**Proposal for Student Industry-oriented Practical Research Projects**

Appendix 2

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| 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  V. Expected Result  VI. References  VII. Expected Guidance and Assistance from the Supervisor |

**Budget Plan for Student Industry-oriented Practical Research Projects**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Title | | |  | | | |
| Signature of the Supervisor | | | Name: | | | |
| Dept.: | | | |
| Partner  (Medical practical research: optional) | | |  | | | |
| 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 (photocopying) 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 information about their professional background and experiences and a record of interview/counseling and contribute a certain amount of employer supplementary premium 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.**
13. **In addition to the Regulations and aforesaid rules concerning expense reimbursement, the use of the grants is subject to the budget plan instructions given by the Ministry of Education.**