

## 產學合作計畫延期與經費變更處理原則

# Guidelines for Handling Industry-academia Collaboration Project Period Extension and Grant Change

### 一、計畫延期：

#### 1. Project period extension:

(一) 政府部門之計畫案：計畫主持人須先函送政府部門徵得同意延長計畫期限，其延長計畫始得生效。

(1) Project with governmental units: Principal Investigator must send official letters to governmental units to obtain permission to extend the project period; only then is the extension effective.

(二) 企業或其他部門之計畫案：計畫主持人須先徵得補助單位同意延長計畫期限，另簽約延長計畫協議書或提供同意延期證明，其延長計畫始得生效。

(2) Project with enterprises or other units: Principal Investigator must obtain permission from the subsidizing unit to extend the project period, then sign project extension agreement or provide proof of agreement to extend the period; only then is the extension effective.

### 二、經費變更(調整)：

#### 2. Grant change (adjustment):

(一) 政府部門之計畫案：計畫主持人須先函送政府部門徵得同意經費變更，其經費變更始得生效。

(1) Project with governmental units: Principal Investigator must send official letters to governmental units to obtain permission to change grant; only then is the adjustment effective.

(二) 企業或其他部門之計畫案：

1. 計畫主持人需先徵得補助單位同意經費變更，並於經費支出用途變更對照表上蓋公司章及負責人章，計畫主持人親自簽名，其經費變更始得生效。

2. 補助單位同意於總經費不變的原則之下，由計畫主持人依實際執行情形做經費項目間的金額調整，則由計畫主持人循校內行政程序簽報，其經費變更始得生效。

(2) Project with enterprises or other units:

1. Principal Investigator must obtain permission from the subsidizing unit to change the grant, affix the seals of the company and the person in charge on the Application Form for Grant Purpose Change, and the Principal Investigator must

sign the form; only then is the adjustment effective.

2. When the subsidizing unit agrees that the Principal Investigator may adjust the amount of different grant items based on the actual implementation situation under the principle that the grant total remains the same, the grant change is effective when the Principle Investigator counter-signs and reports the change in accordance with MCU's internal administrative procedures.

三、 以上二項作業，如須校方用印，請循校內行政程序簽報。

3. If the university seal is required for either of the aforementioned two procedures, please follow MCU's internal administrative procedures.

四、 完成延長期限者，請影印延期證明或相關佐證資料送財務處憑辦及產學暨推廣處存查。

4. When the application for period extension is completed, please send a copy of extension proof or relevant documentation to Controller's Division for further processing and a copy to Industry-academia Collaboration and University Extension Division for reference.

五、 完成經費變更者，請影印經費支出用途變更對照表送財務處憑辦及產學暨推廣處存查。

5. When the application for grant change is completed, please send a copy of Application Form for Grant Purpose Change to Controller's Division for further processing and a copy to Industry-academia Collaboration and University Extension Division for reference.

*\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\**