

## **Subsidy for Domestic Graduate Students to Attend International Academic Conferences**

The Ministry of Science and Technology (MOST) encourages graduate students to attend international academic conferences, present their research results, develop their international perspective, strengthen their research capabilities, and establish the relationship for international academic cooperation.

### **Application Guidelines:**

1. The applicant institution shall be the domestic public or private college or university approved by the MOST in accordance with the Operation Guidelines for Institutions Applying for MOST Grants. These institutions have also been approved the subsidy for attending international academic conferences.
2. Graduate students, who are not enrolled in a doctoral or master's in-service program at the applicant institution, may apply to the applicant institution they belong to.
3. Application procedure:
  - (1) Graduate students need to log on to the "Academic Research Service Portal" (on the home page of the MOST website).
  - (2) Students have to prepare the following documents online (see guideline 5) and send them to the applicant institution for confirmation. The applicant institution will review their qualifications and documents, and then submit them to MOST online.
4. The last submission date of the application institution is **the first day of the month before the first day of conference**. Whenever the deadline falls on a Saturday, Sunday, national holiday or any other statutory holiday, the deadline will become the next working day. **Application will not be accepted after the deadline.**
5. Application documents:
  - (1) The application form and the abstract of the paper to be published (only the paper published for the first time).
  - (2) Acceptance letter .
  - (3) Recommendation letter from the supervising professor (indicating the foreign language ability)
  - (4) Other useful documents for review (such as the full text of the paper).
6. The policy for case modification
  - (1) Subsidy cases shall not be arbitrarily changed without being submitted by the applicant institution and approved by MOST.
  - (2) Graduate students shall apply for changes online at the "Academic Research Service Portal" on the home page of the website of MOST and submit the relevant information. After the applicant institution has reviewed the relevant qualifications and documents, the application shall be sent online. The

modification will be completed after MOST permits the modification. Except for the cancellation application, all changes shall be applied before the conference.

- (3) When the granted case is approved for cancellation by MOST, the same graduate student can apply to the applicant institution for attending other international academic conferences in the same year.

#### 7. Attention requirements:

- (1) When the graduate student attends an international academic conference in mainland China, the conference must be hosted by an international academic organization, or hosted by an international academic organization and co-hosted by a relevant organization in mainland China. Only if the above conditions are met, the application institution is eligible to apply for the subsidies from MOST in accordance with the above regulations.
- (2) The airfare shall be limited to the flight of the airline of Taiwan. However, if the graduate student is unable to take a flight of the airline in Taiwan. For any reasons, he/she shall fill out an application form to take a flight from a foreign airline for an official trip abroad. The application shall be approved by the head of the applicant institution or an authorized representative before he/she is allowed to take a flight from a foreign airline.
- (3) Except for reasons caused by force majeure, if the graduate student has not completed the report submission or the funding reimbursement for the international academic conference with the prescribed deadline (see guideline 9), he/she shall not submit the application for the international academic conference in the following year.
- (4) If the graduate student has graduated from the college/university at the time of the conference, he/she must still apply to MOST through the applicant institution for expense reimbursement. If so, he/she is deemed to have received a grant, and shall not apply to MOST for another grant to attend an international academic conference in the current year.
- (5) If the international academic conference to which the graduate student applies for participation adopts video conferencing, he/she participates in the conference by video is deemed to have attended the conference in person.
- (6) The same graduate student who has received a grant from another government agency to attend an international academic conference shall not apply for the grant again to MOST. If the graduate student is found to have made a false statement, his/her eligibility will be revoked.

#### 8. MOST conducts review based on two criteria:

- (1) Each graduate student can only be granted once per year. About the co-authored papers, the grant shall also be limited to one graduate student per paper.
- (2) After the application is received, the relevant academic departments of MOST will

conduct an review. The review will be completed within one month from the day after the receipt of the application. The results will be delivered to the applicant institution. the review period may be extended when needed.

#### 9. Filing for Expense Reimbursement

- (1) Within 15 days after the conclusion of the conference, the applicant institution must submit a report on the attendance of the international academic conference through the online system (Academic Research Service Portal) and register the funds for reimbursement.
- (2) The applicant institution shall submit the completed statement of income and expenditure of the previous month to MOST before the 10th of each month. Each case needs to be signed by the head of the institution and relevant personnel and filed to MOST together with a copy of the approval letter from MOST and the receipt from the applicant institution. **If the reimbursement is made after the due date, the applicant institution shall bear the cost alone.**