

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.

國立中興大學建教合作計畫行政管理費支援學術發展經費補助申請表

主辦國際性或全國性學術會議/學術活動/國外學術機關、姐妹校師生研習活動

National Chung Hsing University

Grant Application for Academic Development Funds from Administrative Management Fees of Industry-Academia Cooperation Projects

For Organizing International or National Academic Conferences, Academic Activities, or Training Programs with Overseas Academic Institutions or Partner Universities

申請日期： 年 月 日

Application Date : (YYYY/MM/DD)

申請單位 Applying Unit :	申請人 Applicant's name : 教職員代號 Staff ID :
聯絡電話 Contact Tel. No. :	職稱 Title :
一、學術會議/學術活動/研習活動基本資料：	
I. Basic information about the academic conference, event, or training program:	
申請類別 Application category	<input type="checkbox"/> 主辦國際性或全國性學術會議 <input type="checkbox"/> International or national academic conference <input type="checkbox"/> 舉辦其他學術活動 <input type="checkbox"/> Other type of academic event <input type="checkbox"/> 國外學術機關、姐妹校師生研習活動 <input type="checkbox"/> Faculty/student training program with overseas academic institutions or partner universities
會議/活動/研習 名稱 Name of conference, event, or training program	中文 Chinese : 英文 English :
日期 Date	
地點 Location	
區域	<input type="checkbox"/> 國際 International <input type="checkbox"/> 兩岸 Cross-strait

Scope	<input type="checkbox"/> 國內 Domestic <input type="checkbox"/> 校內 Within university
主辦單位 Organizing unit	
承辦單位 Handling unit	
合辦單位 Co-organizing unit(s)	
協辦單位 Collaborating unit(s)	
會議/活動/研習 性質 Conference/event /training program	<input type="checkbox"/> 國際性會議(勾選本項下方需填寫至少有 3 個國家/地區(含)以上(含臺灣地區)) International conference (please fill in three or more participating countries/regions, including Taiwan, if this option is checked) <input type="checkbox"/> 全國性會議 National conference <input type="checkbox"/> 兩岸會議 Cross-strait conference <input type="checkbox"/> 其他 Other__請填寫會議性質 Please fill in the conference type _____
估計參與人數 Projected number of participants	國內 Domestic participant_____人 person(s) 國外 International participants _____人 person(s) 總計 Total_____人 person(s)
論文發表預計篇 數 Expected number of presentations	口頭報告(oral presentation) 篇；貼式報告(poster presentations) 篇；展示作品 Displayed works 件
請名列出席會議(活動/研習)代表人(勾國際性需填寫三個國家以上含台灣)(含國	

家、學術單位、姓名、職稱) Please list the representatives (including name, title, country of origin, and academic affiliation) who will be attending the conference, event, or program (for international conferences, representatives from at least three countries, including Taiwan, must be listed). :

其他說明 Additional information :

研發處經費補助金額 Grant received from the Office of Research and Development

經費預算表 Budget table :

1. 預算項目 Budget items
2. 經費來源 Source of funding
3. 申請金額 Grant amount applied for
4. 備註 Remarks

其他單位補助金額 Other Subsidy Amounts (請附相關資料 Please Attach Relevant Documents) :

校外單位 Non-NCHU units: _____; 補助金額(Amount) _____ 元 NTD

校內 NCHU unit :

College subsidy(NTD) _____

Department subsidy(NTD) : _____

總經費 Total : NTD _____ 元

個資聲明：為執行支援學術發展經費補助業務使用，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。

Personal information collection statement: We need to collect your personal information, including your name, title, department/institute, employee ID number, and contact information, for use in processing the requested academic development funds. Your personal information is under the protection and regulation of the

University's Privacy Policy and will not be used for any purposes other than the stated purpose.

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

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

:(signature) Date: ____/____/____ (MM/DD/YYYY)

審核文件上傳
Documents to
be uploaded
for verification

1. 其他單位補助相關資料 1. Information on grants received from other entities
2. 會議/活動/研習計畫書、議程及相關資料 2. Conference/event/program proposal, agenda, and other related documents

注意事項 Notes：

1. 申請案請於會議、活動、研習前之收件截止日前提出申請，每年之申請期限為 3/1、6/1、9/1 及 12/1。學術活動於 1/1 至 3/1 間舉辦者，得於前一年度 12/1 前提出。

1. Applications must be submitted before the submission deadline (which is the first day of March, June, September, or December) prior to the conference, event, or training program. If the event/program/conference were to be held between January 1 and March 1, then, the application should be filed prior to December 1 of the preceding year.

2. 請打勾確認下列文件已檢附：

- a. 經費預算表 (格式如附件)
- b. 其他單位補助相關資料
- c. 會議/活動/研習計畫書、議程及相關資料。

2. Please check the boxes next to the attached documents:

- a. Budget table (see attached for the template)
- b. Information on grants received from other entities
- c. Conference/event/program proposal, agenda, and other related documents

3. 申請補助國際學術會議所需條件：所邀參與國家須為三國以上 (含地主國)，且與會外籍講員人數須佔會議所邀請全部講員人數四分之一以上。國際研討會邀請之專家學者不得再依本經費補助國外專家學者學術活動申請額外補助。

3. The criteria for grant applications for international academic conferences are as follows: a) the conference must have participants from three or more countries (host country included) and foreign speakers must account for at least a quarter of all invited speakers; b) no other concurrent grant application may be submitted for the experts and scholars invited to attend the international conference.
4. 接受本處經費補助者，核銷時應檢附論文集、會議相關資料及核銷清冊。
4. Recipients of grants from the Office of Research and Development should submit the collection of papers presented, the reimbursement list, and other conference-related documents during their application for reimbursement.
5. 本表經單位主管核示後，請逕送研發處學術發展組。
5. Please submit this application directly to the Academic Development Division of the Office of Research and Development upon approval by the unit head.
6. 本申請表及附件保存年限 10 年。
6. This application form and its attachments shall be kept for ten years.