

國立中興大學補助執行政府計畫配合款作業要點

National Chung Hsing University Operational Guidelines for the Execution of Government Program Matching Funds

民國 97 年 10 月 24 日研發會議通過

Approved on October 24, 2008, at the Research and Development Meeting

民國 100 年 3 月 29 日研發會議修訂通過

Revised and approved on March 29, 2011, at the Research and Development Meeting

一、為提升本校學術研究風氣，鼓勵教師或各單位向政府機關研提計畫爭取經費，特訂定本要點。

1. Purpose: In order to enhance the academic research atmosphere at the university and encourage faculty members or departments to propose plans to government agencies to secure funding, these guidelines have been established.

二、本要點之經費來源為本校年度預算-執行政府計畫配合款(以下簡稱計畫配合款)。

2. Funding Source: The funding for these guidelines comes from the university's annual budget allocated for executing government program matching funds (hereinafter referred to as "matching funds").

三、本校之一、二級學術單位及行政單位均可提出申請計畫配合款，學術單位需相對提撥所需之計畫配合款百分之五十為原則，行政單位得免提撥。各單位應於研提計畫送審前知會研發處學術發展組(以下簡稱本組)，以利編列年度所需之計畫配合款。未依規定知會本組之計劃案得不予以補助。

3. Eligible Applicants: Both first- and second-level academic units and administrative units at the university can apply for matching funds. Academic units are required to allocate 50% of the required matching funds, while administrative units are exempt from this requirement. Units should notify the Academic Development Division of the Office of Research and Development (hereinafter referred to as "the Division") before submitting the proposal for review, in order to facilitate the allocation of required matching funds in the annual budget. Projects that fail to notify the Division as required may not be subsidized.

四、計畫配合款包含經常門與資本門，兩者經費額度由申請人/單位於申請時自行編列送審，補助總額以不超過該計畫核定單位之規範上限為原則。

4. Types and Limits of Funding: Matching funds include both current and capital expenditures. The applicant/unit should allocate and submit the funding amounts for both types of expenditures for review. The total subsidy should not exceed the prescribed upper limit set by the approving agency for the program.

五、申請案填送申請表並檢附相關資料向本組提出申請。但屬情況特殊或急迫者得以簽呈方式提出，簽請校長核決後，先行支用計畫配合款。

5. Application Process: Applications should be submitted with the application form and relevant documents to the Division. In special or urgent cases, applications may be submitted through a signed memorandum for the university president's approval, allowing the early use of matching funds.

六、申請案除申請表(或簽呈)外需檢附下列文件：

- (一) 計畫補助單位核定公函影本。
- (二) 計畫經費核定清單影本。
- (三) 計畫補助機關明載須執行單位提撥計畫配合款之條文。
- (四) 研提計畫時獲校方同意補助之證明文件影本。

6. Required Documents: In addition to the application form (or signed memorandum), the following documents must be submitted:

- (1) A copy of the official approval letter from the funding agency.
- (2) A copy of the approved budget list for the project.
- (3) A copy of the provision in the funding agency's documents specifying that the executing unit must allocate matching funds.
- (4) A copy of the university's written approval for the subsidy when the project was proposed.

七、經費審查會議之成員由研發長、教務長及各學院院長組成，研發處學術發展組長列席。審查會議由研發長召集，需經二分之一以上委員出席始得開議。審查小組成員若不克親自出席時，可委託代理人行使權利義務，代理人應以本校副教授以上之專任教師為限。

7. Review Process: The funding review meeting will be composed of the Director of Research and Development, the Director of Academic Affairs, and the Deans of the Colleges, with the leader of the Academic Development Division attending. The meeting will be convened by the Director of Research and Development and must have more than half of the members present to proceed. If a committee member cannot attend in person, they may delegate their rights and responsibilities to an agent, who must be a full-time faculty member with the rank of associate professor or higher.

八、計畫配合款須於當年度核銷完畢，不得跨年度執行。經費核銷起迄日期應與計畫書相符。如為跨年度或多年型計畫，以逐年提出申

請為原則。年度內未執行完畢之經費須繳回校務基金。經費之核銷，依學校之會計程序辦理且不得牴觸會計預算、審計等相關法規。

8. Budget Reconciliation: Matching funds must be reconciled within the same fiscal year and cannot be carried over to the next year. The dates for budget reconciliation should match the dates specified in the project proposal. For multi-year projects, annual applications should be submitted. Any funds not spent within the fiscal year must be returned to the university's general fund. The reconciliation of funds must follow the university's accounting procedures and comply with relevant regulations on budgeting, auditing, and other related laws.

九、本要點經研究發展會議通過，報請校長核定後實施，修訂時亦同。

9. Approval and Implementation: These guidelines will be implemented after being approved by the Research and Development Meeting and authorized by the university president. Any amendments will follow the same procedure.