Operation Guidelines for MOST Research Grant for University Students

I.   In order to cultivate talented researchers in basic science, applied science, the humanities, and the social sciences, so that students at public and private institutions of higher learning can begin—as early as possible—to carry out research projects, learn research method, and strengthen their abilities in conducting experiments and solving practical problems, the Ministry of Science and Technology (MOST) has established these guidelines.

II. Applicant institutions (i.e., research conducting institutions) shall be approved by MOST to be eligible recipients of subsidization in accordance with the Operation Guidelines for Institutions Applying for MOST Grants.

III. The eligibility requirements for students and advisors applying for the research grant are as follows:

A. Students: In order to apply, students must already have a professor who has agreed to be their advisor. They must also be in good academic standing. In addition, they must belong to one of the following two categories:

1. A second-year student (or above) currently enrolled at either a public or private college/university. This category also includes: (a) students who are in the first year of their post-baccalaureate studies; (b) first-year students enrolled at two-year programs offered by institutes of technology and technological institutes. Students currently enrolled in a master's or doctoral degree program are not allowed to apply.

2. A third-year student (or above) currently enrolled at a five-year public or private junior college; or a first-year student currently enrolled at a two-year junior college.

B. Advisors:

1. An advisor must be a qualified MOST Principal Investigator who is also

willing to share research equipment (including instruments and library resources) with his/her advisee. Advisors who supervised students in the past and have yet to submit research reports are <u>not</u> allowed to serve as advisors.

    2. An advisor can advise a maximum of two students per year.

One student per research proposal: the same proposal cannot be submitted by more than one student. A student is only allowed to apply for one research proposal per year. Students who took part in past research projects and have yet to submit research reports are not allowed to apply.

IV.   Applicant institutions must apply for the research grant prior to the MOST deadline. Late applications will <u>not</u> be considered.

V.   The duration of a research project lasts from July 1 of every year to the end of February the following year, for a total time period of eight months.

VI.   The proposed research project should be on a topic that the student has come up with on his/her own, and that he/she has a strong interest in. The advisor should have expertise in the proposed topic.

VII.   The advisor and student should fill out the following forms, which are available on the MOST website. After the appropriate forms have been filled out, they should be sent to the applicant institution. The applicant institution will inspect the application forms and submit them if they are satisfactory. The applicant institution should also submit a list of approved applications to MOST. Incomplete applications, applications that have not been correctly filled out, and applications have not been not corrected prior to the stipulated deadline will not be considered.

    A. University Student Research Project Application Form
    B. Advisor's Initial Assessment Form
    C. Advisor's Personal Information Form (Includes list of works published during the last 5 years)
    D. Student Transcript

VIII. Students will receive a monthly stipend of NT$ 6,000, or a total of NT$48,000

over the course of the eight-month research period.

IX. Review method, criteria, and duration for research projects are as follows:

    A. Review method: To be implemented in accordance with MOST Research Project Review Mechanism and Operation Guidelines for Research Project Review Committee Member Selection.

    B. Review criteria: significance of the proposed research topic, methodology, procedural feasibility, student academic performance in relevant fields, academic expertise of the advisor, advisory skills of the advisor.

    C. Operation Review Period: The reviews shall be completed and the results shall be announced within for months after the submission deadline. However, the duration may be extended when deemed necessary.

X. The research project must be properly carried out after it has received MOST approval. Unless special circumstances arise, topics cannot be changed, and only after relevant documents have been submitted and the request has been with MOST approval.

In some cases a research project has to be discontinued or cancelled for one reason or another, as when a student is disqualified because of his/her status, or when an advisor is disqualified because of his/her status. When such situations occur, the applicant institute should discontinue payment of stipend immediately, and return the remainder of the research funds to MOST.

XI. The payment of research grants will be handled in accordance with notification letters sent out by MOST.

XII. Students should submit their project-completion reports at the MOST website within one month of the completion of the research project. They should seek the approval of their advisors prior to submitting their reports. Project-completion reports that are overdue, and projects that have been canceled or terminated, will not be considered for the University Student Research Award. At the very latest, project-completion reports must be submitted online within three months of the completion of the research project.

The project-completion report should be made available for public viewing immediately. If patents, intellectual property rights, or yet-to-be published papers are involved, however, reports can be kept from public viewing for a maximum of two years after the completion of the research project.

XIII. MOST will review the submitted project-completion reports and present the University Student Research Award to projects that it considers to be especially outstanding and creative.

A. No more than 200 students can receive this award in any given year.

B. Award recipients will receive NT$20,000 in prize money and a certificate celebrating their achievement. Advisors of award recipients will receive a medal commemorating their achievement.

C. The list of award recipients will be decided within three months after the project-completion report submission deadline, at which time the winners will also be publicly announced.

XIV. Applicant institutions should submit an income/expenditure report along with a detailed expenditure list to MOST for budgeting and progress reporting within three months of the completion of research projects.

XV. Applicant institutions that fail to complete their grant report or submit a research report within the specified deadline even after notification from MOST shall have funds or the scheduled subsidy of the subsequent disbursement for an ongoing project deducted by MOST. The same penalty will apply to applicant institutions that fail to complete their grant report in the required manner or submit non-conforming research reports even after notification from MOST to rectify the situation by a specific deadline.

XVI. Other items to pay attention to:
A. Prior to creating their application lists, applicant institutions should make a serious effort to ensure that both students and advisors meet all eligibility requirements, and that all documents submitted online are correct and complete. Applicant lists should also contain the signatures of all relevant personnel.

B. If the student and his/her advisor are affiliated with different schools, the student must receive the approval of his/her department chair before an application can be submitted.

C. If any ethical violations are found to have occurred during the planning, execution, or results presentation stages of the project, these matters will be dealt with in accordance with the MOST Guidelines for Handling and Investigating Academic Misconduct.

XVII. All matters not adequately addressed in this guideline are to be handled in accordance with the rules and regulations stipulated in the MOST Directions for Research Project Grants.