

# **Taipei Medical University and Shuangho Hospital Enforcement Rules for Research Project Fund Management**

Approved at the 4th hospital administration meeting on November 28, 2008 (2008 academic year)

Amended at the 7th hospital administration meeting on March 2, 2015 (2014 academic year)

Amended at the 7th hospital administration meeting on February 22, 2016 (2015 academic year)

Amended at the 3rd hospital administration meeting on October 28, 2019 (2019 academic year)

Article 1 The Taipei Medical University and Shuangho Hospital Enforcement Rules for Research Project Fund Management (hereinafter referred to as “the Enforcement Rules”) are stipulated to improve the academic research standard of the hospital and facilitate research collaboration between faculty members in the fields of basic and clinical medicine.

## Article 2 Execution

- I. In principle, the research achievements acquired using the grants stipulated in the Enforcement Rules shall be shared through coauthorship between the principal and coprincipal investigator. The author ranking is determined as follows:
  - (1) A principal investigator or coprincipal investigator who has received the grants shall serve as the first author or corresponding author, respectively, of at least one SCI paper published under coauthorship. The paper may also be published with an equal contribution footnote stating that the grant recipient and the first or corresponding author contributed equally to the research project.
  - (2) If the project yields multiple published papers, the listing and ranking of the coprincipal investigator is based on his or her participation in and contribution to the research.
  - (3) The ranking of the remaining authors is determined by negotiations according to the contributions of other researchers

participating in the research project.

(4) The paper must mention the name of the institution providing the grants and the project code.

II. In principle, each principal investigator (including coprincipal investigators) may submit grant applications for one project per year.

III. Application projects should adequately include sufficient participation by residents, who may be listed as research assistants in the human resource allocation section of project proposals.

#### Article 3 Types of research project

I. Individual projects: This type of project is proposed by the principal investigator (and coprincipal investigator) according to his or her expertise.

II. Integrative projects: The principal investigator (or coprincipal investigator) forms a research team with the collaborators. This type of project shall include a primary project and three to five subprojects.

#### Article 4 Eligibility

I. Principal investigators and coprincipal investigators (individual projects), as well as primary project principal investigators and subproject principal investigators and subinvestigators (integrative projects) must fulfill the following three criteria.

(1) A principal investigator must be an attending physician, medical staff member, or researcher of the hospital. A coprincipal investigator must be a full-time teacher at the university. A subinvestigator must fulfill either of the two criteria mentioned herein.

(2) All investigators must be researchers in the fields of clinical

medicine or basic medicine. Clinical medicine and basic medicine researchers are defined as those who possess professional medical licenses and have completed the registration for medical professionals.

- (3) When researchers from the hospital serve as principal investigators and apply for project grants, coprincipal investigators must be full-time hospital physicians or full-time teachers at the university.

II. Applications for research project grants are subject to the following conditions:

- (1) Grant applications are not permitted if the applicants fail to complete project closure procedures and submit the closure report within 2 months after the project ends.
- (2) Grant applications are suspended for those who fail to publish an SCI paper within 2 years after the research project ends.

## Article 5 Subsidization items

I. According to the requirements of the research project, the principal investigator may apply for the following grants.

- (1) Remunerations for research personnel: These include the salaries of research assistants and remunerations of temporary workers. The wage is determined according to the Ministry of Science and Technology Guidelines for Hiring Research Project Assistants. The allocation of funds for research personnel remunerations shall be listed in the project application.
- (2) Allowances for the principal investigator: Principal investigators who demonstrate outstanding research performance in the previous 5 years may receive additional allowances. After review and approval by the project review team, each individual may

receive at most NT\$10,000 per month. The principal investigator may receive only one allowance during the project period according to the Enforcement Rules. The disbursement of the allowance is terminated immediately when the recipient resigns, is transferred, or can no longer execute the project. When the total project fund is <NT\$400,000, the principal investigator may not apply for these allowances.

- (3) Expenses for consumable materials: These include the expenses for consumable instruments and reagents, surveys, and other operations (including computer use, mailing and phone expenses, document printing, data retrieval, domestic travel fares, and paper publication). The grants do not support foreign travel fares, and the subsidy for domestic travel fares may not exceed 10% of the total grant. Evidence of event or conference attendance shall be provided with applications.
- (4) Management fees: These account for 5% of the total grant for each project.

- II. Modifications to the uses of research grants shall be proposed within 6 months after the project begins. The principal investigator must expend the grants according to the subsidization items listed in the grant application; any violation will result in the termination of the grants.

#### Article 6      Application deadline

The deadline is announced by the Office of Research and Development (ORD) of Taipei Medical University. Applications submitted after the deadline are not accepted.

#### Article 7      Application method

The principal investigator shall submit the following documents to the online application system (<https://rdsys.tmu.edu.tw/applynew/>). Applications with missing documents or that violate relevant regulations are not accepted.

- I. Proposal.
- II. Personal information and cumulative research paper score of the principal investigators and coprincipal investigators of individual projects, or the primary project principal investigators and subproject principal investigators and subinvestigators of integrative projects.
- III. One copy of the most representative papers or other papers (related to project content) published within 5 years before the application deadline. At most five papers may be submitted.
- IV. Documents verifying the cumulative research paper score (including research papers, patents, and technology transfer documentation).

## Article 8 Application review

### I. Review method

- (1) Preliminary review: The hospital and ORD determine a list of experts as preliminary reviewers according to the project content. Each individual project shall be reviewed independently by two experts. A third expert may be invited for review when required. Each integrative project shall be independently reviewed by six experts.
- (2) Secondary review: This is performed by a review team composed of staff members from the hospital and ORD.

### II. Review focuses

#### (1) Individual projects

The reviewers assess the research performance and project

execution ability of the principal investigator or coprincipal investigator; the significance and innovativeness of the research topic; the feasibility of the research content and methods; objectives and desired achievements; and rationality in fund expenditure and human resource allocation.

(2) Integrative projects

In addition to the requirements mentioned for individual projects, the reviewers assess the necessity for combining the subprojects into an integrative project, human resource allocation, and resource integration and expected benefits generated from resource integration. Each subproject must receive recommendations from at least half of the project review team members for approval. Each integrative project must contain at least three subprojects.

(3) For applicants with the same review scores, those who have applied for national research projects in the previous academic year (e.g., of the Ministry of Science and Technology) are prioritized.

Article 9 Project closure

- I. The principal investigator must submit a final report to the ORD in duplicate within 2 months after the project ends and complete the fund closure procedures according to relevant ORD regulations.
- II. The principal investigator must publish an SCI paper under coauthorship within 2 years after the project ends. In addition, the paper shall be submitted to the online project management system.

- III. The principal investigator shall share research findings in an oral presentation and create a poster for attending a conference hosted for the recipients of grants stipulated in the Guidelines. The presentation may be given by the principal investigator or coprincipal investigator.

Article 10 The Enforcement Rules and relevant amendments take effect after approval and announcement at the hospital administration meeting.