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| **D:\Pictures\亞洲大學Logo\cis_3.jpg Application for Change of Research Project** |
| Project Organizer |  | Project No. |  | Funding Body/ Commission Department |  |
| Project Title |  |
| Project Period |  |
| Approved Original Version | Proposed Changes | Reason(s) for Change (including explanations of reasons for change and circumstances of the variation) |
| Current Items | Current Budget  | Proposed New Items | Proposed New Budget |
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| Principle Investigator | Office of Research and Development | Accounting Office | President |
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| Department Supervisor |
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Note: 1. After approval, the Office of Research and Development will keep the copy and forward the original copy to the Accounting Office.

2. If changes pertain to wages and employment periods of assistant staff, please fill out the “Application for Changes of Wages/ Employment Period of Research Project Assistant Staff.”

3. If changes pertain to overhead cost, equipment budget, and other budgetary adjustments, please fill out the “Application for Adjustment of Research Project Budget” in the “Budget Application and Cancellation System” by logging into “Campus Information Portal (<http://cip.asia.edu.tw/login.php>).”According to the MoST regulations, all the circumstances of modifications below require an application for change in advance (excerpt from “The Principles for Disbursement of Funds of Research Projects Subsidized by the MoST, Executive Yuan”)：

**※The applications requiring the university approval：**

**(Please fill out the above Application for Change and submit it to the Office of Research and Development.)**

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| Overhead Budget | 1. If this budget has inadequate disbursement or surplus and must transfer budget item from one to another due to project requirement, it can be transferred under the following circumstances:

**The amount of incoming budget does not exceed 50% of the original approved budget.****The amount of outgoing budget does not exceed 50% of the original approved budget.**1. **The approved budget item of PI Salary Supplement** can be transferred into that of **the Wage of Full-Time and Part-Time Assistant Staff, or Temporary Wage** due to project necessity.
2. Consumables, Goods, and Miscellaneous fees **not included in the original project application** but are deemed to be necessary after discussion.
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| Research Equipment Budget | 1. The budget item of Equipment is allowed to be adjusted due to project necessity on condition that **the proposed new budget of Equipment does not exceed NTD 300,000 per item**.
2. If this budget has inadequate disbursement or surplus and must transfer budget item from one to another due to project requirement, it can be transferred under the following circumstances:

**The amount of incoming budget does not exceed 50% of the original approved budget.****The amount of outgoing budget does not exceed 50% of the original approved budget.** |
| Overseas Travel Budget | 1. **Change in the number of travelers, number of individuals, number of travels, days, or location** in the three major expenses under this budget (Travel Expenses in Foreign Countries or Mainland China, Travel Expenses for Attending International Academic Seminars, and Travel Expenses for International Cooperation Research Projects) is allowed to apply for.
2. **The approved budget item of Travel Expenses for Attending International Academic Seminars can be transferred into that of Travel Expenses in Foreign Countries or Mainland China, or that of Travel Expenses for International Cooperation Research Projects** due to project necessity. However, after obtaining the university approval, this application for change must be delivered as an official document notifying the MoST of the change in the type of submitted report.
3. The travel report does not need to be submitted and the travel budget must be returned in full if the whole budget is disused due to cancellation of travels. **Any surplus after expenses** that have to be transferred to other budget items due to project necessity must be in accordance with the following circumstances:

**The amount of outgoing budget does not exceed 50% of the original approved budget.****The amount of incoming budget does not exceed 50% of the original approved budget of the proposed item.** |
| Administrative Budget | This budget **can be transferred to another budget item** or **to an item which is not originally approved in the budget application** due to research requirements. |

**※The applications requiring proposing via the MoST website:**

 **(Please print out the online Application for Change and submit it to the Office of Research and Development for processing and submission to the MoST for review.)**

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| Overhead Budget | If this budget has inadequate disbursement or surplus and must transfer budget item from one to another due to project requirement, it can be transferred under the following circumstances:**The amount of incoming budget exceeds 50% of the original approved budget.****The amount of outgoing budget exceeds 50% of the original approved budget.****The proposed budget item is not originally approved in the budget application.** |
| Research Equipment Budget | 1. The budget item of Equipment is allowed to be adjusted due to project necessity on condition that **the proposed new budget of Equipment exceeds NTD 300,000 per item**.
2. If this budget has inadequate disbursement or surplus and must transfer budget item from one to another due to project requirement, it can be transferred under the following circumstances:

**The amount of incoming budget exceeds 50% of the original approved budget.****The amount of outgoing budget exceeds 50% of the original approved budget.****The proposed budget item is not originally approved in the budget application.** |
| Overseas Travel Budget | If this budget has inadequate disbursement, it is prohibited to transfer budget from other budget items or to apply for additional budget. However, **under special circumstances, it is allowed to transfer budget for expenditure from other budget items.****Any surplus after expenses transferred under the following circumstances must be proposed to change:****The amount of outgoing budget exceeds 50% of the original approved budget.****The surplus is changed for use in items which is not originally approved in the budget application.** |
| Administrative Budget | Budgets granted by the MoST cannot be utilized in the management and general expenses of operational units unless this kind of applicants for change have obtained the approval from the MoST in advance. |