

Guidelines for University System of Taipei Collaboration Research Projects

Newly enacted and approved by the University System of Taipei Committee on January 05, 2015

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1. To promote academic research collaboration between the universities of the University System of Taipei and to enhance the quality of academic research, the University System of Taipei has established the "Guidelines for University System of Taipei Collaboration Research Projects" (hereafter referred to as the "Guidelines").

2. Category of research project

The project is one-year long, and the execution period is scheduled to run from January 1 to December 31 of the current year. Projects that span several years must be reviewed on a yearly basis, based on the project's total budget and achievements in the year. All research projects fall under one of two categories.:

- (i) Individual project

An individual project is a project proposed by a principal investigator based on his or her research expertise. The grant shall not exceed a total of NT\$**600,000** per project per year.

- (ii) Integrated project

Integrated projects are research projects proposed by a chief investigator who assembles his or her research team. Each integrated project should comprise the main project plus three or more sub-projects. The chief investigator will execute one of the sub-projects. The grant for each subproject shall not exceed a total of NT\$**600,000** per year.

3. Applicant criteria

- (i) The principal investigator and the co-principal investigators of individual projects, as well as the chief investigator, subproject principal investigators, and sub-investigators of integrated projects must be full-time faculty members, medical personnel, or research personnel within the organizational system; personnel outside the staffing complement shall follow guidelines as stated by university announcements.

- (ii) Investigators who have received at least three research project grants in total according to this guideline cannot proceed with the application unless they show the application records of integrated projects (i.e., integrated projects of NSTC or other governmental agencies) related to the current research topic.

- (iii) Unless otherwise specified, applications will not be accepted from people who meet any one of the following criteria:

- a. For investigators whose projects have been subsidized according to this guideline, those who have neither completed the project completion procedures nor submitted the project outcome report within two months of the expiry of the execution period are not allowed to submit their application.

- b. For investigators whose projects have been subsidized according to this guideline, those who have not published any co-authored SCIE, SSCI, AHCI, TSSCI, or THCI research papers (i.e., the co-authoring of research papers should involve investigators from both universities who participated in the research project) within two years of the expiry of the execution period are not allowed to submit their application.

4. Application and implementation procedures

- (i) Both individual and integrated research projects (including the subprojects of integrated projects) must be jointly proposed by personnel from two or more universities.
- (ii) Each principal investigator, co-principal investigator, or sub-investigator should not submit more than two research grant applications per year. The approved research grant for each principal investigator, co-principal investigator, or sub-investigator should not exceed one per year. There should be two chief investigators for each integrated project, and two principal investigators for each individual project; the positions of chief investigators/principal investigators must be held by members from different universities.

5. Grant items:

The principal investigators can apply for the following grant according to the actual needs of the project, which fall under the following categories:

- (i) Research personnel expenses: To be approved based on full-time and part-time research assistant remuneration standards for NSTC-subsidized research projects. The principal investigator and either the co-principal investigator or sub-investigator of the project are not allowed to claim any allowance on behalf of investigators.
- (ii) Instrument/equipment expenses: Expenses related to instruments and equipment required for executing the research project. The instruments and equipment purchased using this category of grant shall be the property of the university for which the grant is provided.
- (iii) General operating expenses: Expenses related to consumable equipment required for the execution of the project and other transactional expenses. Examples of such expenses include computer consumable expenses, survey expenses, postage and cable fees, printing and photocopy fees, data retrieval expenses, domestic travel allowances, research paper publication fees, annual fees of academic societies, and any other expenses directly related to the research project.
- (iv) Administrative expenses: In principle, the administration fees should constitute approximately 10% of the approved grant amount. If any of the participating universities have detailed regulations governing the budgeting and utilizing of grant in this category, these university regulations shall prevail over these Guidelines.
- (v) The requested budget section of the application form should list out the grant component and amount borne by each party for the purpose of grant review.

6. Application deadlines

Applications must be submitted between October 1 and October 31 of each year. Late applications will not be accepted.

7. Application procedures

All investigators participating in the project should prepare the following documents and submit them to the Research and Development Office of their respective university to complete the application. Applications with incomplete documentation or whose documentation has not been prepared according to the stipulated regulations will not be accepted. The documentation must include the following.

- (i) The research proposal: two hard copies and one electronic copy.
- (ii) The personal information form (according to the format of NSTC Form 301) and the personal publication accomplishment list of all investigators participating in the project: two hard copies and one electronic copy.
- (iii) The most representative academic publications or academic publications related to the content of the current project (a maximum of five publications) that have been published five years before the application deadlines: two hard copies and one electronic copy.

- (iv) For projects that involve human experimentation, two hard copies of the indicated approval by the Institutional Review Board should be attached to the application. For projects that involve genetic recombination experimentation, two hard copies of the approval certificate for genetic recombination experimentation, issued by the Institutional Biosafety Committee should be attached to the application; for projects that involve animal experimentation, two hard copies of the approval certificate issued by the Animal Experimentation Ethics Committee should be attached to the application.

8. Review of application

(i) Review procedures:

Preliminary review of the application will be conducted by the respective university accepting the application, and a second review will be conducted by a jointly formed review committee.

a. Individual project

The review of each individual project will be conducted by two experts; the choice of experts conducting the review will be discussed and decided by the project review committee. If there is a score difference of 15 points or more, a review by a third expert will be conducted. Scores that show clear bias will be excluded.

b. Integrated project

The review of each integrated project (including all its sub-projects) will be conducted by three different experts; the choice of experts conducting the review will be discussed and decided by the project review committee. If there is a score difference of 15 points or more between any two reviewers, a review by a fourth expert will be conducted. Scores that show clear bias will be excluded.

(ii) Review focus:

a. Individual project

The review for individual projects focuses on the following: the principal investigators' research performance and ability to execute the project; the importance and innovativeness of the project theme; the feasibility of the research project, including the research methods; the research project items expected to be completed; and how reasonable the project's projected outcomes, grants, and workforce requirements are.

b. Integrated project

The aforementioned focuses for individual projects hold for reviews on integrated projects, in addition to the following: the necessity of integration, the degree of workforce coordination, the integration of resources, and the expected benefits from integration. Each integrated project must contain at least three sub-projects to be established.

c. Interdisciplinary projects will be prioritized.

9. If the principal investigator of the project or the principal investigator of the collaboration project is unable to continue executing the project, the principal investigator must take one of the following actions to address such an interruption:

- (i) Change the principal investigator: The original principal investigator can recommend a successor, and the prospective successor must be approved by both the participating universities and the co-principal investigator.
- (ii) Suspend the project: If suspension is chosen, the project completion (interim) report must be submitted, and the remaining project fund must be returned.
- (iii) Cancel the project: If cancellation is chosen, the project fund must be returned in its full amount, excluding the administration fees.

- (iv) Complete the project early: If early completion is chosen, a project completion report and the project's research paper (upon project completion) must be submitted. Remaining project funds must also be returned.
10. The principal investigators must submit one electronic copy of the research outcome report within two months of the expiry of the project execution period. The principal investigators must also complete the grant closing procedures. Additionally, the principal investigators must participate in the Joint Research Project Symposium within 6 months after the project is completed, according to the demands of both parties.
 11. After the completion of the research project, regulations governing the order of the authors for the publication of results are as follows:
 - (i) For projects that are subsidized according to these Guidelines, the principal investigator of both participating parties must be listed as the first author or as one of the corresponding authors.
 - (ii) The first author or the corresponding author can also publish under the equal contribution framework.
 - (iii) If various research papers were published based on the project results, the listing of co-principal investigators' names and the order of name listing will be decided based on the level of participation of each co-principal investigator.
 - (iv) The order of the remaining authors will be decided by the research personnel who participated in the research through negotiation, based on the actual participation and contribution of each author.
 - (v) When publishing the research results, kindly write the following: "This study was funded by a research grant from the University System of Taipei Academic Collaboration Joint Research Program." Note that the full English name of this research grant program is the University System of Taipei Joint Research Program. The grant serial number has the format "USTP-University-First University-Second University-Year-Number." For example, for a collaboration project between National Taipei University and Taipei Medical University, the serial number is USTP-NTPU-TMU-105-01.
 12. The research results of the project and the corresponding intellectual property rights shall both belong to the universities that have participated in the project. With regards to the distribution of rights (including patent rights, technology transfer rights, and copyright authorization), all rights should be distributed equally among the universities that have participated in the project.
 13. All substantial or procedural matters related to the application, execution, and management of the project are to be handled according to the announcements and relevant regulations of each university.
 14. With regard to project contents or project outcomes that involve patent rights or other types of intellectual property rights, the personnel executing the project must promise not to engage in behavior that infringes on the rights of others, violates existing medical and hygiene standards, affects public order, or is socially inappropriate. If any one of the participating universities have their rights infringed or suffer from reputation damage because of a breach of conduct by project personnel, the university suffering the damage can claim its rights according to the stipulated laws, pursue relevant legal liabilities, and request the personnel involved in the breach of conduct to compensate for damages. Should any lawsuit occur, the participating universities should try their best to assist with the legal defense.
 15. These Guidelines have been reviewed by the "Research and Development Division of University System of Taipei" and will be implemented after they are subjected to the respective administrative procedures of the participating universities and are approved accordingly. Amendments must follow the same procedure for implementation and approval as those for these Guidelines.