**Fu Jen Catholic University**

**Guidelines Governing the Comprehensive Research Grant**

Passed at the Second Meeting of the Management Committee for Development Funds for the 2002-2003 Academic Year on June 3, 2003
Amended at the Second Meeting of the Management Committee for Development Funds for the 2005-2006 Academic Year on April 28, 2006

Amended at the First Meeting of the Executive Council for the 2008-2009 Academic Year on September 18, 2008

Amended at the Ninth Meeting of the Executive Council for the 2008-2009 Academic Year on June 11, 2009

Amended at the Seventh Meeting of the Executive Council for the 2011-2012 Academic Year on April 12, 2012

Amended at the First Meeting of the Executive Council for the 2013-2014 Academic Year on September 5, 2013

Amended at the Third Meeting of the Executive Council for the 2013-2014 Academic Year on November 7, 2013

Amended at the Seventh Meeting of the Executive Council for the 2013-2014 Academic Year on April10, 2014

Amended at the First Meeting of the Executive Council for the 2015-2016 Academic Year on September 10, 2015

Amended at the Eighth Meeting of the Executive Council for the 2015-2016 Academic Year on May 12, 2016

Amended at the Fourth Meeting of the Executive Council for the 2016-2017 Academic Year on December 15, 2016

Amended at the Tenth Meeting of the Executive Council for the 2016-2017 Academic Year on July 6, 2017

1. These Guidelines were formulated in order to encourage full-time instructors (not including jointly appointed clinical instructors) to conduct comprehensive research projects, thereby stimulating academic research, enhancing scholarship, and integrating University resources while promoting greater academic exchange between programs on campus.
2. Source of Funding

Funding is provided by Ministry of Education subsidies and the University’s Academic Development Fund. The Vice-President of Academic Affairs will oversee budget preparation during the preceding academic year.

1. Categories of Comprehensive Research Projects
2. Key research areas: the key research areas and research themes of a particular academic year will be determined by the Vice-President of Academic Affairs and academic programs.
3. Applications of research and development (R&D): academic programs whose research accords with the requirements in the preceding subparagraph will be encouraged to collaborate with industrial partners in creating proposals for the application of R&D.
4. Eligibility

All full-time instructors and research fellows who satisfy one of the requirements below may apply; however, in principle, an applicant is limited to applying for one research project per academic year.

1. The applicant holds the position of assistant professor or higher.
2. The applicant has served as a lecturer or research assistant for at least four years and has published academic works.
3. The project leader is a professor or research fellow at the level of professor. The project leader must likewise satisfy one of the requirements below: over the past five years, the project leader has (i) published at least ten articles in refereed journals either domestically or overseas; ii) put on at least three juried solo exhibitions domestically or abroad; or (iii) won the University’s Research Excellence Award.
4. Principles
5. A project may be awarded funding for up to three years
6. A project must include a minimum of three sub-projects, each of which is led by a single leader. Each sub-project must have a different leader.
7. Projects that involve cross-disciplinary collaboration between colleges or program will receive priority consideration.
8. Projects subsidized by the Ministry of Science and Technology are ineligible for this Grant.
9. Documents required for the research ethics review:
10. Research involving human subjects: written authorization from the Joint Institutional Review Board must be provided, as stipulated in Article 4 of the Human Subjects Research Act.
11. Experiment involving genetic recombination: written consent from the Biosafety Committee must be submitted.
12. Experiment involving transgenic crop growth: written authorization from the competent government agency must be submitted.
13. Experiment involving animals: written authorization from the Committee for Proper Use and Care of Laboratory Animals must be submitted.
14. Experiment involving infectious biological materials classified in the Risk Two Group: written authorization from the competent authorities must be submitted.

If written authorization is not available when making the application, proof that such authorization has been applied for must be submitted first, and then the written authorization must be submitted within six months afterward.

1. Review Procedures
2. Initial review: an applicant must submit three copies of the Initial Review Form before the announced deadline. The Research Grants Review Committee (hereinafter “the Committee”) will review applications and then notify applicants that passed to provide documents required for secondary review.
3. Secondary (expert) review: secondary review will be conducted by a panel of external experts who are appointed by the President based on the recommendation of the Vice-President for Academic Affairs.
4. Final review: the decision of the experts will be passed to the Committee for review.
5. Committee Meetings

At least one-half of Committee members must be present in order to hold a meeting. A resolution may only be passed with the support of at least one-half of members in attendance.

The number of projects awarded funding as well as the value of funding will be decided by Committee.

1. An annual report must be submitted for all projects awarded funding. Following review of the report, funding will be discontinued if a project is not progressing adequately. A final report must be submitted within three months after completion of a project. A project must result in one of the following:
2. Funding granted by MOST, MOE, or another government agency for a comprehensive academic research project on the same research subject.
3. An article published in an indexed journal (e.g. SCI, SSCI, A&HCI, TSSCI, THCI Core) or in a refereed journal which is influential within the respective academic discipline.
4. A refereed monograph or article within a refereed monograph.

Failure to produce one of the above will result in a Grant recipient being barred from making future applications for the Grant.

1. If a Grant recipient fails to submit the report, the Committee may pass a resolution to discontinue funding or bar the recipient from making another application for one year. Under unique circumstances, and following Committee authorization, this restriction will not apply.
2. The University owns the intellectual property rights of all results produced through research funded by the Grant; the researcher maintains moral rights. Regulations governing the sharing of profits derived from patents or technology transfer will be formulated separately.
3. If it is discovered that a violation of academic ethics occurred during the conception, execution, or presentation stages of a research project, the Grant recipient must return the full value of funding to the University, and may not apply for any type of research funding from the University for a two-year period, effective the date they were notified.
4. The Guidelines were passed by the Executive Council, and will be promulgated and implemented after the approval of the President. The same procedure will be followed for each amendment.