明並檢附退伍令影本。

註：自 99 年度起開放預定即將到任之計畫主持人可提出申請。惟，申請人需檢具機構同意聘用及其已回覆同意受聘之相關文件，併同申請公函送達(計畫書本體及相關附件仍為線上作業)，逾時或文件不齊者，概不受理。

- (二) 已退休之教學、研究人員，如原任職機構於申請公函內敘明願意提供空間、相關設備供其進行研究，並負責一切相關行政作業，則其得擔任創新研究計畫主持人。
- (三) 為協助國內學術研究單位延攬醫藥衛生相關研究人員，特配合創新研究計畫及研究發展獎助計畫之申請，設置「國家衛生研究院研究學者獎助」，該等計畫主持人於提出計畫申請時可不受需為申請機構專任人員之限制，相關規定請參考本冊第 III 部分。
- (四) 每一研究計畫主持人以申請及主持一項整合性醫藥衛生科技研究計畫為限。
- (五) 主持人提出申請計畫之執行期程，不得與原主持之整合性醫藥衛生科技研究計畫之執行期程重疊。
- (六) 各計畫類型下之協同主持人(Co-PI)需為符合申請機構資格之各機構專任人員，且現職需相當於助教授、助研究員、助研究技師(含)以上或主治醫師，而計畫下研究員(Investigator)現職則需相當於講師級以上。
- (七) 計畫主持人於計畫執行期間，若因進修假(sabbatical)、出國或其他原因暫離執行機構超過 3 個月(含)以上，須事先來函本院申

請，經審查同意後方可由其代理人繼續執行計畫，否則計畫將予終止。

三、計畫申請期程：視研究內容之實際需要，創新研究計畫之申請期程最短不得少於三年，最長則不得超過五年；研究發展獎助計畫則只接受四年期計畫之申請。申請計畫之分年計畫內容應有其連貫性，並預期於全程計畫結束時可提出具體成果。

四、計畫申請經費：

(一) 創新研究計畫每年申請經費最高上限為三百萬元，研究發展獎助計畫則以全程計畫總經費不超過八百萬元為限。

(二) 計畫主持人得在核定經費額度內編列 NT10,000 元/月之主持人研究津貼(salary supplement)。

註：主持人以支領一份津貼為限，若在其他計畫(如國科會計畫)已支領者，不得再重複編列支領。

(三) 計畫所需經費應依據「整合性醫藥衛生科技研究計畫－經費使用範圍及標準」編列，所列經費應充份說明其適切性、需要性及估算方法，例如：儀器項目、博士後研究員之需求說明，如浮濫編列，審查時除會被刪減經費外，並將影響該計畫核准之優先性。

註：各類整合性計畫皆可編列博士後研究員，其中若為已知人員，請填寫 Biographical Sketch。所需聘用經費包含在研究計畫總經費額度內，惟其經費經審查通過後，不可變更流用。

(四) 若為國際合作之計畫，其研究經費之編列以在國內執行者為限，其在國外執行部份，所需經費應由合作國家提供，不得在本項計畫中申請。

(五) 各研究計畫成果發表時，於致謝處必須註明經費補助來源為國家衛生研究院，此將作為每年延續計畫經費之撥付、成果審查及申請再延續 (Renewal) 計畫審查時之重要參考依據。

五、任何已獲補助之計畫，不得提出本項申請，若經查獲確有經費重複補助情形者，將撤銷補助且計畫主持人於三年內不得再接受本院之補助及委託。

六、研究計畫凡涉及人體試驗、基因重組試驗、第二級以上感染性生物材料試驗、動物實驗者，無論於計畫之第幾年進行該試(實)驗，皆須於申請時即檢附經相關委員會核准之同意函，且各式同意函所載研究題目及期程應與申請計畫一致。請計畫主持人務必留意前述各項試(實)驗之相關規定及其委員會之作業時程，及早提出申請以預留其作業所需時間。若個別計畫另有涉及其它必須經相關單位核准/認證方得進行之研究，亦請計畫主持人務必留意規定並取得同意函，以免影響計畫審查與執行。

若同意函未能及時於計畫申請時上傳，則需於申請時上傳足資證明已送審之文件，並於 102 年 7 月 31 日前以紙本寄送方式補齊同意函。逾期仍未補齊者，將嚴重影響審查結果。各式同意函其他注意事項如下：

- (一) 人體試驗：除須於計畫申請系統上傳人體試驗委員會(Institutional Review Board, IRB)之同意函外，並須於計畫申請時上傳人體試驗送審之內容(應包含 Data and Safety Monitoring Plan)，以便審查委員更具體瞭解其實施細節，惟計畫書本體已包含研究人員 Biographical Sketch，且考量上傳檔案空間 2M 之限制，故人體試驗送審內容之研究人員 Biographical Sketch 請勿上傳，如有重覆上傳者一律剔除不予送審。此外，若需在數個醫院收集病人材料時，則須上傳各個醫院之 **IRB 同意函**。若計畫申請書未詳實填寫涉及之人體試驗並檢附審查同意函者，一經審查發現後，將影響計畫核准之優先性。
- (二) 基因重組實驗：必須於計畫申請系統上傳經生物安全委員會審查通過之基因重組實驗同意函。
- (三) 感染性生物材料試驗：凡涉及第二級以上感染性生物材料試驗者，必須於計畫申請系統上傳經生物安全委員會審查通過之同意函。注意：涉及第三級以上感染性生物材料試驗者，並須報請中央主管機關核備。
- (四) 動物實驗：必須於計畫申請系統上傳經動物實驗管理小組審查通過之動物實驗審查同意函，且若有在數個不同機構進行動物實驗者，則需上傳各機構之審查同意函。

七、計畫書撰寫說明：

- (一) 請至國家衛生研究院整合性醫藥衛生科技研究計畫線上作業系統 (<http://erad.nhri.org.tw>)，登入填寫 103 年度創新研究計畫申請

書(IRG) 或 103 年度研究發展獎助計畫申請書(CDG) (包含各欄位資料填寫、free format 及附件檔案上傳)，撰寫格式附於本申請手冊內供參，線上操作說明另請參見該系統網頁上之「申請計畫操作說明」。

註：Free format 中之章節 (Abstracts in Chinese and English, Progress Report and Response to Previous Review Comments, Research Plan, and Institutional Environment and Resources) 請由計畫線上作業系統下載 Microsoft Word 格式檔填寫，切勿自行編製表格，並請務必嚴格遵守頁數限制；撰寫完畢後將 Word 檔轉為 PDF 檔，再上傳至線上作業系統。另有簽名欄位者亦請掃描製成 PDF 檔後上傳。

(二) 計畫書需以英文撰寫，並含中文摘要；研究內容未以英文撰寫情節嚴重者將逕行退件，不予審查。

(三) 申請人過去(近 5 年內)若曾申請或執行本院補助計畫，請依本次計畫申請類別 (New, Revision or Amendment, Renewal, 或 Revised Renewal) 並參考本手冊第 IV 部分之計畫申請書撰寫說明，詳實撰寫 Form Section 4 並檢附審查意見、成果摘要或計畫申請書摘要。若未填寫或檢附文件者，將嚴重影響審查結果。若過去未曾申請或執行本院補助計畫，則 Form Section 4 請註記“N/A”之後上傳至系統。

1. *New*：若過去曾經提出申請，然本次申請為“New”之計畫，須將近 5 年內之審查意見皆上傳至系統 Appendix；且若近 5 年內曾獲補助執行之計畫主持人則另需上傳整合性計畫成果摘要及計畫申請書摘要，並請於 Form Section 4 之 Progress Report 填寫近 5 年內執行本院補助之整合性計畫成果。
2. *Renewal*：請填寫 Form Section 4 之 Progress Report，並將先前近 5 年獲補助執行之成果報告摘要、計畫申請書摘要及審查意見上傳至系統 Appendix。
3. “Revision or Amendment” 或 “Revised Renewal”：計畫曾於近 5 年內提出申請但審查未獲通過，則同一計畫經修正後於本次再提出申請時，務必撰寫 Form Section 4 之 Response to Previous Review Comments，且申請書 Form Section 5 之 Research Plan 更修處應以粗體字呈現，並須將近 5 年內之審查意見皆上傳至系統 Appendix；另 Revised Renewal 近 5 年內曾獲補助執行之計畫主持人，亦請填寫 Form Section 4 之 Progress Report，並將先前獲補助執行之成果報告摘要及計畫申請書摘要上傳至系統 Appendix。

註：「近 5 年之審查意見」係指申請 98~102 年度之計畫者，申請人可由審查意見上之“Appl. No.”辨識其最末碼數字為 98~102 者，即為須上傳至系統之審查意見。「近 5 年之整合性計畫成果」係指計畫執行年度為 97~101 年度者，計畫主持人可由計畫編號中 EX 緊接之數字辨識，亦即計畫編號中含 EX97、EX98、EX99、EX100、EX101 者，即為須上傳至系統之成果摘要(如為全程結束者，可檢附全程成果報告摘要)。「近 5 年之計畫申請書摘要」係指計畫執行年度為 97~101 年度者，其獲審查通過當時之整合性計畫申請書摘要亦請上傳至系統。

- (四) 計畫主持人、協同主持人及研究員，應於 Form Section 9 - Other Support 表格中列出最近 3 年內由國家衛生研究院、行政院衛生署或其他機構(例如國科會等)補助，且擔任計畫主持人或子計畫負責人之其他計畫以及申請中之計畫，並於“Overlap with this Application”欄位說明其研究內容、期程或經費等與本次申請計畫是否可能重疊情形；且將上述計畫摘要上傳至系統 Appendix。(自 99 年迄今仍執行中、已執行完畢或目前申請中尚未得知審查結果之計畫皆須填寫；若無則請填寫“None”。若未詳實填列者，將影響審查結果。)
- (五) 過去曾執行本院補助計畫者，除列舉論文產出成果外，若有衍生之專利申請或技術移轉成果，亦請詳列於計畫書之 Form Section 10 - Biographical Sketches 中以利審查。
- (六) 計畫之申請應經所屬機構首長於 Form Section 11- Certificate of Agreement for the Application 簽署(如有特殊情形，可由機構首長代理人或掌管研究事務之主管，例如研究副校長或研發長代之)，並以正式公函向國家衛生研究院提出申請，以個人名義申請者概不接受。
- (七) 撰寫計畫書前，務請詳閱本申請手冊第 III 部分之撰寫說明(含頁數限制)，並遵照說明內的每一項規定及書表格式至計畫線上作業系統填寫。「創新研究計畫」請參閱“Guidelines for Innovative Research Grant Application”；「研究發展獎助計畫」請參閱“Guidelines for Career Development Grant Application”。
- (八) 計畫書之撰寫應力求詳盡完整，計畫書內容不完整，將嚴重影響審查結果。另請務必嚴格遵守頁數限制之規定，若有不符頁數規定者(含刻意縮小字體或行距以規避頁數限制)，截止日期後將不再予以補正，而將逕行退件處理。(需線上填寫之表格於線上填寫完畢後，請務必預覽列印，以檢視每一章節是否符合頁數限制及內容是否無誤。)

- (九) 計畫申請截止日期前，於申請系統點選「計畫送件」並取得送件編號 Serial Number 後，如發現有疏漏之處欲修正，請點選「計畫退件」後進行修正，並務必於截止日期前再次點選「計畫送件」並取得新的 Serial Number 後方為送件成功。若點選「計畫退件」即視同放棄申請，故若未於截止日期前再送件成功者，恕無法受理申請。計畫申請截止日期後，將不再進行任何補正作業，惟若有突破性的研究成果、出版新的論文著作等嶄新的研究資料，則可於 7 月 31 日前提供(紙本寄達)，惟不得超過 A4 紙張二頁(單面列印)。
- (十) 計畫書撰寫務請遵循學術倫理，正確引用並註明資料來源。如有抄襲、剽竊或違反著作權法等行為，經查屬實則必公告，依其情節嚴重程度，最多於十年內不得再申請本院各項院外研究計畫；如若再犯，則終生不得再申請。

八、計畫書收件

除機構公函、CDG 推薦信、彩色圖片(有需要者)及研究學者獎助申請資料(附光碟)外，其餘申請文件皆採線上填寫及上傳方式送件，網址：<http://erad.nhri.org.tw>。線上繳交的資料包括下列 3 種：

- (一) 計畫書：計畫書本體於 Web 線上申請後檔案將直接進入本處系統資料庫。
- 註：1. 線上填寫後務必按「計畫送件」鍵，以完成線上申請作業並取得送件編號 Serial Number。各申請人請記錄下送件編號 Serial Number 以確認計畫申請送出成功並得視需要自行列印出紙本計畫書留存，但切勿繳交紙本。若有送達紙本計畫書者，雖未予採用送審，但亦不檢還。
2. 線上傳送計畫書請注意檔案傳送至正確之 Form Section，非屬該 Section 之文件或檔案錯置無法辨別者，一律不予採用送審。
3. 未於線上填寫計畫書而僅送達紙本計畫書者，一律退件不予送審。
- (二) 一般附件(如有涉及則需上傳)：包括所有人體試驗送審內容(含 Data and Safety Monitoring Plan)及審查同意函、動物實驗審查同意函、基因重組實驗審查同意函、第二級以上感染性生物材料試驗審查同意函、曾申請本院整合性計畫的審查意見、獲本院補助的整合性計畫申請書摘要或成果報告摘要、近 3 年所執行或申請

中計畫之研究計畫摘要、贊助或合作的實驗室/顧問或研究人員之同意信函及估價單等。請依規定檢附必要文件，如有非屬上列資料之其他文件，一律不予採用送審。

(三) 論文及著作：以 10 篇為限(請編製目錄，並依序上傳)。

另，計畫書因複製所限無法呈現彩色圖片，然若計畫書本體(Form Section 5-Research Plan)確有彩色圖片之需者，則務請於**102 年 4 月 8 日下午 4 時前紙本寄達**清晰可辨之彩色輸出圖片乙式五份，以利審查。

九、申請截止日期：

(一) 申請意願書截止期限為 102 年 3 月 8 日下午 4 時正，請至國家衛生研究院整合性醫藥衛生科技研究計畫線上作業系統(網址：<http://erad.nhri.org.tw>)，登入 103 年度個人型計畫申請意願書填寫完畢，並確認送出以取得意願書編號，逾時或非以上述網路作業業者概不受理。

註：申請者需先於研究人員資料庫 (<http://erad.nhri.org.tw>) 中註冊獲得帳號後方得填寫申請意願書，故請務必先上網申請帳號，以免誤時。

(二) 計畫申請書截止期限為 102 年 3 月 29 日下午 4 時正，計畫書宜儘早準備，已準時送入申請意願書者，務必於截止期限以前至國家衛生研究院整合性醫藥衛生科技研究計畫線上作業系統(網址：<http://erad.nhri.org.tw>) 撰寫並傳送計畫書(全部撰寫完成後務必按「計畫送件」鍵，以完成線上申請作業並取得送件編號 Serial Number)。此外，機構公函、CDG 推薦函及彩色圖片(有需要者)之各項紙本，請於 4 月 8 日前寄達苗栗縣 35053 竹南鎮科研路 35 號，國家衛生研究院學術發展處(注意：請預留申請機構彙整作業或投遞所需時間)。如有逾時送達，或未至本院整合性醫藥衛生科技研究計畫線上作業系統撰寫並上傳者，概不受理申請。

註：1.若因機構內部作業所需，Form Section 11-Certificate of Agreement for the Application 之「機構首長」欄位可暫留空白免簽名，但其他研究人員之欄位必須完成簽名並上傳至系統；待整份計畫書點選「計畫送件」鍵並取得送件編號 Serial Number 後，另將該頁以紙本補呈送機構首長簽名後，於 4 月 8 日前併同公函送達。

2. 研究學者獎助申請資料(含申請書、論文抽印本、機構首長保證信函及部門主管同意函或推薦信)收件截止日期為102年3月29日下午4時(紙本及電子檔光碟收件)。相關規定請詳參本冊第III部分。
- (三) 計畫書送出以前，應使用各項計畫申請書格式所附之檢查表，審慎核對是否符合本申請須知之各項規定。計畫書送出後，如於申請截止日期前發現有疏漏之處欲修正，請點選「計畫退件」後進行修正，並務必於截止日期前再次點選「計畫送件」並取得新的Serial Number 後方為送件成功。若點選「計畫退件」後未於截止日期前再送件者，恕無法受理申請。計畫申請截止日期後，無論計畫書、一般附件或論文著作皆無補正機會。
- (四) 人體試驗審查同意函、動物實驗審查同意函、基因重組實驗審查同意函、第二級以上感染性生物材料試驗審查同意函及研究發展獎助計畫之推薦函應於102年7月31日前補齊(紙本補件)。另外，若有突破性的研究成果、出版新的論文著作等嶄新的研究資料，亦可於102年7月31日前提供(紙本補件)，惟以二頁A4紙張單面列印為限。

十、計畫申請常見疏漏：

- (一) 申請意願書未送或逾時未能上傳、計畫書未按「計畫送件」鍵將整份計畫書線上送出或逾時未能上傳、主持人資格不符、計畫申請機構不符規定而未能申請、計畫申請期程不符、研究內容未以英文撰寫情節嚴重者及未符合頁數限制等，以上均將逕行退件不予審查，資料亦不檢還。
- (二) 未經部門主管或機構首長簽署、計畫書內容或附件不齊全、研究人員之 Biographical Sketches 填寫未盡周詳或 Certificate of Agreement for the Application 簽署不齊全、計畫書格式不符、申請經費超過限制、未依規定編列或 Justifications 未詳盡填寫、計畫類型為“Revision or Amendment”或“Revised Renewal”之計畫未回應先前之審查意見、曾獲本院補助之計畫未填寫 Progress Report、“Revision or Amendment”及“Revised Renewal”計畫書之 Research Plan 未以粗體字呈現修改部分、Other Support 未完整填寫或未檢附其計畫摘要、人體試驗及動物實驗...等各式同意函未檢附或檢附之文件所載研究題目、期程與申請計畫不符、未檢附贊助或合作的實驗室/顧問或研究人員之同意信函等，以上均將影響審查結果。

參、計畫審查作業

一、審查人員之組成

- (一) 由國家衛生研究院聘請國內外傑出醫藥衛生學者專家，組成學術諮議會。
- (二) 學術諮議會下依計畫主題分設五組學術審查會，每一學術審查會由國家衛生研究院依當年度各組計畫數多寡，聘請國內外相關領域之學者專家八至十五人組成。必要時各委員會召集人得邀請其他專家作特殊項目之審查。

二、審查作業之程序

- (一) 研究計畫申請案，依研究主題分送至適當之學術審查會。
- (二) 各組學術審查會之召集人，按審查委員之專長，每一計畫指定兩位審查委員，負責撰寫審查意見書，並由該兩位審查委員及另一位研究領域相近之評分委員進行初審評分。
- (三) 各組學術審查會召開審查會議，由該組之全體委員參加，逐案討論、評分及建議經費。
- (四) 五組學術審查會之審查結果，提交學術諮議會議，再進行綜合討論，確定各申請案補助之優先次序。

肆、研究發展成果歸屬及運用

計畫審查通過執行，其研發成果的管理、運用及權益分配等，參照「科學技術基本法」、「政府科學技術研究發展成果歸屬及運用辦法」、其它相關法令及本院與執行機構訂立之合約辦理。

伍、作業時程



* 申請者需先於研究人員資料庫 (<http://erad.nhri.org.tw>) 中註冊獲得帳號後方得填寫申請意願書，故請務必先上網申請帳號，以免誤時。

國家衛生研究院整合性醫藥衛生科技研究計畫

經費使用範圍及標準

註：凡未列於本表之經費項目均不得編列

101 年 12 月修訂

項目名稱	說 明	標 準
壹、研究費 (Research General)		
一、人事費 (Personnel)		
1.專任研究人員 (Full Time Research Staff) 薪資	<ol style="list-style-type: none"> 執行本計畫所需聘雇博士後研究員及碩士級(含)以下專任研究助理。 在其他計畫支領專任研究人員薪資者不得在本計畫下重複支領。 核銷報支時應註明具領人之類別、級別及年資。 	<p>比照「助理人員每月工作酬金支給標準表」編列(如附表)。</p> <p>註：自 95 年起，博士後研究員之工作酬金將俟機構來函本院核備獲准後始撥付本項經費，且此項費用以不得辦理變更及流用為原則，如有餘款必須繳還本院。</p>
2.計畫主持人研究津貼 (Salary Supplement)	<ol style="list-style-type: none"> 自 92 年度起，計畫總主持人得在核定經費額度內編列主持人研究津貼。 協同主持人及研究員等均不予研究津貼之補助。 	<p>10,000 元/月</p> <p>註：主持人以支領一份津貼為限，若在政府經費補(捐)助或委託之計畫已支領者，不得再重複編列支領。</p>
3.兼任研究人員 (Part Time Research Staff) 津貼	<ol style="list-style-type: none"> 為協助研究計畫之執行，其現況須為與執行計畫相關之機構內博士、碩士班研究生及大專學生，視其在計畫中所實際擔負之工作量，以不超過「助理人員每月工作酬金支給標準表」最高標準的範圍內酌予編列。 同一兼任研究助理參與一個以上研究計畫時，以支領一份研究津貼為原則。 兼任人員不得支領年終獎金。 	
4.臨時工資 (Payment for Temporary Assistance)	實施本計畫特定工作所需勞務之工資。	<p>每人天(滿 8 小時)872 元/每人時 109 元；每人每月不得超過 24 天、以時計酬者每日不得超過 8 小時。</p> <p>每年度編列上限為新台幣 10 萬元整，若因執行計畫所需有更高額度需求，請於申請時詳敘用途，待審查通過方可編列。</p>

項目名稱	說明	標準
5.勞健保費用 (Insurance)	專任助理人員之勞、健保費(雇主應負擔部份)。	依據勞、健保局公佈之最新標準(如附表)。
二、業務費 (Miscellaneous)		
1.文具紙張 (Stationery)	實施本計畫所需油墨、紙張、文具等費用。	
2.郵電 (Postage & Telecommunication)	1. 實施本計畫所需郵資、電報、電話費等費用。 2. 電話機、傳真機之裝機費不得報支；行動電話之申請及帳單亦不得報支。	
3.印刷 (Printing)	實施本計畫所需書表、研究報告等之印刷裝訂費及影印費。	
4.租金 (Rental)	實施本計畫所需租用機器設備等租金，但不得租賃房舍、車輛、辦公設備。	
5.油脂 (Gasoline)	實施本計畫所需車輛、機械設備之油料費用。(車輛之油料費用，係指從事調查研究之實地訪查，而非屬派遣機關人員出差，其性質與出差旅費之報支不同，受委託或補(捐)助單位如無公務車可供調派，而需由實地訪查人員駕駛自用汽(機)車從事該訪查，且此項情形已於委託或補(捐)助計畫(或合約)訂明者，其所需油料費，得由各補助或委辦機關本於職責自行核處，檢據報支。)	
6.調查訪問費 (Survey)	實施本計畫所需問卷調查之填表或訪視費。	每份 50 元至 250 元，依問卷內容繁簡程度，酌予增減。有特殊需要者，可來文專案申請，經審核同意後方可核銷。
7.儀器設備使用費 (Equipment Service)	實施本計畫所需各項儀器設備使用費。	
8.電腦處理費 (Computer Processing)	實施本計畫所需電腦資料處理費。包括資料譯碼及鍵入費、電腦使用時間費、磁片、光碟片、報表紙、色帶及印表機碳匣等。如有需隨身碟為資料轉存媒介者，必須確與計畫直接相關且為 3,000 元以下方得編列。	

項目名稱	說明	標準
9.資料蒐集費 (Data Collecting)	實施本計畫所需購置國內、外參考書籍、期刊或資料檢索費。	依實際需要編列，最高金額為五萬元。有特殊需要者不在此限，但需詳加說明其需要性，待審查通過方可編列。
10.論文發表 (Publication)	本計畫研究成果發表於學術期刊上所需之費用(包含論文投稿費用及編修費用)。論文發表前無須來文核備，但須註明由國家衛生研究院 (National Health Research Institutes) 資助及計畫編號之字樣，方得核銷。(執行中之計畫論文發表費皆請於計畫經費下報支。)	篇數及金額並未規定上限，請依實際需要編列。 註：每篇論文抽印本份數以補助 50 本為上限。
11.出席費 (Attending Fee)	<ol style="list-style-type: none"> 1. 實施本計畫所需專家諮詢會議之出席費，非以專家身份出席者或相同執行機構之出席者不得支領。 2. 屬工作協調性質、工作報告及檢討之會議不得支給出席費。 3. 計畫下人員不得支領此費用。 	每人次 2,000 元上限(視會議諮詢性質酌予支給)。
12.鐘點費 (Lecture Fee)	<ol style="list-style-type: none"> 1. 實施本計畫所需訓練研討會等學術活動之授課講演鐘點費或實習指導費。 2. 工作會報等活動不得支領本項費用。 3. 計畫下人員不得支領此費用。 	機構內人員：800 元/時 機構外人員 無隸屬關係：1,600 元/時 具隸屬關係：1,200 元/時
13.稿費 (Document Fee)	<ol style="list-style-type: none"> 1. 實施本計畫所需撰稿及翻譯費。 2. 計畫下人員不得支領本項費用。 3. 計畫書及研究報告撰寫不得報支本項費用。 4. 相同執行機構之人員不得支領。 	中文每千字 600 元 英文每千字 800 元
14.其他 (Others; please specify)	與計畫相關所需之其他雜支： <ol style="list-style-type: none"> 1. 計畫主持人及計畫下人員國內研討會之報名費或註冊費 (不含學會之年費或入會費) 。 2. 訪員意外保險費 3. 受試者意外保險費 	每人投保金額上限 400 萬元(意外險、保險項目含意外身故、殘廢及傷害醫療給付)。 每人投保金額上限 400 萬元(意外險、保險項目含意外身故、殘廢及傷害醫療給付)，有特殊需要者不在此限，但需詳加說明其需要性，待審查通過方可編列。

項目名稱	說明	標準
三、維護費 (Maintenance)	4. 受試者營養費或禮品費 5. 受試者車馬費 *受試者各項費用及物品僅得以擇一給予為原則 6. 人體試驗委員會等審查費用。 實施本計畫所使用公有儀器設備之修繕及維護費用。	受試者營養費每人次 50 元至 100 元；禮品費得依計畫執行實際需求編列，惟每份以 300 元為上限。 應檢據核實報銷，但短程且確無法取得憑證者，單次上限為 200 元。
四、旅運費 (Travel & delivery fee) 1. 國內旅運費 (Domestic Travel & Delivery Fee)	1. 實施本計畫所需之國內差旅費及運費（含國內快遞費）。 2. 分為交通費、住宿費、膳雜費等。 3. 交通費包括行程中必須搭乘之飛機、汽車、火車、高鐵、輪船等費用。前項所稱汽車係指公民營客運汽車，凡公民營汽車到達地區，除因急要公務外，原則上不得開支計程車費。	國內差旅費之編列應預估所需出差之人天數，並得以 2,000 元/人天估算。實際報支時應按下列標準支給： 1. 交通費按實開支 2. 住宿費支付上限： （檢據核實報銷，未能檢據者，按二分之一列支） 教授、副教授、助理教授級：1,600 元/日 專任研究人員、學生：1,400 元/日 3. 膳雜費： 教授、副教授、助理教授級：550 元/日 專任研究人員、學生：500 元/日
2. 國外旅運費 (Overseas Travel & Delivery Fee)	1. 實施本計畫所需之國外差旅費及運費(含國外快遞費) 2. 國外差旅費之編列：以計畫主持人及優秀博士後研究員出國參加國際學術會議並發表重要研究成果為原則，每計畫每年度以每人 1 次為限，每次補助上限包含交通費及生活費等，計畫主持人補助總額以新台幣 15 萬元為上限，博士後研究員以新台幣 5 萬元為上限，但實際補助額度需於出國前向執行機構提出申請。國外差旅費如因故未動支，應將款項全部繳回本院，詳情請參照「國家衛生研究院補助整合性醫藥衛生科技研究計畫主持人及優秀博士	國外差旅費機票款以經濟艙為限，日生活費標準請依照「中央政府各機關派赴國外各地區出差人員生活費日支數額表」最新標準報支。(參考網址： http://law.dgbas.gov.tw/LawContent.aspx?id=FL028084)。

項目名稱	說明	標準
五、材料費 (Consumables)	<p>後研究員出國參加國際學術會議經費報支注意事項」辦理。</p> <ol style="list-style-type: none"> 1. 實施本計畫所需消耗性器皿、材料、藥品、動物購買或飼養等之費用。 2. 應詳列各項材料之名稱、單價、數量與總價。 	
貳、管理費 (Overhead)	<ol style="list-style-type: none"> 1. 本項經費應由計畫執行單位統籌支用，但不得違反相關規定。 2. 使用項目如下： <ol style="list-style-type: none"> (1)水、電、瓦斯費。 (2)執行機構人員協辦研究計畫業務或計畫約用人員之加班費。 (3)推動實驗室安全衛生之費用。 (4)辦理本院整合性計畫研發成果管理與推廣業務(包括申請專利及技術移轉)所需相關費用。 (5)公提儲金(退休金或離職儲金)。 (6)依全民健康保險法規定需計收投保單位(執行機構)之補充保費。 (7)其他與研究計畫直接有關之費用。 	<p>視實際需要，以<u>不超過計畫下研究費總和之百分之十為限</u>。唯年度計畫總經費為 300 萬元(含)以下者以 25 萬元為最高編列；總經費大於 300 萬至 600 萬元者以 30 萬元為最高編列；總經費大於 600 萬至 1000 萬元者以 40 萬元為最高編列。</p>
參、設備費 (Equipment)	<ol style="list-style-type: none"> 1. 採購及安裝本計畫所需之儀器設備、電腦軟體或程式設計費用。 2. 單價為 1 萬元(含)以上且使用年限在 2 年以上之資產方得編列(單價低於 1 萬元者，列入材料費或業務費項下)。 3. 所列設備費與實驗研究直接有關者為限。普通設備如辦公室桌椅、複印機、打字機、傳真機、電腦及其週邊設備等均不得編列之。 4. 擬購置之儀器設備應詳列其名稱、規格、數量、單價及總價。 5. 經費申請及編列時，單價超過 10 萬元以上者應附一家廠商估價單；經費報支核銷時，則單價超過 10 萬元以上者應附至少三家廠商之估價單(詳依核銷規定辦理)。 	

102 年度國家衛生研究院整合性醫藥衛生科技研究計畫
助理人員每月工作酬金支給標準表

參照國科會公告標準，自 102 年 1 月 1 日起實施

單位：新台幣元

年資	類別 級別	專任助理					博士後 研究員 上限	兼任助理
		高中 (高職)	五專 (二專)	三專	學士	碩士		
第九年		26,270	32,240	33,790	38,420	43,570	77,250	各研究助學金上限： 博士班研究生 1. 未獲博士候選人資格者：30,000 2. 已獲博士候選人資格者：34,000 碩士班研究生：10,000 大專學生：6,000
第八年		25,750	31,210	32,860	37,500	42,650	77,250	
第七年		25,240	30,290	31,930	36,570	41,620	77,250	
第六年		24,720	29,360	30,900	35,640	40,690	77,250	
第五年		24,110	28,430	29,980	34,720	39,760	74,160	
第四年		23,590	27,400	29,050	33,890	38,840	71,070	
第三年		23,080	26,480	28,120	33,070	37,810	66,950	
第二年		22,560	25,550	27,090	32,240	36,880	61,800	
第一年		22,050	24,620	26,580	31,520	36,050	56,650	

※各計畫專任助理人員或博士後研究員之工作酬金得視需要依執行機構訂定之標準核實支給，惟所需經費需於原補助經費內自行勻支，並請於核銷時檢附機構內之專任助理人員或博士後研究員薪資標準表以便查核。(註：博士後研究員工作酬金於標準表規定上限內支給者，可免附機構薪資標準表)

勞健保費用分攤比例表

一、勞工普通事故保險費用計算公式（自 102 年 1 月 1 日起實施）：

員工自付金額＝月投保薪資×保險費率 9% ×負擔比率 20%

雇主負擔金額＝月投保薪資×保險費率 9% ×負擔比率 70%

政府補助金額＝月投保薪資×保險費率 9% ×負擔比率 10%

（保險費率 9%：含勞工保險普通事故保險費率 8% + 就業保險費率 1%）

二、全民健康保險費用計算公式（自 102 年 1 月 1 日起實施）：

員工自付金額＝月投保薪資×保險費率 4.91% ×負擔比率 30% ×（1+眷口數）

雇主負擔金額＝月投保薪資×保險費率 4.91% ×負擔比率 60% ×（1+平均眷口數）

政府補助金額＝月投保薪資×保險費率 4.91% ×負擔比率 10% ×（1+平均眷口數）

註 1：投保單位應負擔之平均眷口數為 0.7 人。

註 2：本公式適用於公民營事業、機構等有一定雇主的受僱者本人及眷屬

三、勞工普通事故保險及就業保險負擔金額表

單位：新台幣元

投保薪資等級	月薪資總額	月投保薪資	被保險人負擔金額 (20%)	投保單位負擔金額 (70%)
4	20101~21000	21000	378	1323
5	21001~21900	21900	394	1379
6	21901~22800	22800	411	1437
7	22801~24000	24000	432	1512
8	24001~25200	25200	453	1587
9	25201~26400	26400	475	1663
10	26401~27600	27600	497	1739
11	27601~28800	28800	519	1815
12	28801~30300	30300	546	1909
13	30301~31800	31800	573	2004
14	31801~33300	33300	600	2098
15	33301~34800	34800	627	2193
16	34801~36300	36300	654	2287
17	36301~38200	38200	687	2406
18	38201~40100	40100	722	2527
19	40101~42000	42000	756	2646
20	42001 以上	43900	790	2765

資料來源：勞工保險局網站 <http://www.bli.gov.tw>（請比照最新規定辦理）

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四、全民健康保險負擔金額表（公、民營事業、機構及有一定雇主之受雇者適用）
單位：新台幣元

投保金額 等級	月薪資總額	月投保金額	被保險人及眷屬負擔金額 (負擔比率 30%)				投保單位 負擔金額 (60%)
			本人	本人+ 1 眷口	本人+ 2 眷口	本人+ 3 眷口	
4	20101~21000	21,000	309	618	927	1236	1052
5	21001~21900	21,900	323	646	969	1292	1097
6	21901~22800	22,800	336	672	1008	1344	1142
7	22801~24000	24,000	354	708	1062	1416	1202
8	24001~25200	25,200	371	742	1113	1484	1262
9	25201~26400	26,400	389	778	1167	1556	1322
10	26401~27600	27,600	407	814	1221	1628	1382
11	27601~28800	28,800	424	848	1272	1696	1442
12	28801~30300	30,300	446	892	1338	1784	1517
13	30301~31800	31,800	468	936	1404	1872	1593
14	31801~33300	33,300	491	982	1473	1964	1668
15	33301~34800	34,800	513	1026	1539	2052	1743
16	34801~36300	36,300	535	1070	1605	2140	1818
17	36301~38200	38,200	563	1126	1689	2252	1913
18	38201~40100	40,100	591	1182	1773	2364	2008
19	40101~42000	42,000	619	1238	1857	2476	2103
20	42001~43900	43,900	647	1294	1941	2588	2199
21	43901~45800	45,800	675	1350	2025	2700	2294
22	45801~48200	48,200	710	1420	2130	2840	2414
23	48201~50600	50,600	745	1490	2235	2980	2534
24	50601~53000	53,000	781	1562	2343	3124	2654
25	53001~55400	55,400	816	1632	2448	3264	2775
26	55401~57800	57,800	851	1702	2553	3404	2895
27	57801~60800	60,800	896	1792	2688	3584	3045
28	60801~63800	63,800	940	1880	2820	3760	3195
29	63801~66800	66,800	984	1968	2952	3936	3345
30	66801~69800	69,800	1028	2056	3084	4112	3496
31	69801~72800	72,800	1072	2144	3216	4288	3646
32	72801~76500	76,500	1127	2254	3381	4508	3831
33	76501~80200	80,200	1181	2362	3543	4724	4017
34	80201~83900	83,900	1236	2472	3708	4944	4202
35	83901~87600	87,600	1290	2580	3870	5160	4387
36	87601~92100	92,100	1357	2714	4071	5428	4613
37	92101~96600	96,600	1423	2846	4269	5692	4838
38	96601~101100	101,100	1489	2978	4467	5956	5063
39	101101~105600	105,600	1555	3110	4665	6220	5289
40	105601~110100	110,100	1622	3244	4866	6488	5514

投保金額 等級	月薪資總額	月投保金額	被保險人及眷屬負擔金額 (負擔比率 30%)				投保單位 負擔金額 (60%)
			本人	本人+ 1 眷口	本人+ 2 眷口	本人+ 3 眷口	
41	110101~115500	115,500	1701	3402	5103	6804	5784
42	115501~120900	120,900	1781	3562	5343	7124	6055
43	120901~126300	126,300	1860	3720	5580	7440	6325
44	126301~131700	131,700	1940	3880	5820	7760	6596
45	131701~137100	137,100	2019	4038	6057	8076	6866
46	137101~142500	142,500	2099	4198	6297	8396	7137
47	142501~147900	147,900	2179	4358	6537	8716	7407
48	147901~150000	150,000	2210	4420	6630	8840	7512
49	150001~156400	156,400	2304	4608	6912	9216	7833
50	156401~162800	162,800	2398	4796	7194	9592	8153
51	162801~169200	169,200	2492	4984	7476	9968	8474
52	169201~175600	175,600	2587	5174	7761	10348	8794
53	175601 以上	182,000	2681	5362	8043	10724	9115

資料來源：中央健保局全球資訊網 <http://www.nhi.gov.tw> (請比照最新規定辦理)

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柒、計畫申請系統操作提要

- 一、本作業系統適用於 Internet Explorer (IE) 6.0 版或 Firefox 3.0 版以上之瀏覽器。
- 二、系統網址：<http://erad.nhri.org.tw>，使用前請確認將本網站設為信任的網站，並解除 Windows XP(SP2)或各種工具列(如 Google、Msn 或 Yahoo)之封鎖快顯視窗功能(請參考系統首頁之封鎖快顯注意事項)。
- 三、本系統提供「整合性醫藥衛生科技研究計畫」個人型計畫申請意願書、創新研究計畫申請書(IRG)及研究發展獎助計畫申請書(CDG)之線上製作作業，包括各欄位資料填寫及上傳；Free format 的空白格式(Microsoft Word 檔案)下載；申請書各 Section 及附件的預覽及列印。
- 四、申請人(計畫主持人)需有本系統核發之登錄用帳號及密碼，方能使用線上申請系統功能。帳號及密碼的取得方式為先連線至系統網站首頁，點選「研究人員註冊」，輸入研究人員基本資料，確認無誤後，點選「確認送出」，系統會自動寄發帳號及密碼回覆函至您的電子信箱中。
 - (一) 註冊時所填寫之資料僅為基本資料，欲填寫完整之個人 CV 時，請至網站首頁，輸入申請人之帳號及密碼並點選「研究人員個人資料庫修改」即可進入編輯畫面填寫或修改個人 CV。請儘可能填寫完整，以利後續填寫計畫申請書或未來填寫成果報告時，系統直接套用資料。
 - (二) 如計畫之 Key Professional Personnel (如協同主持人、研究人員)已於系統網站註冊者，計畫主持人可請其提供帳號及套用 CV 密碼(非前述之系統登錄密碼)，以利其直接套用 Key Professional Personnel 資料填寫計畫申請書。
- 五、若申請人遺忘登錄帳號及密碼時，請自系統網站首頁，點選「忘記帳號密碼」，輸入註冊時填寫之 Email，系統立即自動寄發帳號密碼函至該電子郵件信箱中。若申請人遺忘套用 CV 密碼時，請登錄系統後，點選「研究人員資料庫修改」查詢。
- 六、自系統網站首頁，輸入申請人之帳號及密碼並點選「103 年度個人型計畫申請意願書」，即可進入編輯畫面填寫申請意願書(計畫型態選定後，後續只能申請該型態之計畫，故請慎選之)，填寫完成後，請點選「確認送出」，待資料傳送成功後，請務必透過「預覽列印」下載或列印留存申請意願書。
- 七、完成申請意願書填寫並確認送出後，即可返回網站首頁輸入申請人之帳號及密碼，並依申請意願書送出時所填之計畫型態 (IRG 或 CDG) 點

選所屬類別之計畫申請書，即可進入撰寫計畫申請書。撰寫時，除請依本申請作業手冊規定外，各 Section 之操作方式可參閱系統上之操作說明。

- 八、計畫申請書之各 Section 或附件完成後，請逐項點選「預覽」以確認資料是否正確、是否符合頁數限制、檔案是否完整上傳至正確的位置或未於傳輸過程中導致毀損。(上傳檔案容量上限為 2M)
- 九、請勿上傳加密或含數位簽證之 pdf 檔(如論文抽印本或各式同意函)，以避免整份計畫書送件後合併失敗而影響後續審查作業(關於 pdf 檔加密或數位簽證之檢查，請參考系統首頁之說明檔，若無法確認是否加密或含數位簽證，請先列印出該檔案後，將紙本重新掃描為 pdf 檔再上傳即可)。
- 十、計畫申請書全部填寫完畢後，申請人應點選「計畫送件」鍵，此時系統將協助檢查必備之 Section 是否皆已填寫/上傳(系統僅檢查必備之 Section 是否有資料，但未檢視資料內容是否正確或是否符合頁數等各項規定)，檢查流程如下：
 - (一) 如有未填寫/上傳的 Section，系統將提醒該 Section 名稱，此時計畫申請書仍未完成送件，請完成該 Section 的資料填寫/上傳後，再點選「計畫送件」。系統依序檢查各項 Section 皆填寫/上傳後，即進入畫面(二)；反之，則重複畫面(一)。
 - (二) 當所有 Section 皆已填寫/上傳時，系統將再次詢問是否確認送件，請確認後點選「確定」，完成計畫送件後，系統會顯示送件時間及送件編號 Serial Number，即完成線上送件作業。

註：前述點選「計畫送件」過程仍需系統反應時間，故請務必提早作業以免誤時。
- 十一、申請人完成計畫送件作業後，請登錄系統點選「預覽整份」下載或列印整份計畫書(不含附件及論文著作)，以確認整份計畫書各章節合併完成，以免影響後續審查進行，並可視需要自行列印紙本計畫書留存(在截止日期前，若送件量大時，需等候較久時間方能完成)。
- 十二、已完成計畫送件作業之申請人，於截止日期前，如需修改計畫書者，請重新登錄系統點選「計畫退件」後方得修改計畫書。惟，請注意：點選「計畫退件」後即視同放棄計畫申請，且計畫書之狀態回復到尚未完成送件，故請務必儘早修改後，於截止日期前再次點選「計畫送件」(即進入上述第十項作業)，並重新取得送件時間及送件編號，方為完成送件作業。

- 十三、本系統設有閒置時間過久自動離線功能。當申請人於線上系統操作時閒置過久，即未按任何功能鍵，系統將跳出警示窗告知於 30 秒內自動離線，此時申請人需儘快將編輯中的工作存檔，以確保資料寫入資料庫並重置閒置時間。
- 十四、為避免網路壅塞或整份計畫書合併失敗而未及修正檔案後再次上傳，申請人請提早上線使用並完成計畫送件作業，以免誤時。如有任何申請疑問請隨時來電洽詢；惟，如係個人之系統操作困難，請務必於計畫申請截止前 1 日下午 4 時前來電洽詢，以免因系統疑難排解不及而誤時，恕無法受理逾時之申請案。

註：本系統另提供各申請機構查詢申請計畫基本資料功能：

- (一) 帳號及密碼的取得係由各機構承辦人至系統網站首頁，點選「機構承辦人登入」進行註冊，填寫機構承辦人基本資料後，點選「確認送出」，系統會自動寄發帳號及密碼回覆函至機構承辦人的電子信箱中；惟，此時該帳號查詢功能尚未啟用，需由機構來函(請註明註冊之帳號及機構承辦人姓名)申請後，本院將以 Email 方式通知機構承辦人帳號啟用。(若註冊後未於 1 個月內來函申請開通者，系統將刪除該帳號)
- (二) 各申請機構至多可申請 3 個帳號，供不同承辦人使用，而每一帳號不分權限，均可瀏覽機構之所有申請計畫基本資料。
- (三) 若機構需更換密碼(機構、帳號不得更換)、承辦人姓名、聯絡資訊...等，可自行登錄系統直接線上修改，毋需再來函申請。
- (四) 若機構承辦人遺忘登錄帳號及密碼時，請自系統網站首頁，點選「機構承辦人登入」，再點選「忘記帳號密碼」，輸入註冊時填寫之 Email，系統立即自動寄發帳號密碼函至該電子郵件信箱中。

III、研究學者獎助申請須知

研究學者獎助申請須知

壹、目標

國家衛生研究院為協助國內學術研究單位延攬、培養及支持有研究潛力、具特殊技術專長及獨立研究能力之醫藥衛生相關研究人員，使醫藥衛生研究有突破性之發展，並歡迎旅居國外研究人員返台參與國內研究行列，特設置「國家衛生研究院研究學者獎助」。

貳、獎助申請

國內學術研究單位欲延攬相關研究人才，須由延攬單位之機構首長，以正式公函向國家衛生研究院提出推薦申請，未獲推薦而以個人名義申請者概不接受。受推薦人若已為機構內正式支薪人員，則不得再申請本獎助。

參、受推薦者資格

- 一、任講師三年(含)以上、任助理教授或研究機構助理研究員(含)以上，並從事學術研究有重要專門著作，於學術確有優異貢獻者。
- 二、具備教育部認可之國內外大學院校醫學士學位或其他同等資格，擔任臨床工作七年以上且曾任主治醫師，成績優異，並有專門著作者。

肆、獎助內容

- 一、本獎助補助之研究人員須併同申請本院整合性醫藥衛生科技研究計畫之個人型計畫，申請之計畫型態可為「創新研究計畫」或「研究發展獎助計畫」。申請之個人型計畫若未獲補助，則本獎項之申請亦無法補助。有關個人型計畫申請相關規定，詳參本冊第II部分。
- 二、本獎助之對象只限於研究計畫主持人，內容包括計畫主持人之薪資、勞健保機構負擔部分及退休金公提部分等，計畫主持人之薪資比照教育部訂定之公立大專院校教師薪資結構標準，由本院核定。計畫主持人如由海外延請回國，其返台任職所需之機票款、搬家費等，由國家衛生研究院另案補助。上述所有獎助經費不需於申請書中編列。

伍、申請作業注意事項

- 一、申請時須出具申請機構首長(校長、院長)具名之保證信函及部門主管之同意函或推薦信；承諾將全力配合及支持計畫的執行需求(請具體描述可提供之研究空間、設備、設施使用或其他資源等)，並保障該研究人員在獎助期間於執行機構內之聘用，除經國家衛生研究院同意外，不會中斷或中止。

註：申請者不限本國人士；本信函不可以計畫申請書之 *Form Section 11 Certificate of Agreement for the Application* 替代。

- 二、獲得本獎助之研究人員，與本院簽訂合約時，執行機構必須完成其聘任手續，且該員除了支領本獎助提供之薪資外，不得再重複支領執行機構的薪資。

三、申請書撰寫說明

- (一) 申請書需以英文撰寫。
- (二) 申請書撰寫格式請至國家衛生研究院整合性醫藥衛生科技研究計畫線上作業系統網頁下載，請務必使用本格式撰寫，不得以其它表格替代。
- (三) 撰寫申請書前，務請詳閱本申請手冊所附之撰寫說明，並遵照說明內的每一項規定撰寫。請參閱 *Guidelines for Research Scholar Award Application*。
- (四) 本獎助之申請截止日期與個人型計畫申請之截止日期相同（**截止日期為 102 年 3 月 29 日下午 4 時正**），相關規定請參閱本冊第 II-8 頁，繳交之文件應包括：

1. 申請書：含申請書 PDF 電子檔之光碟片。
2. 論文抽印本：含論文抽印本 PDF 電子檔之光碟片，每個 PDF 電子檔僅含一篇論文，不得超過二十篇論文。(此係申請者歷年研究成果之補充附件，切勿與個人型計畫申請附件重複)

※以上申請書及論文抽印本，另請列印一份紙本隨光碟片送達本院。

3. 申請機構首長(校長、院長)具名之保證信函及部門主管之同意函或推薦信。

註：光碟片及所有紙本應標明計畫主持人、計畫名稱及計畫於 Web 線上申請時所獲得之計畫申請書收件序號（請參見計畫申請書 *Form Section 1-Face Page* 左上角），以利送審作業。

陸、獎助期程

- 一、本研究學者獎助的補助期程等同申請之個人型計畫通過的計畫期程。

- 二、除有特殊理由經本院書面同意外，於獎助期間中途放棄者，不得再申請本項研究獎助。
- 三、獎助期間，若獲獎人被執行機構納聘為正式之支薪人員，請來文報備，則其獎助薪給自正式納聘日起終止，而研究計畫經費視情況決定是否仍繼續支持至計畫期滿。
- 四、獲得本獎助期滿一年且在相同職級任滿三年(含)以上，經執行機構審查通過後，受獎助者可向本院提出「升等」申請。若「升等」經審查獲得通過，則自通過日起調整該研究學者之薪給至補助期滿；若「升等」經審查未獲通過，則仍維持原獎助之薪給。

柒、 審查重點

- 一、基本申請資格。
- 二、曾參與或目前正在執行之計畫。
- 三、至目前之研究成果。
- 四、未來的研究方向及預期目標。
- 五、申請機構可提供申請者執行計畫之研究資源。

IV、計畫申請書撰寫說明

壹、創新研究計畫申請書撰寫說明

Guidelines for Innovative Research Grant Application

I. GENERAL INFORMATION

1. In preparing the application, **use English only** and avoid jargon. For terms not universally known, spell out the term the first time it is used followed by the appropriate abbreviation in parentheses; the abbreviation may be used thereafter.
2. Type the application single spaced, and stay within the margin limitations indicated on the form pages. The type must be clear, readily legible and font size is **12 point** (approximately 1/8 inch in height for capital letters). There must be no more than six lines of text within a vertical inch. ***Do not reduce font size or line spacing to circumvent the page limitations.***
3. Use black type that can be copied. *Provide clear figures, graphs, diagrams, charts, and tables, and include appropriate legends.* All photographs or other illustrative materials must be presented in the body of the application in a clear and readable manner, the font size should not be smaller than 9 point, that can be photocopied. When it is essential to illustrate materials in their original forms (color or size), 5 hard copies of the original materials, which have been shown in the *Research Plan Section*, can be sent to the National Health Research Institutes (NHRI) as supporting documents.
4. If there is any sponsor, *consultant* or cooperation laboratory listed in this application, please provide the *collaborative agreement or supporting letters*.
5. **Stay within the page limitations, or the application will be returned without review.** A summary of the page limitations is given as follows:

<u>FORM SECTION</u>	<u>PAGE LIMIT</u>
1. Face Page	1
2. Personnel	
a. Key Professional Personnel	as needed
b. Supporting Staff	as needed

<u>FORM SECTION</u>	<u>PAGE LIMIT</u>
3. Abstracts	
a. in Chinese	1
b. in English	1
4. Progress Report	3
Response to Previous Review Comments	5
5. Research Plan	
<i>A to E (Specific Aims to Anticipated Results)</i>	13
<i>F to K (Human Subjects to Reference)</i>	as needed
6. Institutional Environment and Resources	1
7. Detailed Budget Requested for Initial Year	
a. Initial Year Budget for Personnel	as needed
b. Initial Year Budget for Other Categories	as needed
8. Equipment and Budget Requested for Entire Proposed Project Period	
a. Equipment Requested for Entire Proposed Project Period	as needed
b. Budget Requested for Entire Proposed Project Period	as needed
9. Other Support	as needed
10. Biographical Sketches	4 each
11. Certificate of Agreement for the Application	as needed
12. Checklist	1
13. Appendix	(publications related : no more than 10 materials)

7. Use continuation pages if necessary.

8. Edit page number consecutively at the right bottom for each section respectively.

II. SPECIFIC INSTRUCTIONS - FORMS

1. FORM SECTION 1 - Face Page

- A. Complete all items on the face page of the application. This is page 1 of the application.
- B. Title of Application: Choose a title that is descriptive and specific rather than general. Do not exceed 100 typewriter spaces, including the spaces between words and punctuation.
- C. Type of Application: Choose one type for this application; if this application is being submitted to the NHRI for the first time, check "New"; if this application is revised to replace an unfunded version of

a new application submitted previously to NHRI, check “Revision or Amendment”; if this application is to extend a current grant beyond its funded project period—including extending a current CDG to form an IRG, check “Renewal”; if this application is revised to replace an unfunded version of a renewal application submitted previously to NHRI, check “Revised Renewal”.

A New application must have a different title from any other NHRI project with the same Principal Investigator. If the application is an Amendment, Renewal, or Revised Renewal, please also write down the title of the prior application and the year of its submission. If the specific aims of the project have changed significantly, use a new title.

D. Entire Proposed Project Period: Request 3-5 years of support for the entire proposed project period.

E. Budget requested for each year can not exceed NT\$3,000,000.

F. Human Subjects: If the activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check “Yes”. An official document of approval along with its original application contents*, including **Data and Safety Monitoring Plan**, for the proposed activities from the Institutional Review Board (IRB; e.g., The Committee on Clinical Research, etc.) should be submitted at the same time of this application. If the project is conducted in multiple hospitals or organizations, the IRB approved document is required from each one. If the certification of IRB is unavoidably delayed, the IRB pending sheet *and IRB application contents* should be submitted with the grant application. The IRB approved document should be presented by **July 31, 2013**. If the certification, the pending sheet, *or the application contents* of IRB could not be submitted before deadlines, it might affect the outcome of the review.

*Note: The Biographical Sketch of investigator is part of the proposal, thus the Biographical Sketch in the original application contents submitted to the Institutional Review Board should not be attached.

G. Gene Recombination: If the activities involving gene recombination are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check “Yes”. An official document of approval for the proposed activities by an institutional biosafety committee should be

submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The committee approved document should be presented by **July 31, 2013**. If the certification or the pending sheet could not be submitted before deadlines, it might affect the outcome of the review.

H. Microbes in Risk Group 2, 3, 4: If the activities involving microbes in risk group 2, 3, 4 are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check “Yes”. An official document of approval for the proposed activities by an institutional biosafety committee should be submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The approved document should be presented by **July 31, 2013**. If the above mentioned documents could not be submitted before deadlines, it might affect the outcome of the review.

I. Vertebrate Animals: If the activities involving vertebrate animals are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check “Yes”. An official document of approval for the proposed activities by the Institutional Animal Care and Use Committee (IACUC) should be submitted along with the application. If the certification of IACUC is unavoidably delayed, the IACUC pending sheet should be submitted with the application. The IACUC approved document should be presented by **July 31, 2013**. If the certification or the pending sheet of IACUC could not be submitted before deadlines, it might affect the outcome of the review.

2. FORM SECTIONS 2a and 2b - Personnel

List all individuals who will participate in the scientific execution of the project, whether or not salaries are offered by this project.

FORM SECTION 2a- Key Professional Personnel

Key Professional Personnel shall be defined as, and also shall be limited as, individuals who contribute substantively to the scientific development, and execution of the project. Typically, these individuals have the doctoral or other professional degree and act as the Principal Investigator (PI), Co-Principal Investigators (Co-PIs), and Investigators. Detailed qualifications

of the PI, Co-PIs and Investigators are stated in the Chinese manual on page II-3.

FORM SECTION 2b- Supporting Staff

Supporting Staff is defined as individual(s) who will participate in the project execution, other than the Key Professional Personnel described above, i.e. postdoctoral fellows (for those who have been recruited, i.e. other than “to be hired”, please fill out the Biographical Sketch), graduate students, undergraduate students, or research assistants.

For every individual listed in Form 2a and 2b, include the position title, the organization and the highest degree. Under the Role on Project describe their specific function.

Estimate the percent effort of all personnel on the project. It should be shown in percentage based on the **working hours for each individual**. For instance, “30 percent effort” means that this individual will devote 30% of his/her working hours on this project, “100 percent effort” means that this individual is full time working on this project. For those who working part time on this project, such as **part time research staff, PI or other key professional personnel, the percent effort should not be 100.**

3. FORM SECTIONS 3a and 3b - Abstracts in Chinese and in English

State the application’s broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals.

4. FORM SECTION 4 - Progress Report and Response to Previous Review Comments

A. For “New” application that indicated in Section 1 – Face Page, if the PI never applied or received NHRI grants in the past 5 years, please upload the file indicating “N/A” in this section. If the PI has received NHRI grants in the past 5 years, it is essential to briefly describe the progress (*within 3 pages*) made during previous grant period in this section. Besides, it is necessary to upload the abstracts of progress reports, *abstracts of previous NHRI application*, and previous review comments in the past 5 years as appendixes. If the PI has applied for NHRI grants but was not funded in the past 5 years, please upload the

review comments in the past 5 years as appendixes.

- B. For competing Renewal applications, a progress report *of previous NHRI grant* in the past 5 years is required. The “progress report” in this section should not exceed 3 pages. Progress report serves as a basis for continuing support of the proposal, which should describe in detail the progress made during previous *NHRI* grant period, and compare what was planned in the original application with what was accomplished. Summarize the previous application’s specific aims and provide a succinct account of published and unpublished results indicating progress toward their achievement. Summarize the importance of the findings. Discuss any changes in the specific aims since the project was last reviewed competitively. List all of the patents, invention reports, publications and manuscripts submitted or accepted for publication supported by this grant.

Besides the statements mentioned above, please upload the abstract of the previous NHRI application, previous abstracts of progress reports from the grants funded by NHRI and previous review comments in the past 5 years in appendixes.

- C. For the “Revision or Amendment” or “Revised Renewal” application, a concise description (*within 5 pages*) of responses to the previous review comments *in the past 5 years* should be provided. In this section, specify changes that have been made or justify why suggested changes were not made. Point out (Mark) any additions, deletions, or revision, and briefly explain any responses to criticism for this project. Upload the previous review comments in the past 5 years in appendix. For “Revised Renewal” application, the description of progress made during previous *NHRI* grant period (*within 3 pages*) is also required, and the *abstract of the previous NHRI application* and previous abstracts of progress reports from the grants funded by *NHRI* in the past 5 years should be uploaded in appendix as well.

For an amended or renewal application, this section is very important. Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments or without progress report by submitting a “New” application may affect the results of the review.

5. FORM SECTION 5 - Research Plan

Include sufficient, but concise information to facilitate an effective review. Be specific and informative yet avoiding redundancies. The research plan should consist of in the order of all the following components: (A) specific aims, (B) background and significance, (C) previous and current studies, (D) research design and methods, (E) anticipated results, (F) human subjects, (G) gene recommendation, (H) microbes in risk group 2, 3, 4, (I) animal investigations, (J) potential hazards and (K) references. ***The absolute maximum number of pages for part (A) to (E) is 13 pages, which will be strictly enforced.*** Mark in bold type what was changed or improved based on the previous review comments or results of previous study for “Renewal”, “Revision or Amendment” or “Revised Renewal” application.

A. Specific Aims (*One page is recommended*)

Outline the broad, long-term objectives; then, list and describe concisely and realistically what the specific research is intended to accomplish and any hypotheses to be tested. *Avoid giving a long list of aims that are unachievable and over ambitious.*

B. Background and Significance (*Part B+C : do not exceed 6 pages*)

Briefly sketch the background of the present proposal, critically evaluate existing knowledge, and specifically identify the gaps which the project is intended to fill. State concisely the importance of the research described in this application, especially in terms of health relevance, scientific contribution, uniqueness and originality.

C. Previous and Current Studies (*Part B+C : do not exceed 6 pages*)

A report of the Principal Investigator’s previous studies and all current projects and sources of funding pertinent to the application is required. For a new application, the applicants’ preliminary studies will help to demonstrate the experience and competence of the investigators. For a competing renewal application, preliminary studies may help establish the feasibility and importance of the renewal application. Appropriate publications and manuscripts submitted or accepted for publication may be listed.

D. Research Design and Methods

Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Provide information on statistical analysis whenever applicable. Describe any new methodology and its advantage over existing methodologies. This section however should NOT be just a compilation of protocol and methods. It should also present the logic strategy of the research plan. For instance, one may discuss the sensitivity, the specificity and logistics of an enzyme assay, not just the incubation conditions, the concentration of the buffers, etc. Provide a sequence or time-table for the proposed investigations. *If expert consultants and collaborators are mentioned, make certain to include collaborative agreement or supporting letters in the Appendix.*

E. Anticipated Results

Estimate the extent to which anticipated results would satisfy the original hypothesis and how those results would be important for planning the next steps in the research plan. Discuss the potential *pitfalls*, difficulties and limitations of the proposed procedures and provide alternative approaches *if the original approaches do not work.*

F. Human Subjects

Provide a detailed description of the proposed involvement of human subjects in the work outlined above in the Research Design and Method Section. Describe plans for the recruitment of subjects, the consented procedures to be followed and Data and Safety Monitoring. Describe any potential risk (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits and in relation to the importance of the knowledge that may reasonably be expected to be gained from the study. *Attach the IRB approved document along with its original application contents in Appendix. Assure the title and execution period on official document of approval are consistent with this application.*

G. Gene Recombination

Provide a detailed description of the proposed involvement of gene recombination in the work outlined above in the Research Design and

Methods Section. Describe any potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. *Attach an approved document from the institutional biosafety committee in Appendix. Assure the title and execution period on official document of approval are consistent with this application.*

H. Microbes in Risk Group 2, 3, 4

Provide a detailed description of the proposed involvement of microbes in risk group 2, 3, 4 in the work outlined above in the Research Design and Methods Section. Describe any potential risks (pathogenicity, mode of transmission and host range...etc.) and assess their likelihood and seriousness. Describe the availability of effective preventive measures or treatment (e.g., vaccines; antibiotics; food and water hygiene; chemotherapeutic agents...etc.) or procedures for protecting against or minimizing any potential risks. *Attach an approved document from the institutional biosafety committee in Appendix. Assure the title and execution period on official document of approval are consistent with this application.*

I. Animal Investigations

If animals are involved, indicate what species are to be used, whether non-human primates are to be used and list the special justifications for their use. Indicate all details for the care, use, treatment, and disposal of all animals. Observe the law or regulation for animal protection during the project period. *Attach the IACUC approved document in Appendix. Assure the title and execution period on official document of approval are consistent with this application.*

J. Potential Hazards

Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

K. References

Include a complete citation for each reference in the text. Each literature citation must include the names of all authors, title, source (book or journal), volume number, page numbers and year of publication. Make every attempt to be judicious in compiling a

selected, relevant, and current list of literature citations.

6. FORM SECTION 6 - Institutional Environment and Resources

- A. Briefly describe the features of the institutional environment that are relevant to the effective implementation of the research project.
- B. Describe available resources such as clinical and laboratory facilities, participating and affiliated units; indicate their capabilities, relative proximity, and extent of availability to the project.
- C. List the most important equipment items already available for this project, noting the pertinent capabilities of each.

7. FORM SECTIONS 7a and 7b - Detailed Budget Requested for Initial Year

FORM SECTION 7a - Initial Year Budget for Personnel

- A. Salary supplement of NT10,000 per month could be listed for Principal Investigator. No payment is allowed for either Co-PIs or Investigators.
- B. List the names of the personnel involved in the project during the initial year for whom salary or payment is requested.
- C. Identify the role of each individual listed. Describe their specific functions under the Justifications section.
- D. For the labor insurance premium and the health insurance premium, refer to the Chinese manual regarding budget limitation on page II-19 to II-21.

FORM SECTION 7b - Initial Year Budget for Other Categories

- A. Travel: Indicate domestic or overseas travel. State under the Justifications section, the purpose of any travel, giving the number of trips involved and the number of individuals for whom funds are requested.
- B. Consumables: Itemize consumables in separate categories such as glassware, chemicals, radioisotopes, etc. For each item, give the unit price, amount purchased, and total cost requested under the

Justifications section. Categories in amounts less than NT10,000 do not have to be itemized. Explain and justify the purchase of unusual consumable requests.

- C. Equipment: List separately each item of equipment. Justify the purchase under the Justifications section.
- D. Additionally, read the Chinese guidelines regarding the budget limitation for detailed information on page II-13 to II-21, and meet those regulations to conduct projects.

8. FORM SECTIONS 8a and 8b - Equipment and Budget Requested for Entire Proposed Project Period

FROM SECTION 8a - Equipment Requested for Entire Proposed Project Period

- A. For equipment category, list all of the items and budget requested for the initial year and the additional years of support requested.
- B. Under the Justifications section, explain and justify the purchase of major equipment in subsequent years following the initial year.

FORM SECTION 8b - Budget Requested for Entire Proposed Project Period

- A. For each budget category, give the amount requested for the initial year and the additional years of support requested.
- B. Under the Justifications section, identify and justify any significant increase or decrease over the initial project period.

9. FORM SECTION 9 - Other Support

- A. Every individual listed on Form Section 2a is required to provide a list of all governmental grants, contracts, fellowships, and other forms of support, in which the individual serves as a Principal Investigator or Responsible Investigator. For each individual, list all supports that were funded in the **past three years** (from 2010 until now) and all **current pending** applications. Upload all the abstracts of the funded grants in the past three years and of the current pending applications in

appendix, not limited to the ones supported by NHRI. For individuals without other support, please indicate “None”.

- B. Note the extent of potential overlaps (financial and/or scientific) of other support with the proposed application. If there is no potential overlap, please indicate “None” in “Overlap with this Application” column. Failure to provide full and accurate information on such overlaps may result in disqualification of the application.
- C. For a long-term project, fill in the **entire** project period (*e.g.* yyyy/mm/dd~ yyyy/mm/dd) in “Duration of support” column.

10. FORM SECTION 10 - Biographical Sketches

- A. Give biographical information for key professional personnel (**4 pages for each person**) listed on FORM SECTION 2a, beginning with the Principal Investigator. If the biographical sketches cannot sufficiently provide key professional personnel’s information, it may result in disqualification of the application.

- B. Education

Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.

- C. *Statement of Qualifications for Innovative Research Grant (For PI only)*

The Innovative Research Grant is dedicated to encouraging independent researchers in national health research fields. The PI’s past or ongoing work must have resulted in or will result in significant improvement in medical and health research. State the PI’s status of independence and scientific achievement.

- D. Research and Professional Positions Held in Chronological Sequence

List in chronological order, previous employment, experience, and honors. Conclude with present position. Outline previous experience relevant to proposed research.

- E. Record of Serving as Principal Investigator

Outline previous experience of serving as Principal Investigator in charge of some scientific projects. List the source of support, project number, title, duration and budget for entire project period, for each scientific project. (If there is no previous experience of serving as PI, please indicate “None”.)

F. Publications

Attach a publication list, in chronological order, of all authors, title, volume number, page numbers, and year of publication, for all relevant publications during the past three years, as well as representative earlier publications pertinent to this application. Mark the publications / manuscripts submitted or accepted for publication that have resulted from NHRI funded grant. Patents, invention reports, technology transfer or licensing can also be included. (If there is no publication, please indicate “None”.)

11. FORM SECTION 11 - Certificate of Agreement for the Application

- A. Principal Investigator’s statement: To pursue this grant, the PI must meet the required qualification and guarantee that there is no falsification or misrepresentation in this application. Examine the statement of assurance and have it endorsed both by the PI and the head of applicant organization.
- B. The key professional personnel listed on FORM SECTION 2a must sign the certificate of agreement to promise that they have provided full and accurate information and will provide the support during the entire proposed project period.

12. FORM SECTION 12 - Checklist

Use the checklist to check each item in detail before submitting the application. Make certain that the application meets the administrative criteria for IRG programs. If the application does not meet the administration criteria, it will affect the results of the review or be returned without review.

13. Appendix

- A. The Appendix is not to be used to circumvent the page limitation in the

Research Plan.

- B. The Appendix should include the official documents of approval by all the review boards involving human subjects, vertebrate animals, microbes in risk group 2, 3, 4, and gene recombination, previous review comments, *abstract of the previous NHRI application*, previous abstracts of progress reports from the grants funded by NHRI, the abstracts of the funded grants in the past three years and the abstracts of current pending applications, the collaborative agreement or supporting letters from the sponsor or cooperation laboratory, and quotations.
- C. To submit any original color photographs *of those shown in the Research Plan Section* as supporting documents, 5 hard copies of them can be sent to NHRI.
- D. Competing Renewal applications may submit no more than 10 publications, manuscripts submitted or accepted for publication, patents, invention reports, and other printed materials that have resulted from the project since it was last reviewed competitively. Such background material documenting preliminary studies may also be appended to New applications.

貳、研究發展獎助計畫申請書撰寫說明

Guidelines for Career Development Grant Application

I. GENERAL INFORMATION

1. In preparing the application, **use English only** and avoid jargon. For terms not universally known, spell out the term the first time it is used followed by the appropriate abbreviation in parentheses; the abbreviation may be used thereafter.
2. Type the application single spaced, and stay within the margin limitations indicated on the form pages. The type must be clear, readily legible and font size is **12 point** (approximately 1/8 inch in height for capital letters). There must be no more than six lines of text within a vertical inch. ***Do not reduce font size or line spacing to circumvent the page limitations.***
3. Use black type that can be copied. *Provide clear figures, graphs, diagrams, charts, and tables, and include appropriate legends.* All photographs or other illustrative materials must be presented in the body of the application in a clear and readable manner, the font size should not be smaller than 9 point, that can be photocopied. When it is essential to illustrate materials in their original forms (color or size), 5 hard copies of the original materials, which have been shown in the *Research Plan Section*, can be sent to the National Health Research Institutes (NHRI) as supporting documents.
4. If there is any sponsor, *consultant* or cooperation laboratory listed in this application, please provide the *collaborative agreement or supporting letters*.
5. **Stay within the page limitations, or the application will be returned without review.** A summary of the page limitations is given as follows:

FORM SECTION

PAGE LIMIT

1. Basic Information
 - a. Face Page
 - b. PI's History

1
1

<u>FORM SECTION</u>	<u>PAGE LIMIT</u>
2. Personnel	
a. Key Professional Personnel	as needed
b. Supporting Staff	as needed
3. Abstracts	
a. in Chinese	1
b. in English	1
4. Response to Previous Review Comments	5
5. Research Plan	
<i>A to E (Specific Aims to Anticipated Results)</i>	<i>13</i>
<i>F to K (Human Subjects to Reference)</i>	<i>as needed</i>
6. Institutional Environment and Resources	1
7. Detailed Budget Requested for Initial Year	
a. Initial Year Budget for Personnel	as needed
b. Initial Year Budget for Other Categories	as needed
8. Equipment and Budget Requested for Entire Proposed Project Period	
a. Equipment Requested for Entire Proposed Project Period	as needed
b. Budget Requested for Entire Proposed Project Period	as needed
9. Other Support	as needed
10. Biographical Sketches	4 each
11. Certificate of Agreement for the Application	as needed
12. Checklist	1
13. Appendix (publications related : no more than 10 materials)	

7. Use continuation pages if necessary.
8. Edit page number consecutively at the right bottom for each section respectively.

II. SPECIFIC INSTRUCTIONS - FORMS

1. FORM SECTIONS 1a and 1b - Basic Information

FORM SECTION 1a - Face Page

- A. Complete all items on the face page of the application. This is page 1 of the application.
- B. Title of Application: Choose a title that is descriptive and specific rather than general. Do not exceed 100 typewriter spaces, including

the spaces between words and punctuation.

- C. Type of Application: Choose one type for this application; if this application is being submitted to NHRI for the first time, check “New”; if this application is revised to replace an unfunded version of a new application submitted previously to NHRI, check “Revision or Amendment”.

A New application must have a different title from any other NHRI project with the same Principal Investigator. If the application is a Revision or Amendment, please also write down the title of the prior application and the year of its submission. If the specific aims of the project have changed significantly, use a new title.

- D. Entire Proposed Project Period: Request **4 years** of support for the entire proposed project period.

- E. Budget for Proposed Project: The upper limit of budget requested for the entire duration of the proposed project is NT\$ 8,000,000. The Principal Investigator can allocate the budget for the whole period as required by research needs.

- F. Human Subjects: If the activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check “Yes”. An official document of approval along with its original application contents^{*}, including **Data and Safety Monitoring Plan**, for the proposed activities from the Institutional Review Board (IRB; e.g., The Committee on Clinical Research, etc.) should be submitted at the same time of this application. If the project is conducted in multiple hospitals or organizations, the IRB approved document is required from each one. If the certification of IRB is unavoidably delayed, the IRB pending sheet *and IRB application contents* should be submitted with the grant application. The IRB approved document should be presented by **July 31, 2013**. If the certification, the pending sheet, *or the application contents* of IRB could not be submitted before deadlines, it might affect the outcome of the review.

^{*}Note: The Biographical Sketch of investigator is part of the proposal, thus the Biographical Sketch in the original application contents submitted to the Institutional Review Board should not be attached.

- G. Gene Recombination: If the activities involving gene recombination are planned at any time during the proposed project period, either at the

applicant organization or at any other performance site or collaborating institution, check “Yes”. An official document of approval for the proposed activities by an institutional biosafety committee should be submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The committee approved document should be presented by **July 31, 2013**. If the certification or the pending sheet could not be submitted before deadlines, it might affect the outcome of the review.

- H. Microbes in Risk Group 2, 3, 4: If the activities involving microbes in risk group 2, 3, 4 are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check “Yes”. An official document of approval for the proposed activities by an institutional biosafety committee should be submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The approved document should be presented by **July 31, 2013**. If the above mentioned documents could not be submitted before deadlines, it might affect the outcome of the review.
- I. Vertebrate Animals: If the activities involving vertebrate animals are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check “Yes”. An official document of approval for the proposed activities by the Institutional Animal Care and Use Committee (IACUC) should be submitted along with the application. If the certification of IACUC is unavoidably delayed, the IACUC pending sheet should be submitted with the application. The IACUC approved document should be presented by **July 31, 2013**. If the certification or the pending sheet of IACUC could not be submitted before deadlines, it might affect the outcome of the review.

FORM SECTION 1b - PI's History

- A. List and provide a brief description of the projects in which the PI has participated in.
- B. Three letters of recommendation must be supplied. One of them should be from the primary adviser for the highest degree of the PI. If it is not available, please describe the reasons and provide a substitute letter of recommendation. List all the recommenders' name, position title,

organization and relationship with the applicant in this section. The letters of recommendation may be sent to NHRI directly to:

NHRI Scientific Review Committee
c/o Department of Research Planning and Development
National Health Research Institutes
35, Keyan Road, Zhunan Town, Miaoli County 350, Taiwan, ROC

If the letters of recommendation cannot be submitted by April 8, 2013, they should be presented no later than **July 31, 2013**.

2. FORM SECTIONS 2a and 2b - Personnel

List all individuals who will participate in the scientific execution of the project, whether or not salaries are offered by this project.

FORM SECTION 2a- Key Professional Personnel

Key Professional Personnel shall be defined as, and also shall be limited as, individual who contribute substantively to the scientific development, and execution of the project. Typically, these individuals have the doctoral or other professional degree and act as the Principal Investigator (PI), Co-Principal Investigators (Co-PIs), and Investigators. Detailed qualifications of the PI, Co-PIs and Investigators are stated in the Chinese manual on page II-3.

FORM SECTION 2b- Supporting Staff

Supporting Staff is defined as individual(s) who will participate in the project execution, other than the Key Professional Personnel described above, i.e. postdoctoral fellows (for those who have been recruited, i.e. other than “to be hired”, please fill out the Biographical Sketch), graduate students, undergraduate students, or research assistants.

For every individual listed in Form 2a and 2b, include the position title, the organization and the highest degree. Under the Role on Project describe their specific function.

Estimate the percent effort of all personnel on the project. It should be shown in percentage based on the **working hours for each individual**. For instance, “30 percent effort” means that this individual will devote 30% of his/her working hours on this project, “100 percent effort” means

that this individual is full time working on this project. For those who working part time on this project, such as **part time research staff, PI or other key professional personnel, the percent effort should not be 100.**

3. FORM SECTIONS 3a and 3b - Abstracts in Chinese and in English

State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals.

4. FORM SECTION 4 - Response to Previous Review Comments

If this application is being submitted to NHRI for the first time, please upload the file indicating "N/A" in this section.

For a revised/amended application, a concise description (*within 5 pages*) of responses to the previous review comments *in the past 5 years* should be provided, and the previous review comments in the past 5 years should be uploaded as appendixes. In this statement, specify changes that have been made or justify why suggested changes were not made. Point out any additions, deletions, or revision, and any responses to criticism for this project.

For a revised/amended application, this section is very important. Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments by submitting a "New" application may affect the results of the review.

5. FORM SECTION 5 - Research Plan

Include sufficient, but concise information to facilitate an effective review. Be specific and informative yet avoiding redundancies. The Research Plan of each project should consist of in the order of all the following components: (A) specific aims, (B) background and significance, (C) previous and current studies, (D) research design and methods, (E) anticipated results, (F) human subjects, (G) gene recommendation, (H) microbes in risk group 2, 3, 4, (I) animal investigations, (J) potential hazards and (K) references. ***The absolute maximum number of pages for***

part (A) to (E) is 13 pages, which will be strictly enforced. Mark in bold type what was changed or improved based on the previous review comments or results of previous study for “Revision or Amendment” application.

A. Specific Aims (*One page is recommended*)

Outline the broad, long-term objectives; then, list and describe concisely and realistically what the specific research is intended to accomplish and any hypotheses to be tested. *Avoid giving a long list of aims that are unachievable and over ambitious.*

B. Background and Significance (*Part B+C : do not exceed 6 pages*)

Briefly sketch the background of the present proposal, critically evaluate existing knowledge, and specifically identify the gaps which the project is intended to fill. State concisely the importance of the research described in this application, especially in terms of health relevance, scientific contribution, uniqueness and originality.

C. Previous and Current Studies (*Part B+C : do not exceed 6 pages*)

A progress report is required for the Principal Investigator. A report of the Principal Investigator’s previous studies and all projects in which she/he has participated is required.

Provide an account of the Principal Investigator’s preliminary studies pertinent to the application and any other information that will help to demonstrate the experience and competence of the investigator to pursue the proposed project. Recount the history of the Principal Investigator, particularly with reference to the competence in pursuing this project. The title and complete references to appropriate publications and manuscripts submitted or accepted for publication may be listed.

D. Research Design and Methods

Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Provide information on statistical analysis whenever applicable. Describe any new methodology and its advantage over existing methodologies. This section however should NOT be just a compilation of protocol

and methods. It should also present the logic strategy of the research plan. For instance, one may discuss the sensitivity, the specificity and logistics of an enzyme assay, not just the incubation conditions, the concentration of the buffers, etc. Provide a sequence or timetable for the proposed investigations. *If expert consultants and collaborators are mentioned, make certain to include collaborative agreement or supporting letters in the Appendix.*

E. Anticipated Results

Estimate the extent to which anticipated results would satisfy the original hypothesis and how those results would be important for planning the next steps in the research plan. Discuss the potential *pitfalls*, difficulties and limitations of the proposed procedures and provide alternative approaches *if the original approaches do not work.*

F. Human Subjects

Provide a detailed description of the proposed involvement of human subjects in the work outlined above in the Research Design and Method Section. Describe plans for the recruitment of subjects, the consented procedures to be followed and Data and Safety Monitoring. Describe any potential risk (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits and in relation to the importance of the knowledge that may reasonably be expected to be gained from the study. *Attach the IRB approved document along with its original application contents in Appendix. Assure the title and execution period on official document of approval are consistent with this application.*

G. Gene Recombination

Provide a detailed description of the proposed involvement of gene recombination in the work outlined above in the Research Design and Methods Section. Describe any potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. *Attach an approved document from the institutional biosafety committee in Appendix. Assure the title and execution period on*

official document of approval are consistent with this application.

H. Microbes in Risk Group 2, 3, 4

Provide a detailed description of the proposed involvement of microbes in risk group 2, 3, 4 in the work outlined above in the Research Design and Methods Section. Describe any potential risks (pathogenicity, mode of transmission and host range...etc) and assess their likelihood and seriousness. Describe the availability of effective preventive measures or treatment (e.g., vaccines; antibiotics; food and water hygiene; chemotherapeutic agents...etc.) or procedures for protecting against or minimizing any potential risks. *Attach an approved document from the institutional biosafety committee in Appendix. Assure the title and execution period on official document of approval are consistent with this application.*

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If animals are involved, indicate what species are to be used, whether non-human primates are to be used and list the special justifications for their use. Indicate all details for the care, use, treatment, and disposal of all animals. Observe the law or regulation for animal protection during the project period. *Attach the IACUC approved document in Appendix. Assure the title and execution period on official document of approval are consistent with this application.*

J. Potential Hazards

Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

K. References

Include a complete citation for each reference in the text. Each literature citation must include the names of all authors, title, source (book or journal), volume number, page numbers and year of publication. Make every attempt to be judicious in compiling a selected, relevant, and current list of literature citations.

6. FORM SECTION 6 - Institutional Environment and Resources

A. Briefly describe the features of the institutional environment that are

relevant to the effective implementation of the research project.

- B. Describe available resources such as clinical and laboratory facilities, participating and affiliated units; indicate their capabilities, relative proximity, and extent of availability to the project.
- C. List the most important equipment items already available for this project, noting the pertinent capabilities of each.

7. FORM SECTIONS 7a and 7b - Detailed Budget Requested for Initial Year

FORM SECTION 7a - Initial Year Budget for Personnel

- A. Salary supplement of NT10,000 per month could be listed for Principal Investigator. No payment is allowed for either Co-PIs or Investigators.
- B. Postdoctoral fellow can be listed.
- C. List the names of the personnel involved in the project during the initial year for whom salary or payment is requested.
- D. Identify the role of each individual listed. Describe their specific functions under the Justifications section.
- E. For the labor insurance premium and the health insurance premium, refer to the Chinese manual regarding budget limitation on page II-19 to II-21.

FORM SECTION 7b - Initial Year Budget for Other Categories

- A. Travel: Indicate domestic or overseas travel. State under the Justifications section the purpose of any travel, giving the number of trips involved and the number of individuals for whom funds are requested.
- B. Consumables: Itemize consumables in separate categories such as glassware, chemicals, radioisotopes, etc. For each item, give the unit price, amount purchased, and total cost requested under the Justifications section. Categories in amounts less than NT10,000 do not have to be itemized. Explain and justify the purchase of unusual consumable requests.

- C. Equipment: List separately each item of equipment. Justify the purchase under the Justifications section.
- D. Additionally, read the Chinese guidelines regarding the budget limitation for detailed information on page II-13 to II-21, and meet those regulations to conduct projects.

8. FORM SECTION 8a and 8b - Equipment and Budget Requested for Entire Proposed Project Period

FORM SECTION 8a - Equipment Requested for Entire Proposed Project Period

- A. For equipment category, list all of the items and budget requested for the initial year and the additional years of support requested.
- B. Under the Justifications section, explain and justify the purchase of major equipment in subsequent years following the initial year.

FORM SECTION 8b - Budget Requested for Entire Proposed Project Period

- A. For each budget category, give the amount requested for the initial year and the additional years of support requested.
- B. Under the Justifications section, explain and justify the purchase of major equipment in subsequent years following the initial year. For other categories, identify and justify any significant increase or decrease over the initial year.

9. FORM SECTION 9 - Other Support

- A. Every individual listed on Form Section 2a is required to provide a list of all governmental grants, contacts, fellowships, and other forms of support, in which the individual serves as a Principal Investigator or Responsible Investigator. For each individual, list all supports that were funded in the **past three years** (from 2010 until now) and all **current pending** applications. Upload all the abstracts of the funded grants in the past three years and of the current pending applications in appendix, not limited to the ones supported by NHRI. For individuals without other support, please indicate “None”.

- B. Note the extent of potential overlaps (financial and/or scientific) of other support with the proposed application. If there is no potential overlap, please indicate “None” in “Overlap with this Application” column. Failure to provide full and accurate information on such overlaps may result in disqualification of the application.
- C. For a long-term project, fill in the **entire** project period (*e.g.* yyyy/mm/dd~ yyyy/mm/dd) in “Duration of support” column.

10. FORM SECTION 10 - Biographical Sketches

- A. Give biographical information for key professional personnel (4 pages for each person) listed on FORM SECTION 2a, beginning with the Principal Investigator. If the biographical sketches cannot sufficiently provide key professional Personnel’s information, it may result in disqualification of the application.

B. Education

Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.

C. *Statement of Qualifications for Career Development Grant (For PI only)*

Briefly describe “What is your short term and/or long term research goal? ”, “Why do you choose this topic? ”, and “How will this grant help you to develop your career? ”

D. Research and Professional Positions Held in Chronological Sequence

List in chronological order, previous employment, experience, and honors. Conclude with present position. Outline previous experience relevant to proposed research.

E. Record of Serving as Principal Investigator

Outline previous experience of serving as Principal Investigator in charge of some scientific projects. List the source of support, project number, title, duration and budget for entire project period, for each scientific project. (If there is no previous experience of serving as PI,

please indicate “None”.)

F. Publications

Attach a publication list, in chronological order, of all authors, title, volume number, page numbers, and year of publication, for all relevant publications during the past three years, as well as representative earlier publications pertinent to this application. Patents, invention reports, technology transfer or licensing can also be included. (If there is no publication, please indicate “None”.)

11. FORM SECTION 11 - Certificate of Agreement for the Application

- A. Endorsement for the Principal Investigator: In order to execute this grant successfully, both of the director of the sponsoring department/institution and the president of the applicant organization must make the commitment that if this application is awarded, the PI will have the space as described in the application and non-academic activities of the PI should be reduced.
- B. Principal Investigator’s statement: To pursue this grant, the PI must meet the required qualification and guarantee that there is no falsification or misrepresentation in this application. Examine the statement of assurance and have it endorsed.
- C. The key professional personnel listed on FORM SECTION 2a must sign the certificate of agreement to promise that they have provided full and accurate information and will provide the support during the entire proposed project period.

12. FORM SECTION 12 - Checklist

Use the checklist to check each item in detail before submitting the application on CDG program. If the application doesn’t meet the administration criteria, it will affect the results of the review or be returned without review.

13. Appendix

- A. The Appendix is not to be used to circumvent the page limitation in

the Research Plan.

- B. The Appendix should include the official documents of approval by all the review boards involving human subjects, vertebrate animals, microbes in risk group 2, 3, 4, and gene recombination, previous review comments, the abstracts of the funded grants in the past three years and the abstracts of current pending applications, the collaborative agreement or supporting letters from the sponsor or cooperation laboratory, and quotations.
- C. To submit any original color photographs *of those shown in the Research Plan Section* as supporting documents, 5 hard copies of them can be sent to NHRI.
- D. No more than 10 publications, manuscripts submitted or accepted for publication, patents, invention reports, and other printed materials may be submitted.

參、研究學者獎助申請書撰寫說明

Guidelines for Research Scholar Award Application

I. GENERAL INFORMATION

1. The Research Scholar Award application should be recommended and submitted by the head of the sponsoring institute. Application from individual is not acceptable.
2. Applicant for Research Scholar Award should also apply Innovative Research Grant (IRG) or Career Development Grant (CDG) at the same time. (refer to the Chinese Manual, page III-1)
3. In preparing the application, use English only and avoid jargon. For terms not universally known, spell out the term the first time it is used followed by the appropriate abbreviation in parentheses; the abbreviation may be used thereafter.
4. Type the application single spaced, and stay within the margin limitations indicated on the form pages.
5. The type must be clear, readily legible and font size is 12 point (approximately 1/8 inch in height for capital letters). There must be no more than six lines of text within a vertical inch.
6. Use continuation pages if necessary.

II. SPECIFIC INSTRUCTIONS - FORMS

1. FORM SECTION 1 - Face Page
 - A. Complete all items on the face page of the application. This is page 1 of the application; number all succeeding pages accordingly.
 - B. Title of Application: Identical to the title of IRG or CDG applied.

C. Entire Proposed Award Period: in accordance with the period of Grant (IRG or CDG) the Principal Investigator proposed.

D. Both signatures of the head of sponsoring department and organization / institution are required.

2. FORM SECTIONS 2- Biographical Sketch of Recommended Research Scholar

A. Give biographical information of recommended research scholar. If the biographical sketches cannot sufficiently provide recommended research scholar's information, it might affect the outcome of the review. This section should consist of the following components: Education, Research/Professional Positions, Honors, Research Support, Statement of Qualifications for Research Scholar Award, and Publications. Please specify each category in separate paragraphs.

B. Education

Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.

C. Research/ Professional Positions

List in chronological order previous positions, concluding with present position. Outline previous experience relevant to proposed research.

D. Honors

List any honors. Include present membership on any professional advisory committee relevant to the research grant proposed.

E. Research Support

Outline all ongoing and completed research projects. List the source of support, project number, title, duration and budget for entire project period. Indicate the projects of serving as Principal Investigator. Briefly describe the overall goals and the achievements of the projects.

F. Statement of Qualifications for Research Scholar Award

The Research Scholar Award is dedicated to encouraging outstanding researchers to participate national health research. The applicant

applies for the Research Scholar Award must have significant contribution and vision in national health. State long-term research objectives and anticipated accomplishments as well.

G. Publications

Attach a publication list, in chronological order, of all authors, title, volume number, page numbers, and year of publication. Include publications submitted or in preparation if applicable.

3. Appendix

A. *Other than Form Section 11 Certificate of Agreement for the Application*, institutional commitment agreements (from both a. the principal or the dean of the Institute, and b. the chairman of the department) need to be submitted along with the application. *List the support specifically* and ensure to provide the candidate with appropriate office and laboratory space, equipment, and other resources and facilities to carry out the proposed research plan. It is also essential to document the institution's commitment to the retention of the candidate's full-time academic appointment throughout the period of the award.

B. The PDF files and hard copies of no more than 20 publications, manuscripts, submitted or accepted for publication, patents, invention reports, and other printed materials documenting preliminary studies may be included.

C. The Appendix will not be duplicated with the rest of the application and only selected members of the review committee will receive this material. The applicants should recognize that the Appendix is not considered an integral part of the review material.

格式一 個人型計畫申請意願書格式

國家衛生研究院整合性醫藥衛生科技研究計畫

個人型計畫申請意願書

(本表格僅供參考，請務必上網填寫)

計畫名稱(中文): _____

計畫名稱(英文): _____

主持人:(中文)_____ (英文)_____

職稱: _____

申請機構(中文): _____

申請機構(英文): _____

Fax: _____ Tel: _____

E-mail: _____ 聯絡人: _____

計畫型態: 創新研究計畫 研究發展獎助計畫

是否同時申請研究學者獎助: 是 否

計畫摘要(Summary in English / Text Only, No Photograph)

1. 本申請意願書收件截止時間為 102 年 3 月 8 日下午 4 時正，請務必於截止時間以前，上網填寫並確認送出 (<http://erad.nhri.org.tw>)。本院恕不接受任何其他方式傳送之意願書。
2. 本摘要僅供延攬審查委員時參考，不作任何學術審查，已準時送入申請意願書者，務必於計畫書收件截止期限 (3 月 29 日下午 4 時正) 前，上網填寫完整計畫書及附件，若同時申請研究學者獎助者，另以紙本(含光碟)送件。機構公文及研究發展獎助計畫推薦函於 4 月 8 日下午 4 時前送達國家衛生研究院學術發展處 (350 苗栗縣竹南鎮科研路 35 號)。本院不另作通知。
3. 中、英文計畫名稱以 100 個字元為限，包含符號及空格等。摘要請簡要填寫，最多不超過 1500 個字元，包含符號、空格及 Enter (↵) 等。

格式二 創新研究計畫申請書格式

Serial No.

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國家衛生研究院 創新研究計畫申請書

National Health Research Institutes
Innovative Research Grant Application

Application No.

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Form Section 1 - Face Page

(page limit : 1 page)

Title of Application	(in Chinese)		
	(in English)		
Type of Application	<input type="checkbox"/> New <input type="checkbox"/> Revision or Amendment <input type="checkbox"/> Renewal <input type="checkbox"/> Revised Renewal The prior application was submitted in ____ (A. D. year), with the title: (in English)		
Fields of Research			
Applicant Organization	(in Chinese)	學院	
	(in English)	Institute	
	系/所/科		
	Department		
Principal Investigator	姓名		職稱
	Name		Position Title
Mailing Address (in Chinese)	(請以中文填寫申請機構/單位之聯絡地址及郵遞區號)		
Telephone No.		FAX No.	
E-mail Address			
Entire Proposed Project Period	From January 1, 2014 To December 31, _____ (Year)		
Budget Requested for Initial Year	NT\$		
Budget Requested for Entire Proposed Project Period	NT\$		
Apply NHRI Research Scholar Award <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project involving	Human Subjects <input type="checkbox"/> Yes <input type="checkbox"/> No		Gene Recombination <input type="checkbox"/> Yes <input type="checkbox"/> No
	Microbes in Risk Group 2, 3, 4 <input type="checkbox"/> Yes <input type="checkbox"/> No		Vertebrate Animals <input type="checkbox"/> Yes <input type="checkbox"/> No

Form Section 2a – Key Professional Personnel

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2a – Key Professional Personnel

(Continuation Page)

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2b – Supporting Staff

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2b – Supporting Staff

(Continuation Page)

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 3a - Abstract in Chinese

(page limit : 1 page)

Form Section 3b - Abstract in English

(page limit : 1 page)

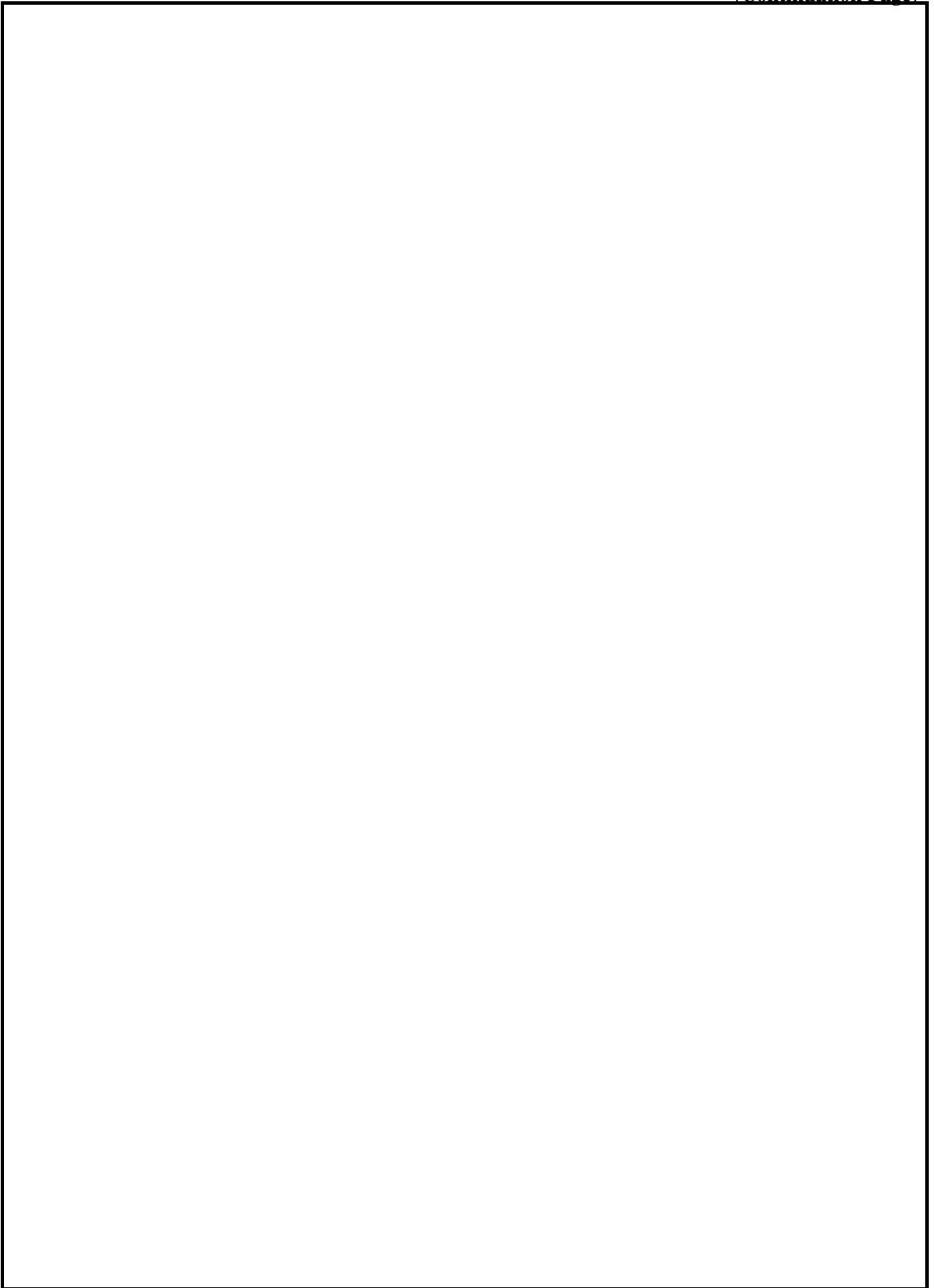
Form Section 4 - Progress Report and Response to Previous Review Comments

For a revised or renewal application, this section is very important. *Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments or without progress report by submitting a “New” application may affect the results of the review.*

For a new application proposed by the PI who ever got NHRI grants before, it is also required to briefly describe the progress made during previous grant period.

(page limit : Progress Report – *3 pages* ; Response to Previous Review Comments – *5 pages*)

Form Section 4 - Progress Report and Response to Previous Review Comments
(Continuation Page)



Form Section 5 - Research Plan

Complete this section in the order of all the following components: (A) Specific Aims, (B) Background and Significance, (C) Previous and Current Studies, (D) Research Design and Methods, (E) Anticipated Results, (F) Human Subjects, (G) Gene Recombination, (H) Microbes in Risk Group 2, 3, 4, (I) Animal Investigations, (J) Potential Hazards, and (K) References. Please specify each item in separate paragraphs.

page limit : (A) to (E) —13 pages

(B) +(C) —6 pages

(F) to (K) —as needed

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Form Section 6 - Institutional Environment and Resources

(page limit : 1 page)

Form Section 7a - Initial Year Budget for Personnel

Name	Role on Project	Amount Requested (NT\$)		Justifications
		Monthly	Annual	

Form Section 7a - Initial Year Budget for Personnel

(Continuation Page)

Name	Role on Project	Amount Requested (NT\$)		Justifications
		Monthly	Annual	

Form Section 7b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment)

Budget Categories and Items	Amount (in NT\$)	Justifications

Form Section 7b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment) (Continuation Page)

Budget Categories and Items	Amount (in NT\$)	Justifications

Form Section 8a - Equipment Requested for Entire Proposed Project Period (in NT\$)

Year	Equipment Item (both in English and in Chinese)	Amount (in NT\$)	Justifications

Form Section 8a - Equipment Requested for Entire Proposed Project Period (in NT\$)
(Continuation Page)

Year	Equipment Item (both in English and in Chinese)	Amount (in NT\$)	Justifications

Form Section 8b - Budget Requested for Entire Proposed Project Period (in NT\$)

Budget Categories	1st Year	Additional Years of Support Requested			
		2nd	3rd	4th	5th
1. Personnel					
2. Miscellaneous					
3. Maintenance					
4. Travel					
5. Consumables					
6. Overhead *					
7. Equipment					
Total					

* Overhead (6.) \leq 10% of (1.-5.)

Total for Entire Proposed Project Period: NT\$

Justifications

Form Section 8b - Budget Requested for Entire Proposed Project Period (in NT\$)

(Continuation Page)

Justifications:

Form Section 9 - Other Support

Name / Role on Project	Source of Support	Title of Support	Funding (in NT\$)		Duration of Support	Funded / Pending	Overlap with this Application
			Current Year	Total			

Form Section 9 - Other Support

(Continuation Page)

Name / Role on Project	Source of Support	Title of Support	Funding (in NT\$)		Duration of Support	Funded / Pending	Overlap with this Application
			Current Year	Total			

Form Section 10 - Biographical Sketch

(page limit : 4 pages for each person)

姓名		ID No.(身份証或護照字號)	
Name (in Print)		Date of Birth (mm/dd/yyyy)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Education:			
Institution and Location	Degree	Year	Field of Study
<p>Complete this section in the order of the following components:</p> <ol style="list-style-type: none">(1) <i>Statement of Qualifications for Innovative Research Grant (For PI only)</i>(2) Research and Professional Positions Held in Chronological Sequence(3) Record of Serving as Principal Investigator(4) Publications (mark the publications / manuscripts submitted or accepted for publication that have resulted from NHRI funded grant). Patents, invention reports, technology transfer or licensing can also be included.			

A large, empty rectangular box with a black border, intended for a biographical sketch.

Form Section 11 –Certificate of Agreement for the Application

Title of Application	(in Chinese)		
	(in English)		
Applicant Organization	(in Chinese)		系/所/科
	(in English)		Department
Principal Investigator	姓名		職稱
	Name		Position Title
Entire Proposed Project Period	From January 1, 2014 To _____, _____ (Month) (Day) (Year)		
Principal Investigator's statement of Assurance:			
The research proposed in this application has not been awarded any financial support by any funding agency. I am aware that any falsification, misrepresentation or withholding of information could result in administrative actions such as the dismissal of an application or the suspension and/or termination of an award, as well as other possible punitive actions.			
Signature of Principal Investigator: _____ Date: _____			
Signature of the Head of Applicant Organization: _____			
Name : (print) _____ Title : _____ Date : _____			

(Use continuation pages if necessary)

Signature of Key Professional Personnel			
I hereby agree to participate in this IRG application; and have provided full and accurate information including biographical sketch and all governmental supports that were funded in the past 3 years and all current pending applications. I am aware that any falsification, misrepresentation or withholding may result in disqualification of the application.			
Role on Project	Name (in English)	Organization/Department	Signature/Date

CHECKLIST (IRG)

Before submitting the proposal to the NHRI, please check the following items carefully. Make certain that the application meets the administrative criteria; any shortage or flaw may affect the review result or even the application may be returned directly without review.

- read the Guidelines very carefully
- use the NHRI application form to apply
- conform the qualifications for Principal Investigator, Co-Principal Investigators, Investigators, and Applicant Organization to the rules of application
- use English only (except for Chinese title of application, Chinese abstract, Chinese name of biographical sketches and those items requested in Chinese)
- do not exceed 100 typewriter spaces (including the spaces between words and punctuation) for the application title
- keep the page limit for each section
- number pages consecutively at the right bottom for each section respectively
- have signatures of Principal Investigator, the Head of Applicant Organization and key professional personnel in Form Section 11
- the entire proposed project period should be 3-5 years
- budget requested for each year do not exceed NT\$3,000,000
- the amount of each budget category is correct
- send five copies of the color photographs to NHRI if necessary
- have statement of progress report for renewed application; have responses to previous review comments for revised application; have statement of progress report of previous NHRI funded grant for new application
- include certifications of all IRB and application contents (including Data and Safety Monitoring Plan) if any human subjects involved
- include certifications of all IACUC if any vertebrate animals involved
- include certifications of relevant biosafety committee if any gene recombination or microbes in risk group 2, 3, 4 involved
- upload all the abstracts of funded grants in the past three years and all current pending applications, not limited to the ones supported by NHRI
- upload the previous review comments or previous abstracts of *NHRI application and* progress reports from NHRI grants
- provide the collaborative agreement or supporting letters if there is any sponsor, consultant or cooperation laboratory listed in this application
- besides turning in the official notification in hard copy, please send electronic files of the proposal and appendix through the online system (<http://erad.nhri.org.tw>) which is the only way for submission (including fill-in forms and upload files)

Typing instructions:

- single space
- within the margins of limitation
- standard font size (density is 12 points) and no more than 6 lines per vertical inch
- black type
- photos or other illustrative materials must be presented in the body of the application and should be readable

格式三 研究發展獎助計畫申請書格式

國家衛生研究院 研究發展獎助計畫申請書

Serial No.

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National Health Research Institutes
 Career Development Grant Application

Application No.

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Form Section 1a - Face Page

(page limit : 1 page)

Title of Application	(in Chinese)		
	(in English)		
Type of Application	<input type="checkbox"/> New <input type="checkbox"/> Revision or Amendment The prior application was submitted in ____ (A. D. year), with the title: (in English)		
Fields of Research			
Applicant Organization	(in Chinese)	學 院	
	(in English)	Institute	
	系/所/科		
	Department		
Principal Investigator	姓名		職稱
	Name		Position Title
Mailing Address (in Chinese)	(請以中文填寫申請機構/單位之聯絡地址及郵遞區號)		
Telephone No.		FAX No.	
E-mail Address			
Entire Proposed Project Period	From January 1, 2014 To December 31, 2017		
Budget Requested for Initial Year	NT\$		
Budget Requested for Entire Proposed Project Period	NT\$		
Apply NHRI Research Scholar Award	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Project involving	Human Subjects <input type="checkbox"/> Yes <input type="checkbox"/> No	Gene Recombination <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Microbes in Risk Group 2, 3, 4 <input type="checkbox"/> Yes <input type="checkbox"/> No	Vertebrate Animals <input type="checkbox"/> Yes <input type="checkbox"/> No	

Form Section 1b - PI's History and Statement of Assurance

(page limit : 1 page)

Projects participated :

Project Period	Project Title	Funding Agency of the Project	Executive Organization	Principal Investigator	Role on Project

Recommenders	1. name / position title / organization / relationship with the applicant
	2. name / position title / organization / relationship with the applicant
	3. name / position title / organization / relationship with the applicant

Form Section 2a – Key Professional Personnel

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2a – Key Professional Personnel

(Continuation Page)

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2b – Supporting Staff

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2b – Supporting Staff

(Continuation Page)

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 3a - Abstract in Chinese

(page limit : 1 page)

Form Section 3b - Abstract in English

(page limit : 1 page)

Form Section 4 - Response to Previous Review Comments

For an amended application, this section is very important. *Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments by submitting a “New” application may affect the results of the review.*

(page limit : 5 pages)

Empty response area for providing comments.

Form Section 5 - Research Plan

Complete this section in the order of all the following components: (A) Specific Aims, (B) Background and Significance, (C) Previous and Current Studies, (D) Research Design and Methods, (E) Anticipated Results, (F) Human Subjects, (G) Gene Recombination, (H) Microbes in Risk Group 2, 3, 4, (I) Animal Investigations, (J) Potential Hazards, and (K) References. Please specify each item in separate paragraphs.

page limit : (A) to (E) —13 pages

(B) +(C) —6 pages

(F) to (K) —as needed

Empty rectangular box for research plan content.

Form Section 6 - Institutional Environment and Resources

(page limit : 1 page)

Form Section 7a - Initial Year Budget for Personnel

Name	Role on Project	Amount Requested (NT\$)		Justifications
		Monthly	Annual	

Form Section 7a - Initial Year Budget for Personnel

(Continuation Page)

Name	Role on Project	Amount Requested (NT\$)		Justifications
		Monthly	Annual	

Form Section 7b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment)

Budget Categories and Items	Amount (in NT\$)	Justifications

Form Section 7b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment) (Continuation Page)

Budget Categories and Items	Amount (in NT\$)	Justifications

Form Section 8a - Equipment Requested for Entire Proposed Project Period (in NT\$)

Year	Equipment Item (both in English and in Chinese)	Amount (in NT\$)	Justifications

Form Section 8a - Equipment Requested for Entire Proposed Project Period (in NT\$)

(Continuation Page)

Year	Equipment Item (both in English and in Chinese)	Amount (in NT\$)	Justifications

Form 8b - Budget Requested for Entire Proposed Project Period (in NT\$)

Budget Categories	1st Year	Additional Years of Support Requested		
		2nd	3rd	4th
1. Personnel				
2. Miscellaneous				
3. Maintenance				
4. Travel				
5. Consumables				
6. Overhead *				
7. Equipment				
Total				

* Overhead (6.) \leq 10% of (1.~5.)

Total for Entire Proposed Project Period: NT\$

Justifications

Form 8b - Budget Requested for Entire Proposed Project Period (in NT\$)

(Continuation Page)

Justifications:

Form Section 9 - Other Support

Name / Role on Project	Source of Support	Title of Support	Funding (in NT\$)		Duration of Support	Funded / Pending	Overlap with this Application
			Current Year	Total			

Form Section 9 - Other Support

(Continuation Page)

Name / Role on Project	Source of Support	Title of Support	Funding (in NT\$)		Duration of Support	Funded / Pending	Overlap with this Application
			Current Year	Total			

Form Section 10 - Biographical Sketch

(page limit : 4 pages for each person)

姓 名		ID No.(身份証或護照字號)	
Name(in Print)		Date of Birth (mm/dd/yyyy)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Education:			
Institution and Location	Degree	Year	Field of Study
<p>Complete this section in the order of the following components:</p> <ol style="list-style-type: none">(1) <i>Statement of Qualifications for Career Development Grant (For PI only)</i>(2) Research and Professional Positions Held in Chronological Sequence(3) Record of Serving as Principal Investigator(4) Publications (Patents, invention reports, technology transfer or licensing can also be included.)			

A large, empty rectangular box with a black border, intended for a biographical sketch.

Form Section 11 – Certificate of Agreement for the Application

Title of Application	(in Chinese)		
	(in English)		
Applicant Organization	(in Chinese)	系/所/科	
	(in English)	Department	
Principal Investigator	姓名		職稱
	Name		Position Title
Entire Proposed Project Period	From January 1, 2014 To December 31, 2017		
<p>Endorsement for the Principal Investigator (PI) :</p> <p>I hereby promise that if this CDG application is awarded, the PI will have the facility support (including space) described in the application and independent research position to effectively execute this grant. Also non-academic activities of the PI will be reduced. I am aware that any falsification or misrepresentation of this application may seriously damage the credibility of the sponsoring organization.</p> <p>Signature of the Head of Sponsoring Department / Institution : _____</p> <p>Name : (print) _____ Title : (print) _____ Date : _____</p> <p>Signature of the Head of Applicant Organization: _____</p> <p>Name : (print) _____ Title : (print) _____ Date : _____</p>			
<p>Principal Investigator's Statement of Assurance:</p> <p>I hereby assure that I meet the qualifications required to apply for this CDG grant and that the proposed research to be conducted in this study has not been submitted to, nor has it received any financial support from, any other funding agency. I am also aware that any falsification, misrepresentation or withholding of any information in this application may result in administrative actions such as the dismissal of my application, termination of the award and/or possible punitive actions.</p> <p>Signature of Principal Investigator : _____</p> <p>Name : (print) _____ Date : _____</p>			

(Use continuation pages if necessary)

Signature of Key Professional Personnel			
I hereby agree to participate in this CDG application; and have provided full and accurate information including biographical sketch and all governmental supports that were funded in the past 3 years and all current pending applications. I am aware that any falsification, misrepresentation or withholding may result in disqualification of the application.			
Role on Project	Name (in English)	Organization/Department	Signature/Date

CHECKLIST (CDG)

Before submitting the proposal to the NHRI, please check the following items carefully. Make certain that the application meets the administrative criteria; any shortage or flaw may affect the review result or even the application may be returned directly without review.

- read the Guidelines very carefully
- use the NHRI application form to apply
- conform the qualifications for Principal Investigator, Co-Principal Investigators, Investigators, and Applicant Organization to the rules of application
- use English only (except for Chinese title of application, Chinese abstract, Chinese name of biographical sketches and those items requested in Chinese)
- do not exceed 100 typewriter spaces (including the spaces between words and punctuation) for the application title
- keep the page limit for each section
- number pages consecutively at the right bottom for each section respectively
- have signatures of Principal Investigator, the Head of Applicant Organization, the Head of Sponsoring Department/Institution, and key professional personnel in Form Section 11
- 3 letters of recommendation must be supplied
- the entire proposed project period should be 4 years
- budget requested for entire proposed project period must not exceed NT\$8,000,000
- the amount of each budget category is correct
- send five copies of the color photographs to NHRI if necessary
- have responses to previous review comments and upload these original comments as appendixes for revised application
- include certifications of all IRB and application contents (including Data and Safety Monitoring Plan) if any human subjects involved
- include certifications of all IACUC if any vertebrate animals involved
- include certification of relevant biosafety committee if any gene recombination or microbes in risk group 2, 3, 4 involved
- upload all the abstracts of funded grants in the past three years and all current pending applications, not limited to the ones supported by NHRI
- provide the collaborative agreement or supporting letters if there is any sponsor, consultant or cooperation laboratory listed in this application
- besides turning in the official notification in hard copy, please send electronic files of the proposal and appendix through the online system (<http://erad.nhri.org.tw>) which is the only way for submission (including fill-in forms and upload files)

Typing instructions:

- single space
- within the margins of limitation
- standard font size (density is 12 points) and no more than 6 lines per vertical inch
- black type
- photos or other illustrative materials must be presented in the body of the application and should be readable

格式四 研究學者獎助申請書格式

Form Section 2 - Biographical Sketch of Recommended Research Scholar

姓名		ID No.(身份証或護照字號)	
Name (in Print)		Date of Birth (mm/dd/yyyy)	
Signature		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Education:			
Institution and Location	Degree	Year	Field of Study
<p>Complete this section in the order of the following components: (1) Research/Professional Positions, (2) Honors, (3) Research Support, (4) Statement of Qualifications for Research Scholar Award, and (5) Publications. Please specify each category in separate paragraphs.</p>			

Form Section 2 - Biographical Sketch of Recommended Research Scholar

(Continuation Page)

A large, empty rectangular box with a black border, intended for the biographical sketch of the recommended research scholar.



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