

國立中山大學國家科學及技術委員會專題研究計畫
結餘款使用作業要點

**Guidelines on Using the Balance of
Research Projects Granted by the
National Science and Technology Council**

114年3月14日 114年度第1次校務基金管理委員會修正通過
Amended and approved at the 1st University Endowment Fund Management Committee on March 14, 2025

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 (NSTC), and to ensure project balance is properly handled for effective usage of resources.

二、計畫結餘款係指本校各學術、行政單位及其所屬教師於專題研究計畫執行完畢不需繳回國科會之經費。

II. 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.

三、教師因擔任學校職務而獲核之計畫，其結餘款由主計室逕予轉入校統籌，本校可視計畫性質以適當比例回饋予執行該計畫之系所或學院。

III. For a project approved due to the faculty's administrative position at the University, its unused balance shall be directly transferred to the University by the Office of Accounting, but an appropriate portion of the balance may be allocated to the faculty's affiliated department/institute/degree program or college depending on the nature of the project.

教師因被學校賦予任務而獲核之計畫，其結餘款八成由主計室逕予轉入校統籌，二成分配教師運用。

For a project approved due to the faculty's duties designated by the University, eighty percent of the unused balance shall be directly transferred to the University by the Office of Accounting, while the remaining twenty percent shall be allocated to the faculty.

四、結餘款之分配：

IV. Distribution of the balance:

(一)結餘款逾1萬元者：

(1) 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, and Social Sciences, as well as Si Wan College:

(1) 1萬元以內部分：計畫主持人分配 40%；校統籌分配 60%。

(i) 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%。

(ii) amount exceeding TWD 10,000: 97% to the principal investigators and 3% to the University

2. 理、工、海、醫學院及其他單位之分配如下：

ii. for Colleges of Science, Engineering, Marine Sciences, and Medicine, as well as other units:

(1) 1萬元以內部分：院、一級中心分配 40%；校統籌分配 60%。

(i) first TWD 10,000: 40% to the colleges and first-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%。

(ii) amount exceeding TWD 10,000: 95% to the principal investigators, 1% to the departments/institutes, 1% to the colleges and first-level level research centers, and 3% to the University

(二)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%。

(2) for balance less than TWD 10,000: 40% to the colleges and first-level level research centers; 60% to the University

五、結餘款之運用：結餘款為研究及教學所需，主持人不得以結餘款支領其個人酬勞，運用範圍如下：

V. 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:

(一) 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。

- (1) for hiring assistants, purchasing equipment, and other miscellaneous expenses related to teaching or research development
- (二) 結餘款得支用於出國參加國際學術會議或學術交流參訪。
- (2) for the participation in international academic conferences or other academic exchange visits
- (三) 其他經專案簽准支用項目之費用。
- (3) for other approved research projects

六、結餘款之管理：

VI. Management of the balance:

- (一) 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。
- (1) 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.
- (二) 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。
- (2) Utilization of the balance shall have no time limit. Annual remaining balance shall be carried over to the following year by the Office of Accounting.
- (三) 如遇計畫主持人離職或退休，其結餘款專帳若有結餘，則依下列規定處理，惟不得支用主持人差旅費。
- (3) If a project principal investigator (PI) resigns or retires, the unused balance in the dedicated account shall be handled in accordance with the following provisions; nevertheless, the PI shall not use it for business trips.
 - 1. 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。
 - i. If the PI resigns, the unused balance shall be directly transferred to the University by the Office of Accounting.
 - 2. 計畫主持人退休後，獲聘為本校兼任或合聘教師並擔任研究生論文

指導教授者，於聘任期間得支用結餘款。

ii.If the PI is appointed as the University adjunct faculty member after retirement and supervises graduates' research paper, the PI may continue using the balance during the term of appointment.

3.計畫主持人退休後，獲聘為本校約聘研究員並執行國科會研究計畫者，於聘任期間得支用結餘款。

iii.If the PI is appointed as the University contract-employed research fellow after retirement and conducts the original or a new NSTC research project, the PI may continue using the balance during the term of appointment.

七、本作業要點未盡事宜，悉依國科會及本校有關規定辦理。

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

八、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。

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