

# 國立中山大學國家科學及技術委員會補助研究計畫作業要點

## Guidelines on Handling Funds of Research Projects Granted by the National Science and Technology Council

111 年 10 月 19 日 111 學年度第 1 學期第 4 次行政會議修正通過

Amended and approved at the 4th Executive Meeting on October 19, 2022

一、為提昇本校辦理國家科學及技術委員會(以下簡稱國科會)計畫之行政效率及妥善應用計畫結餘經費，以增進資源使用效率，特訂定本要點。

I. These guidelines are formulated to improve the administrative efficiency in managing the projects of National Science and Technology Council (hereinafter referred to as “NSTC”), and to ensure project balance is properly handled for effective usage of resources.

二、為配合執行研究計畫所需經費(含管理費)，應依國科會補助專題研究計畫經費處理原則辦理。

II. The project funds (including management fees) granted by the NSTC shall be expended in accordance with NSTC’s *Principles for the Administration of Research Project Grants*.

三、計畫結餘款，係指本校各學術、行政單位及其所屬教師所執行之專題研究計畫，其計畫已執行完畢且賸餘經費不需繳回國科會之結餘款。

III. The project balance refers to the remaining funds after the completion of research projects carried out by the academic or administrative units and their faculty which need not to return back to the NSTC.

(一) 結餘款之分配：

(1) Distribution of the balance:

1. 結餘款逾 1 萬元者：

i. For balance exceeding TWD 10,000:

(1) 文、管、社院及西灣學院之分配如下：

(i) For Colleges of Liberal Arts, Management, Social Sciences, and Si Wan:

① 1 萬元以內部分：計畫主持人分配 40%；校統籌分配 60%。

a. First TWD 10,000: 40% to the principal investigators and 60% to the University

② 逾 1 萬元部分：計畫主持人分配 97%；校統籌分配 3%。

b. Amount exceeding TWD 10,000: 97% to the principal investigators and 3% to the University

(2)理、工、海院及其他單位之分配如下：

(ii)For Colleges of Science, Engineering, Marine Sciences, and other units:

① 1 萬元以內部分：院、一級中心分配 40%；校統籌分配 60%。

a. First TWD 10,000: 40% to the colleges and 1<sup>st</sup> level research centers, and 60% to the University

② 逾 1 萬元部分：計畫主持人分配 95%；系所分配 1%；院、一級中心分配 1%；校統籌分配 3%。

b. Amount exceeding TWD 10,000: 95% to the principal investigators, 1% to the departments and institutes, 1% to the colleges and 1<sup>st</sup> level research centers, and 3% to the University

2. 結餘款金額未達 1 萬元者，院、一級中心分配 40%；校統籌分配 60%。

ii. For balance less than TWD 10,000: 40% to the colleges and 1<sup>st</sup> level research centers; 60% to the University.

(二) 結餘款之運用：結餘款為研究及教學所需，主持人不得於結餘款支領其個人酬勞，運用範圍如下：

(2)Use of the balance: The balance shall be used for research and educational needs. Principal investigators shall not use the balance as personal rewards. A range of acceptable usage is indicated below:

1. 用以聘請助理、購買儀器、雜項費用及其他與教學或研究發展有關之費用等。

i. for hiring assistants, purchasing equipment, and other miscellaneous expenses related to teaching or research development

2. 結餘款得支用於出國參加國際學術會議或學術交流參訪。

ii. for the participation in international academic conferences or other academic exchange visits

3. 其他經專案簽准支用項目之費用。

iii. for other approved research projects

(三) 結餘款之管理：

(3) Management of the balance:

1. 國科會計畫除獲國科會同意延長執行期限者外，其餘執行期限屆滿達一年且未辦理或通知結案者，其賸餘經費依結餘款分配方式由主計室逕予轉入結餘款專帳。

i. Except for projects approved by the NSTC for extension, if the execution period has expired for one year and the case has not been processed or notified to be closed, the remaining balance shall be automatically transferred to the balance account by the Office of Accounting based on the distribution method of the balance stipulated above.

2. 結餘款之使用不限定時間，每一年度結餘款經費未支用完部分由主計室直接轉入下一年度繼續使用。

ii. Utilization of the balance has no time limit. Annual remaining balance shall be carried over to the following year by the Office of Accounting.

3. 3 計畫主持人離職後，其結餘款專帳若有結餘，由主計室逕予轉入校統籌。惟計畫主持人退休後，獲聘為本校合聘教師並擔任研究生論文指導教授者或依個案簽准者，於合聘期間得支用結餘款，但不含主持人差旅費。

iii. Unused balance of faculty leaving the University shall be directly transferred to the University by the Office of Accounting. Nevertheless, balance of retired faculty who is re-employed as an adjust faculty to supervise graduate students, or other approved cases, the remaining balance may be used during the re-employment period but excluding travel expenses.

四、本作業要點未盡事宜，悉依國科會及本校有關規定辦理。

IV. Matters not covered in these guidelines shall be handled in accordance with the relevant regulations of NSTC and the University.

五、本作業要點經行政會議及校務基金管理委員會通過後實施，修正時亦同。

V. These guidelines are approved by the Executive Meeting and the Management Committee of University Endowment Fund before implementation. Amendments to these guidelines shall follow the same procedure.