

銘傳大學辦理產學合作計畫實施要點

Ming Chuan University Guidelines for Conducting Academia-Industry Cooperation Projects

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- 一、 本校為有效管理本校產學合作計畫，特依「銘傳大學產學合作實施辦法」第四條制定本要點。
1. These guidelines were established in accordance with Article 4 of Ming Chuan University Procedures for Conducting Academia-Industry Cooperation to effectively manage the university's academia-industry cooperation projects.
- 二、 本要點所稱計畫結餘款，係指計畫主持人執行產學合作計畫已依規定辦理結案並完成經費核銷程序，且不須繳回政府機關、事業機關、民間團體、學術研究機構等（以下簡稱合作機構）之結餘款。
2. Herewith the project funds excess refers to the balance that does not need to be returned to government entities, commercial enterprises, NGOs, or academic research institutes (abbreviated as cooperative institutions) after the principle investigator completes the case and the verification procedures for academia-industry cooperation projects have been completed according to the relevant regulations.
- 三、 行政管理費之編列方法如下：
 - (一) 各產學合作計畫，均應編列總經費百分之十五以上之行政管理費。
 - (二) 合作機構另有規定行政管理費須低於百分之十五者，從其規定，但以其規定之上限為準。計畫主持人應提出合作機構管理費限制證明。
 - (三) 國科會產學合作研究計畫產業界出資部份，依國科會相關規定辦理。
 - (四) 有特殊情事或因行政管理費按本要點提撥將造成計畫執行窒礙者，得簽請校長核准降低行政管理費。
3. Administrative expenses should be budgeted as follows:
 - (1) All academia-industry cooperation projects should include administrative expenses amounting to at least 15% of the total project budget.
 - (2) If a cooperative institution regulates that administrative expenses must be lower than 15%, this prevails and the budget should be set to that institution's upper limit. The principle investigator should provide proof of the cooperative institution's administrative expenses restriction.
 - (3) Industries which contribute capital to the National Science Council academia-industry cooperative research projects should be handled in accordance with the NSC relevant regulations.
 - (4) If there are some special circumstances or administrative expenses in accordance with these guidelines causes hindrance to conducting a project, a report may be submitted to the president for approval to lower the administrative expenses.
- 四、 行政管理費收入，應依下列方法辦理分配：
 - (一) 行政管理費編列低於計畫總經費百分之十之產學合作計畫，及學校提供配合款之產學合作計畫，該計畫之行政管理費由學校統籌運用。
 - (二) 行政管理費編列在計畫總經費百分之十(含)以上之產學合作計畫：百分之十以下部份全數由學校統籌運用，超出百分之十(含)以上部份，學校統籌百分之五十，各級執行單位(院、系、所、中心)百分之二十五，計畫主持人百分之二十五。
4. The administrative expense income should be distributed as follows:
 - (1) For academia-industry cooperation projects with administrative expenses lower than 10% of total project budget or projects that are conducted with cooperating funds from the university, the administrative expense income are incorporated into the university's overall budget planning.

- (2) For academia-industry cooperation projects with administrative expenses of 10% or more of total budget: the portion under 10% is for university use; for the portion of 10% and over, the university receives 50% of that, each executing unit (school, department/program, or center) 25%, and the principle investigator receives 25%.

五、計畫結餘款處理原則如下：

- (一) 契約或合作機構規定結餘款須繳回者，從其規定辦理。
- (二) 計畫結餘款分配比例為：學校統籌百分之二十，各級執行單位(院、系、所、中心)百分之四十，計畫主持人百分之四十。
- (三) 計畫主持人離職時，其配得之計畫結餘款悉由學校統籌運用。

5. In principle, any project fund excess is to be dealt with as follows:

- (1) If the balance should be returned in accordance with the contract or cooperative institutions' regulations, this prevails.
- (2) If the project fund excess is to be distributed internally: the university receives 20%, the executing unit (school, department/program, or center) 40%, and the principle investigator receives 40%.
- (3) If the principle investigator resigns, the project fund excess will be entirely turned over to the university.

六、行政管理費及計畫結餘款之用途如下：

- (一) 水費、電費、電話費及瓦斯費。
- (二) 辦理研發成果管理與推廣業務(包括申請專利及技術移轉)所需之相關費用。
- (三) 學校學術研究及教學發展之相關支出。
- (四) 協辦計畫業務相關之人事費用。
- (五) 校內支援產學合作工作有關人員之特別獎勵，其年度核定金額應簽請校長核定之。

6. Administrative expenses and project fund excess may be used as follows:

- (1) Water bills, electricity bills, phone bills and gas bills
- (2) Relevant expenses for conducting research and development results management and promotion (including patent application and technology transfer)
- (3) Relevant expenses for academic research and teaching development at the university
- (4) Relevant personnel expenses for projects
- (5) Specific awards to individuals who support academia-industry cooperation on-campus. The annual approved amounts should be approved by the president.

七、本要點之經費動支及核銷作業，依本校相關規定辦理。

7. The use of budget and the verification process are in accordance with relevant university regulations.

八、本要點經行政會議通過，校長核定後施行，修正時亦同。

8. Upon being passed at the Administrative Council Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedures.