

**Guidelines and Notices for Funding Application at International Center for
Cultural Studies, National Yang Ming Chiao Tung University**

Amended on June 5, 2023

Article 1 Qualification: ICCS research fellows and postdoctoral researchers.

Application shall be coordinated and submitted by principal investigators of subprojects.

Article 2 Proposal Deadline: the first stage is due on February 28th; and the second stage is due on July 31th.

Article 3 One e-copy of the application form is required.

Article 4 Budgeting Control is due on September 30th for further examination on subsidy return, project postponement, and other adjustments.

Article 5 Incidental Project may be submitted if there is remaining funding after the deadlines of proposal submission.

Article 6 Procedures for Expense Reimbursement

- i. The reimbursement of every event expense shall be completed within one month of the event end day. Any extension should be well-justified to the committee.
- ii. The reimbursement shall be completed no later than December 1st of the subsidized year.
- iii. For events held after December 1st, please provide receipts and relevant documents to claim reimbursement within three days of the event end day.
- iv. Should the proposed activities not implement during the subsidized year, the funds will not be retained. Please resubmit your proposal next year.

Article 7 Progress Report Submission: The progress reports shall be submitted prior to June 30th and November 15th of the subsidized year. The reports should include event photos, publishable videos, website (if any), and post-event summary.