**Fu Jen Catholic University**

**Guidelines Governing the Reimbursement Grant for R&D Prototypes**

Passed at the Sixth Meeting of the Executive Council for the 2016-2017 Academic Year on March 9, 2017

1. These Guidelines were formulated to raise the value of results produced through research and development (“R&D results”) by providing reimbursement grants to faculty, staff, and students for producing R&D results which possess potential for commercialization, and to assist the transformation of R&D results into prototypes or a small quantity of production samples (“samples”), thereby increasing opportunities for technology transfer.
2. Authority

The Business Incubation Center (Office of Research and Development) manages all applications made in accordance with these Guidelines.

1. Eligibility and Ownership of Intellectual Property Rights
2. All faculty, staff, and students at the University may apply for a reimbursement grant for their R&D results.
3. Ownership of intellectual property rights of R&D results supported by the reimbursement grant will be held in whole or jointly by the University. Confirmation or transfer of the aforesaid intellectual property rights will be managed in accordance with Regulations Governing R&D Results and Technology Transfer or via contract.
4. Principles behind Reimbursement Grants and Disposal of Funds
5. Only one reimbursement grant will be awarded for a single R&D.
6. The maximum value of a reimbursement grant is NT$100,000.
7. Reimbursement grants only cover operational costs (including consumable materials, objects, miscellanies, molds, parts/components, and domestic business trips); reimbursement grants do not cover personnel costs, equipment, or foreign business trips.
8. Application Dates, Review Procedures, and Focus of Review
9. The Office of Research and Development will announce its acceptance of applications following an assessment of the annual budget. Applicants may submit the application form and a budget worksheet within the specified dates.
10. The Business Incubation Center will review an applicant’s eligibility, determine ownership of intellectual property rights, and then invite industry representatives, technology experts, and entrepreneurs from on- and off-campus to serve on the Review Committee.
11. Review focuses on assessing the feasibility of producing R&D results on a large-scale, the commercial potential of the R&D results, the rationale behind the application, and the benefits of providing a reimbursement grant.
12. The Review Committee may invite the applicant to deliver a report.
13. Auditing
14. Applicants must provide receipts when claiming reimbursement grants. Claims are handled in accordance with accounting and purchasing procedures at the University.
15. Original source documents for all expenditures must be submitted. Applicants must complete and submit the reimbursement grant claim form, list of expenditure receipts, and receipt attachment form to the Business Incubation Center in order to complete verification procedures and receive reimbursement.
16. Reimbursement grants must be disbursed in accordance with approved categories. If a reimbursement grant has been remitted but does not conform to these Guidelines or other University regulations, the grant recipient must return the full amount to the University.
17. Management and Use of Samples
18. Samples which were financially supported in accordance with these Guidelines are the property of the University, and will be safeguarded, managed, displayed, and promoted by the Business Incubation Center. Grant recipients may apply to borrow the samples based on promotional needs.
19. Income derived from prototypes which were financially supported in accordance with these Guidelines will be distributed in accordance with Fu Jen Catholic University Regulations Governing R&D Results and Technology Transfer.
20. Obligations of Grant Recipients
21. Grant recipients must complete production of the samples and claim the reimbursement grant by the deadline.
22. Grant recipients must safeguard borrowed samples and actively promote R&D results in order to promote collaboration with partners in industry and academic as well as enhance technology transfer.
23. Grant recipients must assist the University in hosting exhibitions, competitions, presentations, and on-site evaluations, as well as in other activities which are beneficial to the promotion and utilization of R&D results.
24. The grant recipient’s performance of the obligations described in the three preceding subparagraphs will be a factor when reviewing future applications for the reimbursement grant or other forms of financial support from the Office of Research and Development.
25. These 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.