

國立中山大學學術研究重點支援要點

Guidelines on Subsidizing Key Items in Academic Research

111 年 10 月 19 日 111 學年度第 4 次行政會議修正通過

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

一、為鼓勵傑出學術研究和整合學術資源，及鼓勵本校教師爭取國家科學及技術委員會以外之政府機關、事業機構、民間團體和學術研究機構等校外委託或補助本校執行之產學合作計畫或技術移轉案，特訂定本要點。

I. These guidelines are formulated to support outstanding academic research, integrate academic resources, and to encourage faculty seeking non-NSTC industry-academia collaboration or technology transfer projects commissioned or subsidized by external governmental agencies, institutions, private organizations, or academic research institutes.

二、本要點之經費來源為校統籌管理費。

II. Funding herein shall be sourced from the overhead account of the University Endowment Fund.

三、補助項目

III. Items to be subsidized:

(一) 補助項目以儀器設備、共用資源為主；新進教師及校外委託或補助本校執行之產學合作計畫或技術移轉案，以計畫所需之業務費為限。

(1) Subsidized items shall be instrumentation or shared resources, in principle. Subsidies shall only be used for operational expenses if they are granted to new faculty or to support industry-academia collaboration/technology transfer projects commissioned or granted by external entities.

(二) 所擬申請之項目，應先具備校外補助款，本校以補助經費不足之部分為原則。除新進教師及產學合作計畫之校外補助款及申請補助之業務費(業務費係依據教育部補助及委辦計畫經費編列基準表，另本補助不得支用於人事費、工作費及行政管理費)得為經常門外，餘皆為資本門。

(2) Items to be subsidized shall have external funding source first, and subsidies granted herein shall be only for covering the insufficient part of external funding. Except for the operational expenses stipulated above that may be for current expenditure and specific application for subsidy for current expenditure, the subsidized items shall be for the capital expenditure. (Note: Operational expenses herein shall follow the *Standard Table for Budget Allocation of the*

MOE Subsidized or Commissioned Projects, and subsidies shall not be used for personnel, wages, and administrative management fee.)

(三) 共用資源包含語言、視聽、實驗教室(桌上型、平板或筆記型等個人電腦原則不予補助，其財產保管不得登記為個人)、資料庫及國內外稀有檔案。院內共用之補助優先度高於系內共用（須附院或系所會議記錄）。購置或建置資料庫皆可申請。

(3) Shared resources shall include language, audio-visual, or laboratory classrooms, databases, and exclusive domestic and overseas documentation. (Personal computers such as desktops, tablets, or notebooks shall not be subsidized, in principle, and not be registered as individual property.) Shared resources at the college level shall take priority over those within a department (unit's council meeting minutes shall be provided). The subsidy may be used to purchase or establish databases.

(四) 申請單項設備儀器補助金額超過新台幣 150 萬元者，需同意該項設備納入本校「貴重暨共用儀器中心」，以落實本校貴重共用儀器資源共享，提升各項貴重設備的使用效益。

(4) Applicants applying for a subsidy for a single item of instrument exceeding TWD 1.5 million shall agree for the said instrument to be incorporated into the University's "Center for High-Value Instrumentation (CHVI)" to realize the spirit of sharing high-value instrumentation and enhance the effective use of instruments.

(五) 進行研究時之事務性設備、電腦耗材、舒適性/便利性設備或服務應以系院補助款支應，前述項目未符合學術研究重點支援要點精神，不可以校補助款支應。

(5) Office equipment, computer consumables, or items/services for comforting or convenient purpose which don't conform to the spirit of the guidelines herein shall be subsidized by the affiliated unit, not by the University.

四、 自籌經費來源定義

IV. Definition of self-generated fund

(一) 教師自籌款：含個人計畫結餘款、獲核之計畫購置該項設備費(例：國家科學及技術委員會計畫設備費、建教合作計畫設備費等)。但不含系所、院及其他單位補助款。

(1) Self-generated fund of faculty refers to the surplus of their personal projects or approved external funding for the instrument (instrument grant from NSTC or

industry collaboration projects, etc.) but exclude subsidies from the department/institute, college or other units.

(二) 系所及院補助款：指系所或院對擬申請補助項目之配合款。

(2) Department/institute and college subsidies refer to the matching fund from the applicant's affiliated department/institute for the items to be subsidized.

(三) 其他單位補助款：指校外或非教師所屬系院單位之補助款（請註明來源及證明文件）。

(3) Subsidies from other units refer to those from external entities or non-affiliated departments/institutes or colleges (Note: Please indicate the funding source with supporting documents).

五、申請類別及相關規定

V. Categories of application and relevant provisions

【新進教師】

[New Faculty]

新進教師需為擬新聘教師已通過系(所)及院教評會聘任程序，並擁有院系(所)提供圖儀費或資源等相關配合款者，並於到職日起至次年本校第二次申請截止日前完成首次申請；新進教師得購買研究所需設備及其相關耗材。

New faculty herein refers to those who already pass the employment procedure in both the department/institute and college faculty evaluation committees, and have received matching fund or other resources for the equipment from their affiliated units. The new faculty shall complete their Phase 1 application (stipulated below) between the date of employment and the deadline for the Phase 2 application in the following year. New faculty may purchase research equipment and related consumables.

新進教師可依兩階段提出申請：

New faculty may apply for the subsidy in two phases:

(一) 第一階段：檢附申請表、完整計畫書及審核資料提出申請。

(1) Phase 1: Applicants shall submit the application form, a complete project proposal, and required documentation for review

1. 申請教師若無具備自籌款及院系(所)配合款，請提出申請表、計畫書或國家科學及技術委員會未核定通過之計畫資本門及經常門之經費表(需檢附計畫申請書)提出申請。

- i. If the applicants have neither self-generated fund nor matching fund from their affiliated unit, they shall submit an application form with a new project proposal or the project proposal previously not approved by the NSTC.
 2. 經審查會議核定通過後，依所提計畫所需金額及當年度編列預算核撥補助費用，每位申請教師至多補助10萬元(含資本門及經常門)。
 - ii. After an application is approved by the review committee, the applicant may be granted a maximum of TWD 100,000 for both capital and current expenditure, based on the proposed amount and the available budget.
 3. 若教師不具備自籌但有院系(所)之補助款為已核定通過之各項經費，且超過上述第2目補助之額度上限，則不受第2目之限制，補助款最多以不超過院系(所)補助款。
 - iii. If the applicants do not have self-generated fund but have secured subsidy from their affiliated unit exceeding the maximum stipulated in Item 2 above, the maximum of granted subsidy from the University shall not exceed the subsidy from the college.
- (二) 第二階段：計畫獲核定通過後一年內，檢附申請表、計畫核定經費及第一階段核定清單，於重點支援申請期間提出申請。
- (2) Phase 2: Within one year of the Phase 1 approval, applicants may apply for a subsequent subsidy within the Phase 2 period by submitting the application form, the overall project budget, and the Phase 1 approved item list.
1. 補助款最多以不超過院系補助款及自籌款之總額，並扣除第一階段領取之補助款金額。
 - i. The Phase 2 subsidy shall not exceed the sum of the self-generated fund and matching fund from their affiliated unit, with the Phase 1 subsidy deducted.
 2. 計畫未獲核定，則不得申請第二階段，第一階段補助款亦無需還。
 - ii. If the project submitted in Phase 1 is not approved by the NSTC, the applicants shall not apply for Phase 2 subsidy, but need not return the Phase 1 subsidy.
- (三) 凡獲補助者，於執行完畢後，應於三個月內繳交其成果績效及自我評估報告並接受查核，若未繳交者未來將不受理其申請案。
- (3) Recipients of subsidies shall submit their project achievement and self-assessment report for review three months after the completion of the project; otherwise, any future application of such shall not be accepted.

【研究優良教師】

[Faculty with good research performance]

研究優良者需滿足以下任一條件：

Faculty with good research performance shall meet one of the following conditions to be eligible to apply:

(一) 最近三年有二篇以上以主要作者發表之學術論著；且發表數量在該系所三年平均水準之上；學術論著理、工、海洋等領域以排名前端之 SCI 論文為準，文、管、社科等領域以該領域之重要論文或專書為準。

(1) The faculty shall be the main author of at least two academic papers published within the last three years, with the number of total publications higher than the average of their affiliated unit in the past three years. Publications in science, engineering, and marine science shall be subject to the top-ranked SCI journals; publications in liberal arts, management, and social science shall be subject to pivotal journal or books in their individual fields.

(二) 最近三年獲得校內外重要學術研究獎項者。

(2) The faculty receive prominent academic research awards on or off campus within the last three years.

申請時需提送規劃書，研究優良教師必須有校外之經費來源配合使用，方可申請。

Applicants shall submit a project plan and have secured an external funding support.

凡獲補助者，於當年計畫執行完畢後應於三個月內繳交其成果績效及自我評估報告並接受查核，若未繳交者未來將不受理其申請案。

Recipients of subsidies shall submit their project achievement and self-assessment report for review three months after the completion of the project; otherwise, any future application of such shall not be accepted.

研究優良教師校補助款最多不超過自籌款之三分之一。

The maximum of granted subsidy from the University under this category shall not exceed one-third of the self-generated fund.

【國家科學及技術委員會貴重儀器或跨系所共用資源】

[High-value instrumentation subsidized by the NSTC & Inter-department/institute shared resources]

申請時需提送規劃書，申請貴儀補助 (國家科學及技術委員會核定本校貴重暨共用儀器中心服務計畫)應含國家科學及技術委員會補助之核定清單。

Applicants shall submit a project plan for the application for subsidy of high-value instrumentation and the approved budget list by the NSTC.

凡獲補助者，應列為本校貴重與共用儀器實驗室或共用資源，並應供校內共同使用。

Instruments purchased with the University's subsidy shall be listed in the University's CHVI as shared resources, and made available to faculty within the University.

校補助款最多不超過院及系（所）補助款總額之三倍。

The maximum of granted subsidy from the University under this category shall not exceed three times the matching fund from the department/institute and college.

【大型整合型研究計畫與產學合作計畫】

[Large-scale Integrated Research Project and Industry-academia Collaboration Projects]

大型整合型研究計畫之總計畫儀器設備費（校內執行之總計畫為限）需超過二百萬元以上，計畫總主持人需為本校專任教師，且應由總主持人提出申請，申請時需提送規劃書，並應含校外補助款之核定清單。校補助款以不超過〔院及系（所）補助款總額之三倍〕及〔校外自籌款之 25%〕之較大值。

Integrated research projects with the total cost of instrument exceeding TWD 2 million shall be qualified as large-scale projects. Large-scale projects granted to be conducted in the University and with full-time faculty of the University as the principal investigator (PI) shall be eligible for subsidy. The PI shall submit the project plan with the approved budget by the NSTC. The maximum of granted subsidy from the University shall not exceed the higher amount of the following: three times the total subsidy from affiliated units or 25% of external self-generated fund.

產學合作計畫以校外委託或補助單位明載需本校提列配合款(自籌款)或由計畫總主持人敘明提列配合款(自籌款)有助於擴大產學合作計畫或技術移轉案成效者為限，計畫總主持人需為本校專任教師、研究員、職員或依個案簽准之計畫主持人，且應由總主持人提出申請，申請時需提送規劃書，並應含產學合作/技術移轉契約影本、合作意願書(備忘錄)影本、計畫經費核定清單或相關證明文件等。校補助款以下列原則審核：

Industry-academia collaboration projects eligible for subsidy shall be limited to those already commissioned or subsidized by external entities clearly requiring the University's supporting fund, or those which the PI asserts the University's subsidy would enhance the effectiveness of industry-academia collaboration or technology

transfer. The PIs shall be full-time faculty, researchers, staff, or others who are approved on a case-by-case basis, and shall submit the application with a project plan and a copy of the contract of industry-academia collaboration/technology transfer or a copy of the letter of intent (or memorandum) for collaboration, an approved budget list, or other relevant documents. The maximum of subsidy from the University shall be granted in accordance with the following principles:

(一) 校外委託或補助本校之產學合作計畫：

(1) For industry-academia collaboration projects either commissioned or subsidized by external entities:

以不超過〔產學合作計畫總金額之 25%〕及〔產學合作計畫所提列本校配合款(自籌款)之三分之二〕之較小值。

The maximum shall not exceed the lower amount of the following two: 25% of the total budget of the projects or two-thirds the self-generated fund.

(二) 技術移轉：技轉總金額之 5~10%或依個案實際需求核定。

(2) For Technology transfer projects: The maximum shall be within the range of 5-10% of the budget of the projects or subject to a case-by-case approval.

經本校產學營運與推廣教育處提報，凡獲補助之產學合作計畫經費經校外委託或補助單位刪減者，則依本要點所獲校補助款亦依比例刪減，如實際核銷之校補助款超過獲核定金額，應予繳回。

If the Office of Global Industry-Academe Collaboration and Advancement informs that the external subsidies for industry-academia collaboration projects are less than the amount in the original application, the University's subsidy granted per these guidelines shall be deducted proportionally. Difference between the original and reduced subsidy shall be returned if the amount has already been outlaid.

凡獲補助者，於執行完畢後，應於三個月內繳交其成果績效及自我評估報告並接受查核，若未繳交者未來將不受理其申請案。

Recipients of subsidies shall submit their project achievement and self-assessment report for review three months after the completion of the project; otherwise, any future application of such shall not be accepted.

【校內特色研究群計畫】

[On-campus Featured Research Group Project]

院系(所)及研究中心評鑑優良單位或具全國競爭力之研究群可提出特色研究計畫補助。需至少含三位本校教師針對相同研究議題進行分工合作。申

請時繳交計畫書及使用規劃並說明具全國競爭力之具體事項。鼓勵多年期之申請，且申請書內必須註明院系支援特色建立之經費來源，方可申請。

Departments/institutes, colleges, and research centers which are evaluated as an excellent unit or a research group deemed to possess national competitiveness may apply for the subsidy under this category. A project proposal shall involve at least three faculty members from the University collaborating on the same research topic. Applicants shall submit the project proposal and a budget plan, and concrete statements about the project's national competitiveness. Applications shall be supported by matching fund from the affiliated units to be submitted, with multi-year projects preferred.

校補助款最多不超過院及系（所）對特色建立之補助款總額之三倍，多年期計畫可先預核。

The maximum of granted subsidy from the University shall not exceed three times the total subsidy from the affiliated unit. Multi-year projects may be pre-approved.

若申請補助經費超過 100 萬元者，需經校外審查結果作為補助之參考。

Applications for a subsidy exceeding TWD 1 million shall be subject to an external review as a reference for evaluation.

凡獲補助者，於當年計畫執行完畢後，應於三個月內繳交其成果績效及自我評估報告並接受查核，若未繳交者未來將不受理其申請案。多年期計畫於年度結束時未繳交報告者次年之經費將不予補助且未來將不受理其申請案。

Recipients of subsidies shall submit their project achievement and self-assessment report for review three months after the completion of the project; otherwise, any future application of such shall not be accepted. Subsidy recipients of multi-year projects failing to submit the report shall result in cancelation of the subsequent subsidy for the following year and any future application shall not be accepted.

六、本要點一年辦理二次為原則，分別於學期開學第一周截止收件。

VI. Applications per these guidelines shall be handled twice per year, in principle. The deadline for submission shall lie in the first week after the start of each semester.

各申請人（案）於一年內，以申請（補助）一次為原則。獲補助之申請人（案）於隔年暫不補助同類申請案。產學合作計畫得不受此限。人文、社會、管理學院跨系所共用資源，同類申請案以每年申請一次為原則，不受隔年暫不補助之限制。

Applicants shall be limited to apply only once per year, in principle. Recipients of the subsidy shall not be subsidized again under the same category in the following year, except for industry-academia collaboration projects. Applications for inter-department/institute shared resources by the Colleges of Liberal Arts, Social Sciences, and Management may be submitted every year and receive a subsidy, in principle, and are not subject to the restriction stipulated herein.

七、採購注意事項：

VII. Notes on procurement:

經費之運用，需按本校之會計程序辦理；其一切作業不得牴觸會計預算，審計等相關法規。

Funds shall be used in accordance with the University's accounting procedure, practice, and relevant regulations regarding accounting budgets and audits.

院系、其他單位補助款(含借貸款)、自籌款優先使用(且皆應為尚未動支之經費)，校補助款次之，其報銷之結餘款將由校方優先收回統籌運用。校外補助單位另有規定者，從其規定。

Subsidies (including loans) from the affiliated and other units, and self-generated funds, all of which not yet disbursed, shall be used first before the University's subsidy. The surplus after reimbursement shall be reclaimed by the University, unless otherwise stipulated by external entities.

補助案之請購(動支)，應以一次採購為原則，惟產學合作計畫得按季分次請購(動支)。若需分案仍應同時提出請購，並依總務單位決定是否併案請購，且加會研發處。

Procurement or disbursement of a subsidized item shall be made in one installment, and that of industry-academia collaboration projects may be made quarterly. When a procurement may be divided into several stages, applications for all stages shall still be submitted simultaneously. The Office of General Affairs shall decide whether to merge the stages into a single procurement and request the countersignature of the Office of Research & Development.

應依申請時所填寫之資料（如採購項目及經費來源等）辦理採購作業。

Procurement shall be handled based on the information provided in the application, including procurement items and funding sources.

八、申請案應組審查委員會審查之、審查委員由校長聘請副校長、研發長、教務長、產學營運與推廣教育處處長、本校講座教授及資深傑出研究教授若干人組成之，由副校長擔任委員會召集人，研發處負責事務性工作。

VIII. Applications shall be reviewed by the review committee. The committee members shall consist of a senior vice president, the vice president for Research & Development, vice president for Academic Affairs, vice president for Global Industry-Academe Collaboration and Advancement, several chair professors and senior distinguished research professors at the University appointed by the President. The senior vice president shall serve as the convener of the committee with the ORD in charge of administrative affairs.

九、 本要點經行政會議通過後實施，修正時亦同。

IX. These guidelines are approved by the Executive Meeting before implementation. Amendments to these guidelines shall follow the same procedure.