

National Yang Ming Chiao Tung University Guidelines on Flexible Disbursement Amounts for NSTC and MOE Projects

Adopted at 1st administrative meeting of academic year 2022 on Sep 14, 2022

1. Basis

In accordance with the Tai-Hui-Zong-(II)-Zi No. 1010071206 letter dated Oct 26, 2012 issued by the National Science and Technology Council (NSTC) regarding flexible disbursement amount enforcement regulations and the Tai-Jiao-Hui (III)-Zi No. 1020006216 letter dated Jan 9, 2013 issued by the Ministry of Education regarding supplementary instructions for the flexible disbursement amount of funds for research projects of universities and colleges.

2. The Guidelines applies to the following:

- 1) NSTC-funded research projects with flexible disbursement amounts specified in the approved funding list.
- 2) MOE-funded (commissioned) science and technology projects and projects managed by the Government Research Bulletin (GRB).

3. The flexible disbursement purposes hereunder must be associated with the implementation of the research project, including:

- 1) Project-related expenditures for meals with and gifts to foreign visitors or international exchanges.
- 2) Staff of the University (excl. project staff) may be paid attendance, writing and editing, or review fees as externally-hired personnel in accordance with the "Directions for Paying Attendance, Writing and Editing Fees at Central Government Agencies and Schools" for arranging consultations at project-related meetings or for writing/editing and reviewing documents.
- 3) University staff (excl. project staff) arranging project research-related lectures that are not part of the principal investigator's duties may be paid hourly wages as externally-hired personnel in accordance with the "Directions for Paying Concurrent Serving Fees and Hourly Lecture Fees for Military, Government Employees, and Teachers."
- 4) Due to the remote location of field surveys, late night work for experiments, overtime, limitations in the use of equipment, habitual observation of research topics, sampling time, etc., expenses for taxi fares and domestic business trip expenses such as fuel, toll fees, parking fees, etc. may be reimbursed based on actual amount spent according to research needs.
- 5) Postal gift coupons may be given to respondents of questionnaires or field surveys for academic research.

4. The PI may use the flexible disbursement amount under operating expenses, except that if the NSTC has not approved operating expenses for a research project it has funded, such expenses may be transferred from other grants with the approval of the President.

5. The flexible disbursement amount cannot be transferred to other institutions for implementation, and can only be spent within the project implementation period, and the unspent portion cannot be retained after the end of the project.

6. The PI shall submit the original vouchers for reimbursement based on actual amount spent for operating expenses of a research project with a flexible expenditure limit in accordance with the guidelines for handling expenditure vouchers and shall be responsible for their authenticity, and shall enter the actual expenses in the income and expenditure statement at the end of the project.
7. Matters not provided for herein shall be governed by the relevant regulations.
8. These Guidelines shall come into effect upon approval by the administrative meeting and the same applies to any subsequent amendments hereto.