國家衛生研究院 113 年度
整合性醫藥衛生科技研究計畫

申　請　作　業　手　冊

徵求計畫類型：TRG、IRG 及 CDG

請申請人擇一計畫類型及符合之研究重點撰寫計畫申請書。申請截止期限後各計畫書無法進行補正作業，請務必依規定撰寫，以免因疏漏處被退件或影響審查結果。另請務必儘早於計畫申請系統撰寫完成，並點選「計畫送件」鍵，以完成計畫申請作業後取得送件編號 Serial Number，如有逾時概不受理。

國　家　衛　生　研　究　院
學　術　發　展　處　　編　印
中　華　民　國　112　年　元　月

目　　錄

I、徵求說明

113年度整合性醫藥衛生科技研究計畫徵求說明

請依欲申請之計畫類型選擇符合該類型之研究重點撰寫計畫申請書。申請截止期限後恕無補正作業，請務必依規定撰寫，以免因疏漏處被退件或影響審查結果。另請務必儘早於計畫申請系統撰寫完成，並點選「計畫送件」鍵，以完成計畫申請作業後取得送件編號 Serial Number，如有逾時概不受理。

壹、 目標

一、 以整合性之醫藥衛生科技研究，解決國人重要健康問題。

二、 結合國內醫藥衛生研究機構，發展具特色之研究，提昇我國醫藥衛生研究水準。

貳、 計畫類型

本次徵求之計畫類型包含：

一、 統合型計畫，臺灣醫衛重要主題研究計畫(Thematic Research Grant for Important Health Issues of Taiwan, TRG)，每件 TRG 計畫應至少包含 3 個子計畫，最多則以 5 個子計畫為原則。

二、 個人型計畫，又分為創新研究計畫(Innovative Research Grant, IRG)及研究發展獎助計畫(Career Development Grant, CDG)。

各計畫類型申請須知（含：主持人資格、申請書表及撰寫說明...等）各有不同，詳請參閱本冊第 II、III 部分，請擇一計畫類型提出申請，計畫類型一經選定後不得變更。

參、 申請機構資格

計畫之申請應由申請機構以正式公函向本院提出申請，以個人名義申請者概不接受。符合申請資格之機構如下：

一、 國內公私立大學院校。

二、 國內具學術研究性質之公立機關(構)及財團法人。

三、 經衛生福利部公告醫院評鑑及教學醫院評鑑均為合格以上之醫療機構。

註：本院(含合聘人員)及衛生福利部附屬機構人員(不含衛生福利部所屬醫院)不得擔任計畫主持人提出申請。

肆、 研究重點

整合性醫藥衛生科技研究計畫(以下簡稱整合性計畫)強調問題及任務導向，並希冀能與本院院內研究相輔相成，以有效解決國人重要醫藥衛生問題。本年度徵求研究重點依計畫類型分列如下，請依所申請計畫選擇符合該類型計畫之研究重點，並於計畫申請書首頁加以註明。

一、 臺灣醫衛重要主題研究計畫(Thematic Research Grant for Important Health Issues of Taiwan, TRG)：

因應國人健康需求及可能面臨之疾病威脅或重大公衛挑戰，聚焦特定主題，以研究成果能實際應用於臨床或轉譯為政策並解決問題，帶來具體的社會與經濟效益為目標。本計畫原則上每 2 年徵求 1 次，徵求之研究重點由本院主導規劃，申請人請務必依徵求重點所列說明提出計畫申請，並於 Section 7b – Summary and Significance 說明符合徵求重點之原因。本院將針對申請計畫之內容是否符合本次徵求重點進行第一階段行政審查，行政審查通過之申請案方得進入第二階段學術審查。本次徵求重點為：Integrated Patient-oriented Study on Cardiovascular Diseases。研究重點內容詳列如下：

- **Integrated Patient-oriented Study on Cardiovascular Diseases**

1. Objective:
   - The aim of this call for proposal is to reduce the mortality rate caused by cardiovascular diseases in Taiwan.

2. Background:
   - Cardiovascular diseases have high mortality rate, which are also the main cause of premature death. A lot of efforts and resources have been put to improve the situation in Taiwan, but the progress is incremental in comparison with other developed countries. Thus, new approaches or strategies are needed to improve patient outcomes.

3. Research Priority:
   - The study must be patient-oriented and focus on ischaemic heart disease, myocardial infarction, or heart failure.
   - Research proposal should at least include, but not limited to, 3 of the following 4 research dimensions: 1) basic medical research; 2) translational research; 3) clinical study; 4) epidemiological research. A feasible and achievable goal by the end of the funding period and a

timeline of deliverables at the end of each year should also be clearly defined.

- The applicants can tackle the objective from different aspects (such as prevention, diagnosis, intervention therapy, integrated outpatient care, etc.) and with different approaches (such as mechanism elucidation, risk factor identification and management, biomarker/ therapeutics/ medical device development, cost-effectiveness analysis of existing intervention measures, etc.).
- Multi-medical center collaborations are encouraged.

二、 個人型計畫，包括創新研究計畫(Innovative Research Grant, IRG)及研究發展獎助計畫(Career Development Grant, CDG)：

為鼓勵創新研究並吸引優秀研究人員提出計畫申請，個人型計畫之研究重點包含 11 項，申請人應就研究重點深入研究國人重要疾病之成因、診斷、治療及預防，或進行醫療保健及衛生政策、制度之研究，以解決各項醫藥衛生相關問題，徵求重點如下：

1. Cancer research
2. Cardiovascular and metabolic disorders
3. Infectious diseases
4. Mental/neurological disorders and addiction
5. Immunity and inflammation
6. Aging
7. Biomedical engineering
8. Health policy and social welfare
9. Environmental health
10. Indigenous health
11. Others

針對前述 TRG、IRG 及 CDG 各項研究重點，申請人可依所申請計畫類型，選擇符合之主題逕自提出計畫申請。另亦歡迎與本院相關研究領域之研究人員[註]實質合作、一起提出計畫申請，惟無論 TRG 是否有本院研究人員參與計畫且擔任子計畫負責人，或 IRG、CDG 是否有本院研究人員實質參與合作併同申請院內配合款，審查時各申請案一致著重在是否符合研究重點及該計畫之科學價值(scientific merit)。

註：

1. TRG 計畫若有本院編制內專任研究人員(不含借調至其他機構之人員)擔任子計畫負責人時，總計畫經費上限得由原 750 萬元提高為 1,000 萬元，惟其中本院研究人員擔任子計畫負責人之子計畫經費合計以 30%為上限。
2. 本院編制內專任研究人員(不含借調至其他機構之人員)實質參與 IRG 及 CDG 計畫執行時，得視研究需要併同申請院內配合款，以每年 100 萬元為上限。
3. 本院同一研究人員之 TRG 子計畫經費或 IRG、CDG 之院內配合款合計以 1 件為限(含申請與執行中之計畫)，若本院研究人員已有執行中之 TRG 子計畫或 IRG、CDG 計畫配合款、或此次已有 1 件申請案提出申請者，切勿再申請其他 TRG 子計畫經費或 IRG、CDG 配合款，以免影響計畫審查及主持人權益。
4. 本院各研究單位之人員專長及聯絡訊息等，請參閱本院全球資訊網(https://www.nhri.edu.tw)各研究單位網頁介紹。

伍、 計畫收件與手冊索取

一、 計畫收件

截止期限 (收件方式)	文件名稱
112 年 3 月 31 日下午 4 時 (系統線上收件)[註1]	計畫書本體[註3]、一般附件[註4]、論文著作
112 年 4 月 12 日下午 4 時 (紙本收件)[註2]	機構公函[註5]及依申請規定應附之各項紙本文件[註6]

註：

1. 計畫申請採全面線上作業(含計畫書本體及相關附件)，僅機構公函、CDG 推薦信、彩色圖片(有需要者) 及其他依申請規定應附之各項紙本文件須以紙本送件，申請相關規定請詳閱本手冊；另，整合性醫藥衛生科技研究計畫線上申請作業系統 (網址：https://erad.nhri.edu.tw)操作說明請逕上網參閱。本院將於 112 年 1 月中旬辦理計畫徵求暨線上申請作業系統操作說明會，詳情請參閱本院學術發展處最新消息公告(網址：https://pd.nhri.edu.tw/category/news/)。

   ※注意：為免網路壅塞，請提早準備計畫書並登錄系統填寫，如有任何申請疑問請隨時來電洽詢；惟，**如係個人之系統操作困難，請務必於計畫申請截止前一上班日下午 4 時前來電洽詢**，以免因操作疑難排解不及而誤時，恕無法受理逾時之申請案。

2. 紙本收件地址：

   35053 苗栗縣竹南鎮科研路 35 號(國家衛生研究院行政大樓 3 樓學術發展處)，並請於信封上加註「申請 113 年度整合性計畫」字樣，以利收件辨認。

   ※注意：**紙本申請資料切勿送至本院台北辦事處或其他單位**，若欲親送可參考第 I-7 頁「本處交通指引」，並請注意**收件截止期限係以送達時間為準。**

3. 若因機構內部作業所需，TRG 之 From Section 14 或 IRG、CDG 之 Form Section 11 - Certificate of Agreement for the Application 之「機構首長」欄位可暫留空白免簽名，但其他研究人員之欄位必須完成簽名並上傳至系統；待整份計畫書點選「計畫送件」鍵並取得送件編號

Serial Number 後，另將該頁以紙本補呈送機構首長簽名，於 **112 年 4 月 12 日**前併同公函送達。

4. 如有 CDG 推薦信補件者，或在申請截止期限前僅提供已送審查中之證明文件者，其人體研究審查同意函、動物實驗審查同意函、基因重組實驗審查同意函、感染性生物材料試驗審查同意函皆應於 **112 年 7 月 3 日**前補齊(紙本或電子郵件傳送方式補件)。另，申請截止後，計畫若有突破性的研究成果、出版新的論文著作等嶄新的研究資料，亦可於 **112 年 7 月 3 日**前提供(紙本或電子郵件傳送方式寄送)，惟以 2 頁 A4 紙張為限。
5. 申請機構應在確認申請人符合申請資格後，於 **112 年 4 月 12 日**前來函辦理申請作業。
6. 包括如 CDG 推薦信 3 封、彩色圖片 5 份(有需要者)、CDG 計畫主持人服役或生育證明文件、即將到任或已退休人員之說明文件...等。

二、 聯絡方式與手冊索取

1. 聯絡電話：

   (037) 206-166 分機 33306~07、33309、33311~13、33315~16

2. 傳真：

   (037) 580-762

3. 國衛院學術發展處最新消息公告網址：

   https://pd.nhri.edu.tw/category/news/

4. 申請作業手冊索取方式：

(1) E-mail：extra@nhri.edu.tw（請註明姓名、職稱、機構、單位、地址、電話、傳真及 e-mail）。

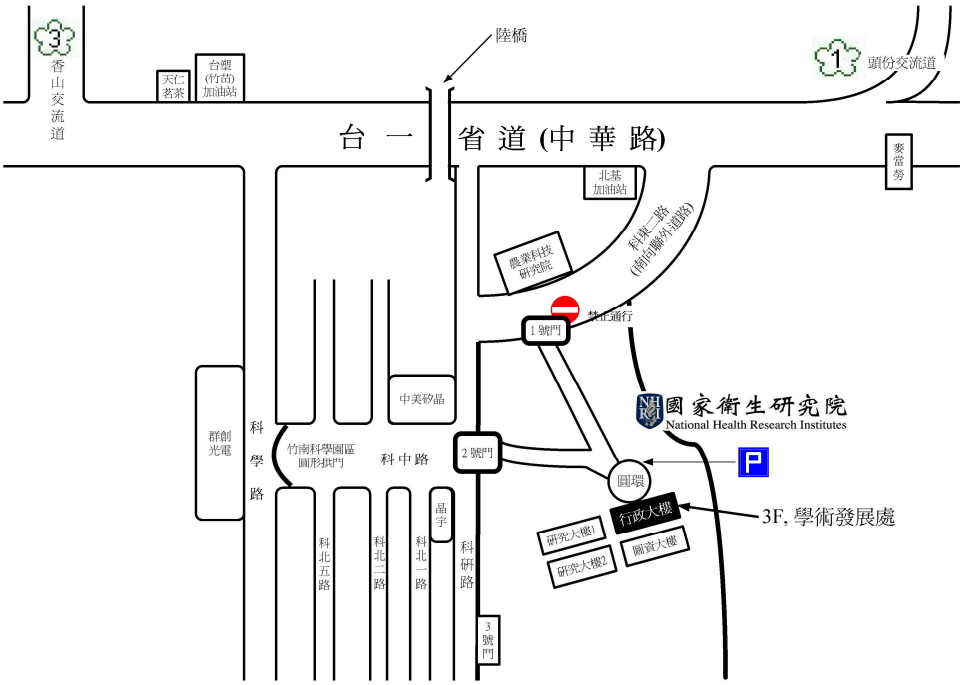
(2) 已有本院整合性醫藥衛生科技研究計畫線上申請作業系統(https://erad.nhri.edu.tw)帳號及密碼者，請逕至系統首頁登錄索取紙本申請作業手冊即可。

(3) 電話索取：(037) 206-166 分機 33316

三、 國家衛生研究院學術發展處交通指引

地址：35053 苗栗縣竹南鎮科研路 35 號

請由 2 號門警衛站換證後進入，1、3 號門禁止通行。



1. **開車**

自行開車者，請由 2 號門警衛站換證進入後，將車輛停放於戶外停車格線。

國道	路線指引
北二高路線	自香山交流道下→左轉接台一省道(中華路)→經天仁茗茶至竹苗加油站→右轉科學路至「新竹科學園區竹南基地」(竹南科學園區)入口→左轉進科中路→往前直行→國衛院 2 號門進入院區
中山高路線	自頭份交流道下→右轉接台一省道(中華路)左轉科東二路→至農業科技研究院→左轉進入科研路→國衛院 2 號門進入院區

2. **火車**

搭乘至竹南火車站後，搭計程車至院區。(約 15 分鐘，費用約 200 元)

3. **高鐵**

(1) 搭乘至新竹高鐵車站後，搭計程車至院區。(約 40 分鐘，費用約 600 元)

(2) 搭乘至苗栗高鐵車站後，搭高鐵快捷公車至院區。(高鐵快捷公車乘車資訊詳見台灣高鐵網站，惟因車次不多，務請預先查詢以免久候，路程視路況約 45 分鐘)

4. **國道客運**

搭乘至頭份站(較近本院)或竹南站後，搭計程車至院區。(約 10-15 分鐘，費用約 150-200 元)

II、臺灣醫衛重要主題研究計畫

申請須知

臺灣醫衛重要主題研究計畫申請須知

壹、計畫類型

一、「臺灣醫衛重要主題研究計畫(Thematic Research Grant for Important Health Issues of Taiwan)」(簡稱主題研究計畫，TRG)係以因應國人健康需求及可能面臨之疾病威脅或重大公衛挑戰，聚焦特定主題，以研究成果能實際應用於臨床或轉譯為政策並解決問題，帶來具體的社會與經濟效益為目標。

二、主題研究計畫以每 2 年徵求一次為原則，每次徵求由 NHRI 主導選題，與本院研究發展主軸相互配合(加乘、互補、延伸)，促進整體發展。

三、申請之計畫內容應符合下列要件：

(一) 主題研究計畫為統合型計畫，強調跨領域整合，每一計畫應至少包含 3 個子計畫，最多則以 5 個子計畫為原則。

(二) 申請計畫之研究主題與內容必須與年度主題研究計畫徵求之研究重點(請參閱本手冊第 I 部分)相符，並應考量成果實際應用於臨床或政策之可能性，及對社會、經濟產生之影響力，具體列出明確的目標或欲達成的 milestone。

四、計畫主持人為整個主題研究計畫之領導及協調者，不僅負責行政層面，更著重其學術層面之能力，且必須擔任其中一個子計畫之負責人，若該子計畫在審查時遭刪除，則此主題研究計畫將不予推薦。

貳、申請作業注意事項

一、計畫主持人應詳閱本申請作業手冊之後，擇一計畫類型、研究重點、擬定計畫名稱(請勿超過線上系統的字元限制)，並於申請截止期限前完成撰寫。

註：計畫類型(TRG、IRG、或 CDG)擇定後不得變更。如已登入系統填寫後發現錯誤，僅能清空已填寫之計畫資料，始得以另一計畫類型重新撰寫。為免延誤申請，務請在填寫前謹慎選擇。

二、計畫主持人、子計畫負責人及研究人員資格：

(一) 計畫主持人(Principal Investigator, PI)及各子計畫負責人(Responsible Investigator, RI)皆以一人為限。計畫主持人需為申請機構編制內之專任人員，而各子計畫負責人需為符合申請機構資格之各機構編制內之專任人員。計畫主持人、子計畫

負責人其現職須相當於助教授、助研究員、助研究技師(含)以上或主治醫師職務。

計畫協同主持人(Co-PI)及子計畫協同負責人(Co-RI)現職需相當於助教授、助研究員、助研究技師(含)以上或主治醫師職務，而計畫下研究員(Investigator)現職則需相當於講師級以上。

本院編制內專任研究人員亦可參與計畫執行，若其擔任子計畫負責人，得支用該子計畫之經費，若僅擔任計畫下之協同主持人、協同子計畫負責人或研究員，則不得支用計畫費用。

註：即將到任之研究人員(須併同申請公函檢具聘任相關文件)、已退休研究人員(須於申請公函敘明機構同意提供執行計畫所需之空間及設備)、各大學院校(含私立)依「國立大學校務基金進用教學人員研究人員及工作人員實施原則」聘任之專任教學及研究人員、及公立醫療院所以醫療相關基金進用之專任主治醫師等，符合前述計畫主持人及子計畫負責人現職要求者亦可申請計畫或擔任子計畫負責人。

(二)計畫主持人提出申請計畫之執行期程，不得與原主持之整合性醫藥衛生科技研究計畫(以下簡稱整合性計畫)之執行期程重疊。亦即每一計畫主持人以主持(含執行及申請中)一項整合性計畫(包含主題研究計畫與個人型計畫)為限。

(三)計畫主持人必需擔任其所主持計畫下其中一個子計畫之負責人，且若該子計畫在審查時遭刪除，則此主題研究計畫將不予推薦。

(四)每位研究人員以擔任(含執行及申請中)一件個人型計畫之主持人或一件主題研究計畫之一項子計畫負責人為限。

(五)每位本院研究人員以申請或執行一件個人型計畫院內配合款或一件主題研究計畫之子計畫為限。惟若僅參與計畫而不申請或支用院內配合款或未擔任主題研究計畫之子計畫負責人，則不限件數。

(六)計畫主持人及子計畫負責人於計畫執行期間，若因進修假(sabbatical)、出國或其他原因暫離執行機構超過 3 個月(含)以上，須事先來函本院申請，經審查同意後方可由其代理人繼續執行計畫，否則計畫將予終止。

三、計畫申請期程：

(一)主題研究計畫期程為 3 年，計畫主持人應依期程編列每年經費。申請計畫之分年計畫內容應有其連貫性，並預期於全程計畫結束時可提出具體成果。

(二)計畫執行最後一年時，可由計畫主持人提出計畫 Renew 申請(無論該年度是否有進行主題研究計畫徵求或是該年度是否將原計畫之研究主題列為研究重點)。惟，Renew 申請以一次為限，若審查未通過即不能再提出申請。

四、計畫申請經費：

(一)每件計畫每年經費以 750 萬元為限，若有本院編制內專任研究人員(不含借調至其他機構之人員)擔任子計畫負責人，則經費可提高至 1,000 萬元。

每件計畫由本院研究人員擔任負責人之子計畫數目不限，惟由本院研究人員負責之子計畫經費加總後不得超過年度總計畫經費之 30%。

註：TRG 計畫若有本院編制內專任研究人員擔任子計畫負責人，

1.計畫申請書 Form Section 1 之「NHRI Researchers Serving as Responsible Investigators(RIs) of Component Projects」將自動勾選為「Yes」。

2.請於 Form Section 7a – Research Plan of Component Projects 撰寫院內研究人員執行之子計畫內容(所要執行的計畫內容可為院內執行中計畫之延伸，不得與已在執行之研究內容重覆)，並於 Form Section 10~11 編列子計畫研究經費；惟若本院人員已擔任其他執行中或申請中之主題研究計畫子計畫負責人、或在其他執行中或申請中之個人型計畫已有院內研究經費配合款者，則不得再擔任子計畫負責人。

3.院內研究人員執行之子計畫所需經費額度及項目請依「整合性醫藥衛生科技研究計畫－經費使用範圍及標準」詳細編列各年度經費，**包含人事費、業務費、維護費、旅運費(不含國外差旅費)、材料費及其約用人員所產生之補充保費及適用勞基法所衍生的費用等；惟不得編列設備費及其他管理費。**

(二)計畫主持人得在核定經費額度內編列 NT$10,000 元/月之主持人研究津貼(salary supplement)。

註：主持人以支領一份津貼為限，若在其他計畫(如國科會計畫)已支領者，不得再重複編列支領。

(三)計畫所需經費應依據第 IV-1 頁「經費使用範圍及標準」編列，所列經費應充分說明其適切性、需要性及估算方法，例如：儀器項目、博士後研究員之需求說明，如浮濫編列，審查時除會被刪減經費外，並將影響該計畫核准之優先性。

註：各類整合性計畫皆可編列博士後研究員，其中若為已知人員，請填寫 Biographical Sketch，所需聘用經費包含在研究計畫總經費額度內。

(四)若為國際合作之計畫，其研究經費之編列以在國內執行者為限，其在國外執行部分，所需經費應由合作國家提供，不得在本項計畫中申請。

(五)各研究計畫成果發表時，於致謝處必須註明經費補助來源為國家衛生研究院，此將作為每年延續計畫經費之撥付、成果審查及申請再延續(Renewal)計畫審查時之重要參考依據。

五、任何已獲補助之計畫，不得提出本項申請，若經查獲確有經費重複補助情形者，將撤銷補助且計畫主持人於 3 年內不得再接受本院之補助及委託。

六、研究計畫凡涉及人體研究、基因重組試驗、第二級以上感染性生物材料試驗、動物實驗者，**無論於計畫之第幾年進行該試(實)驗，皆須於申請時即檢附經相關委員會核准之同意函，且各式同意函所載研究題目及期程應與申請計畫(或子計畫)一致。**請計畫主持人務必留意前述各項試(實)驗之相關規定及其委員會之作業時程，及早提出申請以預留其作業所需時間。若計畫另有涉及其它必須經相關單位核准/認證方得進行之研究，亦請計畫主持人務必留意規定並取得同意函，以免影響計畫審查與執行。

若同意函未能及時於計畫申請時上傳，則需於申請時上傳足資證明已送審之文件，並於 112 年 7 月 3 日前以紙本或電子郵件傳送方式補齊同意函。逾期仍未補齊者，將嚴重影響審查結果。各式同意函其他注意事項如下：

(一)人體研究：須於計畫申請系統上傳人體試驗委員會或醫學倫理委員會核准文件(得上傳涉及人體研究之子計畫核准文件或以總計畫核准文件為代表)，亦須上傳送審之內容(包含 Data and Safety Monitoring Plan)，以便審查委員更具體瞭解其實施細節，惟計畫書本體已包含研究人員 Biographical Sketch，且考量上傳檔案空間 2MB 之限制，故送審內容之研究人員 Biographical Sketch 請勿上傳，如有重覆上傳者一律剔除不予送審。

提醒：以人為對象的研究，均應依衛生福利部及政府相關規定，於所提研究計畫進行性別統計分析及差異評估，並應於政府研究資訊系統(GRB)及成果報告中加註「性別」關鍵字，且成果報告應包含性別統計分析結果。(性別分析相關資訊請參考行政院性別平等會之性別主流化專區網頁 https://gec.ey.gov.tw/Page/5377448F8ED85A79 及衛生福利部食品藥物管理署所公告之「藥品臨床試驗納入性別考量指引」)

(二)基因重組實驗：須於計畫申請系統上傳經生物安全委員會審查通過之基因重組實驗同意函。

(三)感染性生物材料試驗：凡涉及第二級以上感染性生物材料試驗者，必須於計畫申請系統上傳經生物安全委員會審查通過之同意函。注意：涉及第三級以上感染性生物材料試驗者，另須報請中央主管機關核備。

(四)動物實驗：須於計畫申請系統上傳經動物實驗管理小組審查通過之同意函，並併同上傳動物實驗倫理 3R (Replace、Reduce、Refine)說明文件。另，申請機構須依「動物科學應用機構監督及管理執行要點」相關規定辦理查核，其機構評比結果為較差等級且未改善者，本院得不補助該研究計畫。

七、計畫書撰寫說明：

(一)**計畫主持人需先於國家衛生研究院整合性醫藥衛生科技研究計畫線上申請作業系統(網址：https://erad.nhri.edu.tw)中註冊獲得帳號後方得填寫計畫申請書，故請務必先上網申請帳號，以免誤時。**此外，請隨時將帳號之基本資料及 CV 維持在最新的更新狀態，並確保其正確性。

註：各子計畫負責人亦須先至線上申請作業系統中註冊獲得帳號，方能被列為子計畫負責人，並請將帳號提供給計畫主持人於填寫計畫申請書時使用。

(二)請至計畫線上申請作業系統(網址：**https://erad.nhri.edu.tw**)，登入填寫 113 年度臺灣醫衛重要主題研究計畫申請書(TRG)(包含各欄位資料填寫、free format 及附件檔案上傳)，撰寫格式附於本申請手冊內供參，線上操作說明另請參見該系統網頁上各 section 之「注意事項」。非以上述網路作業者，概不受理。

註： Free format 中之章節(Abstracts in Chinese and English, Progress Report and Response to Previous Review Comments, General Introduction, Research Plan of Component Projects, Summary and Significance, Institutional Environment and Resources, Organization and Administrative Structure…)請由計畫線上申請作業系統下載 Microsoft Word 檔填寫，切勿自行編製表格，並請務必嚴格遵守頁數限制；撰寫完畢後將 Word 檔轉為 PDF 檔(檔案容量上限為 5MB)，再上傳至線上申請作業系統。另有簽名欄位者亦請掃描製成 PDF 檔後上傳。上傳之檔案若與章節欄位不符或有毀損而無法讀取之情形者，則該章節內容不予送審，故請申請人上傳完畢後務必再次確認檔案內容是否正確。

(三)計畫書需以英文撰寫，並含中文摘要；研究內容未以英文撰寫情節嚴重者將逕行退件，不予審查。

(四)計畫主持人過去(近 5 年內)若曾申請或執行本院整合性計畫，請依本次計畫申請類別 (New, Revision or Amendment, Renewal)並參考本手冊第 V 部分之計

畫撰寫說明，詳實撰寫 Form Section 5 並檢附審查意見、成果報告摘要或計畫申請書摘要。若未填寫或檢附文件者，將嚴重影響審查結果。若過去未曾申請或執行整合性計畫，請在 Form Section 5 空白處註記“N/A”之後上傳至系統。惟，請勿於本章節填寫與主持人過去申請或執行整合性計畫無關之內容，如有非屬上列項目之其他內容(如：其他補助機構之計畫成果)，則本章節不予送審。

1.New：若過去曾經提出主題研究計畫申請，然本次申請為“New”之計畫，須將近 5 年內之審查意見皆上傳至系統 Appendix；另若計畫主持人近 5 年內曾申請其他類型之整合性計畫(IRG、CDG)，亦請上傳其審查意見。以上若有獲補助執行者，需另上傳其成果報告摘要及計畫申請書摘要，並請於 Form Section 5 - Progress Report 填寫近 5 年內執行整合性計畫成果。

2.Renewal：請填寫 Form Section 5 - Progress Report，並將先前近 5 年執行之主題研究計畫成果報告摘要、計畫申請書摘要及審查意見上傳至系統 Appendix。

3.“Revision or Amendment”：所申請之主題研究計畫曾於近 5 年內提出申請但審查未獲通過，則同一計畫經修正後於本次再提出申請時，務必撰寫 Form Section 5 - Response to Previous Review Comments，且申請書 Form Section 7 - Research Plan 更修處應以粗體字呈現，並將近 5 年內之審查意見皆上傳至系統 Appendix。

註：「近 5 年之審查意見」係指申請 108~112 年度之計畫者，申請人可由審查意見上之“Appl. No.”辨識其中包含 108~112 字串者，即為須上傳至系統之審查意見。「近 5 年之整合性計畫成果」係指計畫執行年度為 107~111 年度者，計畫主持人可由計畫編號中 EX 緊接之數字辨識，亦即計畫編號中含 EX107、EX108、EX109、EX110、EX111 者，即為須上傳至系統之成果報告摘要(如為全程結束者，可檢附全程成果報告摘要)。「近 5 年之計畫申請書摘要」係指計畫執行年度為 107~111 年度者，其獲審查通過當時之整合性計畫申請書摘要亦請上傳至系統。

(五)計畫主持人、協同主持人、子計畫負責人、子計畫協同負責人及研究員，應於 Form Section 12 - Other Support 表格中列出最近 3 年內由國家衛生研究院、衛生福利部、國科會或其他機構(含國內外、大陸地區及港澳)等補助，且擔任計畫主持人或子計畫負責人之其他計畫以及申請中之計畫(若為本院研究人員，亦須填列說明院內經費支持之研究內容並檢附計畫摘要)，並於“Overlap with this Application”欄位說明其研究內容、期程或經費等與本次申請計畫是否可能有重疊情形；**並將上述計畫之摘要上傳至系統 Appendix**。(自 109 年迄今仍執行中、已執行完畢或目前申請中尚未得知審查結果之計畫皆須填寫，若未詳實填列者，將影響審查結果；若無則請填寫“None”。)

(六)過去曾執行本院補助計畫者，除列舉論文產出成果外，若有衍生之專利申請或技術移轉成果，亦請詳列於計畫書之 Form Section 13 - Biographical Sketches 中以利審查。

(七)計畫之申請應經所屬機構首長於 Form Section 14- Certificate of Agreement for the Application 簽署(如有特殊情形，可由機構首長代理人或掌管研究事務之主管，例如研究副校長或研發長代之)，並以正式公函向國家衛生研究院提出申請，以個人名義申請者概不接受。

(八)撰寫計畫書前，務請詳閱本申請手冊第 V 部分之計畫撰寫說明(**含頁數限制**)，並遵照說明內的每一項規定及書表格式至計畫線上作業系統填寫。

(九)計畫書之撰寫應力求詳盡完整，計畫書內容不完整，將嚴重影響審查結果。**另請務必嚴格遵守頁數限制之規定，若有不符頁數規定者(含刻意縮小字體或行距以規避頁數限制)，截止期限後將不再予以補正，超頁部分將一律抽除不予送審**。(需線上填寫之表格於線上填寫完畢後，請務必預覽列印，以檢視每一章節是否符合頁數限制及內容是否無誤，以免因頁數限制而因此影響審查結果。)

(十)計畫申請截止期限前，於申請系統點選「計畫送件」並取得送件編號 Serial Number 後，如發現有疏漏之處欲修正，請點選「計畫退件」後進行修正，**並務必於截止期限前再次點選「計畫送件」並取得新的 Serial Number 後方為送件成功**。點選「計畫退件」即視同放棄申請，若未於截止期限前再次送件成功者，恕無法受理申請。**計畫申請截止期限後，將不再進行任何補正作業**，惟若有突破性的研究成果、出版新的論文著作等嶄新的研究資料，則可於 7 月 3 日前提供(紙本或電子郵件傳送方式寄送)，以 2 頁 A4 紙張為限。

(十一)**計畫書撰寫務請遵循學術倫理，正確引用並註明資料來源，同時應避免研究上不當之行為，或可能誤導審查人員之判斷，而影響資源分配公正與效率之情事(包含抄襲自己或他人已發表之著作或將成果誤導為預計進行之研究、一稿多投、未依規定揭露已執行或申請中之研究計畫...等)**。如在行政篩選或學術審查等過程中，發現有抄襲、剽竊、造假等違反學術倫理或著作權法之行為，將依本院「學術倫理處理要點」及「學術倫理案件處理程序」處理，經查屬實依其情節嚴重程度，最多於十年內不得再申請及執行本院各項院外研究計畫；如若再犯，則最重終生不得再申請及執行。此外，前述違反事項亦得視個別案例情形予以公告以為警惕。

另，本院於過去徵求發現有申請人於計畫申請書中援用文獻內容，卻未遵循學術社群共同接受的準則作適當的引用(quotation)或引註(citation)，雖然可能並非蓄意所為，但已對審查造成困擾，亦違反學術倫理。**為提升計畫申請人學術自律意識，本次徵求將請申請人於申請計畫時，先自行以 iThenticate 或 Turnitin 等商用比對軟體進行比對，並於計畫書 Form**

Section 14 - Certificate of Agreement for the Application 註明比對結果及聲明計畫書中所引用的文獻均已適當引註，無不當使用自己或他人已發表文字；若申請人無法自行比對者，請說明原因。計畫收件後，本院亦將於行政上加強對計畫申請書內容原創性之比對，比對結果 Similarity index 過高之計畫將請申請人補充說明(以 1 頁為限)，該說明文件將併同比對結果提供審查委員做為審查參考依據，以協助審查委員作出更公正的判斷，亦請申請機構加強學術倫理教育並落實管理，俾使研究人員能以更負責、嚴謹的心態撰寫計畫。若於審查過程中被發現有違反學術倫理之行為，將依本院「學術倫理處理要點」及「學術倫理案件處理程序」處理。

申請機構應依國科會「補助專題研究計畫作業要點」完成學術倫理相關之管理及教育機制；同時，如發現研究計畫之參與人員涉有違反學術倫理情事者，應為適當之處置，並將處置結果即提報本院。

(十二)同一研究計畫不得同時重複向本院提出申請，違反規定者，依本院「學術倫理處理要點」及「學術倫理案件處理程序」處理。

(十三)以同一研究計畫向本院及其他機構(含國內外、大陸地區及港澳) 申請補助時，應於計畫申請書內詳列申請本院及其他機構補助之項目及金額，同一項目及金額不得重複申請補助。

八、計畫書收件

除機構公函、彩色圖片(有需要者)及其他依申請規定應附之各項紙本文件外，其餘申請文件皆採線上填寫及上傳方式送件，網址：https://erad.nhri.edu.tw。線上繳交的資料包括下列 3 種：

(一)計畫書：申請人於線上申請作業系統依提示完成計畫書填寫後，計畫書內容將直接寫入系統資料庫內。

註：

1. 線上填寫後務必按「計畫送件」鍵，以完成線上申請作業並取得送件編號 Serial Number。各申請人請記錄下送件編號 Serial Number 以確認計畫申請送出成功並得視需要自行列印出紙本計畫書留存，**惟無須繳交紙本。若有另行繳交紙本計畫書者，雖未予採用送審，但亦不檢還。**
2. 線上傳送計畫書請注意檔案傳送至正確之 Form Section，非屬該 Section 之文件或檔案錯置無法辨別者，一律不予採用送審。
3. **未於線上填寫計畫書而僅送達紙本計畫書者，一律退件不予送審**。

(二)一般附件(如有涉及下列事項即需上傳)：包括所有人體研究送審內容(含 Data and Safety Monitoring Plan)及審查同意函、動物實驗倫理 3R 說明文件及動物實驗審查同意函、基因重組實驗審查同意函、第二級以上感染性生物材料試驗審查同意函、近 5 年曾申請本院整合性計畫的審查意見、近 5 年獲本院補

助的整合性計畫申請書摘要與成果報告摘要、近 3 年所執行或申請中計畫之研究計畫摘要、贊助或合作的實驗室/顧問或研究人員之同意信函及估價單等。請依規定檢附必要文件，如有非屬上列資料之其他文件，一律不予採用送審。

(三)論文著作：以 15 篇為限(請編製目錄，並依序上傳)。

另，計畫書因複製所限無法呈現彩色圖片，若計畫書本體(Form Section 5, 6, 7)確有呈現彩色圖片之需者，申請人得自行將具有彩色圖片之計畫書頁面直接以彩色輸出 1 式 5 份，並請於 **112 年 4 月 12 日下午 4 時**前以紙本寄達，逾時不予送審。

九、申請截止日期：

(一)計畫申請書截止期限為 112 年 3 月 31 日下午 4 時正，計畫書宜儘早準備，並務必於截止期限以前至國家衛生研究院整合性醫藥衛生科技研究計畫線上作業系統(網址：**https://erad.nhri.edu.tw**)撰寫並傳送計畫書(全部撰寫完成後務必按「計畫送件」鍵)，以完成線上申請作業並取得送件編號 Serial Number。此外，機構公函[註]及彩色圖片(有需要者)等各項紙本文件，請於 4 月 12 日前寄達苗栗縣 35053 竹南鎮科研路 35 號，國家衛生研究院學術發展處(注意：請預留申請機構彙整作業或投遞所需時間)。如有逾時或未至本院整合性醫藥衛生科技研究計畫線上申請作業系統撰寫並上傳者，概不受理申請。

註：若因機構內部作業所需，Form Section 14 - Certificate of Agreement for the Application 之「機構首長」欄位可暫留空白免簽名，但其他研究人員之欄位必須完成簽名並上傳至系統；待整份計畫書點選「計畫送件」鍵並取得送件編號 Serial Number 後，另將該頁以紙本補呈送機構首長簽名後，於 4 月 12 日前併同公函送達。

(二)計畫書送出以前，應使用申請書格式所附之檢查表，審慎核對是否符合本申請須知之各項規定。計畫書送出後，如於申請截止期限前發現有疏漏之處欲修正，請點選「計畫退件」後進行修正，並務必於截止期限前再次點選「計畫送件」並取得新的 Serial Number 後方為送件成功。若點選「計畫退件」後未於截止期限前再送件者，恕無法受理申請。計畫申請截止期限後，無論計畫書、一般附件或論文著作皆無補正機會。

(三)人體研究審查同意函、動物實驗審查同意函、基因重組實驗審查同意函及第二級以上感染性生物材料試驗審查同意函應於 112 年 7 月 3 日前補齊(紙本或電子郵件傳送方式補件)。另外，若有突破性的研究成果、出版新的論文著作等嶄新的研究資料，亦可於 112 年 7 月 3 日前提供(紙本或電子郵件傳送方式寄送)，惟以 2 頁 A4 紙張為限。

十、計畫申請常見疏漏：

計畫撰寫時，請務必確認**計畫主題符合本年度主題研究計畫徵求之研究重點**，其餘常見疏漏提示如下：

(一)計畫書未按「計畫送件」鍵將整份計畫書線上送出或逾時未能上傳、計畫主持人或子計畫負責人資格不符、計畫申請機構不符規定而未能申請、計畫申請期程(必須為 3 年)不符、研究內容未以英文撰寫情節嚴重者等，**以上均將逕行退件不予審查，資料亦不檢還**。

(二)未經部門主管或機構首長簽署、計畫書內容或附件不齊全、研究人員之 Biographical Sketches 填寫未盡周詳或 Certificate of Agreement for the Application 簽署不齊全、計畫書格式不符、申請經費超過限制、未依規定編列或 Justifications 未詳盡填寫、計畫類型為 “Revision or Amendment”之計畫未回應先前之審查意見、曾獲本院補助之計畫未填寫 Progress Report、“Revision or Amendment”計畫書之 Research Plan 未以粗體字呈現修改部分、Other Support 未完整填寫或未檢附其計畫摘要、人體研究及動物實驗…等各式同意函未檢附或檢附之文件所載研究題目、期程與申請計畫不符、未檢附贊助或合作的實驗室/顧問或研究人員之同意信函等，**以上均將影響審查結果**。

註：**計畫書各章節如有未符合頁數限制之情形，其無論排版間距是否仍留有空間，凡有超頁部分將一律不予送審**，請申請人於撰寫計畫書時，務必留意各章節之頁數限制，以免因此影響審查結果。

參、計畫審查作業

一、第一階段行政審查

針對申請計畫之內容是否符合本次主題研究計畫徵求之研究重點或任務需求進行審查

(一)行政審查人員組成：由國家衛生研究院邀集院內相關研究單位主管或研究人員等協助審查。

(二)行政審查作業程序

1. 每位行政審查人員對每件申請案進行審查，依所訂評分級距(1-5)評分，並提供審查意見。

2. 審查結果：平均行政審查分數達 3.5(含)以上之申請案方得進入下一階段學術審查。

二、第二階段學術審查

(一)審查人員之組成

1. 由國家衛生研究院聘請國內外傑出醫藥衛生學者專家，組成學術諮議會。
2. 學術諮議會下依計畫主題分設 5 組學術審查會，每一學術審查會由國家衛生研究院依當年度各組計畫數多寡，聘請國內外相關領域之學者專家組成。必要時各委員會召集人得邀請其他專家作特殊項目之審查。

(二)審查作業之程序

1. 研究計畫申請案，依研究主題分送至適當之學術審查會。
2. 各組學術審查會之召集人，按審查委員之專長，每一計畫指定 2 位審查委員，負責撰寫審查意見書，並由該 2 位審查委員及另一位研究領域相近之評分委員進行初審評分。(考量主題研究計畫內容涵括較廣，召集人得視需要增加申請案之初審委員人數)
3. 各組學術審查會召開審查會議，由該組之全體委員參加，逐案討論、評分及建議經費。
4. 學術審查會之審查結果，提交學術諮議會，再進行綜合討論，確定各申請案補助之優先次序。

肆、研究發展成果歸屬及運用

計畫審查通過執行，其研發成果的管理、運用及權益分配等，參照「科學技術基本法」、「政府科學技術研究發展成果歸屬及運用辦法」、其它相關法令及本院與執行機構訂立之合約辦理。

伍、作業時程

＊計畫主持人需先於線上作業系統(網址：https://erad.nhri.edu.tw)中註冊獲得帳號後方得填寫計畫申請書，故請務必先上網申請帳號，以免誤時。各子計畫負責人亦須先至線上作業系統中註冊獲得帳號，方能被列為子計畫負責人，並請將帳號提供給計畫主持人於填寫計畫申請書時使用。

III、個人型計畫申請須知

個人型計畫申請須知

壹、計畫類型

個人型計畫之類型分為：「創新研究計畫」（Innovative Research Grant: IRG）及「研究發展獎助計畫」（Career Development Grant: CDG）二種，「創新研究計畫」係為鼓勵具獨立研究能力者，而「研究發展獎助計畫」則為鼓勵新進研究人員。

一、創新研究計畫

創新研究計畫乃為鼓勵符合研究重點之研究，計畫主持人應具獨立研究能力，且其研究內容對國民健康有重要性。

注意事項：

「傑出創新研究計畫；Outstanding Innovative Research Grant」(OIRG) 之設置

為求獎勵特別傑出之研究人員，本院於計畫審查過程中，遴選創新研究計畫之延續計畫申請案(Renewal Application)中評分極高(至少在當年度 IRG 申請案之前 5%)，有潛力成為國內外該領域領導者的計畫主持人，為國家衛生研究院傑出創新研究計畫主持人。此項候選人須曾經執行過 IRG，由各分組審查委員會依據上列原則推薦，或由學術諮議會常設委員特別推薦，由學術諮議會選定之。獲選定計畫之前三年預算依審查結果建議執行，俟後依下列時機提出 OIRG 展延期程申請書，經審查評估進度成果報告及經費編列後，總計畫期程得延長為 7 年，每年經費上限漸進提高(gradually increased budget)，以不超過 600 萬元為原則。

(一)原核定全程為 3 年之創新研究計畫，於計畫執行第二年時提出 OIRG 展延期程申請書。

(二)原核定全程為 4 或 5 年之創新研究計畫，於計畫執行第三年時提出 OIRG 展延期程申請書。

二、研究發展獎助計畫

研究發展獎助計畫係為鼓勵及支持國內優秀新進研究人員發展與研究重點相符具特色之研究，提升個人的研究能量並解決國人重要健康問題。

注意事項：

(一)計畫申請書 Form Section 11- Certificate of Agreement for the Application 中須由單位主管及機構首長簽署證明，於計畫通過後本獎助計畫主持人將有適當之實驗室空間可執行該項研究計畫，且在該計畫執行過程中會給予適當的支援，並減少其非學術活動之工作，以協助其完成計畫。

(二)本獎助計畫須檢附 3 封英文推薦信函，其中 1 封須由取得博士學位或最高學歷之指導教授所撰寫，如未能取得該教授之推薦函，可另請他人推薦，惟需另敘明原因；其餘 2 封則不限推薦人。推薦信可請推薦人本人以 email 寄至 extra@nhri.edu.tw 或以紙本方式寄至**「35053 苗栗縣竹南鎮科研路 35 號，國家衛生研究院學術發展處轉學術審查會」。**

To: NHRI Scientific Review Committee

c/o Department of Research Planning and Development

National Health Research Institutes

35, Keyan Road, Zhunan Town, Miaoli County 35053, Taiwan

(三)曾擔任過研究發展獎助計畫、創新研究計畫、臺灣醫衛重要主題研究計畫之計畫主持人或子計畫負責人者，不得再次申請研究發展獎助計畫。

貳、申請作業注意事項

一、計畫主持人應詳閱本申請作業手冊之後，擇一計畫類型、研究重點、擬定計畫名稱(請勿超過線上系統的字元限制)，並於申請截止期限前完成撰寫。

註：計畫類型(TRG、IRG、或 CDG)不得變更。如已登入系統填寫後發現錯誤，僅能清空已填寫之計畫資料，始得以另一計畫類型重新撰寫。為免延誤申請，務請在填寫前謹慎選擇。

二、計畫主持人及研究人員資格：

(一)計畫主持人以一人為限且需為申請機構編制內之專任人員。「創新研究計畫」主持人現職須相當於助教授、助研究員、助研究技師(含)以上或主治醫師職務；「研究發展獎助計畫」主持人現職相當於講師、助研究員、助研究技師(含)以上或主治醫師職務，且具備博士、醫學士或其他同等資格者，博士需於獲得博士學位 7 年內提出申請，醫學士需於獲任主治醫師 5 年內或獲得博士學位 7 年內提出申請。

前述「研究發展獎助計畫」主持人資格年限之計算由獲得博士學位或獲任主治醫師之當年月份起算至申請截止期限(即民國 112 年 3 月 31 日)止。若申請人獲得博士學位 7 年內或獲任主治醫師 5 年內，曾生產或請育嬰假者，得依每一出生數延長 2 年，曾服國民義務役者，得依實際服役時間予以延長，但應於申請時提出說明並檢附相關證明文件。

註：即將到任之計畫主持人可提出申請。惟，申請人需檢具機構同意聘用及其已回覆同意受聘之相關文件，併同申請公函送達(計畫書本體及相關附件仍為線上作業)，逾時或文件不齊者，概不受理。

(二)已退休之教學、研究人員，如原任職機構於申請公函內敘明願意提供空間、相關設備供其進行研究，並負責一切相關行政作業，則其得擔任創新研究計畫主持人。

(三)實施校務基金制度之學校，依國立大學校務基金進用教學人員研究人員及工作人員實施原則聘任之專任教學、研究人員；或私立大學院校比照前述原則遴聘規定所聘任之專任教學、研究人員，符合第二條第(一)目計畫主持人及各子計畫負責人資格者得比照提出申請。

(四)公立醫療院所以醫療相關基金進用之專任主治醫師亦可申請。

(五)主持人提出申請計畫之執行期程，不得與原主持之整合性醫藥衛生科技研究計畫(以下簡稱整合性計畫)之執行期程重疊。亦即每一計畫主持人以主持(含執行及申請中)一項整合性計畫(包含主題研究計畫與個人型計畫)為限。

(六)每位研究人員以擔任(含執行及申請中)一件個人型計畫之主持人或一件主題研究計畫之一項子計畫負責人為限。

(七)各計畫類型下之協同主持人(Co-PI)現職需相當於助教授、助研究員、助研究技師(含)以上或主治醫師，而計畫下研究員(Investigator)現職則需相當於講師級以上。本院研究人員亦可參與計畫執行、擔任計畫下之協同主持人(Co-PI)或研究員(Investigator)，但不得支用任何院外計畫費用。惟，本院編制內專任研究人員(不含借調至其他機構之人員)，若有實質參與合作、一起提出計畫申請者，可併申請院內配合款，惟本院同一研究人員之 TRG 子計畫經費或 IRG、CDG 之院內配合款計以 1 件為限(含申請或執行中計畫)。

(八)計畫主持人於計畫執行期間，若因進修假(sabbatical)、出國或其他原因暫離執行機構超過 3 個月(含)以上，須事先來函本院申請，經審查同意後方可由其代理人繼續執行計畫，否則計畫將予終止。惟 CDG 計畫主持人若於計畫執行第一年之初(指尚未有計畫執行經費產生前)即需暫離執行機構超過 6 個月(含)以上者，不可申請由他人代理，惟得事先來函本院申請將計畫延後至下一年度再開始執行(申請以一次為限)。另，本院研究人員參與計畫且有執行院內配合款者，其若暫離職務逾 3 個月(含)以上，亦必須事先申請經核可後，方得繼續留用配合款。

三、計畫申請期程：

視研究內容之實際需要，創新研究計畫之申請期程最短不得少於 3 年，最長則不得超過 5 年；**研究發展獎助計畫則只接受 4 年期計畫之申請**。確定計畫內容及所需期程後，應依所申請期程編列每年經費。申請計畫之分年計畫內容應有其連貫性，並預期於全程計畫結束時可提出具體成果。

四、計畫申請經費：

(一)創新研究計畫(IRG)每年申請經費最高上限為 300 萬元，研究發展獎助計畫(CDG)則以全程計畫總經費不超過 800 萬元為限。若有本院編制內專任研究人員(不含借調至其他機構之人員)實質參與計畫執行時，得視研究需要併同申請院內配合款，以每年 100 萬元為上限。

註：

1.計畫若有申請院內配合款時，請於計畫申請書之 Form Section 1 勾選「Apply for NHRI Matching Fund」，並請務必於 Form Section 2a 勾選申請院內配合款之本院研究人員(限一位)。

2.請於 Form Section 5b - Project Executed by NHRI researchers 撰寫本院研究人員所要執行之計畫內容(所要合作執行之工作內容可為院內執行中計畫之延伸，但不得與已在執行中之研究內容重覆)。

3.院內配合款額度及項目請依「整合性醫藥衛生科技研究計畫－經費使用範圍及標準」於 Form Section 7 及 8 詳細編列各年度經費，**包含人事費、業務費、維護費、旅運費(不含國外差旅費)、材料費及其約用人員所產生之補充保費及適用勞基法所衍生的費用等；惟不得編列設備費及其他管理費。**

(二)計畫主持人得在核定經費額度內編列 NT10,000 元/月之主持人研究津貼(salary supplement)。

註：主持人以支領一份津貼為限，若在其他計畫(如國科會計畫)已支領者，不得再重複編列支領。

(三)計畫所需經費應依據第 IV-1 頁「經費使用範圍及標準」編列，所列經費應充分說明其適切性、需要性及估算方法，例如：儀器項目、博士後研究員之需求說明，如浮濫編列，審查時除會被刪減經費外，並將影響該計畫核准之優先性。

註：各類整合性計畫皆可編列博士後研究員，其中若為已知人員，請填寫 Biographical Sketch。

(四)若為國際合作之計畫，其研究經費之編列以在國內執行者為限，其在國外執行部份，所需經費應由合作國家提供，不得在本項計畫中申請。

(五)各研究計畫成果發表時，於致謝處必須註明經費補助來源為國家衛生研究院，此將作為每年延續計畫經費之撥付、成果審查及申請再延續(Renewal)計畫審查時之重要參考依據。

五、任何已獲補助之計畫，不得提出本項申請，若經查獲確有經費重複補助情形者，將撤銷補助且計畫主持人於 3 年內不得再接受本院之補助及委託。

六、研究計畫凡涉及人體研究、基因重組試驗、第二級以上感染性生物材料試驗、動物實驗者，**無論於計畫之第幾年進行該試(實)驗，皆須於申請時即檢附經相關委員會核准之同意函，且各式同意函所載研究題目及期程應與申請計畫一致。**請計畫主持人務必留意前述各項試(實)驗之相關規定及其委員會之作業時程，及早提出申請以預留其作業所需時間。若個別計畫另有涉及其它必須經相關單位核准/認證方得進行之研究，亦請計畫主持人務必留意規定並取得同意函，以免影響計畫審查與執行。

若同意函未能及時於計畫申請時上傳，則需於申請時上傳足資證明已送審之文件，並於 112 年 7 月 3 日前以紙本或電子郵件傳送方式補齊同意函。逾期仍未補齊者，將嚴重影響審查結果。各式同意函其他注意事項如下：

(一)人體研究：須於計畫申請系統上傳申請機構人體試驗委員會或醫學倫理委員會核准文件，亦須上傳送審之內容(包含 Data and Safety Monitoring Plan)，以便審查委員更具體瞭解其實施細節，惟計畫書本體已包含研究人員 Biographical Sketch，且考量上傳檔案空間 2MB 之限制，故送審內容之研究人員 Biographical Sketch 請勿上傳，如有重覆上傳者一律剔除不予送審。

提醒：以人為對象的研究，均應依衛生福利部及政府相關規定，於所提研究計畫進行性別統計分析及差異評估，並應於政府研究資訊系統(GRB)及成果報告中加註「性別」關鍵字，且成果報告應包含性別統計分析結果。(性別分析相關資訊請參考行政院性別平等會之性別主流化專區網頁 https://gec.ey.gov.tw/Page/5377448F8ED85A79 及衛生福利部食品藥物管理署所公告之「藥品臨床試驗納入性別考量指引」)

(二)基因重組實驗：須於計畫申請系統上傳經生物安全委員會審查通過之基因重組實驗同意函。

(三)感染性生物材料試驗：凡涉及第二級以上感染性生物材料試驗者，必須於計畫申請系統上傳經生物安全委員會審查通過之同意函。注意：涉及第三級以上感染性生物材料試驗者，另須報請中央主管機關核備。

(四)動物實驗：須於計畫申請系統上傳經動物實驗管理小組審查通過之同意函，並併同上傳動物實驗倫理 3R (Replace、Reduce、Refine)說明文件。另，申請機構須依「動物科學應用機構監督及管理執行要點」相關規定辦理查核，其機構評比結果為較差等級且未改善者，本院得不補助該研究計畫。

七、計畫書撰寫說明：

(一)**計畫主持人需先於國家衛生研究院整合性醫藥衛生科技研究計畫線上申請作業系統(網址：https://erad.nhri.edu.tw)中註冊獲得帳號後方得填寫計畫申請書，故請務必先上網申請帳號，以免誤時。**此外，請隨時將帳號之基本資料及 CV 維持在最新的更新狀態，並確保其正確性。

註：本院實質參與計畫並欲申請院內配合款之研究人員，亦須先至線上申請作業系統中註冊獲得帳號方能申請院內配合款，並請將帳號提供給計畫主持人於填寫計畫申請書時使用。

(二)請至計畫線上申請作業系統(網址：**https://erad.nhri.edu.tw**)，登入填寫 113 年度創新研究計畫申請書(IRG) 或 113 年度研究發展獎助計畫申請書(CDG)(包含各欄位資料填寫、free format 及附件檔案上傳)，撰寫格式附於本申請手冊內供參，線上操作說明另請參見該系統網頁上各 section 之「注意事項」。非以上述網路作業者，概不受理。

註：Free format 中之章節(Abstracts in Chinese and English, Progress Report and Response to Previous Review Comments, Research Plan, and Institutional Environment and Resources)請由計畫線上申請作業系統下載 Microsoft Word 檔填寫，切勿自行編製表格，並請務必嚴格遵守頁數限制；撰寫完畢後將 Word 檔轉為 PDF 檔(檔案容量上限為 2MB)，再上傳至線上申請作業系統。另有簽名欄位者亦請掃描製成 PDF 檔後上傳。上傳之檔案若與章節欄位不符或有毀損而無法讀取之情形者，則該章節內容不予送審，故請申請人上傳完畢後務必再次確認檔案內容是否正確。

(三)計畫書需以英文撰寫，並含中文摘要；研究內容未以英文撰寫情節嚴重者將逕行退件，不予審查。

(四)若有本院研究人員實質參與計畫合作並申請院內配合款者所提出之申請案，請於計畫申請書之 Form Section 5b - Project Executed by NHRI Researchers (頁數限制 10 頁)具體說明本院研究人員在此合作計畫中執行之研究內容、與計畫主持人如何合作、初步研究資料(Preliminary data)、實驗設計與方法以及此計畫對院內研究之影響或效益，而所要合作執行之工作內容可為院內執行中計畫之延伸，但不得與已在執行中之研究內容重覆。若無本院研究人員參與，或本院研究人員僅提供研究材料或諮詢而無實質合作，或雖有實質合作但不申請院內配合款，則請註記“N/A”。

(五)計畫主持人過去(近 5 年內)若曾申請或執行本院整合性計畫，請依本次計畫申請類別 (New, Revision or Amendment, Renewal, 或 Revised Renewal)並參考本手冊第 V 部分之計畫撰寫說明，詳實撰寫 Form Section 4 並檢附審查意見、成果報告摘要或計畫申請書摘要。若未填寫或檢附文件者，將嚴重影響審查結果。若過去未曾申請或執行整合性計畫，請在 Form Section 4 空白處註記“N/A”之後上傳至系統。惟，請勿於本章節填寫與主持人過去申請或執行整合性計畫無關之內容，如有非屬上列項目之其他內容(如：其他補助機構之計畫成果)，則本章節不予送審。

1.New：若過去曾經提出本院整合性計畫申請，然本次申請為“New”之計畫，須將近 5 年內之審查意見皆上傳至系統 Appendix，其中若有獲補助執行者，則需另上傳其成果報告摘要及計畫申請書摘要，並請於 Form Section 4 - Progress Report 填寫近 5 年內執行整合性計畫成果。

2.Renewal：請填寫 Form Section 4 - Progress Report，並將近 5 年內之審查意見

及近 5 年內曾獲補助執行之整合性計畫成果報告摘要、計畫申請書摘要上傳至系統 Appendix。

3.“Revision or Amendment” 或 “Revised Renewal”：計畫曾於近 5 年內提出申請但審查未獲通過，則同一計畫經修正後於本次再提出申請時，務必撰寫 Form Section 4 - Response to Previous Review Comments，且申請書 Form Section 5 - Research Plan 更修處應以粗體字呈現，並須將近 5 年內之審查意見皆上傳至系統 Appendix；近 5 年內曾獲補助執行之計畫主持人，亦請填寫 Form Section 4 - Progress Report，並將先前獲補助執行之整合性計畫成果報告摘要及計畫申請書摘要上傳至系統 Appendix。

註：「近 5 年之審查意見」係指申請 108~112 年度之計畫者，申請人可由審查意見上之“Appl. No.”辨識其中包含 108~112 字串者，即為須上傳至系統之審查意見。「近 5 年之整合性計畫成果」係指計畫執行年度為 107~111 年度者，計畫主持人可由計畫編號中 EX 緊接之數字辨識，亦即計畫編號中含 EX107、EX108、EX109、EX110、EX111 者，即為須上傳至系統之成果報告摘要(如為全程結束者，可檢附全程成果報告摘要)。「近 5 年之計畫申請書摘要」係指計畫執行年度為 107~111 年度者，其獲審查通過當時之整合性計畫申請書摘要亦請上傳至系統。

(六)計畫主持人、協同主持人及研究員，應於 Form Section 9 - Other Support 表格中列出最近 3 年內由國家衛生研究院、衛生福利部、國科會或其他機構(含國內外、大陸地區及港澳)等補助，且擔任計畫主持人或子計畫負責人之其他計畫以及**申請中**之計畫，並於“Overlap with this Application”欄位說明其研究內容、期程或經費等與本次申請計畫是否可能有重疊情形；**並將上述計畫之摘要上傳至系統 Appendix**。(自 109 年迄今仍執行中、已執行完畢或目前申請中尚未得知審查結果之計畫皆須填寫，若未詳實填列者，將影響審查結果；若無則請填寫“None”。此外，若有本院研究人員實質參與合作並申請院內配合款之計畫，本院研究人員亦須填列說明院內經費支持之研究內容並檢附計畫摘要。)

(七)過去曾執行本院補助計畫者，除列舉論文產出成果外，若有衍生之專利申請或技術移轉成果，亦請詳列於計畫書之 Form Section 10 - Biographical Sketches 中以利審查。

(八)計畫之申請應經所屬機構首長於 Form Section 11- Certificate of Agreement for the Application 簽署(如有特殊情形，可由機構首長代理人或掌管研究事務之主管，例如研究副校長或研發長代之)，並以正式公函向國家衛生研究院提出申請，以個人名義申請者概不接受。

(九)撰寫計畫書前，務請詳閱本申請手冊第 V 部分之計畫撰寫說明(**含頁數限制**)，並遵照說明內的每一項規定及書表格式至計畫線上作業系統填寫。

(十)計畫書之撰寫應力求詳盡完整，計畫書內容不完整，將嚴重影響審查結果。**另請務必嚴格遵守頁數限制之規定，若有不符頁數規定者(含刻意縮小字體或行距以規避頁數限制)，截止期限後將不再予以補正，超頁部分將一律抽除不**

予送審。(需線上填寫之表格於線上填寫完畢後，請務必預覽列印，以檢視每一章節是否符合頁數限制及內容是否無誤，以免因頁數限制而因此影響審查結果。)

(十一)計畫申請截止期限前，於申請系統點選「計畫送件」並取得送件編號 Serial Number 後，如發現有疏漏之處欲修正，請點選「計畫退件」後進行修正，**並務必於截止期限前再次點選「計畫送件」並取得新的 Serial Number 後方為送件成功**。點選「計畫退件」即視同放棄申請，若未於截止期限前再次送件成功者，恕無法受理申請。**計畫申請截止期限後，將不再進行任何補正作業**，惟若有突破性的研究成果、出版新的論文著作等嶄新的研究資料，則可於 7 月 3 日前提供(紙本或電子郵件傳送方式寄送)，以 2 頁 A4 紙張為限。

(十二)**計畫書撰寫務請遵循學術倫理，正確引用並註明資料來源，同時應避免研究上不當之行為，或可能誤導審查人員之判斷，而影響資源分配公正與效率之情事(包含抄襲自己或他人已發表之著作或將成果誤導為預計進行之研究、一稿多投、未依規定揭露已執行或申請中之研究計畫...等)**。如在行政篩選或學術審查等過程中，發現有抄襲、剽竊、造假等違反學術倫理或著作權法之行為，將依本院「學術倫理處理要點」及「學術倫理案件處理程序」處理，經查屬實依其情節嚴重程度，最多於十年內不得再申請及執行本院各項院外研究計畫；如若再犯，則最重終生不得再申請及執行。此外，前述違反事項亦得視個別案例情形予以公告以為警惕。

另，本院於過去徵求發現有申請人於計畫申請書中援用文獻內容，卻未遵循學術社群共同接受的準則作適當的引用(quotation)或引註(citation)，雖然可能並非蓄意所為，但已對審查造成困擾，亦違反學術倫理。**為提升計畫申請人學術自律意識，本次徵求將請申請人於申請計畫時，先自行以 iThenticate 或 Turnitin 等商用比對軟體進行比對，並於計畫書 Form Section 11 - Certificate of Agreement for the Application 註明比對結果及聲明計畫書中所引用的文獻均已適當引註，無不當使用自己或他人已發表文字；若申請人無法自行比對者，請說明原因。計畫收件後，本院亦將於行政上加強對計畫申請書內容原創性之比對，比對結果 Similarity index 過高之計畫將請申請人補充說明(以 1 頁為限)，該說明文件將併同比對結果提供審查委員做為審查參考依據，以協助審查委員作出更公正的判斷，亦請申請機構加強學術倫理教育並落實管理，俾使研究人員能以更負責、嚴謹的心態撰寫計畫。若於審查過程中被發現有違反學術倫理之行為，將依本院「學術倫理處理要點」及「學術倫理案件處理程序」處理**。

申請機構應依國科會「補助專題研究計畫作業要點」完成學術倫理相關之管理及教育機制；同時，如發現研究計畫之參與人員涉有違反學術倫理情事者，應為適當之處置，並將處置結果即提報本院。

(十三)同一研究計畫不得同時重複向本院提出申請，違反規定者，依本院「學術倫理處理要點」及「學術倫理案件處理程序」處理。

(十四)以同一研究計畫向本院及其他機構(含國內外、大陸地區及港澳) 申請補助時，應於計畫申請書內詳列申請本院及其他機構補助之項目及金額，同一項目及金額不得重複申請補助。

八、計畫書收件

除機構公函、CDG 推薦信、彩色圖片(有需要者)及其他依申請規定應附之各項紙本文件外，其餘申請文件皆採線上填寫及上傳方式送件，網址：https://erad.nhri.edu.tw。線上繳交的資料包括下列 3 種：

(一)計畫書：申請人於線上申請作業系統依提示完成計畫書填寫後，計畫書內容將直接寫入系統資料庫內。

註：

1. 線上填寫後務必按「計畫送件」鍵，以完成線上申請作業並取得送件編號 Serial Number。各申請人請記錄下送件編號 Serial Number 以確認計畫申請送出成功並得視需要自行列印出紙本計畫書留存，**惟無須繳交紙本。若有另行繳交紙本計畫書者，雖未予採用送審，但亦不檢還。**
2. 線上傳送計畫書請注意檔案傳送至正確之 Form Section，非屬該 Section 之文件或檔案錯置無法辨別者，一律不予採用送審。
3. **未於線上填寫計畫書而僅送達紙本計畫書者，一律退件不予送審**。

(二)一般附件(如有涉及下列事項即需上傳)：包括所有人體研究送審內容(含 Data and Safety Monitoring Plan)及審查同意函、動物實驗倫理 3R 說明文件及動物實驗審查同意函、基因重組實驗審查同意函、第二級以上感染性生物材料試驗審查同意函、近 5 年曾申請本院整合性計畫的審查意見、近 5 年獲本院補助的整合性計畫申請書摘要與成果報告摘要、近 3 年所執行或申請中計畫之研究計畫摘要、贊助或合作的實驗室/顧問或研究人員之同意信函及估價單等。請依規定檢附必要文件，如有非屬上列資料之其他文件，一律不予採用送審。

(三)論文著作：以 10 篇為限(請編製目錄，並依序上傳)。

另，計畫書因複製所限無法呈現彩色圖片，若計畫書本體(Form Section 4, 5)確有呈現彩色圖片之需者，申請人得自行將具有彩色圖片之計畫書頁面直接以彩色輸出 1 式 5 份，並於 **112 年 4 月 12 日下午 4 時前**以紙本寄達，逾時不予送審。

九、申請截止日期：

(一)計畫申請書截止期限為 112 年 3 月 31 日下午 4 時正，計畫書宜儘早準備，並務必於截止期限以前至國家衛生研究院整合性醫藥衛生科技研究計畫線上作業系統（網址：**https://erad.nhri.edu.tw**）撰寫並傳送計畫書(全部撰寫完成後務必按「計畫送件」鍵)，以完成線上申請作業並取得送件編號 Serial Number。此外，機構公函[註]、CDG 推薦信及彩色圖片(有需要者)等各項紙本文件，請於 4 月 12 日前寄達「苗栗縣 35053 竹南鎮科研路 35 號，國家衛生研究院學術發展處」(注意：請預留申請機構彙整作業或投遞所需時間)。如有逾時或未至本院整合性醫藥衛生科技研究計畫線上申請作業系統撰寫並上傳者，概不受理申請。

註：若因機構內部作業所需，Form Section 11 - Certificate of Agreement for the Application 之「機構首長」欄位可暫留空白免簽名，但其他研究人員之欄位必須完成簽名並上傳至系統；待整份計畫書點選「計畫送件」鍵並取得送件編號 Serial Number 後，另將該頁以紙本補呈送機構首長簽名後，於 4 月 12 日前併同公函送達。

(二)計畫書送出以前，應使用申請書格式所附之檢查表，審慎核對是否符合本申請須知之各項規定。計畫書送出後，如於申請截止期限前發現有疏漏之處欲修正，請點選「計畫退件」後進行修正，並務必於截止期限前再次點選「計畫送件」並取得新的 Serial Number 後方為送件成功。若點選「計畫退件」後未於截止期限前再送件者，恕無法受理申請。計畫申請截止期限後，無論計畫書、一般附件或論文著作皆無補正機會。

(三)人體研究審查同意函、動物實驗審查同意函、基因重組實驗審查同意函、第二級以上感染性生物材料試驗審查同意函及研究發展獎助計畫之推薦函應於 112 年 7 月 3 日前補齊(紙本或電子郵件傳送方式補件)。另外，若有突破性的研究成果、出版新的論文著作等嶄新的研究資料，亦可於 112 年 7 月 3 日前提供(紙本或電子郵件傳送方式寄送)，惟以 2 頁 A4 紙張為限。

十、計畫申請常見疏漏：

計畫撰寫時，請務必確認**計畫主題符合本年度徵求之研究重點**，其餘常見疏漏提示如下：

(一)計畫書未按「計畫送件」鍵將整份計畫書線上送出或逾時未能上傳、主持人資格不符、計畫申請機構不符規定而未能申請、計畫申請期程不符及研究內容未以英文撰寫情節嚴重者等，**以上均將逕行退件不予審查，資料亦不檢還**。

(二)未經部門主管或機構首長簽署、計畫書內容或附件不齊全、研究人員之 Biographical Sketches 填寫未盡周詳或 Certificate of Agreement for the Application 簽署不齊全、計畫書格式不符、申請經費超過限制、未依規定編

列或 Justifications 未詳盡填寫、計畫類型為 “Revision or Amendment”或“Revised Renewal”之計畫未回應先前之審查意見、曾獲本院補助之計畫未填寫 Progress Report、“Revision or Amendment”及“Revised Renewal”計畫書之 Research Plan 未以粗體字呈現修改部分、Other Support 未完整填寫或未檢附其計畫摘要、人體研究及動物實驗...等各式同意函未檢附或檢附之文件所載研究題目、期程與申請計畫不符、未檢附贊助或合作的實驗室/顧問或研究人員之同意信函等，**以上均將影響審查結果**。

註：**計畫書各章節如有未符合頁數限制之情形，其無論排版間距是否仍留有空間，凡有超頁部分將一律不予送審**，請申請人於撰寫計畫書時，務必留意各章節之頁數限制，以免因此影響審查結果。

參、計畫審查作業

一、審查人員之組成

(一)由國家衛生研究院聘請國內外傑出醫藥衛生學者專家，組成學術諮議會。

(二)學術諮議會下依計畫主題分設 5 組學術審查會，每一學術審查會由國家衛生研究院依當年度各組計畫數多寡，聘請國內外相關領域之學者專家組成。必要時各委員會召集人得邀請其他專家作特殊項目之審查。

二、審查作業之程序

(一)研究計畫申請案，依研究主題分送至適當之學術審查會。

(二)各組學術審查會之召集人，按審查委員之專長，每一計畫指定 2 位審查委員，負責撰寫審查意見書，並由該 2 位審查委員及另一位研究領域相近之評分委員進行初審評分。

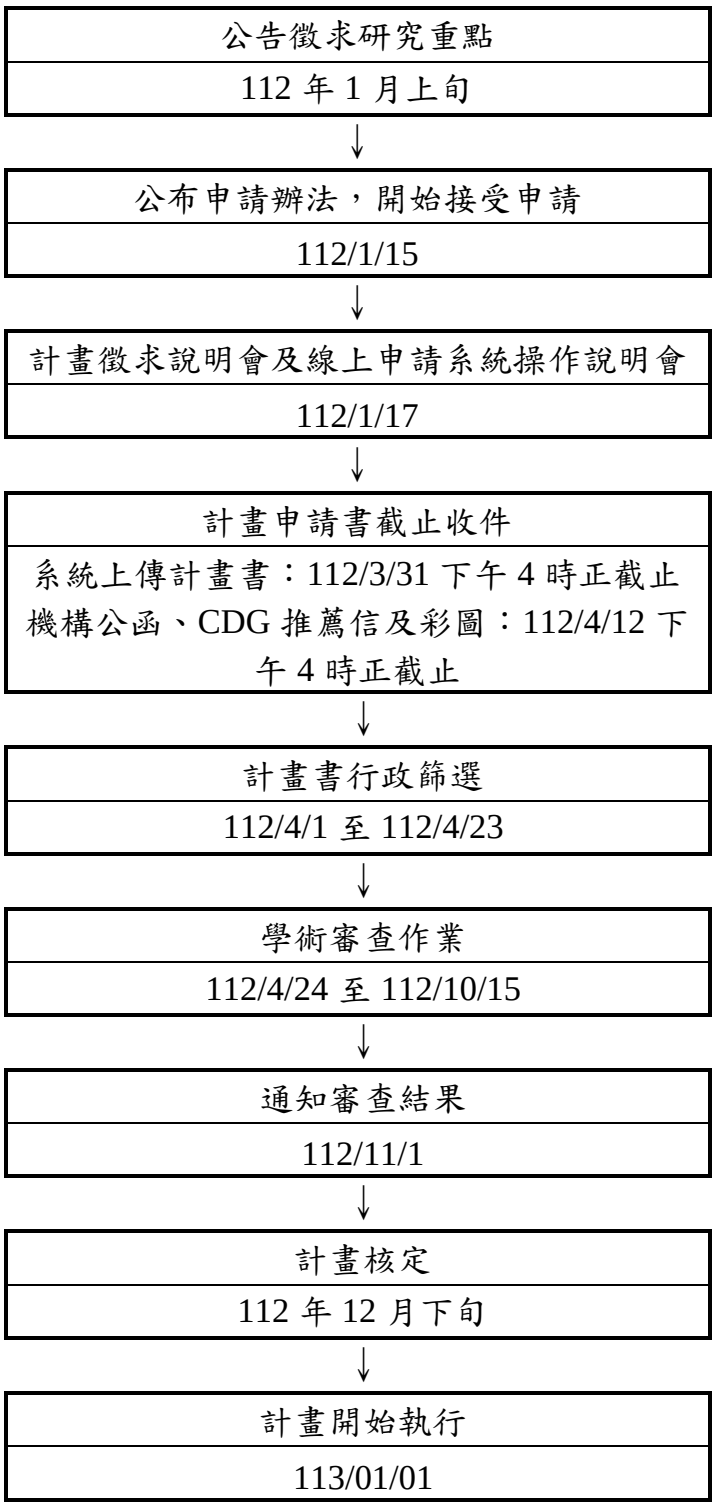
(三)各組學術審查會召開審查會議，由該組之全體委員參加，逐案討論、評分及建議經費。

(四)5 組學術審查會之審查結果，提交學術諮議會，再進行綜合討論，確定各申請案補助之優先次序。

肆、研究發展成果歸屬及運用

計畫審查通過執行，其研發成果的管理、運用及權益分配等，參照「科學技術基本法」、「政府科學技術研究發展成果歸屬及運用辦法」、其它相關法令及本院與執行機構訂立之合約辦理。

伍、作業時程



＊計畫主持人需先於線上作業系統(網址：https://erad.nhri.edu.tw)中註冊獲得帳號後方得填寫計畫申請書，故請務必先上網申請帳號，以免誤時。本院實質參與計畫並欲申請院內配合款之研究人員，亦須先至線上申請作業系統中註冊獲得帳號方能申請院內配合款，並請將帳號提供給計畫主持人於填寫計畫申請書時使用。

IV、其他申請相關事項

其他申請相關事項

壹、 經費使用範圍及標準

註：凡未列於本表之經費項目均不得編列　　111 年 12 月修訂

項目名稱	說　　明	標　　準
壹、研究費 (Research General) 一、人事費 (Personnel)		
1. 計畫主持人研究津貼 (Salary Supplement)	1. 計畫主持人得在核定經費額度內編列主持人研究津貼。	10,000 元/月 註：主持人以支領一份津貼為限，若在政府經費補(捐)助或委託之計畫已支領者，不得再重複編列支領。
2.專兼任研究人員 (Full Time and Part Time Research Staff)	1. 執行本計畫所需聘雇專兼任研究人員。	請依執行機構自訂之科技部計畫人員薪資表，或另視需要由執行機構自定之計畫下人員薪資標準表編列(NHRI 子計畫經費及院內配合款約用之研究人力，請依本院標準編列)。
3.臨時工資 (Temporary Pay)	實施本計畫特定工作所需勞務之工資。	臨時工請按日(應滿 8 小時)或按時，依勞動部最新公告之基本工資標準計酬。
4.勞健保費用 (Insurance)	雇主應負擔部分之專任人員勞、健保費，惟，如有二代健保之補充保費應於管理費項下列支。兼任人員及臨時工若有需要亦得比照辦理。	依據勞、健保局公佈之最新費率標準辦理。
5.公提儲金 (Mandatory Pension Contribution)	專任人員之公提儲金(退休金或離職儲金)，兼任人員及臨時工亦得比照辦理。	
二、業務費 (Miscellaneous)		
1.文具紙張 (Stationery)	實施本計畫所需油墨、紙張、文具等費用。	
2.郵電 (Postage & Telecommunication)	1. 實施本計畫所需郵資、電報、電話費、skype 點數等費用。 2. 電話機、傳真機之裝機費不得報支；行動電話之申請及帳單亦不得報支。	Skype 點數每年以 2,000 元為上限

項目名稱	說　　明	標　　準
3.印刷 (Printing)	實施本計畫所需書表、研究報告等之印刷裝訂費及影印費。	
4.租金 (Rental)	實施本計畫所需租用機器設備等租金，但不得租賃房舍、車輛、辦公設備。	
5.油脂 (Gasoline)	實施本計畫所需車輛、機械設備之油料費用。[車輛之油料費用，係指從事調查研究之實地訪查，而非屬派遣機關人員出差，其性質與出差旅費之報支不同，受委託或補(捐)助單位如無公務車可供調派，而需由實地訪查人員駕駛自用汽(機)車從事該訪查，且此項情形已於委託或補(捐)助計畫(或合約)訂明者，其所需油料費，得由各補助或委辦機關本於職責自行核處，檢據報支。]	
6.調查訪問費 (Survey)	實施本計畫所需問卷調查之填表或訪視費。	每份 50 元至 250 元，依問卷內容繁簡程度，酌予增減。有特殊需要者，可來文專案申請，經審核同意後方可核銷。
7.儀器設備使用費 (Equipment Service)	實施本計畫所需各項儀器設備使用費。	
8.電腦處理費 (Computer Processing)	實施本計畫所需電腦資料處理費。包括資料譯碼及鍵入費、電腦使用時間費、磁片、光碟片、報表紙、色帶及印表機碳匣等。如有需硬碟、隨身碟為資料轉存媒介者，必須確與計畫直接相關方得編列。	
9.資料蒐集費 (Data Collecting)	實施本計畫所需購置國內、外參考書籍、期刊或資料檢索費。	圖書費每本需低於 10,000 元。
10.論文發表 (Publication)	本計畫研究成果發表於學術期刊上所需之費用[（包含論文投稿費用及編修費用）。**論文發表前無須來文核備，**	篇數及金額並未規定上限，請依實際需要編列。 註：每篇論文抽印本份數以補助 50 本為上限。

項目名稱	說　　明	標　　準
	但須註明由國家衛生研究院(National Health Research Institutes)資助及計畫編號之字樣，方得核銷。(執行中之計畫論文發表費皆請於計畫經費下報支。)]	
11.出席費 (Attending Fee)	1. 實施本計畫所需專家諮詢會議之出席費，非以專家身分出席者或相同執行機構之出席者不得支領。 2. 屬工作協調性質、工作報告及檢討之會議不得支給出席費。 3. 計畫下人員不得支領此費用。	依「中央政府各機關學校出席費及稿費支出要點」辦理。 每人次 2,500 元上限
12.鐘點費 (Lecture Fee)	1. 實施本計畫所需訓練研討會等學術活動之授課演講鐘點費或實習指導費。 2. 工作會報等活動不得支領本項費用。 3. 計畫下人員不得支領此費用。	依講座鐘點費支給表辦理 機構內人員：1,000 元/節 機構外人員 無隸屬關係：2,000 元/節 具隸屬關係：1,500 元/節 授課時間每節 50 分鐘
13.稿費 (Document Fee)	1. 實施本計畫所需撰稿及翻譯費。 2. 計畫下人員不得支領本項費用。 3. 計畫書及研究報告撰寫不得報支本項費用。 4. 相同執行機構之人員不得支領。	依「中央政府各機關學校出席費及稿費支出要點」辦理。 每千字以 1,020 元為上限
14.訓練費 (Training Fee)	實施本計畫所需之國內訓練費用(含報名費、往返服務機關、訓練機構間之交通費及住宿費。)	依「各機關派員參加國內各項訓練或講習報支費用補助要點」辦理
15.其他 (Others; please specify)	與計畫相關所需之其他雜支： 1. 計畫主持人及計畫下人員國內研討會之報名費或註冊費（不含國內外學會之年費或入會費）。	
	2. 訪員意外保險費	每人投保金額上限 400 萬元(意外險、保險項目含意外身故、殘廢及傷害醫療給付)。

項目名稱	說　　明	標　　準
	3. 受試者意外保險費	依需求核實報支
	4. 受試者營養費或禮品費 *受試者各項費用及物品僅得以擇一給予為原則	受試者營養費每人次 50 元至 300 元；禮品費得依計畫執行實際需求編列，惟每份以 300 元為上限。
	5. 受試者車馬費	交通費依國內出差旅費報支要點規定報支。
	6. 其他臨床試驗相關費用 實施本計畫臨床試驗所需之診療、檢查、檢驗等之費用	檢據核實報支。
	7. 人體試驗委員會等審查費用。	
三、維護費 (Maintenance)	實施本計畫所使用公有儀器設備之修繕及維護費用。	
四、旅運費 (Travel & Delivery fee)		
1.國內旅運費 (Domestic Travel & Delivery Fee)	1.實施本計畫所需之國內差旅費及運費（含國內快遞費）。 2.差旅費分為交通費、住宿費、雜費等。 3.交通費包括出差行程中必須搭乘之飛機、高鐵、船舶、汽車、火車、捷運等費用。前項所稱汽車係指公民營客運汽車，凡公民營汽車到達地區，除因業務需要且事先敘明理由經機關核准者外，不得報支計程車費。	國內差旅費之編列應預估所需出差之人天數，並得以 2,500 元/人天估算。實際報支時應按下列標準支給： 1.交通費：有分座(艙)等級者，以經濟(標準)座(艙)位為限，核實報支。 2.住宿費支付上限： 2,000 元/日（檢據核實報銷） 3.雜費上限：400 元/日
2.國外旅運費 (Overseas Travel & Delivery Fee)	1.實施本計畫所需之國外差旅費及運費(含國外快遞費) 2.國外差旅費之編列：計畫主持人補助總額以新台幣 15 萬元為上限，博士後研究員以新台幣 5 萬元為上限，每人每年 1 次，詳情請參照「國家衛生研究院整合性醫藥衛生科技研究計畫經費項	國外差旅費機票款以經濟艙為限，日支生活費標準請依照「中央政府各機關派赴國外各地區出差人員生活費日支數額表」最新標準報支。

項目名稱	說　　明	標　　準
	目、支用原則及其他注意事項」及「國家衛生研究院補助整合性醫藥衛生科技研究計畫主持人及優秀博士後研究員出國參加國際學術會議經費報支注意事項」辦理。	
五、材料費 (Consumables)	1. 實施本計畫所需消耗性器皿、材料、藥品、動物購買或飼養等費用。 2. 應詳列各項材料之名稱、單價、數量與總價。	
貳、管理費 (Overhead)	1. 本項經費應由計畫執行單位統籌支用，但不得違反相關規定。 2. 使用項目如下： (1)水、電、瓦斯費、大樓清潔費及電梯保養費。 (2)執行機構人員協辦研究計畫業務或計畫約用人員之加班費。 (3)推動實驗室安全衛生之費用。 (4)辦理本院整合性計畫研發成果管理與推廣業務(包括申請專利及技術移轉）所需相關費用。 (5)依全民健康保險法規定需計收投保單位(執行機構)之補充保費。 (6)計畫下約用人員或臨時工依勞動基準法除勞健保費及公提儲金外，其他所衍生應支出之費用。 (7)其他與研究計畫直接有關之費用。	視實際需要，以**不超過計畫下研究費總和之百分之十為限**。惟年度計畫總經費為 300 萬元（含）以下者以 25 萬元為最高編列；總經費大於 300 萬至 600 萬元者以 30 萬元為最高編列；總經費大於 600 萬至 1000 萬元者以 40 萬元為最高編列。(臺灣醫衛重要主題研究計畫各子計畫不得超過其研究費總和之百分之十，且累計後亦不得超過總計畫管理費之上限)
參、設備費 (Equipment)	1. 採購及安裝本計畫所需之儀器設備、電腦軟體或程式設計費用（不含一年以下之軟體授權），所列設備費與實驗研究直接相關者為限。 2. 單價為 1 萬元(含)以上且使用年限在 2 年以上之資產	

項目名稱	說　　明	標　　準
	方得編列(**單價低於 1 萬元者，列入材料費或業務費項下**)。 3. 普通設備或非消耗品如家電、辦公室桌椅、傢俱、複印機、打字機、傳真機、電腦及其週邊等均不得編列之。 4. 擬購置之儀器設備應詳列其名稱、規格、數量、單價及總價。 5. 經費申請及編列時，**單價超過 10 萬元以上者應附一家廠商估價單**。	

貳、計畫線上申請作業系統操作提要

一、本作業系統適用於 Internet Explorer（IE）10.0(含以上)、Firefox、Chrome 及 Safari 之瀏覽器。

二、系統網址：https://erad.nhri.edu.tw

三、本系統提供「整合性醫藥衛生科技研究計畫」之臺灣醫衛重要主題研究計畫(TRG)、創新研究計畫 (IRG)及研究發展獎助計畫 (CDG) 申請書線上製作作業，包括各欄位資料填寫及上傳；free format 的空白格式(Microsoft Word 檔案)下載；申請書各 Section 及附件的預覽及列印。

四、計畫主持人需有本系統核發之登錄用帳號及密碼，方能使用線上申請系統功能。帳號及密碼的取得方式為先連線至系統網站首頁，點選「帳號註冊」，輸入研究人員基本資料，確認無誤後，點選「確定」，系統會自動寄發帳號及密碼回覆函至您的電子信箱中。

註：TRG 子計畫負責人或 IRG/CDG 院內配合款申請人亦需先至線上申請作業系統中註冊並取得帳號，方能被列為子計畫負責人或申請院內配合款，並請將帳號提供給計畫主持人於填寫申請書時使用。

(一) 註冊時所填寫之資料僅為基本資料，欲填寫完整之個人 CV 時，請至網站首頁選登入並輸入申請人之帳號及密碼，登入後點選帳號管理項下之「CV」即可進入編輯畫面填寫或修改個人 CV。請儘可能填寫完整，以利後續填寫計畫申請書或未來填寫成果報告時，系統直接套用資料。

(二) 如計畫之 Key Professional Personnel (如子計畫負責人、協同主持人、研究人員)已於系統網站註冊者，計畫主持人可請其提供帳號及**套用 CV 密碼(非前述之系統登錄密碼)**，即可將其已填寫於系統之 CV 資料直接套用於計畫書相關章節處。

五、遺忘登錄帳號及密碼時，請自系統網站首頁點選登入，點選「忘記密碼」，輸入註冊時填寫之 Email，系統立即自動寄發帳號密碼函至該電子郵件信箱中。若申請人遺忘套用 CV 密碼時，請登錄系統後，點選選帳號管理項下之「基本資料」查詢。

六、自系統網站首頁登入後，點選「113 年度計畫申請」後選擇欲申請之計畫類型(TRG、IRG 或 CDG，**計畫類型一經選定後不得變更**)，即可進入撰寫，撰寫時除請依本申請作業手冊規定外，系統操作方式可參閱該系統網頁上各 section 之「注意事項」(可點擊加減符號開闔)。若誤選計畫類型，請登入後至 Form Section 1 - Face Page 點選“放棄原申

請計畫類型”，將所有已填寫及上傳之計畫資料全數刪除，方能重新點選計畫類型後另行填寫/上傳。

七、 計畫申請書之各 Section 或附件完成後，請逐項點選「預覽」以確認資料是否正確、是否符合頁數限制、檔案是否完整上傳至正確的位置或未於傳輸過程中導致毀損。

八、 請勿上傳加密或含數位簽證之 PDF 檔(如論文抽印本或各式同意函)，以避免整份計畫書送件後合併失敗而影響後續審查作業(關於 PDF 檔加密或數位簽證之檢查，請參考各上傳 Section 之說明，若無法確認是否加密或含數位簽證，請先列印出該檔案後，將紙本重新掃瞄為 PDF 檔再上傳即可)。

九、 計畫申請書全部填寫完畢後，申請人應點選「**計畫送件**」鍵，此時系統將協助檢查必填 Section 是否皆已填寫/上傳(系統僅檢查必填 Section 是否有資料，但未檢視資料內容是否正確或是否符合頁數等各項規定)，檢查流程如下：

(一) 如有未填寫/上傳的必填 Section，系統將提醒該 Section 名稱，此時計畫申請書仍未完成送件，請完成該 Section 的資料填寫/上傳後，再點選「**計畫送件**」，系統將依序檢查是否仍有其他必填 Section 未填寫/上傳，直至所有必填 Section 完成填寫/上傳。

(二) 當所有必填 Section 皆已完成後，點選「**計畫送件**」系統將再次詢問是否確認送件，此時如有其他非必填 Section 尚未完成，系統亦會進行提醒，如確定無填寫需求可忽略並點選「**確認送出**」。計畫送件後，系統將顯示送件時間及送件編號 Serial Number，表示已完成線上送件作業。

註：點選「計畫送件」時，因系統將依序檢查必填 Section 是否皆已填寫/上傳，並請申請人完成所有必填 Section 後方能送件，且計畫收件截止前系統負荷量較高，故務請預留修改時間提早作業，以免誤時。

十、 申請人完成計畫送件作業後，請登錄系統點選「預覽整份」下載或列印整份計畫書(不含附件及論文著作)，以確認整份計畫書各章節合併完成，以免影響後續審查進行，並可視需要自行列印紙本計畫書留存(在截止期限前，若送件量大時，需等候較久時間方能完成)。

十一、已完成計畫送件作業之申請人，於截止期限前，如需修改計畫書者，請重新登錄系統點選「**計畫退件**」後方得修改計畫書。惟，請注意：點選「**計畫退件**」後即視同放棄計畫申請，且計畫書之狀態回復到尚未完成送件，故請務必儘早修改後，於截止期限前再次點選「**計畫送**

件」(即回到上述第九項作業)，並重新取得送件時間及送件編號，方為完成送件作業。

十二、為避免網路壅塞或整份計畫書合併失敗而未及修正檔案後再次上傳，申請人請提早上線使用並完成計畫送件作業，以免誤時。如有任何申請疑問請隨時來電洽詢；惟，如係個人之系統操作困難，請務必於計畫申請截止前 1 上班日下午 4 時前來電洽詢，以免因系統疑難排解不及而誤時，恕無法受理逾時之申請案。

十三、本系統另提供各申請機構查詢申請計畫基本資料功能：

(一) 帳號及密碼的取得係由各機構承辦人至系統網站首頁，點選「機構承辦人」轉至機構承辦人專頁，再點選「機構承辦人註冊」並填寫相關基本資料後，點選「確認送出」，系統會自動寄發帳號及密碼回覆函至機構承辦人的電子信箱中；惟，此時該帳號查詢功能尚未啟用，需由機構來函(請註明註冊之帳號及機構承辦人姓名)申請後，本院將以 Email 方式通知機構承辦人帳號啟用。(若註冊後未於 1 個月內來函申請開通者，系統將刪除該帳號)

(二) 各申請機構至多可申請 3 個帳號，供不同承辦人使用，而每一帳號不分權限，均可瀏覽機構之所有申請計畫基本資料。

(三) 若機構需更換密碼(機構、帳號不得更換)、承辦人姓名、聯絡資訊…等，可自行登錄系統直接線上修改，毋須再來函申請。

(四) 若機構承辦人遺忘登錄帳號及密碼時，請至系統網站首頁，點選「機構承辦人」轉至機構承辦人專頁，再點選「忘記帳號密碼」，輸入註冊時填寫之 Email，系統立即自動寄發帳號密碼函至該電子郵件信箱中。

Ⅴ、計畫申請書撰寫說明

壹、臺灣醫衛重要主題研究計畫撰寫說明

Guidelines for Application of
Thematic Research Grant for Important Health Issues of Taiwan

I. GENERAL INFORMATION

1. In preparing the application, **use English only** and avoid jargon. For terms not universally known, spell out the term the first time it is used followed by the appropriate abbreviation in parentheses; the abbreviation may be used thereafter.

2. Type the application single spaced, and stay within the margin limitations indicated on the form pages. The type must be clear, readily legible and font size is **12 point** (approximately 1/8 inch in height for capital letters). There must be no more than six lines of text within a vertical inch. **Do not reduce font size or line spacing to circumvent the page limitations**.

3. Use black type that can be copied. Provide clear figures, graphs, diagrams, charts, and tables, and include appropriate legends. All photographs or other illustrative materials must be presented in the body of the application in a clear and readable manner, the font size should not be smaller than 9 point, that can be photocopied. When it is essential to illustrate materials in their original color, 5 hard copies of the materials, which have been shown in the Progress Report and Research Plan Section, can be sent to the National Health Research Institutes (NHRI) as supporting documents.

4. If there is any sponsor, consultant or cooperation laboratory listed in this application, please provide the collaborative agreement or supporting letters.

5. **Stay within the page limitations. Any page beyond the limit will be removed by NHRI staff without review, which may seriously affect the review result.** A summary of the page limitations is given as follows:

FORM SECTION	PAGE LIMIT
1. Face Page	1
2. List of Component Projects and Core Units	as needed
3. Personnel	
a. Key Professional Personnel	as needed
b. Supporting Staff	as needed
4. Abstracts	

a. in Chinese	2
b. in English	2
5. Progress Report	3
Response to Previous Review Comments	5
6. General Introduction	3
7. Research Plan	
a. Research Plan of Component Projects	15 each (75 total)
b. Summary and Significance	2
8. Institutional Environment and Resources	2
9. Organization and Administrative Structure	2
10. Detailed Budget Requested for Initial Year	
a. Initial Year Budget for Personnel	as needed
b. Initial Year Budget for Other Categories	as needed
11. Equipment and Budget Requested for Entire Proposed Project Period	
a. Equipment Requested for Entire Proposed Project Period	as needed
b. Annual Budget (Breakdown)	as needed
c. Budget Requested for Entire Proposed Project Period	as needed
12. Other Support	as needed
13. Biographical Sketches	4 each
14. Certificate of Agreement for the Application	as needed
15. Checklist	1
16. Appendix (publications related：**no more than 15 materials)**	

6. Use continuation pages if necessary.

7. Edit page number consecutively at the right bottom for each section respectively.

8. Please note that the submitted proposals might be screened for originality by plagiarism detection software (such as iThenticate) within our review process if necessary.

II. SPECIFIC INSTRUCTIONS - FORMS

1. FORM SECTION 1 - Face Page

A. Complete all items on the face page of the application. This is page 1

of the application.

B. Title of Application: Choose a title that is descriptive and specific rather than general. Do not exceed the character limit of the online system. **Be aware of that this application fits in the research fields listed in page I-2 to I-3.**

C. Type of Application: Choose one type for this application; if this application is being submitted to the NHRI for TRG application for the first time, check "New"; if this application is revised to replace an unfunded version of a TRG application submitted previously to NHRI, check "Revision or Amendment"; if this application is to extend a current TRG grant beyond its funded project period, check "Renewal".

   A New application must have a different title from any other NHRI project with the same Principal Investigator. If the application is an Amendment, or Renewal, please also write down the title of the prior application and the year of its submission. If the specific aims of the project have changed significantly, use a new title.

D. Entire Proposed Project Period: Request 3 years of support for the entire proposed project period.

E. Budget requested for each year can not exceed NT$ 7,500,000. However, for an application with NHRI researchers serving as RIs in its component projects, the limit of annual budget request can be raised to NT$ 10,000,000. But, please also notice, the amount of budget allocated to those component projects (with NHRI researchers as RIs) as a whole should be kept within 30% of the annual budget of the application.

F. Human Subjects: If the activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". An official document of approval along with its original application contents [*], including **Data and Safety Monitoring Plan**, for the proposed activities from the Institutional Review Board (IRB; e.g., The Committee on Clinical Research, etc.) should be submitted at the same time of this application. If the project is conducted in multiple hospitals or organizations, the IRB approved document is required from each one. If the certification of IRB is unavoidably delayed, the IRB pending sheet and IRB application

contents should be submitted with the grant application. The IRB approved document should be presented by **July 3rd, 2023**. If the certification, the pending sheet, or the application contents of IRB could not be submitted before deadlines, it might affect the outcome of the review.

*Note: The Biographical Sketch of investigator is part of the proposal, thus the Biographical Sketch in the original application contents submitted to the Institutional Review Board should not be attached.

G. Gene Recombination: If the activities involving gene recombination are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". An official document of approval for the proposed activities by an institutional biosafety committee should be submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The committee approved document should be presented by **July 3rd, 2023**. If the certification or the pending sheet could not be submitted before deadlines, it might affect the outcome of the review.

H. Microbes in Risk Group 2, 3, 4: If the activities involving microbes in risk group 2, 3, 4 are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". An official document of approval for the proposed activities by an institutional biosafety committee should be submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The approved document should be presented by **July 3rd, 2023**. If the above mentioned documents could not be submitted before deadlines, it might affect the outcome of the review.

I. Vertebrate Animals: If the activities involving vertebrate animals are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". The description of animal ethics 3Rs (Replace, Reduce and Refine) and an official document of approval for the proposed activities by the Institutional Animal Care and Use Committee (IACUC) should be submitted along with the application. If the certification of IACUC is unavoidably delayed, the IACUC pending sheet should be submitted with the application. The IACUC approved document should be presented by **July 3rd, 2023**. If the certification or

the pending sheet of IACUC could not be submitted before deadlines, it might affect the outcome of the review.

2. FORM SECTIONS 2a and 2b - List of Component Projects

List each component project with its title (do not exceed the character limit of the online system) and the name of the Responsible Investigator (RI).

There must be at least three component projects which collectively meet the criteria for a TRG. In additional, the PI should take in charge of one of the scientific component project, and if the project is deleted during review process the TRG application will not be approved.

3. FORM SECTIONS 3a and 3b - Personnel

List all individuals who will participate in the scientific execution of the project, whether or not salaries are offered by this project.

FORM SECTION 3a- Key Professional Personnel

Key Professional Personnel shall be defined as, and also shall be limited as, individuals who contribute substantively to the scientific development, and execution of the project. Typically, these individuals have the doctoral or other professional degree and act as the Principal Investigator (PI), Co-Principal Investigator (Co-PI), Responsible Investigator (RI), Co-Responsible Investigator (Co-RI), and Investigators. Detailed qualifications of the PI, Co-PI, RI, Co-RI and Investigators are stated in page II-1~II-2.

FORM SECTION 3b- Supporting Staff

Supporting Staff is defined as individual(s) who will participate in the project execution, other than the Key Professional Personnel described above, i.e. postdoctoral fellows (for those who have been recruited, i.e. other than “to be hired”, please fill out the Biographical Sketch), graduate students, undergraduate students, or research assistants.

For every individual listed in Form 3a and 3b, include the position title, the organization and the highest degree. Under the Role on Project describe their specific function.

Estimate the percent effort of all personnel on the project. It should be shown in percentage based on the **working hours for each individual.** For

instance, “30 percent effort” means that this individual will devote 30% of his/her working hours on this project, “100 percent effort” means that this individual is full time working on this project. For those who working part time on this project, such as **part time research staff, PI or other key professional personnel, the percent effort should not be 100.**

4. FORM SECTIONS 4a and 4b - Abstracts in Chinese and in English

   Define the central theme of the Program, the disciplines involved and indicate the research aims of the component research projects and how they will collectively accomplish the Program’s overall goals. Describe concisely the research design and methods for achieving these goals.

5. FORM SECTION 5 - Progress Report and Response to Previous Review Comments

   A. For “New” application that indicated in Section 1 – Face Page, if the PI never applied or received NHRI grants in the past 5 years, please upload the file indicating “N/A” in this section. If the PI has applied for NHRI grants (including TRG, IRG, CDG) in the past 5 years, please upload review comments of these applications. If, some of these applications successfully got funded by NHRI, it is essential to briefly describe their progress (within 3 pages) made during previous grant period in this section, and also upload the abstracts of their progress reports and abstracts of the original applications.

   B. For a Renewal TRG applications, a progress report of the previous TRG in the past 5 years is required. The “progress report” in this section should not exceed 3 pages. Progress report serves as a basis for continuing support of the proposal, which should describe in detail the progress made during the previous grant period, and compare what was planned in the original application with what was accomplished. Summarize the previous application’s specific aims and provide a succinct account of published and unpublished results indicating progress toward their achievement. Summarize the importance of the findings. Discuss any changes in the specific aims since the project was last reviewed competitively. List all of the patents, invention reports, publications and manuscripts submitted or accepted for publication supported by this grant.

   Besides the statements mentioned above, please upload the abstracts and

the review comments of previous TRG application as well as the abstract of its progress reports in the past 5 years.

C. For the "Revision or Amendment" application, a concise description (within 5 pages) of responses to the review comments of previous TRG applications in the past 5 years should be provided. In this section, specify changes that have been made or justify why suggested changes were not made. Point out (Mark) any additions, deletions, or revision, and briefly explain any responses to criticism for this project. Upload the previous review comments in the past 5 years in appendix.

For an amended or renewal application, this section is very important. Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments or without progress report by submitting a "New" application may affect the results of the review.

Please provide all the relevant descriptions or documents discreetly according to the type of application. However, do not write any content not mentioned above (e.g. progress supported by other funding agencies), or it will be removed without review.

6. FORM SECTION 6 – General Introduction

A. A TRG should be viewed as a group of interrelated research projects, each of which is not only meritorious scientifically on an individual basis, but also complementary to the other projects in the research program and contributing to the integrating theme. The theme of the proposed TRG should be established in the first paragraph of the general introduction.
B. Describe concisely the Specific Aims of the proposed TRG.
C. Discuss the rationale for the proposed total research program in terms of the current status of the field. Provide the reasons for proposing this TRG project with its stated theme. Outline the central hypothesis to be tested. Discuss the uniqueness and timelines of the proposal.
D. Indicate any prior collaborations between investigators in the group; emphasize the events that have led to the current application; predict the anticipated unique advantages that would be gained by the research within the proposed TRG; describe how the projects are synergistic and mutually reinforcing; and explain how the projects collectively would enhance the stated objectives of the proposed

research.

7. FORM SECTION 7a and 7b - Research Plan

FORM SECTION 7a - Research Plan of Component Projects

A. Describe each component project in the same details required for an individual research project grant application, so that the scientific merit can be judged on the basis of the written proposal. Do not exceed 15 pages for each component project, and 75 pages in total is the absolute maximum for this Section. **These page limits will be strictly enforced**.

B. Keep in mind that the proposal will be reviewed by experts who can judge, collectively, all areas represented in the proposal, but who may not be familiar, individually, with each area of research proposed. Therefore, the description of a project should be concise, yet explicit enough to enable experts in related areas to understand the main thrust of each project. The Research Plan of each project should consist of in the order of all the following components: specific aims, background, previous and current studies, research design and methods, anticipated results, human subjects, gene recombination, microbes in risk group 2, 3, 4, animal investigations, potential hazards and references.

C. Format for the presentation of a component research project:

a. Identify the project with its title and its number as given in FORM SECTION 2, as well as the name of the Responsible Investigator.

b. Specific Aims

Describe concisely and realistically what the specific research is intended to accomplish. 1. Hypotheses to be tested. 2. Relation of the research project to the central theme of the TRG. 3. Relation of the project to, and both complements and supplements, the other research projects in the TRG.

c. Background

Review the most significant previous work and describe the current status of research in this field; document with complete references. Indicate the relevance of the research project to the central theme of

the TRG.

d. Previous and Current Studies

For a new application, the applicants' preliminary studies pertinent to the application will help to establish the experience and competence of the investigators. For a competing renewal application, preliminary studies may help establish the feasibility and importance of the renewal application. Appropriate publications and manuscripts submitted or accepted for publication may be listed.

e. Research Design and Methods

Describe the research design and the procedures to be used to accomplish the Specific Aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Provide information on statistical analysis whenever applicable. Describe any new methodology and its advantage over existing methodologies. This section however should NOT be a just compilation of protocol and methods. It should also present the logic strategy of the research plan. For instance, one may discuss the sensitivity, the specificity and logistics of an enzyme assay, not just the incubation conditions, the concentration of the buffers, etc. Provide a sequence or timetable for the proposed investigations.

f. Anticipated Results

Estimate the extent to which anticipated results would satisfy the original hypothesis and how those results would be important for planning the next steps in the research plan. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

g. Human Subjects

Provide a detailed description of the proposed involvement of human subjects in the work outlined above in the Research Design and Method Section. Describe plans for the recruitment of subjects, the consented procedures to be followed and Data and Safety Monitoring. Describe any potential risk (physical, psychological,

social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits and in relation to the importance of the knowledge that may reasonably be expected to be gained from the study. Attach the IRB approved document along with its original application contents in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

h. Gene Recombination

Provide a detailed description of the proposed involvement of gene recombination in the work outlined above in the Research Design and Methods Section. Describe any potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. Attach an approved document from the institutional biosafety committee in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

i. Microbes in Risk Group 2, 3, 4

Provide a detailed description of the proposed involvement of microbes in risk group 2, 3, 4 in the work outlined above in the Research Design and Methods Section. Describe any potential risks (pathogenicity, mode of transmission and host range…etc.) and assess their likelihood and seriousness. Describe the availability of effective preventive measures or treatment (e.g., vaccines; antibiotics; food and water hygiene; chemotherapeutic agents…etc.) or procedures for protecting against or minimizing any potential risks. Attach an approved document from the institutional biosafety committee in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

j. Animal Investigation

If animals are involved, indicate what species are to be used, whether non-human primates are to be used and list the special justifications for their use. Indicate all details for the care, use, treatment, and disposal of all animals. Observe the law or regulation for animal protection during the project period. Attach the IACUC approved document along with the description of animal ethics 3Rs (Replace, Reduce and Refine) in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

k. Potential Hazards

Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

l. References

Include a complete citation for each reference in the text. Each literature citation must include the names of all authors, title, source (book or journal), volume number, page numbers, and year of publication. Make every attempt to be judicious in compiling a selected, relevant, and current list of literature citations.

FORM SECTION 7b - Summary and Significance

Discuss the interaction and cooperation among the component projects and explain the strategy for achieving the objectives of the overall TRG by the integrative activities of the components. State the importance of the research of the TRG, especially in terms of how it fits to the RFA topics, the potential of its research outcomes being translated into clinical practice or serving as evidence base for policy-making, and the possible impact societal or economic impact it can achieve. This description is very important and will be evaluated during the review process.

8. FORM SECTION 8 - Institutional Environment and Resources

A. Briefly describe the features of the institutional environment that are relevant to the effective implementation of the overall TRG.

B. Describe available resources such as clinical and laboratory facilities, participating and affiliated units; indicate their capabilities, relative proximity, and extent of availability to the project.

C. List the most important equipment items already available for this project, noting the pertinent capabilities of each.

9. FORM SECTION 9 – Organization and Administrative Structure

Describe in detail, and by diagram, if appropriate, the chain of responsibility for decision making and administration, beginning at the level of Principal Investigator and including the investigators responsible for the direction of the component projects.

10. FORM SECTIONS 10a and 10b - Detailed Budget Requested for Initial Year

Use the detailed budget to present the budget for all requested support for the first year. A detailed budget will be required for each Component Project.

FORM SECTION 10a - Initial Year Budget for Personnel

A. Salary supplement of NT$ 10,000 per month could be listed for Principal Investigator. No payment is allowed for Co-PIs, RIs, Co-RIs or Investigators.

B. List the names of the personnel involved in the project during the initial year for whom salary or payment is requested.

C. Identify the role of each individual listed. Describe their specific functions under the Justifications section.

FORM SECTION 10b - Initial Year Budget for Other Categories

A. Travel: Indicate domestic or overseas travel. State under the Justifications section, the purpose of any travel, giving the number of trips involved and the number of individuals for whom funds are requested.

B. Consumables: Itemize consumables in separate categories such as

glassware, chemicals, radioisotopes, etc. For each item, give the unit price, amount purchased, and total cost requested under the Justifications section. Categories in amounts less than NT$ 10,000 do not have to be itemized. Explain and justify the purchase of unusual consumable requests.

C. Equipment: List separately each item of equipment. Justify the purchase under the Justifications section.

D. Additionally, read the guidelines regarding the budget limitation for detailed information on page IV-1 to IV-6, and meet those regulations to conduct projects.

11. FORM SECTIONS 11a, 11b and 11c - Equipment and Budget Requested for Entire Proposed Project Period

FROM SECTION 11a - Equipment Requested for Entire Proposed Project Period

A. For equipment category, list all of the items and budget requested for the initial year and the additional years of support requested.

B. Under the Justifications section, explain and justify the purchase of major equipment in subsequent years following the initial year.

FORM SECTION 11b - Annual Budget (Breakdown by Component Projects and Budget Categories)

Annual budget should be listed on separate pages continuously. For each year, give the amount requested for each budget category for each component project and the annual sum.

FORM SECTION 11c - Budget Requested for Entire Proposed Project Period

A. For each budget category, give the amount requested for the initial year and the additional years of support requested.

B. Under the Justifications section, identify and justify any significant increase or decrease over the initial project period.

12. FORM SECTION 12 - Other Support

A. Every individual listed on Form Section 3a is required to provide a list of all governmental grants, contracts, fellowships, and other forms of support, in which the individual serves as a Principal Investigator or Responsible Investigator. For each individual, list all supports that were funded in the **past three years** (from 2020 until now) and all **current pending** applications. Upload all the abstracts of the funded grants in the past three years and of the current pending applications in appendix, not limited to the ones supported by NHRI. For individuals without other support, please indicate "None".

※Note：NHRI researchers should also list research projects supported by NHRI intramural budget.

B. Note the extent of potential overlaps (financial and/or scientific) of other support with the proposed application. If there is no potential overlap, please indicate "None" in "Overlap with this Application" column. Failure to provide full and accurate information on such overlaps may result in disqualification of the application.

C. For a long-term project, fill in the **entire** project period (e.g. yyyy/mm/dd~ yyyy/mm/dd) in "Duration of support" column.

13. FORM SECTION 13 - Biographical Sketches

A. Give biographical information for key professional personnel (**4 pages for each person**) listed on FORM SECTION 3a, beginning with the Principal Investigator. If the biographical sketches cannot sufficiently provide key professional personnel's information, it may result in disqualification of the application.

B. Education

Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.

C. Statement of Qualifications for Thematic Research Grant for Important Health Issues of Taiwan **(For PI only)**

The TRG is dedicated to mission-oriented research to solve important

health issues of Taiwan. Multidisciplinary cooperation and integration are encouraged. Please provide a brief statement to describe how the PI is qualified for his/her role in this application.

D. Research and Professional Positions Held in Chronological Sequence

List in chronological order, previous employment, experience, and honors. Conclude with present position. Outline previous experience relevant to proposed research.

E. Record of Serving as Principal Investigator

Outline previous experience of serving as Principal Investigator in charge of some scientific projects. List the source of support, project number, title, duration and budget for entire project period, for each scientific project. (If there is no previous experience of serving as PI, please indicate "None".)

F. Publications

Attach a publication list, in chronological order, of all authors, title, volume number, page numbers, and year of publication, for all relevant publications during the past three years, as well as representative earlier publications pertinent to this application. Mark the publications / manuscripts submitted or accepted for publications that have resulted from NHRI funded grant. Patents, invention reports, technology transfer or licensing can also be included. (If there is no publication, please indicate "None".)

14. FORM SECTION 14 - Certificate of Agreement for the Application

A. Principal Investigator's statement: To pursue this grant, the PI must meet the required qualification and guarantee that there is no falsification or misrepresentation in this application. Examine the statement of assurance and have it endorsed both by the PI and the head of applicant organization.

B. The key professional personnel listed on FORM SECTION 3a must sign the certificate of agreement to promise that they have provided full and accurate information and will provide the support during the entire proposed project period.

15. Checklist

Use the checklist to check each item in detail before submitting the application. Make certain that the application meets the administrative criteria for TRG programs. If the application does not meet the administration criteria, it will affect the results of the review or be returned without review.

16. Appendix

A. The Appendix is not to be used to circumvent the page limitation in the Research Plan.

B. The Appendix should include the official documents of approval by all the review boards involving human subjects, vertebrate animals, microbes in risk group 2, 3, 4, and gene recombination, previous review comments, abstract of the previous NHRI application, previous abstracts of progress reports from the grants funded by NHRI, the abstracts of the funded grants in the past three years and the abstracts of current pending applications, the collaborative agreement or supporting letters from the sponsor or cooperation laboratory, and quotations.

C. To submit any color photographs of those shown in the Progress Report and Research Plan Section as supporting documents, 5 hard copies of them can be sent to NHRI.

D. No more than 15 publications, manuscripts submitted or accepted for publication, patents, invention reports, and other printed materials may be submitted.

貳、創新研究計畫撰寫說明

Guidelines for Innovative Research Grant Application

I. GENERAL INFORMATION

1. In preparing the application, **use English only** and avoid jargon. For terms not universally known, spell out the term the first time it is used followed by the appropriate abbreviation in parentheses; the abbreviation may be used thereafter.

2. Type the application single spaced, and stay within the margin limitations indicated on the form pages. The type must be clear, readily legible and font size is **12 point** (approximately 1/8 inch in height for capital letters). There must be no more than six lines of text within a vertical inch. **Do not reduce font size or line spacing to circumvent the page limitations**.

3. Use black type that can be copied. Provide clear figures, graphs, diagrams, charts, and tables, and include appropriate legends. All photographs or other illustrative materials must be presented in the body of the application in a clear and readable manner, the font size should not be smaller than 9 point, that can be photocopied. When it is essential to illustrate materials in their original color, 5 hard copies of the materials, which have been shown in the Progress Report and Research Plan Section, can be sent to the National Health Research Institutes (NHRI) as supporting documents.

4. If there is any sponsor, consultant or cooperation laboratory listed in this application, please provide the collaborative agreement or supporting letters.

5. **Stay within the page limitations. Any page beyond the limit will be removed by NHRI staff without review, which may seriously affect the review result.** A summary of the page limitations is given as follows:

FORM SECTION	PAGE LIMIT
1. Face Page	1
2. Personnel	
a. Key Professional Personnel	as needed
b. Supporting Staff	as needed
3. Abstracts	
a. in Chinese	1
b. in English	1

4. Progress Report	3
Response to Previous Review Comments	5
5. Research Plan	
a. Research Plan of the Application	
(A) to (E) (Specific Aims to Anticipated Results)	13
(F) to (K) (Human Subjects to Reference)	as needed
b. Project Executed by NHRI Researchers	10
6. Institutional Environment and Resources	1
7. Detailed Budget Requested for Initial Year	
a. Initial Year Budget for Personnel	as needed
b. Initial Year Budget for Other Categories	as needed
8. Equipment and Budget Requested for Entire Proposed Project Period	
a. Equipment Requested for Entire Proposed Project Period	as needed
b. Budget Requested for Entire Proposed Project Period	as needed
9. Other Support	as needed
10. Biographical Sketches	4 each
11. Certificate of Agreement for the Application	as needed
12. Checklist	1
13. Appendix (publications related：**no more than 10 materials)**	

6. Use continuation pages if necessary.

7. Edit page number consecutively at the right bottom for each section respectively.

8. Please note that the submitted proposals might be screened for originality by plagiarism detection software (such as iThenticate) within our review process if necessary.

II. SPECIFIC INSTRUCTIONS - FORMS

1. FORM SECTION 1 - Face Page

   A. Complete all items on the face page of the application. This is page 1 of the application.

   B. Title of Application: Choose a title that is descriptive and specific rather than general. Do not exceed the character limit of the online system. **Be aware of that this application fits in the research fields**

listed in page I-3.

C. Type of Application: Choose one type for this application; if this application is being submitted to the NHRI for the first time, check "New"; if this application is revised to replace an unfunded version of a new application submitted previously to NHRI, check "Revision or Amendment"; if this application is to extend a current grant beyond its funded project period—including extending a current CDG to form an IRG, check "Renewal"; if this application is revised to replace an unfunded version of a renewal application submitted previously to NHRI, check "Revised Renewal".

   A New application must have a different title from any other NHRI project with the same Principal Investigator. If the application is an Amendment, Renewal, or Revised Renewal, please also write down the title of the prior application and the year of its submission. If the specific aims of the project have changed significantly, use a new title.

D. Entire Proposed Project Period: Request 3-5 years of support for the entire proposed project period.

E. Budget requested for each year can not exceed NT$ 3,000,000. For those who have genuine cooperation with NHRI researchers, who will apply for NHRI intramural matching fund as well, the total budget requested for each year can not exceed NT$ 4,000,000 (i.e. 3 million maximum for extramural grant plus 1 million maximum for intramural matching fund).

F. Human Subjects: If the activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". An official document of approval along with its original application contents [*], including **Data and Safety Monitoring Plan**, for the proposed activities from the Institutional Review Board (IRB; e.g., The Committee on Clinical Research, etc.) should be submitted at the same time of this application. If the project is conducted in multiple hospitals or organizations, the IRB approved document is required from each one. If the certification of IRB is unavoidably delayed, the IRB pending sheet and IRB application contents should be submitted with the grant application. The IRB approved document should be presented by **July 3rd, 2023**. If the certification, the pending sheet, or the application contents of IRB

could not be submitted before deadlines, it might affect the outcome of the review.

*Note: The Biographical Sketch of investigator is part of the proposal, thus the Biographical Sketch in the original application contents submitted to the Institutional Review Board should not be attached.

G. Gene Recombination: If the activities involving gene recombination are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". An official document of approval for the proposed activities by an institutional biosafety committee should be submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The committee approved document should be presented by **July 3rd, 2023**. If the certification or the pending sheet could not be submitted before deadlines, it might affect the outcome of the review.

H. Microbes in Risk Group 2, 3, 4: If the activities involving microbes in risk group 2, 3, 4 are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". An official document of approval for the proposed activities by an institutional biosafety committee should be submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The approved document should be presented by **July 3rd, 2023**. If the above mentioned documents could not be submitted before deadlines, it might affect the outcome of the review.

I. Vertebrate Animals: If the activities involving vertebrate animals are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". The description of animal ethics 3Rs (Replace, Reduce and Refine) and an official document of approval for the proposed activities by the Institutional Animal Care and Use Committee (IACUC) should be submitted along with the application. If the certification of IACUC is unavoidably delayed, the IACUC pending sheet should be submitted with the application. The IACUC approved document should be presented by **July 3rd, 2023**. If the certification or the pending sheet of IACUC could not be submitted before deadlines, it might affect the outcome of the review.

2. FORM SECTIONS 2a and 2b - Personnel

List all individuals who will participate in the scientific execution of the project, whether or not salaries are offered by this project.

FORM SECTION 2a- Key Professional Personnel

Key Professional Personnel shall be defined as, and also shall be limited as, individuals who contribute substantively to the scientific development, and execution of the project. Typically, these individuals have the doctoral or other professional degree and act as the Principal Investigator (PI), Co-Principal Investigators (Co-PIs), and Investigators. Detailed qualifications of the PI, Co-PIs and Investigators are stated in page III-2~III-3. For those who have genuine cooperation with NHRI researchers, who will apply for NHRI intramural matching fund as well, please be sure to list cooperation NHRI researchers in SECTION 2a, and, among them, choose only one who will apply for NHRI intramural matching fund.

FORM SECTION 2b- Supporting Staff

Supporting Staff is defined as individual(s) who will participate in the project execution, other than the Key Professional Personnel described above, i.e. postdoctoral fellows (for those who have been recruited, i.e. other than "to be hired", please fill out the Biographical Sketch), graduate students, undergraduate students, or research assistants.

For every individual listed in Form 2a and 2b, include the position title, the organization and the highest degree. Under the Role on Project describe their specific function.

Estimate the percent effort of all personnel on the project. It should be shown in percentage based on the **working hours for each individual.** For instance, "30 percent effort" means that this individual will devote 30% of his/her working hours on this project, "100 percent effort" means that this individual is full time working on this project. For those who working part time on this project, such as **part time research staff, PI or other key professional personnel, the percent effort should not be 100.**

3. FORM SECTIONS 3a and 3b - Abstracts in Chinese and in English

State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals.

4. FORM SECTION 4 - Progress Report and Response to Previous Review Comments

A. For "New" application that indicated in Section 1 – Face Page, if the PI never applied or received NHRI grants in the past 5 years, please upload the file indicating "N/A" in this section. If the PI has received NHRI grants in the past 5 years, it is essential to briefly describe the progress (within 3 pages) made during previous grant period in this section. Besides, it is necessary to upload the abstracts of progress reports, abstracts of previous NHRI application, and previous review comments in the past 5 years as appendixes. If the PI has applied for NHRI grants but was not funded in the past 5 years, please upload the review comments in the past 5 years as appendixes.

B. For competing Renewal applications, a progress report of previous NHRI grant in the past 5 years is required. The "progress report" in this section should not exceed 3 pages. Progress report serves as a basis for continuing support of the proposal, which should describe in detail the progress made during previous NHRI grant period, and compare what was planned in the original application with what was accomplished. Summarize the previous application's specific aims and provide a succinct account of published and unpublished results indicating progress toward their achievement. Summarize the importance of the findings. Discuss any changes in the specific aims since the project was last reviewed competitively. List all of the patents, invention reports, publications and manuscripts submitted or accepted for publication supported by this grant.

Besides the statements mentioned above, please upload the abstract of the previous NHRI application, previous abstracts of progress reports from the grants funded by NHRI and previous review comments in the past 5 years in appendixes.

C. For the "Revision or Amendment" or "Revised Renewal" application, a concise description (within 5 pages) of responses to the previous review comments in the past 5 years should be provided. In this section, specify changes that have been made or justify why suggested changes were not made. Point out (Mark) any additions, deletions, or revision, and briefly explain any responses to criticism for this project. Upload the previous review comments in the past 5 years in appendix. In addition, the description of progress made during previous NHRI grant period (within 3 pages) is also required, and the abstract of the previous NHRI

application and previous abstracts of progress reports from the grants funded by NHRI in the past 5 years should be uploaded in appendix as well.

For an amended or renewal application, this section is very important. Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments or without progress report by submitting a "New" application may affect the results of the review.

Please provide all the relevant descriptions or documents discreetly according to the type of application. However, do not write any content not mentioned above (e.g. progress supported by other funding agencies), or it will be removed without review.

5. FORM SECTION 5 - Research Plan

FORM SECTION 5a – Research Plan of the Application

Include sufficient, but concise information to facilitate an effective review. Be specific and informative yet avoiding redundancies. The research plan should consist of in the order of all the following components: (A) specific aims, (B) background and significance, (C) previous and current studies, (D) research design and methods, (E) anticipated results, (F) human subjects, (G) gene recombination, (H) microbes in risk group 2, 3, 4, (I) animal investigations, (J) potential hazards and (K) references. **The absolute maximum number of pages for part (A) to (E) is 13 pages, which will be strictly enforced.** Mark in bold type what was changed or improved based on the previous review comments or results of previous study for "Renewal", "Revision or Amendment" or "Revised Renewal" application.

※Note：For those who have genuine cooperation with NHRI researchers, who will apply for NHRI intramural matching fund as well, please indicate which part of the research project is executed by NHRI researchers in FORM SECTION 5b.

A. Specific Aims (One page is recommended)

Outline the broad, long-term objectives; then, list and describe concisely and realistically what the specific research is intended to

accomplish and any hypotheses to be tested. Avoid giving a long list of aims that are unachievable and over ambitious.

B. Background and Significance (Part B+C：do not exceed 6 pages is recommended)

Briefly sketch the background of the present proposal, critically evaluate existing knowledge, and specifically identify the gaps which the project is intended to fill. State concisely the importance of the research described in this application, especially in terms of health relevance, scientific contribution, uniqueness and originality.

C. Previous and Current Studies (Part B+C：do not exceed 6 pages is recommended)

A report of the Principal Investigator's previous studies and all current projects and sources of funding pertinent to the application is required. For a new application, the applicants' preliminary studies will help to demonstrate the experience and competence of the investigators. For a competing renewal application, preliminary studies may help establish the feasibility and importance of the renewal application. Appropriate publications and manuscripts submitted or accepted for publication may be listed.

D. Research Design and Methods

Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Provide information on statistical analysis whenever applicable. Describe any new methodology and its advantage over existing methodologies. This section however should NOT be just a compilation of protocol and methods. It should also present the logic strategy of the research plan. For instance, one may discuss the sensitivity, the specificity and logistics of an enzyme assay, not just the incubation conditions, the concentration of the buffers, etc. Provide a sequence or time-table for the proposed investigations. If expert consultants and collaborators are mentioned, make certain to include collaborative agreement or supporting letters in the Appendix.

E. Anticipated Results

Estimate the extent to which anticipated results would satisfy the original hypothesis and how those results would be important for planning the next steps in the research plan. Discuss the potential pitfalls, difficulties and limitations of the proposed procedures and provide alternative approaches if the original approaches do not work.

F. Human Subjects

Provide a detailed description of the proposed involvement of human subjects in the work outlined above in the Research Design and Method Section. Describe plans for the recruitment of subjects, the consented procedures to be followed and Data and Safety Monitoring. Describe any potential risk (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits and in relation to the importance of the knowledge that may reasonably be expected to be gained from the study. Attach the IRB approved document along with its original application contents in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

G. Gene Recombination

Provide a detailed description of the proposed involvement of gene recombination in the work outlined above in the Research Design and Methods Section. Describe any potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. Attach an approved document from the institutional biosafety committee in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

H. Microbes in Risk Group 2, 3, 4

Provide a detailed description of the proposed involvement of microbes in risk group 2, 3, 4 in the work outlined above in the Research Design and Methods Section. Describe any potential risks (pathogenicity, mode of transmission and host range…etc.) and assess their likelihood

and seriousness. Describe the availability of effective preventive measures or treatment (e.g., vaccines; antibiotics; food and water hygiene; chemotherapeutic agents…etc.) or procedures for protecting against or minimizing any potential risks. Attach an approved document from the institutional biosafety committee in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

I. Animal Investigations

If animals are involved, indicate what species are to be used, whether non-human primates are to be used and list the special justifications for their use. Indicate all details for the care, use, treatment, and disposal of all animals. Observe the law or regulation for animal protection during the project period. Attach the IACUC approved document along with the description of animal ethics 3Rs (Replace, Reduce and Refine) in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

J. Potential Hazards

Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

K. References

Include a complete citation for each reference in the text. Each literature citation must include the names of all authors, title, source (book or journal), volume number, page numbers and year of publication. Make every attempt to be judicious in compiling a selected, relevant, and current list of literature citations.

FORM SECTION 5b – Project Executed by NHRI Researchers (do not exceed 10 pages)

For those who have genuine cooperation with NHRI (i.e. NHRI researchers do execute certain part of the proposed work, not merely providing consultants, materials/consumables or animal facility), and **NHRI researchers do apply for NHRI intramural matching fund**, provide cooperation plan of NHRI researchers in this section including preliminary data, research design and methods, what will be achieved by NHRI researchers in this proposed application, how NHRI

researchers will cooperate with the PI, and what will be contributed to NHRI intramural research. Please refer to page I-4 and III-6 for details.

Please be aware of that NHRI researchers are welcome to participate in multiple extramural grants, but each NHRI researcher can apply or conduct only one NHRI intramural matching fund at the same time.

Indicate "N/A" if there is no NHRI participant who will apply for NHRI intramural matching fund.

6. FORM SECTION 6 - Institutional Environment and Resources

   A. Briefly describe the features of the institutional environment that are relevant to the effective implementation of the research project.

   B. Describe available resources such as clinical and laboratory facilities, participating and affiliated units; indicate their capabilities, relative proximity, and extent of availability to the project.

   C. List the most important equipment items already available for this project, noting the pertinent capabilities of each.

7. FORM SECTIONS 7a and 7b - Detailed Budget Requested for Initial Year

   ※Note： For those who have genuine cooperation with NHRI, itemize budget requested for NHRI intramural matching fund in this section as well and clearly justify which items are requested for extramural grant and which items are requested for NHRI intramural matching fund.
   (Overseas Travel, Equipment, and Overhead budget cannot be included in NHRI intramural matching fund.)

   FORM SECTION 7a - Initial Year Budget for Personnel

   A. Salary supplement of NT$ 10,000 per month could be listed for Principal Investigator. No payment is allowed for either Co-PIs or Investigators.

   B. List the names of the personnel involved in the project during the initial year for whom salary or payment is requested.

C. Identify the role of each individual listed. Describe their specific functions under the Justifications section.

FORM SECTION 7b - Initial Year Budget for Other Categories

A. Travel: Indicate domestic or overseas travel. State under the Justifications section, the purpose of any travel, giving the number of trips involved and the number of individuals for whom funds are requested.

B. Consumables: Itemize consumables in separate categories such as glassware, chemicals, radioisotopes, etc. For each item, give the unit price, amount purchased, and total cost requested under the Justifications section. Categories in amounts less than NT$ 10,000 do not have to be itemized. Explain and justify the purchase of unusual consumable requests.

C. Equipment: List separately each item of equipment. Justify the purchase under the Justifications section.

D. Additionally, read the guidelines regarding the budget limitation for detailed information on page IV-1 to IV-6, and meet those regulations to conduct projects.

8. FORM SECTIONS 8a and 8b - Equipment and Budget Requested for Entire Proposed Project Period

FROM SECTION 8a - Equipment Requested for Entire Proposed Project Period

A. For equipment category, list all of the items and budget requested for the initial year and the additional years of support requested.

B. Under the Justifications section, explain and justify the purchase of major equipment in subsequent years following the initial year.

C. For those who will apply for NHRI intramural matching fund, Equipment cannot be included.

FORM SECTION 8b - Budget Requested for Entire Proposed Project Period

A. For each budget category, give the amount requested for the initial year

and the additional years of support requested.

B. Under the Justifications section, identify and justify any significant increase or decrease over the initial project period. (including NHRI matching fund, if any)

9. FORM SECTION 9 - Other Support

A. Every individual listed on Form Section 2a is required to provide a list of all governmental grants, contracts, fellowships, and other forms of support, in which the individual serves as a Principal Investigator or Responsible Investigator. For each individual, list all supports that were funded in the **past three years** (from 2020 until now) and all **current pending** applications. Upload all the abstracts of the funded grants in the past three years and of the current pending applications in appendix, not limited to the ones supported by NHRI. For individuals without other support, please indicate "None".

※Note：NHRI researchers should also list research projects supported by NHRI intramural budget especially for those who will apply for the intramural matching fund along with the proposed application.

B. Note the extent of potential overlaps (financial and/or scientific) of other support with the proposed application. If there is no potential overlap, please indicate "None" in "Overlap with this Application" column. Failure to provide full and accurate information on such overlaps may result in disqualification of the application.

C. For a long-term project, fill in the **entire** project period (e.g. yyyy/mm/dd~ yyyy/mm/dd) in "Duration of support" column.

10. FORM SECTION 10 - Biographical Sketches

A. Give biographical information for key professional personnel (**4 pages for each person**) listed on FORM SECTION 2a, beginning with the Principal Investigator. If the biographical sketches cannot sufficiently provide key professional personnel's information, it may result in disqualification of the application.

B. Education

Begin with baccalaureate or other initial professional education, such as

nursing, and include postdoctoral training.

C. Statement of Qualifications for Innovative Research Grant **(For PI only)**

The Innovative Research Grant is dedicated to encouraging independent researchers in national health research fields. The PI's past or ongoing work must have resulted in or will result in significant improvement in medical and health research. State the PI's status of independence and scientific achievement.

D. Research and Professional Positions Held in Chronological Sequence

List in chronological order, previous employment, experience, and honors. Conclude with present position. Outline previous experience relevant to proposed research.

E. Record of Serving as Principal Investigator

Outline previous experience of serving as Principal Investigator in charge of some scientific projects. List the source of support, project number, title, duration and budget for entire project period, for each scientific project. (If there is no previous experience of serving as PI, please indicate "None".)

F. Publications

Attach a publication list, in chronological order, of all authors, title, volume number, page numbers, and year of publication, for all relevant publications during the past three years, as well as representative earlier publications pertinent to this application. Mark the publications / manuscripts submitted or accepted for publications that have resulted from NHRI funded grant. Patents, invention reports, technology transfer or licensing can also be included. (If there is no publication, please indicate "None".)

11. FORM SECTION 11 - Certificate of Agreement for the Application

A. Principal Investigator's statement: To pursue this grant, the PI must meet the required qualification and guarantee that there is no falsification or misrepresentation in this application. Examine the statement of assurance and have it endorsed both by the PI and the head of applicant organization.

B. The key professional personnel listed on FORM SECTION 2a must sign the certificate of agreement to promise that they have provided full and accurate information and will provide the support during the entire proposed project period.

12. Checklist

Use the checklist to check each item in detail before submitting the application. Make certain that the application meets the administrative criteria for IRG programs. If the application does not meet the administration criteria, it will affect the results of the review or be returned without review.

13. Appendix

A. The Appendix is not to be used to circumvent the page limitation in the Research Plan.

B. The Appendix should include the official documents of approval by all the review boards involving human subjects, vertebrate animals, microbes in risk group 2, 3, 4, and gene recombination, previous review comments, abstract of the previous NHRI application, previous abstracts of progress reports from the grants funded by NHRI, the abstracts of the funded grants in the past three years and the abstracts of current pending applications, the collaborative agreement or supporting letters from the sponsor or cooperation laboratory, and quotations.

C. To submit any color photographs of those shown in the Progress Report and Research Plan Section as supporting documents, 5 hard copies of them can be sent to NHRI.

D. No more than 10 publications, manuscripts submitted or accepted for publication, patents, invention reports, and other printed materials may be submitted.

參、研究發展獎助計畫撰寫說明

Guidelines for Career Development Grant Application

I. GENERAL INFORMATION

1. In preparing the application, **use English only** and avoid jargon. For terms not universally known, spell out the term the first time it is used followed by the appropriate abbreviation in parentheses; the abbreviation may be used thereafter.

2. Type the application single spaced, and stay within the margin limitations indicated on the form pages. The type must be clear, readily legible and font size is **12 point** (approximately 1/8 inch in height for capital letters). There must be no more than six lines of text within a vertical inch. **Do not reduce font size or line spacing to circumvent the page limitations**.

3. Use black type that can be copied. Provide clear figures, graphs, diagrams, charts, and tables, and include appropriate legends. All photographs or other illustrative materials must be presented in the body of the application in a clear and readable manner, the font size should not be smaller than 9 point, that can be photocopied. When it is essential to illustrate materials in their original color, 5 hard copies of the materials, which have been shown in the Progress Report and Research Plan Section, can be sent to the National Health Research Institutes (NHRI) as supporting documents.

4. If there is any sponsor, consultant or cooperation laboratory listed in this application, please provide the collaborative agreement or supporting letters.

5. **Stay within the page limitations. Any page beyond the limit will be removed by NHRI staff without review, which may seriously affect the review result.** A summary of the page limitations is given as follows:

FORM SECTION	PAGE LIMIT
1. Basic Information	
a. Face Page	1
b. PI's History	1
2. Personnel	
a. Key Professional Personnel	as needed

b. Supporting Staff	as needed
3. Abstracts	
a. in Chinese	1
b. in English	1
4. Response to Previous Review Comments	5
5. Research Plan	
a. Research Plan of the Application	
(A) to (E) (Specific Aims to Anticipated Results)	13
(F) to (K) (Human Subjects to Reference)	as needed
b. Project Executed by NHRI Researchers	10
6. Institutional Environment and Resources	1
7. Detailed Budget Requested for Initial Year	
a. Initial Year Budget for Personnel	as needed
b. Initial Year Budget for Other Categories	as needed
8. Equipment and Budget Requested for Entire Proposed Project Period	
a. Equipment Requested for Entire Proposed Project Period	as needed
b. Budget Requested for Entire Proposed Project Period	as needed
9. Other Support	as needed
10. Biographical Sketches	4 each
11. Certificate of Agreement for the Application	as needed
12. Checklist	1
13. Appendix (publications related：**no more than 10 materials)**	

6. Use continuation pages if necessary.

7. Edit page number consecutively at the right bottom for each section respectively.

8. Please note that the submitted proposals might be screened for originality by plagiarism detection software (such as iThenticate) within our review process if necessary.

II. SPECIFIC INSTRUCTIONS - FORMS

1. FORM SECTIONS 1a and 1b - Basic Information

   FORM SECTION 1a - Face Page

   A. Complete all items on the face page of the application. This is page 1

of the application.

B. Title of Application: Choose a title that is descriptive and specific rather than general. Do not exceed the character limit of the online system. **Be aware of that this application fits in the research fields listed in page I-3.**

C. Type of Application: Choose one type for this application; if this application is being submitted to NHRI for the first time, check "New"; if this application is revised to replace an unfunded version of a new application submitted previously to NHRI, check "Revision or Amendment".

   A New application must have a different title from any other NHRI project with the same Principal Investigator. If the application is a Revision or Amendment, please also write down the title of the prior application and the year of its submission. If the specific aims of the project have changed significantly, use a new title.

D. Entire Proposed Project Period: Request **4 years** of support for the entire proposed project period.

E. Budget for Proposed Project: The upper limit of budget requested for the entire duration of the proposed project is NT$ 8,000,000. The Principal Investigator can allocate the budget for the whole period as required by research needs. For those who have genuine cooperation with NHRI researchers, besides 8 million for the entire project period for extramural grant, another one million maximum for intramural matching fund per year can be requested.

F. Human Subjects: If the activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". An official document of approval along with its original application contents*, including **Data and Safety Monitoring Plan**, for the proposed activities from the Institutional Review Board (IRB; e.g., The Committee on Clinical Research, etc.) should be submitted at the same time of this application. If the project is conducted in multiple hospitals or organizations, the IRB approved document is required from each one. If the certification of IRB is unavoidably delayed, the IRB pending sheet and IRB application contents should be submitted with the grant application. The IRB approved document should be presented by **July 3rd, 2023**. If the certification, the pending sheet, or the application contents of IRB could not be submitted before deadlines, it

might affect the outcome of the review.

*Note: The Biographical Sketch of investigator is part of the proposal, thus the Biographical Sketch in the original application contents submitted to the Institutional Review Board should not be attached.

G. Gene Recombination: If the activities involving gene recombination are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". An official document of approval for the proposed activities by an institutional biosafety committee should be submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The committee approved document should be presented by **July 3rd, 2023**. If the certification or the pending sheet could not be submitted before deadlines, it might affect the outcome of the review.

H. Microbes in Risk Group 2, 3, 4: If the activities involving microbes in risk group 2, 3, 4 are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". An official document of approval for the proposed activities by an institutional biosafety committee should be submitted along with the application. If the certification is unavoidably delayed, the pending sheet should be submitted with the application. The approved document should be presented by **July 3rd, 2023.** If the above mentioned documents could not be submitted before deadlines, it might affect the outcome of the review.

I. Vertebrate Animals: If the activities involving vertebrate animals are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes". The description of animal ethics 3Rs (Replace, Reduce and Refine) and an official document of approval for the proposed activities by the Institutional Animal Care and Use Committee (IACUC) should be submitted along with the application. If the certification of IACUC is unavoidably delayed, the IACUC pending sheet should be submitted with the application. The IACUC approved document should be presented by **July 3rd, 2023**. If the certification or the pending sheet of IACUC could not be submitted before deadlines, it might affect the outcome of the review.

FORM SECTION 1b - PI's History

A. List and provide a brief description of the projects in which the PI has participated in.

B. Three letters of recommendation must be supplied. One of them should be from the primary adviser for the highest degree of the PI. If it is not available, please describe the reasons and provide a substitute letter of recommendation. List all the recommenders' name, position title, organization and relationship with the applicant in this section. The letters of recommendation may be sent to NHRI directly to:

NHRI Scientific Review Committee
c/o Department of Research Planning and Development
National Health Research Institutes
35, Keyan Road, Zhunan Town, Miaoli County 35053, Taiwan, ROC

If the letters of recommendation cannot be submitted by April 12th, 2023, they should be presented no later than **July 3rd, 2023**.

2. FORM SECTIONS 2a and 2b - Personnel

List all individuals who will participate in the scientific execution of the project, whether or not salaries are offered by this project.

FORM SECTION 2a- Key Professional Personnel

Key Professional Personnel shall be defined as, and also shall be limited as, individual who contribute substantively to the scientific development, and execution of the project. Typically, these individuals have the doctoral or other professional degree and act as the Principal Investigator (PI), Co-Principal Investigators (Co-PIs), and Investigators. Detailed qualifications of the PI, Co-PIs and Investigators are stated in page III-2~III-3. For those who have genuine cooperation with NHRI researchers, who will apply for NHRI intramural matching fund as well, please be sure to list cooperation NHRI researchers in SECTION 2a, and, among them, choose only one who will apply for NHRI intramural matching fund.

FORM SECTION 2b- Supporting Staff

Supporting Staff is defined as individual(s) who will participate in the project execution, other than the Key Professional Personnel described

above, i.e. postdoctoral fellows (for those who have been recruited, i.e. other than "to be hired", please fill out the Biographical Sketch), graduate students, undergraduate students, or research assistants.

For every individual listed in Form 2a and 2b, include the position title, the organization and the highest degree. Under the Role on Project describe their specific function.

Estimate the percent effort of all personnel on the project. It should be shown in percentage based on the **working hours for each individual.** For instance, "30 percent effort" means that this individual will devote 30% of his/her working hours on this project, "100 percent effort" means that this individual is full time working on this project. For those who working part time on this project, such as **part time research staff, PI or other key professional personnel, the percent effort should not be 100.**

3. FORM SECTIONS 3a and 3b - Abstracts in Chinese and in English

   State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving these goals.

4. FORM SECTION 4 - Response to Previous Review Comments

   If this application is being submitted to NHRI for the first time, please upload the file indicating "N/A" in this section.

   For a revised/amended application, a concise description (within 5 pages) of responses to the previous review comments in the past 5 years should be provided, and the previous review comments in the past 5 years should be uploaded as appendixes. In this statement, specify changes that have been made or justify why suggested changes were not made. Point out any additions, deletions, or revision, and any responses to criticism for this project.

   For a revised/amended application, this section is very important. Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments by submitting a "New" application may affect the results of the review.

5. FORM SECTION 5 - Research Plan

FORM SECTION 5a – Research Plan of the Application

Include sufficient, but concise information to facilitate an effective review. Be specific and informative yet avoiding redundancies. The Research Plan of each project should consist of in the order of all the following components: (A) specific aims, (B) background and significance, (C) previous and current studies, (D) research design and methods, (E) anticipated results, (F) human subjects, (G) gene recombination, (H) microbes in risk group 2, 3, 4, (I) animal investigations, (J) potential hazards and (K) references. **The absolute maximum number of pages for part (A) to (E) is 13 pages, which will be strictly enforced.** Mark in bold type what was changed or improved based on the previous review comments or results of previous study for "Revision or Amendment" application.

※Note：For those who have genuine cooperation with NHRI researchers, who will apply for NHRI intramural matching fund as well, please indicate which part of the research project is executed by NHRI researchers in FORM SECTION 5b.

A. Specific Aims (One page is recommended)

Outline the broad, long-term objectives; then, list and describe concisely and realistically what the specific research is intended to accomplish and any hypotheses to be tested. Avoid giving a long list of aims that are unachievable and over ambitious.

B. Background and Significance (Part B+C：do not exceed 6 pages is recommended)

Briefly sketch the background of the present proposal, critically evaluate existing knowledge, and specifically identify the gaps which the project is intended to fill. State concisely the importance of the research described in this application, especially in terms of health relevance, scientific contribution, uniqueness and originality.

C. Previous and Current Studies (Part B+C：do not exceed 6 pages is recommended)

A progress report is required for the Principal Investigator. A report of

the Principal Investigator's previous studies and all projects in which she/he has participated is required.

Provide an account of the Principal Investigator's preliminary studies pertinent to the application and any other information that will help to demonstrate the experience and competence of the investigator to pursue the proposed project. Recount the history of the Principal Investigator, particularly with reference to the competence in pursuing this project. The title and complete references to appropriate publications and manuscripts submitted or accepted for publication may be listed.

D. Research Design and Methods

Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which the data will be collected, analyzed, and interpreted. Provide information on statistical analysis whenever applicable. Describe any new methodology and its advantage over existing methodologies. This section however should NOT be just a compilation of protocol and methods. It should also present the logic strategy of the research plan. For instance, one may discuss the sensitivity, the specificity and logistics of an enzyme assay, not just the incubation conditions, the concentration of the buffers, etc. Provide a sequence or timetable for the proposed investigations. If expert consultants and collaborators * are mentioned, make certain to include collaborative agreement or supporting letters in the Appendix.

E. Anticipated Results

Estimate the extent to which anticipated results would satisfy the original hypothesis and how those results would be important for planning the next steps in the research plan. Discuss the potential pitfalls, difficulties and limitations of the proposed procedures and provide alternative approaches if the original approaches do not work.

F. Human Subjects

Provide a detailed description of the proposed involvement of human subjects in the work outlined above in the Research Design and Method Section. Describe plans for the recruitment of subjects, the consented procedures to be followed and Data and Safety Monitoring. Describe

any potential risk (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits and in relation to the importance of the knowledge that may reasonably be expected to be gained from the study. Attach the IRB approved document along with its original application contents in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

G. Gene Recombination

Provide a detailed description of the proposed involvement of gene recombination in the work outlined above in the Research Design and Methods Section. Describe any potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. Attach an approved document from the institutional biosafety committee in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

H. Microbes in Risk Group 2, 3, 4

Provide a detailed description of the proposed involvement of microbes in risk group 2, 3, 4 in the work outlined above in the Research Design and Methods Section. Describe any potential risks (pathogenicity, mode of transmission and host range…etc) and assess their likelihood and seriousness. Describe the availability of effective preventive measures or treatment (e.g., vaccines; antibiotics; food and water hygiene; chemotherapeutic agents…etc.) or procedures for protecting against or minimizing any potential risks. Attach an approved document from the institutional biosafety committee in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

I. Animal Investigations

If animals are involved, indicate what species are to be used, whether non-human primates are to be used and list the special justifications for their use. Indicate all details for the care, use, treatment, and disposal of all animals. Observe the law or regulation for animal protection

during the project period. Attach the IACUC approved document along with the description of animal ethics 3Rs (Replace, Reduce and Refine) in Appendix. **Assure the title and execution period on official document of approval are consistent with this application.**

J. Potential Hazards

Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised.

K. References

Include a complete citation for each reference in the text. Each literature citation must include the names of all authors, title, source (book or journal), volume number, page numbers and year of publication. Make every attempt to be judicious in compiling a selected, relevant, and current list of literature citations.

FORM SECTION 5b – Project Executed by NHRI Researchers (do not exceed 10 pages)

For those who have genuine cooperation with NHRI (i.e. NHRI researchers do execute certain part of the proposed work, not merely providing consultants, materials/consumables or animal facility), and **NHRI researchers do apply for NHRI intramural matching fund**, provide cooperation plan of NHRI researchers in this section including preliminary data, research design and methods, what will be achieved by NHRI researchers in this proposed application, how NHRI researchers will cooperate with the PI, and what will be contributed to NHRI intramural research. Please refer to page I-4 and III-6 for details.

Please be aware of that NHRI researchers are welcome to participate in multiple extramural grants, but each NHRI researcher can apply or conduct only one NHRI intramural matching fund at the same time.

Indicate "N/A" if there is no NHRI participant who will apply for NHRI intramural matching fund.

6. FORM SECTION 6 - Institutional Environment and Resources

A. Briefly describe the features of the institutional environment that are relevant to the effective implementation of the research project.

B. Describe available resources such as clinical and laboratory facilities, participating and affiliated units; indicate their capabilities, relative proximity, and extent of availability to the project.

C. List the most important equipment items already available for this project, noting the pertinent capabilities of each.

7. FORM SECTIONS 7a and 7b - Detailed Budget Requested for Initial Year

※ Note：For those who have genuine cooperation with NHRI, itemize budget requested for NHRI intramural matching fund in this section as well and clearly justify which items are requested for extramural grant and which items are requested for NHRI intramural matching fund.
(Overseas Travel, Equipment, and Overhead budget cannot be included in NHRI intramural matching fund.)

FORM SECTION 7a - Initial Year Budget for Personnel

A. Salary supplement of NT$ 10,000 per month could be listed for Principal Investigator. No payment is allowed for either Co-PIs or Investigators.

B. Postdoctoral fellow can be listed.

C. List the names of the personnel involved in the project during the initial year for whom salary or payment is requested.

D. Identify the role of each individual listed. Describe their specific functions under the Justifications section.

FORM SECTION 7b - Initial Year Budget for Other Categories

A. Travel: Indicate domestic or overseas travel. State under the Justifications section the purpose of any travel, giving the number of trips involved and the number of individuals for whom funds are

requested.

B. Consumables: Itemize consumables in separate categories such as glassware, chemicals, radioisotopes, etc. For each item, give the unit price, amount purchased, and total cost requested under the Justifications section. Categories in amounts less than NT$ 10,000 do not have to be itemized. Explain and justify the purchase of unusual consumable requests.

C. Equipment: List separately each item of equipment. Justify the purchase under the Justifications section.

D. Additionally, read the guidelines regarding the budget limitation for detailed information on page IV-1 to IV-6, and meet those regulations to conduct projects.

8. FORM SECTION 8a and 8b - Equipment and Budget Requested for Entire Proposed Project Period

FORM SECTION 8a - Equipment Requested for Entire Proposed Project Period

A. For equipment category, list all of the items and budget requested for the initial year and the additional years of support requested.

B. Under the Justifications section, explain and justify the purchase of major equipment in subsequent years following the initial year.

C. For those who will apply for NHRI intramural matching fund, Equipment cannot be included.

FORM SECTION 8b - Budget Requested for Entire Proposed Project Period

A. For each budget category, give the amount requested for the initial year and the additional years of support requested.

B. Under the Justifications section, explain and justify the purchase of major equipment in subsequent years following the initial year. For other categories, identify and justify any significant increase or decrease over the initial year. (including NHRI matching fund, if any)

9. FORM SECTION 9 - Other Support

A. Every individual listed on Form Section 2a is required to provide a list of all governmental grants, contacts, fellowships, and other forms of support, in which the individual serves as a Principal Investigator or Responsible Investigator. For each individual, list all supports that were funded in the **past three years** (from 2020 until now) and all **current pending** applications. Upload all the abstracts of the funded grants in the past three years and of the current pending applications in appendix, not limited to the ones supported by NHRI. For individuals without other support, please indicate "None".

※Note：NHRI researchers should also list research projects supported by NHRI intramural budget especially for those who will apply for the intramural matching fund along with the proposed application.

B. Note the extent of potential overlaps (financial and/or scientific) of other support with the proposed application. If there is no potential overlap, please indicate "None" in "Overlap with this Application" column. Failure to provide full and accurate information on such overlaps may result in disqualification of the application.

C. For a long-term project, fill in the **entire** project period (e.g. yyyy/mm/dd~ yyyy/mm/dd) in "Duration of support" column.

10. FORM SECTION 10 - Biographical Sketches

A. Give biographical information for key professional personnel (**4 pages for each person**) listed on FORM SECTION 2a, beginning with the Principal Investigator. If the biographical sketches cannot sufficiently provide key professional Personnel's information, it may result in disqualification of the application.

B. Education

Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.

C. Statement of Qualifications for Career Development Grant **(For PI only)**

Briefly describe “What is your short term and/or long term research goal? ”, “Why do you choose this topic? ”, and “How will this grant help you to develop your career? ”

D. Research and Professional Positions Held in Chronological Sequence

List in chronological order, previous employment, experience, and honors. Conclude with present position. Outline previous experience relevant to proposed research.

E. Record of Serving as Principal Investigator

Outline previous experience of serving as Principal Investigator in charge of some scientific projects. List the source of support, project number, title, duration and budget for entire project period, for each scientific project. (If there is no previous experience of serving as PI, please indicate “None”.)

F. Publications

Attach a publication list, in chronological order, of all authors, title, volume number, page numbers, and year of publication, for all relevant publications during the past three years, as well as representative earlier publications pertinent to this application. Patents, invention reports, technology transfer or licensing can also be included. (If there is no publication, please indicate “None”.)

11. FORM SECTION 11 - Certificate of Agreement for the Application

A. Endorsement for the Principal Investigator: In order to execute this grant successfully, both of the director of the sponsoring department/institution and the president of the applicant organization must make the commitment that if this application is awarded, the PI will have the space as described in the application and non-academic activities of the PI should be reduced.

B. Principal Investigator’s statement: To pursue this grant, the PI must meet the required qualification and guarantee that there is no falsification or misrepresentation in this application. Examine the statement of assurance and have it endorsed.

C. The key professional personnel listed on FORM SECTION 2a must sign

the certificate of agreement to promise that they have provided full and accurate information and will provide the support during the entire proposed project period.

12. Checklist

Use the checklist to check each item in detail before submitting the application on CDG program. If the application doesn't meet the administration criteria, it will affect the results of the review or be returned without review.

13. Appendix

A. The Appendix is not to be used to circumvent the page limitation in the Research Plan.

B. The Appendix should include the official documents of approval by all the review boards involving human subjects, vertebrate animals, microbes in risk group 2, 3, 4, and gene recombination, previous review comments, the abstracts of the funded grants in the past three years and the abstracts of current pending applications, the collaborative agreement or supporting letters from the sponsor or cooperation laboratory, and quotations.

C. To submit any color photographs of those shown in the Progress Report and Research Plan Section as supporting documents, 5 hard copies of them can be sent to NHRI.

D. No more than 10 publications, manuscripts submitted or accepted for publication, patents, invention reports, and other printed materials may be submitted.

VI、附錄：各計畫申請書格式

附錄 1 臺灣醫衛重要主題研究計畫
申請書格式

Serial No. LEAVE BLANK

Application No. LEAVE BLANK

國家衛生研究院臺灣醫衛重要主題研究計畫申請書

National Health Research Institutes

Application of Thematic Research Grant for Important Health Issues of Taiwan (TRG)

Form Section 1 - Face Page (page limit：1 page)

Title of Application	(in Chinese)			
	(in English)			
Type of Application	☐ New ☐ Revision or Amendment ☐ Renewal The prior application was submitted in ____ (A. D. year), with the title: (in English)			
Field of Research	**(須符合申請作業手冊 I-2 ~ I-3 頁所列 TRG 研究重點)**			
Applicant Organization	(in Chinese)		學 院	
	(in English)		Institute	
	系／所／科			
	Department			
Principal Investigator	姓名		職稱	
	Name		Position Title	
Mailing Address (in Chinese)	(請以中文填寫申請機構/單位之聯絡地址及郵遞區號)			
Telephone No.			FAX No.	
E-mail Address				
Entire Proposed Project Period	From January 1, 2024 To December 31, 2026			
NHRI Researchers Serving as Responsible Investigators(RIs) of Component Projects ☐ Yes ☐ No				
Budget Requested for Initial Year		NT$		
Budget Requested for Entire Proposed Project Period		NT$		
Project involving	Human Subjects ☐ Yes ☐ No		Gene Recombination ☐ Yes ☐ No	
	Microbes in Risk Group 2, 3, 4 ☐ Yes ☐ No		Vertebrate Animals ☐ Yes ☐ No	

Form Section 2 - List of Component Projects

Component Proj.	Title	Responsible Investigator

Form Section 2 - List of Component Projects **(Continuation Page)**

Component Proj.	Title	Responsible Investigator

Form Section 3a – Key Professional Personnel

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 3a – Key Professional Personnel **(Continuation Page)**

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 3b – Supporting Staff

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 3b – Supporting Staff **(Continuation Page)**

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 4a - Abstract in Chinese

page limit：2 pages

Form Section 4b - Abstract in English

page limit：2 pages

Form Section 5 – Progress Report and Response to Previous Review Comments

For an amended or renewal application, this section is very important. Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments or without progress report by submitting a "New" application may affect the results of the review.

For a new application proposed by the PI who ever got NHRI grants before, it is also required to briefly describe the progress made during previous grant period.

page limit：Progress Report – 3 pages；Response to Previous Review Comments – 5 pages

Form Section 6 - General Introduction

page limit：3 pages

Form Section 7a - Research Plan of Component Projects

Complete this section in the order of all the following components: (A) Specific Aims, (B) Background, (C) Previous and Current Studies, (D) Research Design and Methods, (E) Anticipated Results, (F) Human Subjects, (G) Gene Recombination, (H) Microbes in Risk Group 2, 3, 4, (I) Animal Investigations, (J) Potential Hazards, and (K) References. Please specify each item in separate paragraphs.

page limit：15 pages each (75 pages total)

Component Project No.：

Responsible Investigator：

Title：

Component Project No.：

Form Section 7b - Summary and Significance

State the importance of the research of the TRG, especially in terms of how it fits to the RFA topics, the potential of its research outcomes being translated into clinical practice or serving as evidence base for policy-making, and the possible impact societal or economic impact it can achieve. This description is very important and will be evaluated during the review process.

page limit：2 pages

Form Section 8 - Institutional Environment and Resources

page limit：2 pages

Form Section 9 - Organization and Administrative Structure

page limit：2 pages

Form Section 10a - Initial Year Budget for Personnel

Component Proj.	Name	Role on Project	Amount Requested (NT$)		Justifications
			Monthly	Annual	

Form Section 10a - Initial Year Budget for Personnel **(Continuation Page)**

Component Proj.	Name	Role on Project	Amount Requested (NT$)		Justifications
			Monthly	Annual	

Form Section 10b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment)

Component Proj.	Budget Categories and Items	Amount (in NT$)	Justifications

Form Section 10b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment)

(Continuation Page)

Component Proj.	Budget Categories and Items	Amount (in NT$)	Justifications

Form Section 11a - Equipment Requested for Entire Proposed Project Period (in NT$)

Year	Component Proj.	Equipment Item (both in English and in Chinese)	Amount (in NT$)	Justifications

Form Section 11a - Equipment Requested for Entire Proposed Project Period (in NT$)

(Continuation Page)

Year	Component Proj.	Equipment Item (both in English and in Chinese)	Amount (in NT$)	Justifications

Form Section 11b - Annual Budget (Breakdown by Component Projects and Budget Categories)

Year ____

Component Proj.	Budget Categories							**Total**
	Personnel	Miscellaneous	Maintenance	Travel	Consumables	Overhead	Equipment	
Total								

Form Section 11b - Annual Budget (Breakdown by Component Projects and Budget Categories)

(Continuation Page)

113TRG (Section 11b)

Year ____

Component Proj.	Budget Categories							**Total**
	Personnel	Miscellaneous	Maintenance	Travel	Consumables	Overhead	Equipment	
Total								

Form Section 11c - Budget Requested for Entire Proposed Project Period (in NT$)

Budget Categories	Project Period		
Entire Budget for the Component Projects	**1st**	**2nd**	**3rd**
(1) Personnel			
(2) Miscellaneous			
(3) Maintenance			
(4) Travel			
(5) Consumables			
(6) Overhead			
(7) Equipment			
Total			

* Overhead (6.) $\leq$ 10% of (1.~5.)

Total for Entire Proposed Project Period: NT$

Justifications

Identify and justify any significant increase or decrease over the initial project period.

Form Section 12 - Other Support

Name / Role on Project	Source of Support	Title of Support	Funding (in NT$)		Duration of Support	Overlap with this Application
			Current Year	Total		

Form Section 12 - Other Support

(Continuation Page)

Name / Role on Project	Source of Support	Title of Support	Funding (in NT$)		Duration of Support	Overlap with this Application
			Current Year	Total		

Form Section 13 - Biographical Sketches (page limit : 4 pages for each person)

姓　名		ID No.(身份証或護照字號)	
Name(in Print)		Date of Birth (mm/dd/yyyy)	
Gender	☐Male ☐Female		

Education:

Institution and Location	Degree	Year	Field of Study

Complete this section in the order of the following components:

（1） Statement of Qualifications for Thematic Research Grant for Important Health Issues of Taiwan (For PI only)
（2） Research and Professional Positions Held in Chronological Sequence
（3） Record of Serving as Principal Investigator
（4） Publications (mark the publications / manuscripts submitted or accepted for publication that have resulted from NHRI funded grant). Patents, invention reports, technology transfer or licensing can also be included.

Form Section 14 – Certificate of Agreement for the Application

<table>
<tr><td rowspan="2">Title of Application</td><td colspan="5">(in Chinese)</td></tr>
<tr><td colspan="5">(in English)</td></tr>
<tr><td rowspan="2">Applicant Organization</td><td colspan="3">(in Chinese)</td><td>系／所／科</td><td></td></tr>
<tr><td colspan="3">(in English)</td><td>Department</td><td></td></tr>
<tr><td rowspan="2">Principal Investigator</td><td>姓名</td><td></td><td>職稱</td><td colspan="2"></td></tr>
<tr><td>Name</td><td></td><td>Position Title</td><td colspan="2"></td></tr>
<tr><td>Entire Proposed Project Period</td><td colspan="5">From January 1, 2022 to December 31, 2024</td></tr>
</table>

Principal Investigator Assurance:

I hereby assure that the research proposed in this application has not been awarded any financial support by any funding agency. This application is written in standards of integrity and ethical principles, and others' contributions are fully revealed with proper quotations and citations. I am also aware that any plagiarism, falsification, misrepresentation or withholding of information could result in administrative actions such as the dismissal of an application or the suspension and/or termination of an award, as well as other possible punitive actions.

- ❑ I have checked my application for missed citations or paraphrased wording that is too similar to a published source by _____ (software name), and the Similarity Index is _____ %.
- ❑ I can't check my application by myself, because of _____.

Signature of Principal Investigator: _____ Date: _____

Signature of the Head of Applicant Organization: _____

Name : (print)_____ Title : _____ Date :_____

Form Section 14 – Certificate of Agreement for the Application **(Continuation Page)**

(Use continuation pages if necessary)

Signature of Key Professional Personnel

I hereby agree to participate in this TRG application; and have provided full and accurate information including biographical sketch and all governmental supports that were funded in the past 3 years and all current pending applications. I am aware that any plagiarism, falsification, misrepresentation or withholding may result in disqualification of the application.

Role on Project	Name (in English)	Organization/Department	Signature/Date

Checklist

CHECKLIST (TRG)

Before submitting the proposal to the NHRI, please check the following items carefully. Make certain that the application meets the administrative criteria; any shortage or flaw may affect the review result or even the application may be returned directly without review.

- ❑ read the Guidelines very carefully
- ❑ use the NHRI application form to apply
- ❑ conform the qualifications for Principal Investigator, Responsible Investigators, Co-PI, Co-RI, Investigators, and Applicant Organization to the rules of application
- ❑ use English only (except for Chinese title of application, Chinese abstract, Chinese name of biographical sketches and those items requested in Chinese)
- ❑ keep the page limit for each section
- ❑ number pages consecutively at the right bottom for each section respectively
- ❑ have signatures of Principal Investigator, the Head of Applicant Organization, and key professional personnel in Form Section 14
- ❑ include at least 3 component projects
- ❑ the entire proposed project period should be 3 years
- ❑ total budget requested for each year does not exceed NT$7,500,000 (for a proposal with NHRI PI serving as responsible investigator, the limit of its annual budget request can be raised to $10,000,000)
- ❑ the amount of each budget category is correct
- ❑ use a plagiarism software to identify missed citations or paraphrased wording that is too similar to a published source before submitting your application
- ❑ send five copies of the color photographs to NHRI if necessary
- ❑ have statement of progress report for renewed application; have responses to previous review comments for revised application; have statement of progress report of previous NHRI funded grant for new application
- ❑ include certifications of all IRB and application contents (including Data and Safety Monitoring Plan) if any human subjects involved
- ❑ include certifications of all IACUC along with description of animal ethics 3Rs if any vertebrate animals involved
- ❑ include certifications of relevant biosafety committee if any gene recombination or microbes in risk group 2, 3, 4 involved
- ❑ upload all the abstracts of funded grants in the past three years and all current pending applications, not limited to the ones supported by NHRI
- ❑ upload the previous review comments or previous abstracts of NHRI application and progress reports from NHRI grants
- ❑ provide the collaborative agreement or supporting letters if there is any sponsor, consultant or cooperation laboratory listed in this application
- ❑ besides turning in the official notification in hard copy, please send electronic files of the proposal and appendix through the online system (https://erad.nhri.edu.tw) which is the only way for submission (including fill-in forms and upload files)

Typing instructions:

- ❑ single space
- ❑ within the margins of limitation
- ❑ standard font size (12 points) and no more than 6 lines per vertical inch
- ❑ black type
- ❑ photos or other illustrative materials must be presented in the body of the application and should be readable

附錄 2 創新研究計畫申請書格式

Serial No.
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國家衛生研究院 創新研究計畫申請書
National Health Research Institutes
Innovative Research Grant Application

Application No.
LEAVE BLANK

Form Section 1 - Face Page (page limit：1 page)

Title of Application	(in Chinese)			
	(in English)			
Type of Application	☐ New ☐ Revision or Amendment ☐ Renewal ☐ Revised Renewal The prior application was submitted in ____ (A. D. year), with the title: (in English)			
Fields of Research	**(須符合申請作業手冊 I-3 頁所列研究重點)**			
Applicant Organization	(in Chinese)		學 院	
	(in English)		Institute	
	系／所／科			
	Department			
Principal Investigator	姓名		職稱	
	Name		Position Title	
Mailing Address (in Chinese)	(請以中文填寫申請機構/單位之聯絡地址及郵遞區號)			
Telephone No.			FAX No.	
E-mail Address				
Entire Proposed Project Period	From January 1, 2024 To December 31, _____ (Year)			
Cooperate with NHRI Researchers ☐ Yes ☐ No		Apply for NHRI Matching Fund ☐ Yes ☐ No		
Budget Requested for Initial Year		NT$		
Budget Requested for Entire Proposed Project Period		NT$		
Project involving	Human Subjects ☐ Yes ☐ No		Gene Recombination ☐ Yes ☐ No	
	Microbes in Risk Group 2, 3, 4 ☐ Yes ☐ No		Vertebrate Animals ☐ Yes ☐ No	

Form Section 2a – Key Professional Personnel

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2a – Key Professional Personnel **(Continuation Page)**

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2b – Supporting Staff

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2b – Supporting Staff **(Continuation Page)**

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 3a - Abstract in Chinese

page limit：1 page

Form Section 3b - Abstract in English

page limit：1 page

Form Section 4 - Progress Report and Response to Previous Review Comments

For an amended or renewal application, this section is very important. Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments or without progress report by submitting a "New" application may affect the results of the review.

For a new application proposed by the PI who ever got NHRI grants before, it is also required to briefly describe the progress made during previous grant period.

page limit：Progress Report – 3 pages；Response to Previous Review Comments – 5 pages

Form Section 5a - Research Plan of the Application

Complete this section in the order of all the following components: (A) Specific Aims, (B) Background and Significance, (C) Previous and Current Studies, (D) Research Design and Methods, (E) Anticipated Results, (F) Human Subjects, (G) Gene Recombination, (H) Microbes in Risk Group 2, 3, 4, (I) Animal Investigations, (J) Potential Hazards, and (K) References. Please specify each item in separate paragraphs.

page limit：(A) to (E)－13 pages
(B)＋(C)－6 pages (recommended)
(F) to (K)－as needed

Form Section 5b - Project Executed by NHRI Researcher

Provide cooperation plan of NHRI researcher in this section including preliminary data, research design and methods, what will be achieved by NHRI researcher in this proposed application, how NHRI researcher will cooperate with the PI, and what will be contributed to NHRI intramural research.

Indicate "N/A" if no NHRI intramural matching fund is applied

page limit：10 pages

Project involving	Human Subjects	☐ Yes ☐ No	Gene Recombination	☐ Yes ☐ No
	Microbes in Risk Group 2, 3, 4	☐ Yes ☐ No	Vertebrate Animals	☐ Yes ☐ No

Form Section 6 - Institutional Environment and Resources

page limit：1 page

Form Section 7a - Initial Year Budget for Personnel

Name	Role on Project	Amount Requested (NT$)		Justifications
		Monthly	Annual	

Form Section 7a - Initial Year Budget for Personnel (Continuation Page)

Name	Role on Project	Amount Requested (NT$)		Justifications
		Monthly	Annual	

Form Section 7b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment)

Budget Categories and Items	Amount (in NT$)	Justifications

Form Section 7b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment) (Continuation Page)

Budget Categories and Items	Amount (in NT$)	Justifications

Form Section 8a - Equipment Requested for Entire Proposed Project Period (in NT$)

Year	Equipment Item (both in English and in Chinese)	Amount (in NT$)	Justifications

Form Section 8a - Equipment Requested for Entire Proposed Project Period (in NT$)

(Continuation Page)

Year	Equipment Item (both in English and in Chinese)	Amount (in NT$)	Justifications

Form Section 8b - Budget Requested for Entire Proposed Project Period (in NT$)

Budget Categories	1st Year	Additional Years of Support Requested			
		2nd	3rd	4th	5th
1. Personnel					
2. Miscellaneous					
3. Maintenance					
4. Travel					
5. Consumables					
6. Overhead *					
7. Equipment					
Total					

* Overhead (6.) ≦ 10% of (1.~5.)

Total for Entire Proposed Project Period: NT$

Justifications

Identify and justify any significant increase or decrease over the initial project period for the extramural grant.

Form Section 8b - Budget Requested for Entire Proposed Project Period (in NT$)

(Continuation Page)

If applying for NHRI matching fund

Form Section 8b - Budget Requested for Entire Proposed Project Period (in NT$)

Budget Categories	1st Year		Additional Years of Support Requested							
			2nd		3rd		4th		5th	
	Extra	Intra	Extra	Intra	Extra	Intra	Extra	Intra	Extra	Intra
1.Personnel										
2.Miscellaneous										
3.Maintenance										
4.Travel										
5.Consumables										
6.Overhead*										
7.Equipment										
Total										

* Overhead (6) ≦ 10% of (1.~5)

Total Extramural Grant Budget for Entire Proposed Project Period: NT$

Total Intramural Matching Fund for Entire Proposed Project Period: NT$

Total Extramural and Intramural Budget for Entire Proposed Project Period: NT$

Justifications

Identify and justify any significant increase or decrease over the initial project period for the extramural grant and intramural matching fund.

If applying for NHRI matching fund

Form Section 8b - Budget Requested for Entire Proposed Project Period (in NT$)

(Continuation Page)

Form Section 9 - Other Support

Name / Role on Project	Source of Support	Title of Support	Funding (in NT$)		Duration of Support	Funded / Pending	Overlap with this Application
			Current Year	Total			

Form Section 9 - Other Support

(Continuation Page)

Name / Role on Project	Source of Support	Title of Support	Funding (in NT$)		Duration of Support	Funded / Pending	Overlap with this Application
			Current Year	Total			

Form Section 10 - Biographical Sketches

姓　名		ID No.(身份証或護照字號)	
Name (in Print)		Date of Birth (mm/dd/yyyy)	
Gender	☐Male ☐Female		

Education:

Institution and Location	Degree	Year	Field of Study

Complete this section in the order of the following components:

（1） Statement of Qualifications for Innovative Research Grant (For PI only)
（2） Research and Professional Positions Held in Chronological Sequence
（3） Record of Serving as Principal Investigator
（4） Publications (mark the publications / manuscripts submitted or accepted for publication that have resulted from NHRI funded grant). Patents, invention reports, technology transfer or licensing can also be included.

Form Section 11 –Certificate of Agreement for the Application

<table>
<tr><td rowspan="2">Title of Application</td><td colspan="5">(in Chinese)</td></tr>
<tr><td colspan="5">(in English)</td></tr>
<tr><td rowspan="2">Applicant Organization</td><td colspan="3">(in Chinese)</td><td>系／所／科</td><td></td></tr>
<tr><td colspan="3">(in English)</td><td>Department</td><td></td></tr>
<tr><td rowspan="2">Principal Investigator</td><td>姓名</td><td></td><td>職稱</td><td colspan="2"></td></tr>
<tr><td>Name</td><td></td><td>Position Title</td><td colspan="2"></td></tr>
<tr><td>Entire Proposed Project Period</td><td colspan="5">From January 1, 2024 To _____ _____, _____
(Month) (Day) (Year)</td></tr>
</table>

Principal Investigator's statement of Assurance:

I hereby assure that the research proposed in this application has not been awarded any financial support by any funding agency. This application is written in standards of integrity and ethical principles, and others' contributions are fully revealed with proper quotations and citations. I am also aware that any plagiarism, falsification, misrepresentation or withholding of information could result in administrative actions such as the dismissal of an application or the suspension and/or termination of an award, as well as other possible punitive actions.

- ❑ I have checked my application for missed citations or paraphrased wording that is too similar to a published source by _____ (software name), and the Similarity Index is _____ %.
- ❑ I can't check my application by myself, because of _____.

Signature of Principal Investigator: _____ Date: _____

Signature of the Head of Applicant Organization: _____

Name : (print)_____ Title : _____ Date :_____

Form Section 11 –Certificate of Agreement for the Application **(Continuation Page)**

(Use continuation pages if necessary)

Signature of Key Professional Personnel

I hereby agree to participate in this IRG application; and have provided full and accurate information including biographical sketch and all governmental supports that were funded in the past 3 years and all current pending applications. I am aware that any plagiarism, falsification, misrepresentation or withholding may result in disqualification of the application.

Role on Project	Name (in English)	Organization/Department	Signature/Date

CHECKLIST (IRG)

Before submitting the proposal to the NHRI, please check the following items carefully. Make certain that the application meets the administrative criteria; any shortage or flaw may affect the review result or even the application may be returned directly without review.

- ❑ read the Guidelines very carefully
- ❑ use the NHRI application form to apply
- ❑ conform the qualifications for Principal Investigator, Co-Principal Investigators, Investigators, and Applicant Organization to the rules of application
- ❑ use English only (except for Chinese title of application, Chinese abstract, Chinese name of biographical sketches and those items requested in Chinese)
- ❑ be aware of that this application fits in the research fields listed in page I-3
- ❑ keep the page limit for each section
- ❑ number pages consecutively at the right bottom for each section respectively
- ❑ have signatures of Principal Investigator, the Head of Applicant Organization and key professional personnel in Form Section 11
- ❑ the entire proposed project period should be 3-5 years
- ❑ budget requested for each year do not exceed NT$3,000,000 (and annual NHRI intramural matching fund do not exceed NT$1,000,000, if any.)
- ❑ the amount of each budget category is correct
- ❑ use a plagiarism software to identify missed citations or paraphrased wording that is too similar to a published source before submitting your application
- ❑ send five copies of the color photographs to NHRI if necessary
- ❑ have statement of progress report for renewed application; have responses to previous review comments for revised application; have statement of progress report of previous NHRI funded grant for new application
- ❑ include certifications of all IRB and application contents (including Data and Safety Monitoring Plan) if any human subjects involved
- ❑ include certifications of all IACUC along with description of animal ethics 3Rs if any vertebrate animals involved
- ❑ include certifications of relevant biosafety committee if any gene recombination or microbes in risk group 2, 3, 4 involved
- ❑ upload all the abstracts of funded grants in the past three years and all current pending applications, not limited to the ones supported by NHRI
- ❑ upload the previous review comments or previous abstracts of NHRI application and progress reports from NHRI grants
- ❑ provide the collaborative agreement or supporting letters if there is any sponsor, consultant or cooperation laboratory listed in this application
- ❑ besides turning in the official notification in hard copy, please send electronic files of the proposal and appendix through the online system (https://erad.nhri.edu.tw) which is the only way for submission (including fill-in forms and upload files)

Typing instructions:

- ❑ single space
- ❑ within the margins of limitation
- ❑ standard font size (density is 12 points) and no more than 6 lines per vertical inch
- ❑ black type
- ❑ photos or other illustrative materials must be presented in the body of the application and should be readable

附錄 3 研究發展獎助計畫申請書格式

Serial No.
LEAVE BLANK

國家衛生研究院 研究發展獎助計畫申請書
National Health Research Institutes
Career Development Grant Application

Application No.
LEAVE BLANK

Form Section 1a - Face Page (page limit：1 page)

Title of Application	(in Chinese)			
	(in English)			
Type of Application	☐ New ☐ Revision or Amendment The prior application was submitted in ____ (A. D. year), with the title: (in English)			
Fields of Research	**(須符合申請作業手冊 I-3 頁所列研究重點)**			
Applicant Organization	(in Chinese)		學　院	
	(in English)		Institute	
	系／所／科			
	Department			
Principal Investigator	姓名		職稱	
	Name		Position Title	
Mailing Address (in Chinese)	(請以中文填寫申請機構/單位之聯絡地址及郵遞區號)			
Telephone No.			FAX No.	
E-mail Address				
Entire Proposed Project Period	From January 1, 2024 To **December 31, 2027**			
Cooperate with NHRI Researchers ☐ Yes ☐ No		Apply for NHRI Matching Fund ☐ Yes ☐ No		
Budget Requested for Initial Year		NT$		
Budget Requested for Entire Proposed Project Period		NT$		
Project involving	Human Subjects ☐ Yes ☐ No		Gene Recombination ☐ Yes ☐ No	
	Microbes in Risk Group 2, 3, 4 ☐ Yes ☐ No		Vertebrate Animals ☐ Yes ☐ No	

Form Section 1b - PI's History and Statement of Assurance (page limit：1 page)

Projects participated :					
Project Period	Project Title	Funding Agency of the Project	Executive Organization	Principal Investigator	Role on Project

Recommenders	1. name / position title / organization / relationship with the applicant
	2. name / position title / organization / relationship with the applicant
	3. name / position title / organization / relationship with the applicant

Form Section 2a – Key Professional Personnel

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2a – Key Professional Personnel **(Continuation Page)**

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2b – Supporting Staff

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 2b – Supporting Staff **(Continuation Page)**

Name		Position Title/ Organization	Highest Degree	% Effort	Role on Project
Chinese	English				

Form Section 3a - Abstract in Chinese

page limit：1 page

Form Section 3b - Abstract in English

page limit：1 page

Form Section 4 - Response to Previous Review Comments

For a revised/amended application, this section is very important. Those who respond to each criticism or suggestion carefully and indicate how and where the application has been improved leave a favorable impression on the review committee. Disregarding the previous review comments by submitting a "New" application may affect the results of the review.

page limit：5 pages

Form Section 5a - Research Plan of the Application

Complete this section in the order of all the following components: (A) Specific Aims, (B) Background and Significance, (C) Previous and Current Studies, (D) Research Design and Methods, (E) Anticipated Results, (F) Human Subjects, (G) Gene Recombination, (H) Microbes in Risk Group 2, 3, 4, (I) Animal Investigations, (J) Potential Hazards, and (K) References. Please specify each item in separate paragraphs.

page limit：(A) to (E)－13 pages
(B)＋(C)－6 pages (recommended)
(F) to (K)－as needed

Form Section 5b - Project Executed by NHRI Researcher

Provide cooperation plan of NHRI researcher in this section including preliminary data, research design and methods, what will be achieved by NHRI researcher in this proposed application, how NHRI researcher will cooperate with the PI, and what will be contributed to NHRI intramural research.

Indicate "N/A" if no NHRI intramural matching fund is applied

page limit：10 pages

Project involving	Human Subjects	☐ Yes ☐ No	Gene Recombination	☐ Yes ☐ No	
	Microbes in Risk Group 2, 3, 4	☐ Yes ☐ No	Vertebrate Animals	☐ Yes ☐ No	

Form Section 6 - Institutional Environment and Resources

page limit：1 page

Form Section 7a - Initial Year Budget for Personnel

Name	Role on Project	Amount Requested (NT$)		Justifications
		Monthly	Annual	

Form Section 7a - Initial Year Budget for Personnel **(Continuation Page)**

Name	Role on Project	Amount Requested (NT$)		Justifications
		Monthly	Annual	

Form Section 7b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment)

Budget Categories and Items	Amount (in NT$)	Justifications

Form Section 7b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment) (Continuation Page)

Budget Categories and Items	Amount (in NT$)	Justifications

Form Section 7b - Initial Year Budget for Other Categories (Miscellaneous, Maintenance, Travel, Consumables, Overhead, and Equipment) (Continuation Page)

Form Section 8a - Equipment Requested for Entire Proposed Project Period (in NT$)

Year	Equipment Item (both in English and in Chinese)	Amount (in NT$)	Justifications

Form Section 8a - Equipment Requested for Entire Proposed Project Period (in NT$)

(Continuation Page)

Year	Equipment Item (both in English and in Chinese)	Amount (in NT$)	Justifications

Form 8b - Budget Requested for Entire Proposed Project Period (in NT$)

Budget Categories	1st Year	Additional Years of Support Requested		
		2nd	3rd	4th
1. Personnel				
2. Miscellaneous				
3. Maintenance				
4. Travel				
5. Consumables				
6. Overhead *				
7. Equipment				
Total				

* Overhead (6.) ≦10% of (1.~5.)

Total for Entire Proposed Project Period: NT$

Justifications

Identify and justify any significant increase or decrease over the initial project period for the extramural grant.

Form 8b - Budget Requested for Entire Proposed Project Period (in NT$)

(Continuation Page)

Form 8b - Budget Requested for Entire Proposed Project Period (in NT$)

If applying for NHRI matching fund

Budget Categories	1st Year		Additional Years of Support Requested							
			2nd		3rd		4th		5th	
	Extra	Intra	Extra	Intra	Extra	Intra	Extra	Intra	Extra	Intra
1.Personnel										
2.Miscellaneous										
3.Maintenance										
4.Travel										
5.Consumables										
6.Overhead*										
7.Equipment										
Total										

* Overhead (6) ≦ 10% of (1.~5)

Total Extramural Grant Budget for Entire Proposed Project Period: NT$

Total Intramural Matching Fund for Entire Proposed Project Period: NT$

Total Extramural and Intramural Budget for Entire Proposed Project Period: NT$

Justifications

Identify and justify any significant increase or decrease over the initial project period for the extramural grant and intramural matching fund.

If applying for NHRI matching fund

Form 8b - Budget Requested for Entire Proposed Project Period (in NT$) **(Continuation Page)**

113CDG (Section 8b)

Form Section 9 - Other Support

Name / Role on Project	Source of Support	Title of Support	Funding (in NT$)		Duration of Support	Funded / Pending	Overlap with this Application
			Current Year	Total			

Form Section 9 - Other Support

(Continuation Page)

Name / Role on Project	Source of Support	Title of Support	Funding (in NT$)		Duration of Support	Funded / Pending	Overlap with this Application
			Current Year	Total			

Form Section 10 - Biographical Sketches (page limit：4 pages for each person)

姓　　名		ID No.(身份証或護照字號)	
Name(in Print)		Date of Birth (mm/dd/yyyy)	
Gender	☐Male ☐Female		

Education:

Institution and Location	Degree	Year	Field of Study

Complete this section in the order of the following components:

（1） Statement of Qualifications for Career Development Grant (For PI only)
（2） Research and Professional Positions Held in Chronological Sequence
（3） Record of Serving as Principal Investigator
（4） Publications (Patents, invention reports, technology transfer or licensing can also be included.)

Form Section 11 – Certificate of Agreement for the Application

<table>
<tr><td rowspan="2">Title of Application</td><td colspan="5">(in Chinese)</td></tr>
<tr><td colspan="5">(in English)</td></tr>
<tr><td rowspan="2">Applicant Organization</td><td colspan="3">(in Chinese)</td><td>系／所／科</td><td></td></tr>
<tr><td colspan="3">(in English)</td><td>Department</td><td></td></tr>
<tr><td rowspan="2">Principal Investigator</td><td>姓名</td><td></td><td>職稱</td><td colspan="2"></td></tr>
<tr><td>Name</td><td></td><td>Position Title</td><td colspan="2"></td></tr>
<tr><td>Entire Proposed Project Period</td><td colspan="5">From January 1, 2024 To December 31, 2027</td></tr>
</table>

Endorsement for the Principal Investigator (PI) :

I hereby promise that if this CDG application is awarded, the PI will have the facility support (including space) described in the application and independent research position to effectively execute this grant. Also non-academic activities of the PI will be reduced. I am aware that any plagiarism, falsification or misrepresentation of this application may seriously damage the credibility of the sponsoring organization.

Signature of the Head of Applicant Department / Institution : _____

Name : (print)_____ Title : (print)_____ Date :_____

Signature of the Head of Applicant Organization: _____

Name : (print)_____ Title : (print)_____ Date :_____

Principal Investigator's Statement of Assurance:

I hereby assure that I meet the qualifications required to apply for this CDG grant and that the proposed research to be conducted in this study has not been submitted to, nor has it received any financial support from, any other funding agency. This application is written in standards of integrity and ethical principles, and others' contributions are fully revealed with proper quotations and citations. I am also aware that any plagiarism, falsification, misrepresentation or withholding of any information in this application may result in administrative actions such as the dismissal of my application, termination of the award and/or possible punitive actions.

- ❑ I have checked my application for missed citations or paraphrased wording that is too similar to a published source by _____ (software name), and the Similarity Index is _____ %.
- ❑ I can't check my application by myself, because of _____.

Signature of Principal Investigator : _____

Name : (print)_____ Date : _____

(Use continuation pages if necessary)

Signature of Key Professional Personnel

I hereby agree to participate in this CDG application; and have provided full and accurate information including biographical sketch and all governmental supports that were funded in the past 3 years and all current pending applications. I am aware that any plagiarism, falsification, misrepresentation or withholding may result in disqualification of the application.

Role on Project	Name (in English)	Organization/Department	Signature/Date

Checklist

CHECKLIST (CDG)

Before submitting the proposal to the NHRI, please check the following items carefully. Make certain that the application meets the administrative criteria; any shortage or flaw may affect the review result or even the application may be returned directly without review.

- ❑ read the Guidelines very carefully, each investigator can conduct CDG project only once
- ❑ use the NHRI application form to apply
- ❑ conform the qualifications for Principal Investigator, Co-Principal Investigators, Investigators, and Applicant Organization to the rules of application
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- ❑ be aware of that this application fits in the research fields listed in page I-3
- ❑ keep the page limit for each section
- ❑ number pages consecutively at the right bottom for each section respectively
- ❑ have signatures of Principal Investigator, the Head of Applicant Organization, the Head of Sponsoring Department/Institution, and key professional personnel in Form Section 11
- ❑ 3 letters of recommendation must be supplied
- ❑ the entire proposed project period should be 4 years
- ❑ budget requested for entire proposed project period must not exceed NT$8,000,000 (and annual NHRI intramural matching fund do not exceed NT$1,000,000, if any.)
- ❑ the amount of each budget category is correct
- ❑ use a plagiarism software to identify missed citations or paraphrased wording that is too similar to a published source before submitting your application
- ❑ send five copies of the color photographs to NHRI if necessary
- ❑ have responses to previous review comments and upload these original comments as appendixes for revised application
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- ❑ include certifications of all IACUC along with description of animal ethics 3Rs if any vertebrate animals involved
- ❑ include certification of relevant biosafety committee if any gene recombination or microbes in risk group 2, 3, 4 involved
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國家衛生研究院　National Health Research Institutes
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