

# **Guidelines for the Use of Project Management Fees in Colleges and Research Centers of Chung Yuan Christian University**

Approved at the 799th Expand School Administration Council Meeting  
Amended by official letter under Yuan-Mi-Zi No. 1050002657 dated August 25, 2016

1. To regulate the income, disbursement, custody, reporting, and auditing of project management fees in various colleges and research centers of the university, these guidelines are hereby established.
2. Upon the completion of fund verification and reporting for each project, the project management fees shall be allocated accordingly.
3. Colleges and research centers shall claim management fees in accordance with the university's accounting procedures and complete the verification process at the accounting office.
4. Scope of Overhead Usage:
  - (1) Personnel expenses: Salaries for full-time assistants and student workers in the centers.
  - (2) Travel expenses: Reimbursement shall be conducted in accordance with the university's regulations on travel expenses for faculty and staff.
  - (3) Maintenance expenses: Repair and maintenance of registered property, equipment, and other related matters.
  - (4) Material expenses: Procurement shall be conducted following the purchasing procedures.
  - (5) Equipment expenses: Procurement shall be conducted following the purchasing procedures.
  - (6) Miscellaneous expenses: Expenses such as postage, telecommunication, photocopying, photo development, stationery, and prizes/commemorative items.
  - (7) Public relations expenses (limited to external purposes): The total amount of public relations expenses shall not exceed one-tenth of the management fee, with a maximum limit of NT\$100,000.
  - (8) Expenses for speech, writing, and reviews.
  - (9) Expenses for academic seminars and paper presentations.
  - (10) Center-related expenses for promotion, operations, and other activities.
  - (11) Cash gift for weddings, funerals, and celebrations (limited to NT\$1,000 per occasion).
5. The Directions are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Directions are amended.