

The Guideline for the Flexible Disbursements Amount of the Projects of the Ministry of Science and Technology and of the Ministry of Education Enforced by National Sun Yat-sen University

Approved at the 3rd Administrative Meeting of the 1st semester of Academic Year 2015-2016 on September 30,2015

- I. The Guideline is made to not only optimize the R&D budget and advance the internal control mechanisms but also decide the flexible disbursements amount under the operating expenditures title so as to amply enforce the projects of the Ministry of Science and Technology and those subsidized and commissioned by the Ministry of Education.
- II. The applicable and governing scope is as follows:
 1. the flexible disbursements amount not more than the expenditures approved shall apply to the projects of the Ministry of Science and Technology and
 2. the flexible disbursements amount set forth in the technology plans or given by the GRB notice shall apply to the projects subsidized and commissioned by the Ministry of Education.
- III. Each and every purpose of the flexible disbursements in the Guideline must associate with the projects implementation, including
 1. the external employee remuneration criteria shall apply to the bills arising from the university personnel present at the project-associated meeting for support as well as the expenses of writings and censorships of files and data;
 2. the external employee remuneration criteria shall apply to the hourly wages paid to the university personnel present at the project-associated lecture / seminar / symposium for support;
 3. the Chunghwa Post vouchers shall apply to the rewards given to the interviewees taking part either in the project-associated academic questionnaires or in the project-associated field surveys;
 4. the bills arising from necessary travel fees, and the outgoings of dinners with and gifts for foreign guests or of international exchanges; and
 5. the flexible disbursements amount will be listed to make up the difference as the total expenses amount of hiring the foreign specialists / scholars essential to the projects of the Ministry of Science and Technology exceeds the limit set forth in The Specifications of the Maximal Remuneration Payments for Alien Advisors, Specialists and Scholars Hired by Public Offices in Taiwan provided by the Executive Yuan.

- IV. The project host is entitled to using the flexible disbursements amount under the operating expenditures title in the discretion; notwithstanding the foregoing, if no operating fee of the project of the Ministry of Science and Technology has been approved of, the project host is entitled to contingent disbursements from any other subsidization title (administration fee excluded) in the discretion by filling out “The Application for the Flexible Disbursement Amount of the Projects of the Ministry of Science and Technology and of the Ministry of Education Enforced by National Sun Yat-sen University” to be determined by the unit head for implementation in the discretion pursuant to the rules governing decentralization of responsibilities.
- V. The flexible disbursements amount for a specific project can only be disbursed within a time limit when the project is enforced; when the project is terminated, the undisbursed flexible disbursements amount shall neither be retained in any form nor be transferred to any other project enforced by any other institute in any case.
- VI. The provisions set forth in the Guideline for the Disbursement Vouchers shall apply to the operating expenditures of the project-associated flexible disbursements amount and each disbursement requires its original receipt to be disbursed and the project host is held accountable for each disbursement’s authenticity. Upon termination of the project, the project host shall list the overall disbursed amount of the project-associated flexible disbursements amount in the financial statement or in the balance sheet of the subsidized project expenditures to be submitted to the Ministry of Science and Technology and of the Ministry of Education in a letter form.
- VII. The Guideline is passed by the executive conference and will be enforced as the President has approved of it and this shall apply to any amendment.