

Regulations for Subsidizing Beyond-the-Classroom Interdisciplinary Research Projects by I-Shou University

Promulgated with the consent from the President dated November 3, 2017

Amendments to Articles 3-6, 8, and 9 adopted by the University Administration Council on September 16, 2020, and promulgated with the consent from the President dated September 25, 2020

Amendments to Articles 2, 3, 6, and 8-10 adopted by the University Administration Council on December 21, 2022, and promulgated with the consent from the President dated January 17, 2023

Article 1 The Regulations for Subsidizing Beyond-the-Classroom Interdisciplinary Research Projects by I-Shou University (hereinafter referred to as "the Regulations") are made by I-Shou University (hereinafter referred to as "the University") in a bid to help students gain hands-on experience and problem-solving skills by putting knowledge into action. To carry out a beyond-the-classroom interdisciplinary research project (hereinafter referred to as "the project"), students have to go outside the campus to find real-world problems and select a research topic.

Article 2 Possible topics for the project are as follows:

1. any issue discussed in service-learning-oriented required or elective courses or capstone courses offered by departments; or
2. any issue brought up by a course instructor or student(s), and the content knowledge of a hands-on course is applied.

Article 3 Application requirements:

1. A research team shall have at least two full-time and/or project faculty members from different professional fields and several students.
2. An application for carrying out the project shall be filed by a full-time and/or project faculty member of the University, and each faculty member may apply only once every year.

Article 4 How to apply: Applying faculty members shall submit the following documents required by the Office of Research and Development (hereinafter referred to as "the Office") before a given deadline. Late applications will not be considered.

1. an application form for beyond-the-classroom interdisciplinary research projects (Appendix 1);
2. a research proposal (Appendix 2);
3. a personal information form (Appendix 3) for the principal investigator and the co-principal investigator, respectively; and
4. a soft copy of all the documents mentioned above.

Incomplete submission of documents or unqualified applications will not be considered.

Article 5 Review: The Office will invite two to five experts and scholars from within and outside the University to conduct a preliminary review, and the Advisory Committee for Research and Project Grants (hereinafter referred to as "the Committee") will conduct a final review. Grant items and their amounts are subject to the budget and plans of the University and will be announced after being approved by the Committee and ratified by the President.

Article 6 Grant details are as follows:

1. Work-study pay: The item (including the labor insurance premiums, the labor pension contributions, and the Second-Generation National Health Insurance premiums) shall be itemized based on job descriptions when applying for grants.
2. Others: This item covers expenses associated with carrying out a project, such as consumables, expenses on using precious instruments, interviews/counseling, data collection, printing (or photocopying), domestic business trips, site visits, equipment, and venues. These expenses shall be itemized when applying for grants.

The maximum grant amount for an approved application is NT\$100,000.

Article 7 As for successful applications, research team members shall hold at least one group meeting monthly during the project implementation period. A group meeting record (Appendix 4) shall be completed after each meeting, and photos or video clips shall be attached as well. Completed group meeting records shall be submitted when the project is to be concluded.

Article 8 A successful applicant shall conclude a project by following the rules stated below:

1. His/her research team shall complete the application for expense reimbursement and submit an achievement report (Appendix 5), completed

group meeting records, and a soft copy of supporting documents (on CD) within two months after the end of the implementation period. In addition, a supporting document showing that his/her research team has participated in a seminar, invention exhibition, or competition shall be submitted to the Office within two years after the end of the implementation period.

2. The research achievement shall be substantial and be presented as microfilm for a competition held by the Office. The Office will invite scholars or industrial experts from within or outside the University to serve as judges, and the winners of the competition will be awarded a certain amount of prize money based on the budget for the year.
3. Team members are obligated to participate in the achievement exhibition, experience sharing, or other events held by the Office. All relevant events will be announced by the Office.
4. If the project achievement is about patent application, the University shall be the patent owner, and the principal investigator shall be the inventor or creator.

Suppose the successful applicant fails to conclude a project by a given deadline or to abide by the rules mentioned above. In that case, the University reserves the right to recover the grants awarded, and no more applications for this grant will be considered until he/her submits all required documents to conclude the project. The recovery policy also applies to those who have submitted an unsatisfactory application for expense reimbursement or achievement report and failed to make corrections by a given deadline after being told.

Article 9 Application for grants and prize money:

1. Expenses on consumables, supplies, and miscellaneous items: The budget shall be drawn up and used within the project implementation period, and the balance shall be returned to the University. The use and reimbursement of project grants shall be subject to the Regulations for the Management of Purchase Requisition and Procurement at I-Shou University.
2. Prize money: Once the list of winning entries is announced, the Office will assist winning teams in applying for the prize money.

Article 10 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.

I-SHOU UNIVERSITY

Application Form for Beyond-the-Classroom Interdisciplinary

Research Projects in

Application Date:

Project Title						
Topic Type	<input type="checkbox"/> Any issue discussed in service-learning-oriented required or elective courses or capstone courses offered by departments <input type="checkbox"/> An issue brought up by a course instructor or student(s), and the content knowledge of a hands-on course is applied					
Course Details <small>(The information provided herein should be identical to that stored in the Information System)</small>	Course Title			Course Code		
	Class			Course Instructor		
	Credits			Course Enrollment		
Principal Investigator (Applicant)	Name			Dept.		
	Job Title			Email		
	Mobile	Ext.#: Mobile:				
Co-Principal Investigator	Name			Dept.		
	Job Title			Email		
Participating Students	Name		Dept.		Student No.	
	Name		Dept.		Student No.	
	Name		Dept.		Student No.	
	Name		Dept.		Student No.	
	Name		Dept.		Student No.	
Signature of the Principal Investigator						
Signature of the Co-Principal Investigator						

Preliminary Examination (For official use only)	Date of Receipt:
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*If more space is needed, attach a separate sheet.

I-SHOU UNIVERSITY**Proposal for Beyond-the-Classroom Interdisciplinary Research****Projects**

Proposal: (a maximum of ten A4 pages; using 2-cm margins throughout; font-style: Times New Roman; font-size: 14pt for headlines & titles and 12pt for body text; and single line spacing)

I. Abstract

II. Research Background and Questions

III. Literature Review

IV. Research Methods and Steps (including field investigation, exploration, and interviews. Please elaborate one by one.)

V. Features of adopting an interdisciplinary approach

VI. Expected Result

VII. An introduction to the expected project output (including the name and features)

VIII. References

IX. Supplementary Information (e.g., contributions to the industry/society and development trends)

I-SHOU UNIVERSITY

Budget Plan for Beyond-the-Classroom Interdisciplinary Research Projects

Project Title					
Principal Investigator		Name:			
		Dept.:			
Item		Details			
		Unit Price (NT\$)	Quantity	Total Price (NT\$)	Purpose
Operating Expenses	Work-study pay				
	Labor insurance premiums				
	Labor pension contributions				
	Second-Generation National Health Insurance premiums				
	Consumables (including supplies for research)				
	Expenses on using precious instruments				
	Expenses on interviews/counseling				
	Data collection				
	Printing expenses				
	Business travel expenses				
	Expenses on visiting				
	Expenses on equipment				
	Expenses on venues				
	Subtotal				

Others				1. Computer supplies and consumables, postage, papers, and stationery are included. 2. The maximum amount should be at most 6% of the operating expenses.
Total				The total grant amount will remain the same once approved.

Description:

- 1. Please plan your budget based on the listed items and comply with the applicable rules.**
- 2. Please leave the column blank or enter "0" in the column of "Total Price" if you have no budget plan for the item.**
- 3. Please fill in the item "Work-study pay"** (including labor insurance premiums, labor pension contributions, and Second-Generation National Health Insurance premiums) in accordance with the applicable rules.
- 4. Consumables (including supplies for research):** consumables and supplies purchased for research design and research output. This item should not cover the production of gifts or souvenirs.
- 5. Expenses on using precious instruments:** Please clearly state how the expenses will be calculated and used.
- 6. Expenses on interviews/counseling:** NT\$1,000~2,000 for each scholar or expert per time. When applying for expense reimbursement, please provide scholars' and/or experts' professional backgrounds and work experience as well as a record of interview/counseling, and contribute a certain amount of employer supplementary premiums in accordance with the applicable rules.
- 7. Expenses on data collection:** Expenses on purchasing, photocopying (lottery receipts required), or retrieving necessary references. Purchased books should be cataloged by the Library before being borrowed for a long-term period.
- 8. Expenses on printing (or photocopying):** Please avoid exquisite printing. When applying for expense reimbursement, please provide the lottery receipts issued by the contractor and a sample indicating the unit price and quantity.
- 9. Expenses on visiting:** it covers travel costs, meal costs, and insurance premiums.
- 10. Expenses on equipment:** Expenses on using hardware and software provided by other institutions. Please clearly state how the expenses are calculated, how many hours you will work, and how many consumables will be used.
- 11. Expenses on venues:** Rentals of venues for holding seminars or events. No subsidy will be granted when the venue is provided by the University.
- 12. Expenses on using precious instruments, equipment, and venues will not be subsidized when they are provided by the University (lottery receipts issued by the University).**
- 13. In addition to the Regulations and above-mentioned rules concerning expense reimbursement, other budget plans are subject to the budget plan instructions given by the Ministry of Education.**

I-SHOU UNIVERSITY

Personal Information Form for Beyond-the-Classroom

Interdisciplinary Research Projects

I. Basic Information

Name		Dept.	
Ext.#		Email	

II. Education

Begin with the highest degree earned; if the degree is pending, please so indicate.

Institution	Country	Department / Program	Degree	Duration
				____/____ ~ ____/____
				____/____ ~ ____/____
				____/____ ~ ____/____
				____/____ ~ ____/____

III. Current Position and Professional Experience

Indicate full-time positions in research, beginning with the current position.

Institution	Department / Program	Job Title	Duration
Current Position:			____/____ ~ ____/____
Past Experiences:			____/____ ~ ____/____
			____/____ ~ ____/____
			____/____ ~ ____/____
			____/____ ~ ____/____
			____/____ ~ ____/____

IV. Fields of Experience

List special fields or sub-fields of research.

1.	2.	3.	4.	5.	6.
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V. Research grants received from within or outside the University within the most recent five years (excluding industry-university collaborative projects)

Project No.	Grant Source or Commissioning Agency (e.g., National Science and Technology Council, Ministry of Education, and the University)	Project Title	Start Date	End Date	Total Project Cost

VI. Industry-university collaborative projects within the most recent five years

Project No.	Partner	Project Title	Start Date	End Date	Total Project Cost

VII. Intellectual Property Rights and Other Contributions:

1. Categorize all intellectual property rights and other contributions as: Patent, Technology Transfer, Copyright, or Others. Attach extra pages if necessary.
2. List in order of patent issue date or the contract signing date for technology transfer or copyright.

(1) Patents:

Indicate patents currently in effect and use the following codes for "Type": A = invention; B = new utility model; C = new design.

Category	Title of Patent	Country	Patent No.	Inventor	Assignee (Patentee)	Date of Issue	NSTC Grant No.

(2) Technology transfer:

Title of Technology	Title of Patent	Licensor	Licensee	Contract Date	NSTC Grant No.

Contributions: (If more space is needed, attach a separate sheet.)

(3) Copyright: Use "Type" code: 1 = oral and literary work; 2 = computer program; 3 = audiovisual work; 4 = sound recording; 5 = others

Work Title	Category	Author	Ownership	Licensee	NSTC Grant No.

Contributions: (If more space is needed, attach a separate sheet.)

(4) Other contributions: Describe specific contributions to industrial or technological development.

I-SHOU UNIVERSITY

Group Meeting Record for Beyond-the-Classroom Interdisciplinary

Research Projects

Project Title					
Project No.				Principal Investigator	
Date of Activity		Venue		Meeting No.	
Attendees (filled in by one person)					
Meeting Details					
Principal Investigator					
Topic					
Summary					

Reflections	
Activity Photos	

*If more space is needed, attach a separate sheet.

I-SHOU UNIVERSITY
Achievement Report of Beyond-the-Classroom
Interdisciplinary Research Projects

(Project Title)

Project No.:

Project Implementation Period: YYYY / MM / DD ~ YYYY / MM / DD

Principal Investigator: Dept.:

Principal Investigator: Dept.:

Participating Students:

Signature of the Principal Investigator

D a t e : Y Y Y Y / M M / D D

Table of Contents

Abstracts and keywords in Chinese and English

I. Foreword

II. Research Background and Questions

III. Research Purpose

IV. Literature Review

V. Research Methods and Steps

VI. Results (including the conclusion and recommendations for future research)

VII. An Introduction to the Project Output (please attach 2~4 photos)

VIII. Potential Future Development (e.g. patent application and commercialization)

References

A Self-Evaluation of the Project Results