

# **Guidelines for Cathay General Hospital–Taipei Medical University Collaborative Research Project Grants**

Approved at the research fund review committee on August 1, 2003

Amended at the research fund review committee on January 15, 2005

Amended at the research fund review committee on October 24, 2008

Amended at the research fund review committee on March 10, 2009

Amended at the Cathay General Hospital–Taipei Medical University

meeting on October 20, 2011

Article 1 The Guidelines for Cathay General Hospital–Taipei Medical University Collaborative Research Project Grants (hereinafter referred to as “the Guidelines”) were formulated to enhance the academic research performance of Cathay General Hospital (Party A) and Taipei Medical University (Party B).

## **Article 2 Project grant application**

1. Applications for grants for individual and integrated research projects (including subprojects under integrated projects) shall be jointly filed by both parties. Principal investigators, coprincipal investigators, and subinvestigators shall be selected from the research team by all team members.
2. The principal investigator shall apply for this grant for only one project each year.

## **Article 3 Types of research projects**

1. Individual research projects: Each project shall be proposed by the principal and coprincipal investigators in accordance with their research expertise.
2. Integrated research projects: Each project shall comprise a main project and three to five subprojects and be proposed by the research team convened by the main project’s principal investigator in accordance with the key task-oriented research focuses agreed by both parties.

## **Article 4 Applicant qualifications**

1. The roles of principal and coprincipal investigators for individual research projects, the primary investigators of the main project and all subprojects for integrated research projects, and the subinvestigators shall all be taken by the attending physicians, medical staff, or research personnel

in Party A and the full-time teachers in Party B.

2. Applications shall not be accepted in any of the following circumstances:

(1) The principal or coprincipal investigators have not submitted the final result report of or closed a project that is granted in accordance with the Guidelines and whose project period has ended.

(2) The principal or coprincipal investigators have not published any coauthored SCI paper within two years after the completion of their last project granted by the Guidelines.

#### Article 5 Grant reimbursements

Principal investigators may apply for grant reimbursements for expenses of the following categories for the project implementation.

1. Research staff fees: including pays for research assistants temporary staff
2. Principal investigator fees: to be applied by principal investigators (up to NT\$10,000 per month)
3. Research equipment fees: including expenditures for equipment and devices (ownership held by Party A)
4. Other research fees: including expenditures for consumable supplies and devices, questionnaire surveys, postage, telecommunication cost, printing, and domestic business trips
5. Management fees: accounting for 5% of the total approved budget of each project

#### Article 6 Application deadline

Applications shall be submitted by the deadline announced by Party A or Party B. Late applications shall not be accepted.

#### Article 7 Application method

Principal investigators shall provide the following documents and register on the online application system (URL: <https://rdsys.tmu.edu.tw/applynew/>). Incomplete documents or documents submission that does not conform to relevant regulations shall not be accepted.

1. Proposal
2. Personal information forms of the principal and coprincipal

investigators

3. A maximum of five academic works that are most representative of or relevant to the project and published within five years prior to the application deadline

## Article 8    Reviews

### 1. Preliminary review:

#### (1) Individual research project

Individual research projects shall be submitted for review by two (or three if necessary) experts from relevant fields selected in a joint discussion of Parties A and B.

#### (2) Integrated research project

Integrated research projects shall be submitted for review by three experts of relevant fields selected in a joint discussion of Parties A and B.

### 2. Final review:

A research fund review committee with seven to seventeen members shall be convened by both parties. Project grant applications shall be reviewed and approved in accordance with the preliminary review results.

### 3. Review focuses:

#### (1) Individual research project

The review focuses involve the research performance and project management abilities of the principle investigator, the significance and innovativeness of the project, the feasibility of the research content and methods, the deliverables and expected results, and the feasibility of the funds and personnel required

#### (2) Integrated research project

The review focuses involve all review focuses for individual research projects, the necessity of integration, personnel compatibility, resource integration, and the expected comprehensive benefits from the integration. Each subproject shall be approved by more than half of the members in the review committee, and each integrated research project shall be established with at least three subprojects included.

## Article 9    Regulations for the ranking of authors for publication following the completion of the project:

1. For projects granted as per the Guidelines, the principal and coprincipal investigators shall be separately listed as the first and corresponding authors. The first and corresponding authors may share equal contribution in publication.
2. The authorship and ranking of the coprincipal investigators shall be determined in accordance with their levels of contribution if multiple papers are to be published in a project.
3. The ranking of the remaining authors shall be determined by all research team members in accordance with their levels of contribution.

Article 10 The principal investigator shall submit the final research result report within two months after the end of the project period and apply for reimbursements to close the project.

Article 11 The Guidelines shall take effect after the signing of Parties A and B, and the amendments thereto shall be implemented after the meeting convened by Parties A and B. The Guidelines shall be abolished once the cooperative education contract between Parties A and B is terminated. However, the final result report of research projects granted as per the Guidelines shall still be submitted in accordance with Article 10, and the reimbursements shall be apply for to close the projects.