

Guidelines for Taipei Medical University–National Taiwan University of Science and Technology Collaboration Research Projects

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1. To promote academic research collaboration between the Taipei Medical University and National Taiwan University of Science and Technology, as well as to enhance the quality of academic research of both universities, has established the “Guidelines for Taipei Medica University–National Taiwan University of Science and Technology Collaboration Research Projects” (hereafter referred to as the “Guidelines”).

2. Category of research project

All research projects fall under one of two categories:

(i) Individual projects

An individual project is a project proposed by principal investigators 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 subprojects. Administrative coordination fees not exceeding NT\$200,000 per year can be listed in the budget of the main project; the grant for each sub-project shall not exceed a total of NT\$600,000 per year.

3. Applicant criteria

- (i) Investigators must be a full-time faculty member, research fellow, or healthcare professional within the staffing complement of the two universities.

- (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 MOST or other governmental agencies) related to the current research topic.

- (iii) An investigator will not be allowed to submit their application in the future if they meet any one of the following criteria during the project execution period.

- (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 in the future.

- (b) For investigators whose projects have been subsidized according to this guideline, those who have not published any co-authored SCIE, SSCI, or AHCI research papers (i.e., the co-authoring of research papers should involve investigators from both universities that participated in the research project) within two years of the expiry of the execution period are not allowed to submit their application in the future.
- (iv) To avoid the infringement of rights related to patenting, technology transfer, and copyright authorization, there must be no more than two research projects that applicants are conducting for other research units and medical institutions.

4. Application and execution procedures

- (i) The various administrative affairs related to the academic collaboration project will be undertaken, on an alternating basis, by the two participating universities, based on a consensual agreement that both universities have reached.
- (ii) Individual and integrated research projects (including subprojects of integrated projects) must be jointly proposed by both universities, with the leading university being negotiated between the universities.
- (v) Each principal investigator can propose a maximum of one individual project and one integrated project per year. Integrated projects, subprojects, and individual projects must all have two principal investigators, with one principal investigator from each university.

5. Subsidized 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: Payments will be determined on the basis of remuneration standards for full-time and part-time assistant personnel of each university. The allowance for principal investigators is not within the scope of personnel expenses.
- (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 belong to 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.
- (vi) Administrative expenses: To be handled according to the respective regulations of each university.
- (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 within the application period stipulated by the Research and Development Office of the two participating universities. Late applications will not be accepted.

7. Application method

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: a hard copy and one electronic copy.
- (ii) An applicant personal information form and a list of individual research achievements for all principal investigators participating in the project.
- (iii) Up to five publications relevant to the project published within five years preceding the application deadline.
- (iv) For projects involving human studies, a copy of the approval document from an institutional review board should be attached. For projects involving genetic recombination, a copy of the approval document from a biological experiment safety committee should be attached. For projects involving animal studies, a copy of the approval document from an animal studies committee should be attached.

8 Review of applications

- (i) Review procedures: the applications will be subjected to two stages of review: a preliminary review and second review.
 - (a) Preliminary review: conducted independently by either the Research and Development Office of each participating university or by a preliminary review committee that is formed jointly by the two participating universities.
 - (b) Second review: conducted by the second-review committee convened by the university undertaking the duty of second review.

(ii) Review focuses

(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 its 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 individual 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 consist of at least three subprojects.

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-investigator.
 - (ii) Suspend the project: If suspension is chosen, the project completion 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 be returned.
10. The principal investigators shall submit a report on the project outcomes and complete all grant reimbursement procedures within two months of the project end date. Copies of all the aforementioned documents shall be submitted to the Office of Research and Development of each university for future reference. The principal investigators shall also present their report orally at a seminar organized by the leading university. The presentation will serve as a reference for future reviews.
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 first author or corresponding author should be one of the principal investigators or the co-investigators. The first or the corresponding author can also publish using the equal contribution method (only applicable for investigators from Taipei Medical University).
 - (ii) 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 and contribution of each co-investigators.
 - (iii) The order of the remaining authors will be decided by the research personnel that participated in the research through negotiation, based on the actual participation and contribution of each author.
 - (iv) If the research project was predominantly led by a researcher from Taipei Medical University, kindly write the following "This study was funded by a research grant from the Taipei Medical University–National Taiwan University of Science and Technology Joint Research Program" when

publishing the research results. Note that the full English name of the research grant program is the Taipei Medical University -National Taiwan University of Science and Technology Joint Research Program, (TMU-NTUST-No. XXXX), or TMU-NTUST Joint Research Program in short.

- (v) If the research project was predominantly led by a researcher from National Taiwan University of Science and Technology, kindly write the following “This study was funded by a research grant from the National Taiwan University of Science and Technology–Taipei Medical University Joint Research Program” when publishing the research results. National Taiwan University of Science and Technology - Taipei Medical University Joint Research Program, (NTUST-TMU-No. XXXX), or NTUST- TMU Joint Research Program in short.

12. During the project execution period, all substantial or procedural matters related to funding distribution, disbursement verification, project modification, and project postponement are to be handled by the principal investigator according to the relevant regulations.
13. With regards to the distribution of rights (including patent rights, technology transfer rights, and copyright authorization), the distribution of all rights should be negotiated and conducted according to the level of contribution of the principal investigator of each participating university. If patents must be applied for, the relevant case agreement should be signed.
14. With regard to project contents or project outcomes that involve patent rights or other types of intellectual property rights, the principal investigator should 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 the principal investigator’s breach of conduct, the university suffering the damage can claim its rights according to law, pursue relevant legal liabilities, and request for the principal investigator to compensate for the damage.
15. These Guidelines are to 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.