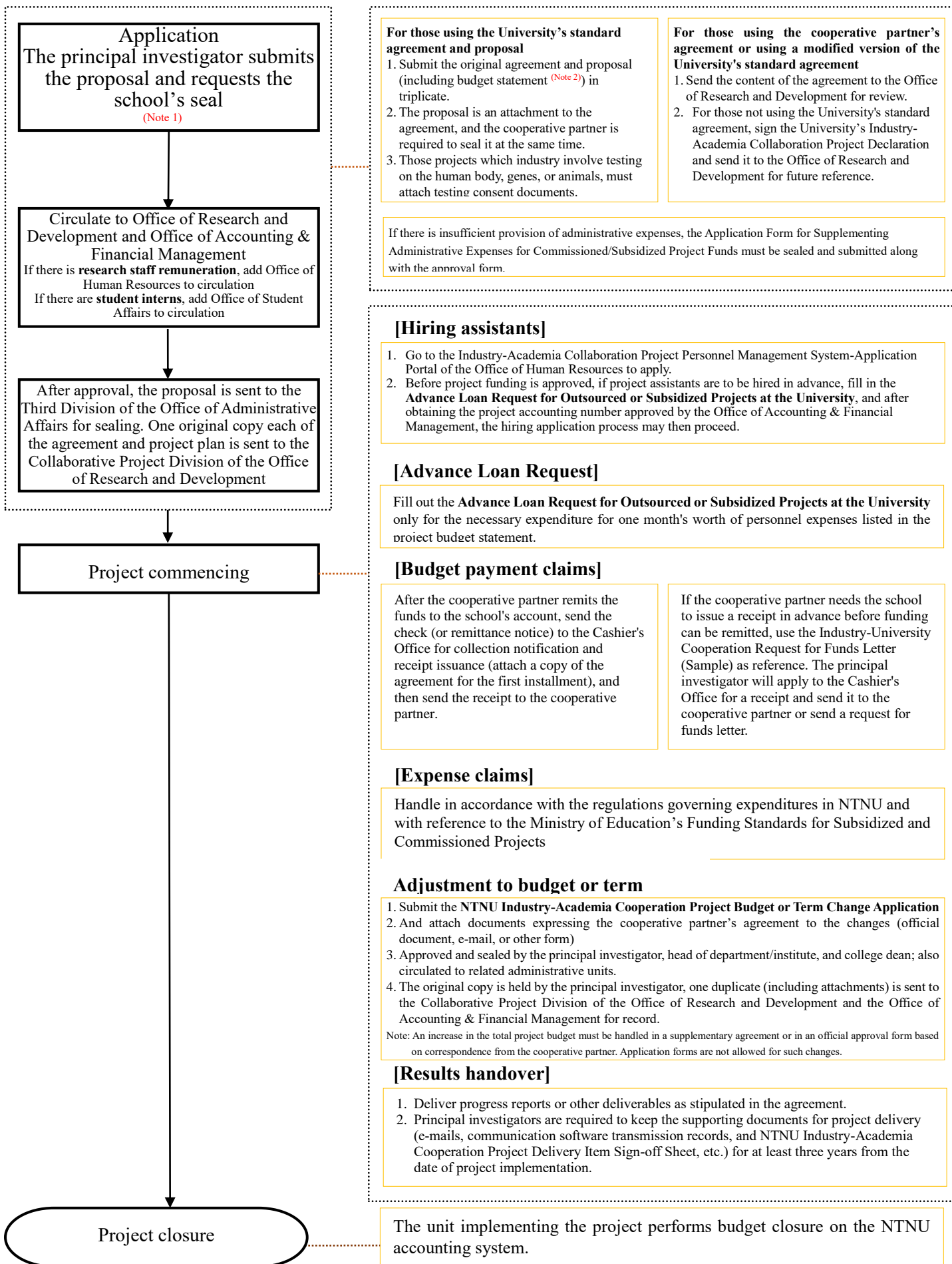


National Taiwan Normal University Industry-Academia Cooperation Operation Procedures (for non-governmental agency projects)



Application
The principal investigator submits the proposal and requests the school's seal
(Note 1)

Circulate to Office of Research and Development and Office of Accounting & Financial Management
If there is **research staff remuneration**, add Office of Human Resources to circulation
If there are **student interns**, add Office of Student Affairs to circulation

After approval, the proposal is sent to the Third Division of the Office of Administrative Affairs for sealing. One original copy each of the agreement and project plan is sent to the Collaborative Project Division of the Office of Research and Development

Project commencing

Project closure

For those using the University's standard agreement and proposal
1. Submit the original agreement and proposal (including budget statement (Note 2)) in triplicate.
2. The proposal is an attachment to the agreement, and the cooperative partner is required to seal it at the same time.
3. Those projects which industry involve testing on the human body, genes, or animals, must attach testing consent documents.

For those using the cooperative partner's agreement or using a modified version of the University's standard agreement
1. Send the content of the agreement to the Office of Research and Development for review.
2. For those not using the University's standard agreement, sign the University's Industry-Academia Collaboration Project Declaration and send it to the Office of Research and Development for future reference.

If there is insufficient provision of administrative expenses, the Application Form for Supplementing Administrative Expenses for Commissioned/Subsidized Project Funds must be sealed and submitted along with the approval form.

[Hiring assistants]
1. Go to the Industry-Academia Collaboration Project Personnel Management System-Application Portal of the Office of Human Resources to apply.
2. Before project funding is approved, if project assistants are to be hired in advance, fill in the **Advance Loan Request for Outsourced or Subsidized Projects at the University**, and after obtaining the project accounting number approved by the Office of Accounting & Financial Management, the hiring application process may then proceed.

[Advance Loan Request]
Fill out the **Advance Loan Request for Outsourced or Subsidized Projects at the University** only for the necessary expenditure for one month's worth of personnel expenses listed in the project budget statement.

[Budget payment claims]
After the cooperative partner remits the funds to the school's account, send the check (or remittance notice) to the Cashier's Office for collection notification and receipt issuance (attach a copy of the agreement for the first installment), and then send the receipt to the cooperative partner.

If the cooperative partner needs the school to issue a receipt in advance before funding can be remitted, use the Industry-University Cooperation Request for Funds Letter (Sample) as reference. The principal investigator will apply to the Cashier's Office for a receipt and send it to the cooperative partner or send a request for funds letter.

[Expense claims]
Handle in accordance with the regulations governing expenditures in NTNU and with reference to the Ministry of Education's Funding Standards for Subsidized and Commissioned Projects

Adjustment to budget or term
1. Submit the NTNU **Industry-Academia Cooperation Project Budget or Term Change Application**
2. And attach documents expressing the cooperative partner's agreement to the changes (official document, e-mail, or other form)
3. Approved and sealed by the principal investigator, head of department/institute, and college dean; also circulated to related administrative units.
4. The original copy is held by the principal investigator, one duplicate (including attachments) is sent to the Collaborative Project Division of the Office of Research and Development and the Office of Accounting & Financial Management for record.
Note: An increase in the total project budget must be handled in a supplementary agreement or in an official approval form based on correspondence from the cooperative partner. Application forms are not allowed for such changes.

[Results handover]
1. Deliver progress reports or other deliverables as stipulated in the agreement.
2. Principal investigators are required to keep the supporting documents for project delivery (e-mails, communication software transmission records, and NTNU Industry-Academia Cooperation Project Delivery Item Sign-off Sheet, etc.) for at least three years from the date of project implementation.

The unit implementing the project performs budget closure on the NTNU accounting system.

Note 1:

- (1) For sealing and signing, see the Industry-Academia Cooperation Application Agreement (Proposal Template).
- (2) Levels of decision-making: A total agreement amount of NT\$2 million or more must be approved by the university president, between NT\$100,000 and NT\$2 million (inclusive) must be approved by the executive vice president, and NT\$100,000 or less (inclusive) must be approved by the dean of the college and the university-level center director.

If there is insufficient provision of administrative expenses, the level of decision-making is the president.

Note 2:

- (1) Use version A of the project proposal (cooperative partner's budget statement not needed), and when sealing, attach the Budget Statement for Industry-Academia Cooperation to facilitate write-offs.
- (2) For the administrative expenses, please calculate 15% of to article four of University's Self-Generated Income Administrative Policy. The calculation method is as follows:

Total project expenses = project implementation expenses (research labor expenses + operational expenses + equipment expenses) + administrative expenses

A. Known total project expenses: Administrative expenses = total project expenses/1.15*0.15.

B. Known project implementation expenses: Administrative expenses = project implementation expenses * 0.15.

Example: If total project expenses are NT\$575,000, the administrative expenses are $575,000/1.15*0.15=NT\$75,000$; If the project implementation expenses are NT\$500,000, then the administrative expenses are $500,000*0.15=NT\$75,000$, and the total project expenses are NT\$575,000.

- (3) If there are additional expenses included in "personnel" salary (including fees for the principal investigator, hourly wages, attendance fees, etc.), 2.11% of the 2nd generation NHI supplementary premiums need to be included, which can be included directly in the operational expenses.