**Fu Jen Catholic University**

**Guidelines Governing the Grant for Inter-University Academic Activities**

Passed at the First Meeting of the Management Committee for Development Funds for the 2012-2013 Academic Year on November 8, 2012

Passed at the First Meeting of the Management Committee for Development Funds for the 2013-2014 Academic Year on January 16, 2014

Passed at the Second Meeting of the Management Committee for Development Funds for the 2015-2016 Academic Year on March 8, 2016

Passed at the Second Meeting of the Management Committee for Development Funds for the 2016-2017 Academic Year on March 2, 2017

1. These Guidelines were created in order to encourage the University to actively engage in academic activities with universities located domestically and overseas, as well as to promote greater inter-university collaboration and exchange, and thereby develop the unique characteristics of the University, and enhance the level of scholarship on campus. These Guidelines were formulated in accordance with Article 4, paragraph four of Fu Jen Catholic University Regulations Governing the Establishment of the Management Committee for Development Funds.
2. The Grant may be awarded to support the following types of activities: collaborative research projects; conferences; workshops; exhibitions; and academic competitions.
3. Eligibility
4. A College (including the School of Continuing Education and the Holistic Education Center) may apply for the Grant to support a collaborative activity arranged with another university. The recipient of the Grant is a College. A single College may apply for up to three activities, and must specify the co-organizer when making the application.
5. In principle, the Grant provides partial funding. The application of a College which has already raised funds or budgeted for a matching grant will receive priority consideration.
6. A Grant application to support a conference may receive priority consideration if the conference proceedings from the previous session have been collected in the Scopus database.
7. A College or program awarded funding through the Ministry of Science and Technology Grant for Bilateral Collaborative Projects may apply for a matching grant. Such applications will be handled on a case-by-case basis.
8. A College submits an application to the Office of Research and Development, which then forwards the application to the Management Committee for Development Funds. Applications are made once per year; application dates will be announced separately.
9. A College must submit the following documents as part of the application:
10. Application Form
11. Activity proposal detailing the following:
12. Theme and goals
13. Activities and agenda
14. Expected outcomes
15. Main participant organizations and delegation of work
16. Number of participants
17. Follow-up developments
18. Budget form including revenues and expenses (which should include the revenues, expenses, and estimates of each co-organizer)

A College must provide specific details on the application form if it is receiving funding from another source or has partnered with a co-organizer. The Grant must be returned in full if false claims are made on the application.

1. Tracking of Results
2. A College awarded the Grant must submit a synopsis of the activity along with supporting documents (e.g. articles, programs, posters, or photographs) within one month after the activity/project ends. The University may request the College to share its experience and the outcomes of the activity at a suitable occasion. A College that fails to complete the requirements above may not apply for the Grant the following academic year.
3. Within three years after the activity/project ends, an article under the name of Fu Jen Catholic University must be published in an indexed academic journal (or in an influential, refereed journal in the respective academic discipline), or publish a refereed academic monograph. A College that fails to produce any of the results described above may not apply for the Grant for a two-year period.
4. Other Matters
5. A recipient must complete verification procedures and claim the Grant in accordance with University regulations.
6. If an activity or project must be delayed or altered, the College must complete the Grant for Cross-Institutional Academic Activities Activity Alteration Request Form. The alteration is official only after the approval of the Vice-President for Academic Affairs.
7. If it is discovered that the activity or project involves a violation of academic ethics, the College must return the value of the Grant in full, and may not reapply for a two-year period, effective the date of notification.
8. The Guidelines were passed by the Management Committee for Development Funds, and will be promulgated and implemented after the approval of the President. The same procedure will be followed for each amendment.