

National Yang Ming Chiao Tung University
Instrumentation Resource Center Yang Ming Campus
Annual Common Instrument Procurement Grant Proposal Regulations

Approved by the President on October 2, 2023

Article 1: Preamble

The Instrumentation Resource Center (IRC) has established these regulations to ensure that common instrument facilities and service operations are compatible with the demands and future development of the entire university.

Article 2: Description

- I. The annual instrument procurement grant proposals are divided into three categories: obsolescence, additional procurement (including expansion and upgrade of existing instruments), and new procurement.
- II. The proposed instruments should conform to the directions of public utility, foresight, and practicality.
- III. The subsidized funds must be utilized within the prescribed period.
- IV. If a faculty member applies for the grant, the procured instrument may be placed in the Common Facility Room of IRC. If the faculty member self-manages it, it should be included in the common facilities of IRC and established under the external escrowed instruments following the " External Escrowed Instrument Management Essentials of National Yang Ming Chiao Tung University Instrumentation Resource Center." The subsidized applicant shall be the manager of the device. The manager shall be responsible for the management and maintenance. Besides, the committee shall formulate the regulations of instrument operation and management.

Article 3: Qualification of Proposal

- I. The total value of the proposal must be at least NT\$3 million (inclusive).
- II. Subsidy for instrument procurement shall be based on partial subsidies. Applicants must raise at least 20% of their funds for the instrument procurement. Applicants may apply for a grant subsidy to the Instrumentation Resource Center of the Office of Research and Development. The grant proposal shall be submitted to the Users' Committee for review and to the President for approval. The maximum amount of subsidy depends on the annual budget of the Office of Research and Development.

III. All full-time assistant professors or assistant research fellows of NYCU or above may submit proposals, with the principle that each person may propose only one instrument per year.

IV. In the case of a cross-campus proposal, the proposed instrument shall be limited to those with general necessity across campuses.

Article 4: Review of Proposal

I. The Instrument Resource Center shall issue an official document to notify all departments that they may submit proposals. The center will convene a review meeting according to the budget and decide on the subsidy items and amounts for the common instrument procurement.

II. The Users' Committee may invite the applicant to attend the review meeting to present.

Article 5: For instruments with a proposal amount of \$10 million or more, and the amount of the proposal is insufficient after deducting the number of funds prepared by the applicant and the amount of the subsidy received from IRC, the applicant may request approval from the President to subsidize the insufficient amount on a project basis.

Article 6: If there is a balance in the common instrument procurement subsidy for the year, IRC may coordinate the excess funds.

Article 7: This regulation shall be discussed by the Users' Committee and implemented after approval by the President. The same applies to amendments.

國立陽明交通大學陽明校區「共同儀器需求說明書」

National Yang Ming Chiao Tung University Yang Ming Campus
Common Instrument Requirements Form

儀器名稱 Instrument Name	中文 Chinese				
	英文 English				
提案單位 Proposal Unit					
提案人 Applicant	姓名： Name			職稱： Position	
	電話： Phone			電子郵件： E-mail	
跨校區提案請填共需性說明及列舉跨校區使用名單(陽明校區提案者免填) For cross-campus proposals, please fill in the descriptions of general necessity and provide a list of users across campuses. (only for non-Yang Ming Campus proposals)		跨校區共需性說明： The descriptions of general needs across campuses			
		單位 Unit	姓名 Name	職稱 Position	研究主題 Research Topic
壹、經費 I. Funding	一.提案購置金額： Proposed Purchase Amount NTD _____元		1. 儀器總價款須為新台幣300萬元(含)以上 The total value of the proposal must be at least NT\$3 million (inclusive). 2. 請檢附估價單 Please attach the quotation. 3. 請檢附儀器購置配合款證明文件-計畫核定清單或其他相關證明文件，若檢附計畫核定清單，其經費補助申請表之儀器名稱及計畫核定金額等均須與核定清單相符，並請留意計畫期限 Please provide proof of funding coordination for the equipment purchase, such as the approved project list. Ensure consistency with equipment names and approved amounts on the funding application form, and note the project deadline.		
	二、配合款分攤列表說明(欄位不足請自行增列)： Funding Allocation List (Add additional columns as needed)		姓名 Name	單位 Unit	分攤金額 Apportioned amount
					元
					元
			元		

	NTD _____元 三、申請補助金額: Requested Funding NTD _____元 申請補助金額百分比 Percentage of Funding Request _____%			元 元
		配合款須為提案購置金額之20%以上 The self-raised funding must be at least 20% of the proposal. 最高補助金額視當年度經費而定 The maximum amount of subsidy depends on the annual budget of the Office of Research and Development.		
貳、請詳述儀器規格功能與用途 II. Please provide detailed specifications, functionalities, and equipment applications.				
參、現況說明 III. Current Situation Description	一、所申請儀器設備屬於：Which category does the proposal belong to? <input type="checkbox"/> 汰舊 (請附歷年使用及維修記錄) Obsolescence (Please attach records of past usage and maintenance.) <input type="checkbox"/> 增購 (請附歷年使用記錄) Additional procurement (Please attach records of past usage.) <input type="checkbox"/> 新購 New Procurement			

	<p>二、 本校是否有功能相似儀器： Does the university have similar equipment with comparable functionalities? <input type="checkbox"/> 否 No <input type="checkbox"/> 是(請描述現況說明) Yes (Please describe the current situation.)</p> <p>說明 Description:</p>
<p>肆、 放置位置 (請勾選及說明) IV. Placement Location (Please check and provide explanation)</p>	<p>一、 空間屬性 Space Category <input type="checkbox"/> 儀器資源中心共同儀器室 (如放置於儀器資源中心者，請先行與本中心聯繫是否有適當空間再行填寫) The Common Facility Room of IRC (please get in touch with the center in advance to confirm suitable space before completing this form) <input type="checkbox"/> 系所公共空間 Departmental Public Space <input type="checkbox"/> 個人實驗室 Individual Laboratory</p> <p>二、 放置地點：_____ 校區 _____ 大樓 _____ 室 Placement Location: Room _____ , _____ Building _____ Campus</p> <p>三、 設置環境是否須裝修或增加水電空調 (此部分經費須自籌)： Does the installation environment require renovation or the addition of utilities and air conditioning? (Funding for this part needs to be self-raised.) <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No 說明 Description:</p>
<p>伍、 儀器發展與營運計畫 V. Instrument Development and Operations Plan</p>	<p>一、 後續本校相關及合作單位之研究應用價值 The Subsequent Research and Application Value for Relevant and Collaborative Units in NYCU</p> <p>二、 協助產業發展效益 Industrial Development Benefits</p> <p>三、 營運計畫 Operational Plan (一) 是否收費 Charge or not <input type="checkbox"/> 是：(請說明收費標準，計算方式：請考量折舊費、人事費、維護費、電費、耗材費等) Yes: Please explain the fee structure. The calculation method should consider depreciation, personnel, maintenance, electricity, and consumables fees.</p>

否：(請說明維修費與材料費來源)

Free: Please provide information on the source of maintenance fees and material costs.

(二) 年度收支預估情形 Expected Annual Income and Expenditure

(三) 代客操作 Operated by Staff

是：代操作服務人員：職稱 _____ 姓名 _____

Yes: Staff Position: _____ Name: _____

否 No

(四) 管理辦法與開放時間 Management Regulations and Operating Hours

提案人(簽名)：

Applicant (Signature) _____

日期：

Date _____

單位主管(簽名)：

Supervisor (Signature) _____

日期：

Date _____