

Notes on Administrative Management Fees and Balance Disbursement for the Cooperative Education Project of NTUNHS

Approved at the Administrative Meeting on Apr. 18, 2007
Approved by the Fund Management Committee on Apr. 19, 2007
Approved at the 154th Extended Administrative Meeting on Sept. 11, 2013
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Approved by the Fund Management Committee on Jun. 13, 2018

1. *The Notes* is formulated in accordance with *Key Points of Industry-academy Cooperation of NTUNHS and Government Research Grant or Entrusted Revenue and Expenditure Management*.
2. Having being collected by the University, in addition to abiding by the rules of the entrusting authority or the contract, the administrative fees of the University shall be handled in accordance with the following procedures:
 - (1) The administrative management fees of the project closed consolidated by the Office of Research and Development based on the lists and materials of relevant projects of last year provided by the Accounting Office are allocated to the academies, departments and project director for implementation after permission. The unused fees shall be carried forward to the next year. The surplus shall be included into school affairs fund when the project director quits office or resigns.
 - (2) The preparation mode of the administrative management fees shall be set out in the project contract and ask the Office of Research and Development and Accounting Office to countersign the contract at the point where it's entered into. The project director, academies and departments shall handle it in line with the rules.
3. After the completion of the Cooperative Education Project, its surplus, in addition to making up for the administrative management fees, shall be handled based on the following principles:
 - (1) Where the surplus is less than NT\$10,000, it shall be subject an overall planning of the University.
 - (2) Where the surplus is greater than NT\$10,000 (included), it shall be 10% allocated to the University, 10% to the academies and 80% to the project director. If the surplus is not run out, it shall be carried forward to the next year. The surplus shall be included into school affairs fund when the project director quits office or resigns.
4. The administrative management fees, academic remunerations and surplus under the Cooperative Education Project is applicable to the following:
 - (1) Expenses related to the application, maintenance, display and transfer of patents for R&D results.
 - (2) Expenses related to the teaching aids such as books, instrument, and equipment and relevant business expenses.

- (3) Hourly-paid remuneration and travel expenses incurred by inviting experts and scholars from home and abroad for lectures, seminars and cooperative research to meet the needs of teaching and research.
 - (4) Travel expenses, publication fees, registration fees and other related expenses for teaching and research and development of the University.
 - (5) The administrative management fees shall be used to cover the remuneration for administrative personnel who have performed well in handling Industry-academy Cooperation business.
 - (6) Remunerations for temporary workers and personnel expenses to support the research project. However, such funds shall not be for the personal benefits of the faculty.
 - (7) Other expenses related to teaching, research and development of University affairs approved by the Project.
5. Upon the approval by the Fund Management Committee, the Notes shall be checked and approved by the President before implementation. The same applies to any amendments.