

Taipei Medical University Hospital Guidelines for Academic Collaboration Research Project Grants

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Article 1 Taipei Medical University Hospital has stipulated the Taipei Medical University Hospital Guidelines for Academic Collaboration Research Project Grants (hereinafter referred to as “the Guidelines”) to improve its academic research standards.

Article 2 Project Implementation

- I. Individual and integrative research projects (including integrative subprojects) must be jointly proposed by staff members from Taipei Medical University Hospital and Taipei Medical University. The principal investigator shall be an attending physician, medical staff member, or researcher of the hospital. The coprincipal investigator shall be a full-time teacher or researcher of the university. Subinvestigators are jointly selected by the hospital and university.
- II. Research achievements acquired using the grants stipulated in the Guidelines shall be shared through coauthorship. The author ranking is determined by negotiations according to the contributions of each research team member. The regulations for author rankings are 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 the equal contribution of the grant receiver and the first or corresponding author to the research project.
 - (2) The rankings of the remaining authors are determined by negotiations according to the contributions of other researchers participating in the research project.
 - (3) The acknowledgement section of the paper must mention the institution name (i.e., Taipei Medical University Hospital) and project code.

- III. The principal investigator (or coprincipal investigators) may apply to receive grants for one collaborative academic research project per year.
- IV. Researchers who are not physicians are guaranteed approval of four individual research projects per year. However, for each integrative research project approved for the researcher, the number of individual projects guaranteed approval in the same year is reduced by one.

Article 3 Types of research project

- I. Individual projects: This type of project is proposed by the principal investigator (or coprincipal investigators) according to his or her expertise.
- II. Integrative projects: The principal investigator (or coprincipal investigators) 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 two 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 of 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 registration for medical professionals.
- II. Applications for research project grants are subject to the following conditions:
 - (1) Grant applications are not permitted if the applicants used to apply for and receive grants for internal or external research projects through the university or hospital, and fail to complete project closure procedures and submit the closure report according to relevant regulations.
 - (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

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

- I. Grants for operating expenses: These include remunerations for research personnel and expenses for consumable materials and miscellaneous items.
 - (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.
 - (2) Allowances for the principal investigator: Principal investigators who

demonstrate outstanding research performance in the previous 5 years may receive an additional allowance. After review and approval by the project review team, each individual may receive at most NT\$10,000 per month. The principal investigator and coprincipal investigator of the same project may receive only one allowance according to the Guidelines. The disbursement of the allowance is terminated immediately when the receiver resigns, is transferred, or can no longer execute the project.

(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, paper publication, and hiring of lecturers).

II. Grants for research equipment expenses: These include the procurement and installation fees for any instrument, machine, or communication device (including computers, Internet systems, accessories, software packages, and program design) that cost at least NT\$10,000 and have a lifespan of at least 2 years as well as the fees for purchasing library collections. All procurements must be directly related to the research project, and the grants for these expenses must not exceed 20% of the total grant or NT\$100,000.

III. Management fees: These account for 5% of the total grant for each project.

When the grants described in Subparagraphs 1 and 2 of Paragraph 1, Article 5 are used together to cover the expenses described in these subparagraphs, the fund allocated from each grant must not exceed 20% of the individual grant.

Article 6 Application deadline

The deadline is announced by the Office of Research and Development 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. One copy of the proposal.

II. A list of personal information and research achievement statistics (Forms A and B) 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 the project content) published within 5 years before the application deadline. At most five papers may be submitted.

Article 8 Application review

I. Review methods

(1) Individual projects

The application is sent to two experts in the relevant fields for review. The two experts are selected after discussion by the hospital and university. A third expert may be invited for review when necessary.

(2) Integrative projects

The application for each subproject is sent to three experts in the relevant fields for review. The three experts are selected after discussion by the hospital and university

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; feasibility of the research content and methods; objectives and achievements to be attained; 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 committee members to be approved. Each integrative project must contain at least three subprojects.

Article 9 A midterm oral presentation shall be given by the principal investigator on the 6th month of project execution. The coprincipal investigator must also attend the presentation.

Article 10 Project closure

I. The principal investigator must submit a final report in duplicate within 2 months after the project ends. Project closure procedures must also be completed according to relevant university 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 application system.

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

Article 11 The Guidelines and relevant amendments take effect after approval and announcement by the Research Development Committee of the hospital.