

# Shih Chien University Academic Research Grant and Subsidy Regulations

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## Chapter 1 General

Article 1 These Academic Research Grant and Subsidy Regulations (hereinafter these “Regulations”) are established in order to comply with school policy and effectively improve the practice and performance of teachers’ academic research.

Article 2 Current full-time teachers of the University who make publications or engage in academic research and activities in the name of Shih Chien University and who meet the conditions for grants and subsidies under these Regulations may file applications in accordance with the provisions.

## Chapter 2 Outstanding Academic Achievement Grant

Article 3 Any teacher who has completed 3 consecutive years of full-time teaching at the University and who has received national seminar awards, outstanding research awards from the Ministry of Science and Technology, academic awards from the Ministry of Education or two international or national awards in the 3 school years preceding the application may have an application filed by his/her college-level unit between 1 and 20 October of each year. The Research and Development Division shall compile and review the conditions and submit the applications to the Academic and Industry-University Development Committee for adjudication.

Article 4 Maximum amount of grant under this category is NT\$150,000 per case or a commensurate reduction in the number of mandatory teaching hours in the relevant school year.

## Chapter 3 Ministry of Science and Technology Research Project Grant

Article 5 When a teacher of the University conducts a Ministry of Science Technology research project with overhead included in its budget, the University will provide its own budget based on 40% of such overhead after deduction of supplemental insurance premium charged from the insurer institution (employer) as a grant to the investigator of the research project, unless the University has already provided

funding.

Article 6 Grant application shall be filed with the Research and Development Division upon the closing of each project. After the case closing procedure is completed, the grant shall be issued by the Research and Development Division.

#### **Chapter 4 Academic Result Grant**

Article 7 Any teacher of the University who has published research thesis domestically or overseas (based on the official publication date) or academic book (based on the publication date of the initial version) or who has had a public exhibition/performance of his/her creation (based on the initial date of the exhibition/performance) or who has received an award from a contest (based on the date of the award) during the school year preceding the application may file an application for a grant with a college-level unit during the period published by each college-level unit.

Article 8 The applicant shall provide relevant materials and supporting documents in the application on his/her own initiative and in a truthful manner, including the time of publication, release or exhibition, journal database search category, volume number, location, sequence of author or level of contribution, proof of review, publication in the name as the University's teacher, full-text (journal) materials or websites available for public viewing, etc. as the basis for review and determination.

Article 9 The Research and Development Division will compile and review the conditions of grant cases approved in the college-level units between 1 and 20 October of each year and submit them to the Academic and Industry-University Development Committee for adjudication.

Article 10 A maximum of 6 grant applications for research thesis and creative exhibitions/performance may be filed in accordance with these Regulations every school year.

If any research thesis or creative exhibition/performance is co-written/published/exhibited/performed by 2 (inclusive) or more full-time teachers of the University or if publications are made both domestically and overseas, only one application shall be filed in one person's name and no duplicate grants will be issued in principle.

Article 11 Grant Standards, Levels and Amounts

I. Research Thesis Grant Standards:

1. Maximum grant for an academic thesis published in SCI, SSCI or A&HCI database is NT\$30,000.
2. Maximum grant for an academic thesis published in Ei Compendex, TSSCI, THCI core journals (i.e., Taiwan Humanities and Social Science Core Journal) or any academic journal of each discipline recommended by the Ministry of Science and Technology is NT\$6,000.
3. Maximum grant for publication in a domestic or overseas academic journal with a review system is NT\$6,000.
4. Thesis published in journals under subparagraph 1 is eligible for an additional grant based on the year of acceptance, year of publication or

ranking in the domain relevant to the latest JCR published thesis journal at the time of grant application:

- (1) Maximum additional grant for top 10% is NT\$30,000.
  - (2) Maximum additional grant for top 25% below 10% is NT\$20,000.
  - (3) Maximum additional grant for top 50% below 25% is NT\$10,000.
5. For journal thesis listed under subparagraphs 1 to 4, grants are issued in proportion to the ranking of authors:
- (1) The grant for a first-ranking author or correspondence author is the full amount of the relevant level.
  - (2) The grant for a second-ranking author is 80% full amount of the relevant level.
  - (3) The grant for a third-ranking author is 60% full amount of the relevant level.
  - (4) The grant for a fourth-ranking author is 40% full amount of the relevant level.
  - (5) The grant for a fifth-ranking author is 20% full amount of the relevant level.
  - (6) No grant is issued for a sixth or subsequent-ranking author.

## II. Creative Exhibition/Performance Grant Standards:

1. This category provides grants for teachers' "work" in the form of external and public exhibitions and performances, including artistic, musical, dance, folk art, drama, movie and design exhibition/performance events. Teachers' participation in workshops through thesis publication, meeting, competition, speech, promotional event, awards or student exhibition/performance is not included in such grant application category.
2. Maximum grant for being invited to participate in or plan national, international and professionally representative exhibitions/performances is NT\$30,000.
3. Other than the above, the maximum grant for being invited to participate in any overseas creative exhibition/performance with a review system is NT\$20,000, or NT\$10,000 in the case of a domestic event.

## III. Academic Book Grant Standards:

1. This category provides grants for teachers' publication, in the status of authors or co-authors, of original academic books publicly released by domestic or overseas academic publishing institutions with ISBN international standard book numbers. Textbooks, translated work, seminar thesis compilation, dissertation, reference books, a compilation of written work, research results reports, technical reports, new-edition (reprinted) books, commercial or popular books or historical thesis compilations are not included in such grant application category.

2. The Academic and Industry-University of the University will review the quality of the work, academic contribution, level of publisher's scrutiny and the publisher's reputation and the maximum grant per book is NT\$30,000.
3. Any academic book under the previous paragraph that meets the conditions under the Guidelines for Books and Drafts for Subsidizing Journals, Reviewed Books and Drafts or the Guidelines for Subsidizing Published Literary and Social Science Books by the Research Institute for the Humanities and Social Sciences, Ministry of Science and Technology or that is part of the Humanities and Social Science Academic Book Writing Program of the Ministry of Science and Technology and that has been approved by publisher and published under an ISBN international standard book number is eligible for a maximum additional grant of NT\$20,000.
4. Maximum grant for each chapter in an academic book is NT\$2,000. A maximum of 3 chapters of the same book may be eligible for grants.

IV. Contest Award Grant Standards:

1. This category provides grants to teachers who receive academic or artistic, literary, creative, design, exhibition/performance or sports honors. Teachers who only provide guidance or in nominal status are not included in such grant application category.
2. Maximum grant for any teacher who received an honor from an international academic or creative contest, exhibition or performance with 3 (inclusive) or more participating countries is NT\$30,000.
3. Maximum grant for any teacher who received an honor from an international academic or creative contest, exhibition or performance with 3 (inclusive) or more participating schools or organizations is NT\$10,000.

Article 12 Any teacher who visits any territory outside Taiwan, Penghu, Kingmen or Matsu to publish research thesis or creative exhibition/performance shall first apply for a subsidy to attend an international meeting from the Ministry of Science and Technology, Ministry of Education or other public/private organizations, submit supporting documents of proof showing subsidy application outside the University and seek initial approvals from the department or college-level executive in advance. Following a second review by the head of the Academic Promotion Team of the Research and Development Division and the Research and Development Director, submission will be made to the principal for approval. Request for subsidization funds shall be filed before the semester that includes the end date of the event and by presentation of relevant justifications and original copies of expense vouchers. Subsidies for travel costs and registration costs will be issued in accordance with the administrative procedure.

1. Supporting documents include application forms, documents showing acceptance of the thesis, full-text photocopies of the published thesis, international meeting schedule, receipt of the registration fee, air ticket receipt, proof of ticket purchase, etc.
2. Application for travel cost and registration cost shall be filed for the same event.

Each person is entitled to no more than two grants of subsidies per school year. No more than one person shall be subsidized per article in the attendance of the same meeting. In case of cooperation for any thesis or exhibition/performance, no more than one person shall be subsidized.

3. Maximum subsidy for travel cost **and** registration cost is NT\$25,000, on a real-cost basis.
4. The University will not subsidize any item that is already subsidized by any other entity.
5. Unless an application cannot be filed before the deadline stipulated by an external subsidizing entity due to unexpected notice by the meeting organizer, the University will not process any failure to receive a subsidy from external entity due to late application by the applicant.

## **Chapter 5 Theme Research Project Subsidy**

Article 13 Theme research projects are divided into three categories:

1. General Research Project: Any full-time teacher of the University may file an application. The main research themes are practical research, teaching research and academic development related research.
2. New Staff Research Project: Limited to full-time teachers who have served teaching and research duties in the University for less than 5 years or who have received a Ph.D. degree less than 5 years ago.
3. Pipeline Ministry of Science and Technology Research Project: Limited to projects that have not been approved in the Ministry of Science and Technology in the past 2 years.

Each person is eligible for no more than one subsidy per school year and shall receive no more than 3 consecutive years of subsidy, except if the conditions under Article 16 of these Regulations are completed before the deadline.

Article 14 Application Procedure and Review Items:

1. Subparagraph 1, the first paragraph of the previous article: The applicant shall file the application by submitting the application documents before the deadline prescribed by the relevant college-level unit. The college-level unit shall review and make recommendations based on the budget amount, the applicant's research capacity, the importance or originality of the research theme, the academic or application value or impact, etc.
2. Subparagraphs 2 and 3, the first paragraph of the previous article: The applicant shall file the application by submitting the application documents before the deadline prescribed by the Research and Development Division.

The applicant shall submit an application form, theme research project budget and program (or Ministry of Science and Technology theme research project application).

After compilation, the Research and Development Division will submit the application documents to the Academic and Industry-University Development Committee for adjudication.

Article 15 Subsidy for each theme research project is NT\$50,000 in principle. The implementation period is between 1 August and 31 May of the following year in each school year.

Special circumstances shall be explained at the time of application for additional subsidy. No request for additional funds is allowed during the implementation period.

Article 16 For approved theme research projects, the implementation budget shall be submitted by semester and in accordance with budgeting rules before implementation and a prior approval in accordance with an administrative procedure is required.

Each school is divided into two semesters for write-off purposes. The budget write-off period is published by the Finance Department and project write-off shall be completed in accordance with the administrative procedure. The research results report shall be submitted within 3 months from completion of the implementation period.

Within 2 years from expiry of the project implementation, at least the publications of academic results in accordance with the research project the, in the University's name (first author/correspondence author) and meeting the standards under Chapter 4 of these Regulations or the implementation of Ministry of Science and Technology theme research project or implementation of industry-university partnership project (serving as an investigator, with an amount of at least NT\$100,000) shall be completed. If such performance is in the form of a journal or academic writing, the subsidy from Shih Chien University must be mentioned in the acknowledgment chapter and the subsidization number must be specified.

If the above requirements are not completed before the deadlines, all theme research project subsidies already collected must be fully returned and no further application for subsidy under this category shall be filed within 3 years.

## **Chapter 6 Teacher Study Subsidy**

Article 17 Any teacher who participates in a short-term professional or practical program or training event of less than 2 months that is beneficial to professional and academic research can file a subsidy application.

Article 18 Documents related to the program shall be submitted before teachers engage in the study for initial review and comments by the department or college director. Following a second review by the head of the Academic Promotion Team of the Research and Development Division, the application shall be submitted to the principal for approval. Request for subsidization funds shall be filed before the semester, including the study's end date and by the presentation of relevant justifications and original copies of expense vouchers. Maximum subsidy is NT\$10,000 per person per school year following approval of study subsidy expenses in accordance with the administrative procedure.

## **Chapter 7 Journal Thesis Subsidy**

Article 19 Any full-time teacher of the University listed as a first author or correspondence author who publishes in the name of Shih Chien University in SCI, SSCI, A&HCI, Ei Compendix, TSSCI, THCI Core Journal, EconLit, FLI, ABI or academic journal of any discipline recommended by the Ministry of Science and Technology may file a subsidy application.

- Article 20 Maximum total subsidy per person per school year is NT\$20,000, including thesis submission fee, publication fee, foreign-language thesis revision fee.
- Article 21 Request for subsidization funds shall be filed before the semester that includes the date indicated in the supporting document by the presentation of relevant justifications and original copies of expense vouchers for initial review and comments by the department or college director. Following a second review by the head of the Academic Promotion Team of the Research and Development Division, the application shall be submitted to the principal for approval.

## **Chapter 8 Miscellaneous**

- Article 22 The applications for all grants and subsidies under these Regulations shall be governed by academic ethics regulations.

If any application case that has received grant or subsidy under these Regulations is further revised and re-submitted for publication or exhibition/performance, the duplicate portions shall not exceed 1/2 and a comparison table shall be provided. In case of creation or exhibition/performance, relevant photos or CD-ROMs shall be submitted for comparison.

In case of breach of ethics regulations, the Academic and Industry-University Development Committee of the University may adjudicate sanctions and no further application for any academic research grant or subsidy shall be filed within 2 years from the date of notice. Grants or subsidies already received shall be fully returned. The applicant shall participate in at least 6 hours of academic ethics related program and acquire a certificate of completion.

- Article 23 Funds required under these Regulations shall be included in the University's school-year budget by the Academic and Industry-University Development Committee. If the budget in any year is not approved, the grants or subsidies shall be cancelled. If the approved budget amount is insufficient, the amounts shall be adjusted by the University's Academic and Industry-University Development Committee.
- Article 24 Teachers who receive grants or subsidies shall provide the academic research results in the University's Teachers' overall achievement system.
- Article 25 All applications in accordance with these Regulations are subject to the final decisions of the Academic and Industry-University Development Committee.
- Article 26 Anything that is not stipulated in these Regulations shall be governed by applicable regulations of the University.
- Article 27 These Regulations, including any amendment hereto, shall be published and implemented following review by the University's Academic and Industry-University Development Committee and approval by the Administrative Meeting and the principal.