

此申請表僅供參考用，請勿填送紙本申請表。申請人請登入本校學術研發服務網線上申請，本處始可受理。

The following application form is for reference only. Please do not submit any paper documents.

To apply, applicant needs to log in onto the NCHU academic R&D website to apply online.

# 國立中興大學 新進教師教學及研究經費補助申請表

NATIONAL CHUNG HSING UNIVERSITY

## Application form for Teaching/Research Subsidy Application (for Newly Appointed Academic Staff)

申請日期： 年 月 日

Application Date： (YYYY/MM/DD)

申請編號： Application No.		申請人： Applicant name	職稱： Title
申請單位： Applying Unit			到職日： Date reporting for work to start the appointment as Faculty Member
<p>一、申請補助總經費 Total amount of subsidy applied for: NT\$_____</p> <p>二、申請補助項目 Breakdown of <b>Subsidy Items applied for</b> :</p> <p>1. Equipment expenses for instruments, books, and electronics:</p> <p>Items:</p> <p>(1) Equipment item #1: _____; amount: NT\$_____</p> <p>(2) Equipment item #2: _____; amount: NT\$_____</p> <p>2. Operating expenses: (in principle, up to 10% of total subsidy; may not be used to pay for travel expenses, stationery, or the employment of assistants and part-time working students)</p> <p>Items:</p> <p>(1) Operating expense item #1: _____; amount: NT\$_____</p> <p>(2) Operating expense item #2: _____; amount: NT\$_____</p> <p>3. Total subsidy applied for: NT\$_____</p>			
<p>申請人自到職日起獲得補助情形：(請附 II. 相關補助證明，本欄位務必請詳實填寫，以作為申請本經費補助之參考)</p> <p>List the source and amount of subsidy that the applicant has already received since the date of arrival at NCHU (Please attach any Relevant subsidy document/certificate and fill in the following column as a reference for applying for this subsidy)</p> <p><b>其他單位補助 Subsidy Amount Granted by Other Units</b></p> <p>校外單位 Non-NCHU unit: _____</p> <p>院 College: _____</p> <p>系 Department: _____</p> <p>請填校內單位名稱 Name of NCHU sponsoring unit: _____; 補助金額 subsidy amount: _____</p>			
<p>系、所主任意見：</p> <p><b>Comments by the Department Head or Institute Director:</b></p>			
<p>院長(中心主任) 意見</p> <p><b>Comments by the Dean (or Center Director):</b></p>			

<p>審核文件上傳</p> <p>Upload Documents for Review (in PDF format)</p>	<p>Please select the document types</p> <ol style="list-style-type: none"> <li>1. Quotations from equipment supplier</li> <li>2. Approved project budget list and documents proving receipt of subsidy from college, department, or graduate institute</li> <li>3. Concise project proposal of 10 pages or less (must contain project title, abstract, background, objectives, implementation plan, expected outcomes, budget, etc.)</li> <li>4. National Science and Technology Council Personal Information Form (including a bibliography of works and List of Publications??)</li> </ol>
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注意事項：

1. 本經費每年申請收件截止日期為3月1日、6月1日、9月1日前送達研發處學術發展組為準，逾時恕不受理。
2. 若獲本經費補助，請購及核銷作業請依本校主計室及總務處相關規定辦理。
3. 檢附資料文件：
  - a. 每項設備請檢附1張估價單。
  - b. 計畫核定清單、院系所補助款相關證明。
  - c. 精簡計畫書（詳見辦法第四條）。
  - d. 國科會格式個人資料表(含著作目錄)。
4. 本申請表經單位主管核示後，請逕送研發處學術發展組。
5. 本申請表及附件保存年限10年。

Important Notes:

1. Applications for this subsidy must be received by the Division of Academic Development, Office of Research and Development before the first day of March, June, and September. Late submissions will not be accepted.
2. Subsidy recipients shall complete procurement requests and reimbursement procedures in accordance to the applicable rules as stipulated by NCHU's Office of Accounting and Office of General Affairs.
3. Please submit the following documents.
  - I. Quotations from equipment supplier
  - II. Approved project budget list and documents proving receipt of subsidy from college, department, or graduate institute
  - III. Concise project proposal of 10 pages or less (must contain project title, abstract, background, objectives, implementation plan, expected outcomes, budget, etc.)
  - IV. National Science and Technology Council Personal Information Form (including a bibliography of works and List of Publications??)
4. Upon approval by the head of the affiliated unit, please submit this application in person to the Division of Academic Development, Office of Research and Development.
5. This application and its attached documents shall be retained for at least 10 years.

**備註 Notes**

1. 改經費授權人：\_\_\_\_\_ (填寫姓名及職編)

1. Authorizing a change to another person to receive the subsidy: \_\_\_\_\_ (name and faculty ID no.)

2. 特殊情況請敘明原因：

2. Please describe the reason for the changes: \_\_\_\_\_

3. 其他

3. Other: \_\_\_\_\_

個資聲明：為執行新進教師教學及研究經費業務使用，需蒐集您的個人資料，包括姓名、系所、職員編號、職稱、聯絡方式等相關資料，您提供之個資受到本校【隱私權政策聲明】之保護及規範。

我已明瞭上述內容並同意提供個人資料：\_\_\_\_\_ (當事人親簽)

年 月 日

**Personal information collection statement:** The collection of personal information—including name, affiliated department or graduate institute, faculty ID no., title, and contact information—is required for the purpose of implementing teaching and research funding plans for newly appointed faculty members. The information you have provided is under the protection and regulations of NCHU's *Privacy Policy*.

I understand the statement given above and agree to provide my personal information:

\_\_\_\_\_ (Applicant's signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_