

I-SHOU UNIVERSITY
Self-Checklist for Important Rules by Faculty Members Carrying out
Research Projects

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| 1. Any money spent on a subsidized or commissioned research project is part of government funds; therefore, I shall comply with the Civil Servant Work Act and other applicable laws. | □
Understood |
| 2. According to Letter No. Tai-Jen-Yi-Tzu 0980089039A dated July 13, 2009, issued by the Ministry of Education, the faculty members of I-Shou University are not allowed to undertake research projects privately. All research projects should be accepted and approved by I-Shou University by going through administrative formalities, and a contractual instrument should be signed by I-Shou University. | □
Understood |
| 3. Pursuant to Article 3 of the Management Guidelines for the Disposal of Expenditure Vouchers, staff members should be responsible for the truthfulness of expenditure vouchers when applying for reimbursement and should be held liable for any untrue information they provide (e.g. the Anti-Corruption Act and criminal liabilities) | □
Understood |
| 4. The following should not be employed as temporary or contract personnel (including full-time, part-time, and temporary research fellows) due to a conflict of interest: the spouse, relatives by blood or marriage within the third degree of kinship of the principal investigator, the co-principal investigator(s), the officials of institutions, and the heads of different levels (e.g. the President, college deans, and department chairs).

If the principal investigator or the co-principal investigator is concurrently an official of an institution or an administrative head stated in Article 11 of the Regulations on Temporary Employee Employment and Use by All Agencies and Schools under the Executive Yuan (e.g. the President, college dean, and department chair), he/she should also comply with the applicable laws and regulations concerning the recruitment and employment of temporary personnel. | □
Understood |
| 5. When it comes to the procurement of property, articles, or services, the Government Procurement Act, the rules set forth by the fund provider, and the laws and regulations concerning scientific research procurement should apply. An invitation to tender should be issued pursuant to the Government Procurement Act when the budget of a procurement case exceeds NT\$100,000; the scientific research procurements sponsored by the National Science and Technology Council should be handled in accordance with the Regulations Governing Procurements for Scientific and Technological Research and Development. An entity should not circumvent the Government Procurement Act by artificially dividing any procurement. | □
Understood |

6. Pursuant to Article 16 of the Government Treasury Act, when handling each payment, a government organ should sign a payment order or issue a government treasury check to pay directly to the payee by deposit to his/her/its account. In addition, according to Letter No. Tai-87-Chu-San-Tzu 07182 issued by the Directorate-General of Budget, Accounting and Statistics dated August 31, 1998, each payment handled by the organ should be remitted, except for the petty cash. Therefore, government funds of more than NT\$10,000 (the maximum amount limit for petty cash) should be paid to the business entity, and the staffer-in-charge may apply for advance payment or pay on his/her own first due to special circumstances with special consent from the University. □
Understood
7. Should you have any further questions or concerns, please refer to <http://www2.isu.edu.tw/upload/657/2/plan/1.pdf> for more details. □
Understood
8. Personal expense receipts or invoices having nothing to do with the research project are not allowed to be used for expense reimbursement. Violators should bear certain legal liability on their own. (Pursuant to Article 62 of the Regulations Governing Assessment of Profit-seeking Enterprise Income Tax, losses or expenses incurred not in the course of operation of business or subsidiary business should not be included as expenses or losses. Namely, expenses listed should be proved that they are relevant to the business or subsidiary business; otherwise, those not qualified will be excluded and relevant taxes should be collected. In addition, pursuant to Provision XXIV of the Operation Guidelines for NSTC Research Project Grants of the National Science and Technology Council, principal investigators should use their subsidies for the purpose(s) of the research project and be responsible for the truthfulness of their receipts or invoices.) □
Understood

Principal Investigator: _____(signature)

Date: