

# Guidelines for the Recruitment of Visiting Science and Technology Personnel with Subsidies from the Ministry of Science and Technology

Revision promulgated in Ministry of Science and Technology Letter Ko-Tzu No. 1030050805 of July 10, 2014

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- I. The Guidelines for the Recruitment of Visiting Science and Technology Personnel with Subsidies from the Ministry of Science and Technology (these Guidelines) have been drafted to enable the Ministry of Science and Technology (MOST) to fund the recruiting of outstanding scientific and technological (S&T) manpower to participate in S&T research projects, serve as teachers in special fields, or assist in the promotion of S&T research & development (R&D) or management work in order to meet S&T development needs.
- II. Applicant institutions shall include the following:
  - A. Those organizations that have been approved to receive funding under a MOST-funded manpower recruiting project in accordance with the *Ministry of Science and Technology Operating Guidelines for Applications by Funded Organizations*.
  - B. Government agencies or organizations that have established S&T R&D or management units.

In the second subparagraph of the foregoing paragraph, S&T R&D or management units refer to government units directing the implementation of S&T policy, or engaging in S&T policy planning, research or management.

In the second subparagraph of Paragraph 1, applicant institutions may not apply to recruit S&T personnel from mainland China.
- III. Applicant: Persons applying for funding to recruit S&T personnel (applicant) must be teaching or research personnel or first-level administrative managers (including the principal investigators of research projects receiving MOST funding) at an applicant institution.

IV. Persons recruited with funding under these Guidelines shall consist of the following three types:

A. Lecturing personnel:

1. Distinguished chair professors: Must possess one of the following qualifications:
  - (1) Recipient of a Nobel prize.
  - (2) Fellow of a national academy of science and possession of international prestige (limited to foreign S&T personnel).
2. Chair professor (limited to foreign S&T personnel): Currently or previously serving as a university chair professor, has published internationally-praised research results within the most recent three years.

B. Visiting personnel (limited to foreign S&T personnel): Must possess qualifications of the following four types:

1. Visiting professor (visiting research fellow): Currently or previously serving as a professor at a university or research fellow at a research organization, must have made an important academic contribution or published an important specialized work.
2. Visiting associate professor (visiting associate research fellow): Currently or previously serving as an associate professor at a university or associate research fellow at a research organization, has displayed superior achievement, and has published a specialized work.
3. Visiting assistant professor (visiting assistant research fellow): Currently or previously serving as an assistant professor at a university or assistant research fellow at a research organization, has displayed superior achievement, and has published a specialized work.
4. Visiting specialists, who must possess one of the following qualifications:
  - (1) Has continued to perform specialized work, or engage in research work at a research organization, or engage in S&T R&D or

management work at a scientific or technological organization for at least four years after obtaining a doctoral degree, and has displayed significant achievement.

- (2) Possesses unique talent in a specific field of technology or in S&T R&D or management work at a scientific or technological organization, and has skills that are rare in Taiwan or elsewhere.

C. Postdoctoral research fellows: The title or position of outstanding domestic and foreign S&T postdoctoral personnel shall be determined by the applicant institution on the basis of actual work content and attributes or professional field.

The individuals recruited in the subparagraphs of the foregoing paragraph may not be an applicant's spouse or blood or marital relations within the third degree of kinship, and must comply with the hiring avoidance regulations in Article 11, Paragraph 1 of the *Operating Guidelines for the Hiring and Employment of Temporary Personnel by the Executive Yuan and its Subordinate Agencies and Schools*.

The foreign S&T personnel in subparagraphs 1 and 2 of Paragraph 1 must comply with one of the following conditions at the time of application:

- A. Must be employed at a public or private university, public or private research organization, or administrative academic research organization or foundation academic research organization in a country or area outside of the Republic of China, in continuous service for at least one year, and not a retired employee of any domestic public or private university, public or private research organization, administrative academic research organization, or foundation academic research organization.

B. Persons recruited with funding from MOST pursuant to these Guidelines.

V. Application method:

After the applicant has produced an application form in the "Funding the recruitment of S&T manpower and cross-Strait S&T exchanges" area of the MOST research manpower website, the applicant must send the application

form to the applicant institution, and the applicant institution shall compile the applications and send them to MOST; documents that are incomplete or not in compliance with regulations shall not be accepted:

A. Lecturing personnel, visiting personnel:

1. The applicant institution should recommend lecturing personnel or visiting personnel after reviewing their funding qualifications in accordance with the organization's relevant academic review procedures. MOST may adjust funding approval qualifications in accordance with the actual state of review.
2. The applicant institution must provide a specific working plan and the following documents addressing the candidates' research, teaching, or S&T R&D and management plans when submitting an application to MOST:
  - (1) Application form.
  - (2) Current position, education and experience, and personal identification document (citizens of the Republic of China (R.O.C.) must provide a photocopy of their national identification card). When education and experience cannot be provided in the case of an individual, proof of current position may be provided instead.
  - (3) A maximum of five representative academic works or works connected with project content published within the most recent three years (persons who have given birth or had taken parental leave during this period shall have this period extended to five years; those who served their obligatory military service during this period shall have a period extended in accordance with the person's actual term of military service, but relevant documents must be attached).
  - (4) Relevant verifying documents proving that the applicant institution has completed review procedures and bearing the applicant institution's seal.

B. Postdoctoral research fellows:

1. Participants in MOST-funded research projects:
  - (1) Submit a "MOST Funding for the Recruiting of Postdoctoral Research Fellows Number of persons/recruiting application form (accompanies research project application)" to MOST for review when applying for a MOST-funded research project. Approval of the project signifies approval of the personnel quota only, and the applicant institution must submit an application to MOST after locating candidates.
  - (2) When the applicant does not submit an application for candidates at the time of applying for a MOST-funded research project, the applicant must upload the application form in 1-3 of Item 2 of the foregoing subparagraph concerning the research project in which the candidates will participate to MOST as an application.
2. When candidates will participate in a scientific or technological research project funded independently by the applicant institution or engage in S&T management work, upload the application form in 1-3 of Item 2 of the foregoing subparagraph and submit a specific working plan in the format determined by MOST to MOST as an application.
3. If a recruited person in this subparagraph has R&D substitute service status, a photocopy of the person's identification card with such status shall be attached. If such identification card has not yet been issued, a military service eligibility information list and list of males eligible for R&D substitute service printed out by the applicant institution may be provided instead.
4. If recruited postdoctoral research fellows are graduating that year, the following documents shall be submitted to MOST as an application, and the candidates shall provide their doctoral degree certificate at the time of registration for checking by the applicant institution:
  - (1) If the recruited persons have earned their doctoral degrees abroad, they shall present a provisional academic record verification

document provided by the foreign university to certify that they have passed their oral examination and dissertation review.

- (2) If the recruited persons have earned their doctoral degrees in Taiwan, they shall provide a document verifying that the examination committee has approved their doctoral degree and a provisional academic record verification document containing a record of their oral examination session printed by their academic department.

The applicant institution shall carefully check the various application forms and verifying documents of the applicants and the recruited persons. If cases of misrepresentation or falsification are uncovered and proved to be true by MOST, acceptance of applications for S&T personnel recruiting subsidies from MOST filed by the institution shall be suspended for a certain period of time.

- VI. Review: Review by MOST shall be completed within two months starting from the day after applications are accepted. If necessary, one extension shall be allowed.

MOST shall not provide subsidies to recruited persons without R.O.C. nationality whose instruction or research involves national security or classified or sensitive science or technology.

- VII. Funding period:

- A. Lecturing personnel: During the duration of funding, each funding period shall range from one month to one year. Once each funding period has expired, applications may be made for continued funding. The total length of funding shall not exceed three years.
- B. Visiting personnel: During the duration of funding, each funding period shall range from three months to one year. Once each funding period has expired, applications may be made for continued funding. The total length of funding shall not exceed three years.
- C. Postdoctoral research fellows: During the duration of funding, each funding period shall, as a rule, range from three months to one year. However, to accommodate the full implementation period of multi-year research projects,

after review, in cases of excellent research performance, the funding period may be extended to the full implementation period of the project in which the candidates will be participating. Once each funding period has expired, applications may be made for continued funding.

With regard to the calculation of the total funding period in the foregoing paragraph, if a recruited person has received subsidies during two periods separated by less than one year, the periods shall be calculated in combination. Those who apply for continued subsidies shall log on to this funding item in the MOST research manpower website at least one month before the end of the funding period, and submit work report online on the research (or teaching or R&D and management) the person participated in during the previous funding period, and submit an application in accordance with Article 5 of these Guidelines.

VIII. Funding items: Shall include teaching & research payments, research payments, airfare, insurance premiums, salary differential subsidy, labor pension or separation fund contributions, and R&D expenses. The standard for various subsidies are as follows:

A. Teaching & research payments or research payments:

Funding for the teaching & research payments or research payments of recruited persons shall comply with the "Teaching & Research Payment and Research Payment Standards for Visiting S&T Personnel Recruited with Subsidies from the Ministry of Science and Technology." The applicant institution shall withhold income tax each month in accordance with tax laws. The recruited persons shall bear responsibility for filing their own income tax, but the applicant institution shall provide assistance.

B. Airfare:

1. Funding for round-trip airfare taking the most direct flights from the person's place of residence to the destination shall comply with the following standards. The airfare of the recruited persons, their spouses, and two direct relatives will be funded:

- (1) Distinguished chair professor and chair professor: Funding will be provided for round-trip business class airfare.
  - (2) Visiting personnel and postdoctoral research fellows: Funding will be provided for round-trip economy class airfare.
2. Funding for airfare shall be provided only once. MOST shall not provide airfare funding for persons who are applying for continuing subsidies from this Ministry in accordance with Paragraph 1 of the foregoing article, or who have received funding for travel expenses from some other institution in Taiwan.

C. Insurance premiums:

1. During the period of funding from MOST, the applicant institution shall enroll recruited persons in Labor Insurance and National Health Insurance in accordance with the Labor Insurance Act and the National Health Insurance Act. MOST shall provide funding for those insurance premiums that must be paid by the employer.
2. If, during the period of funding from MOST, any recruited persons are not eligible for either Labor Insurance or National Health Insurance, the applicant institution may assist them in enrolling in the “Omnibus Insurance Program for International Technical Cooperation Personnel,” which has a maximum total insurance amount of NT\$4 million. MOST shall provide funding for 65% of insurance premiums.
3. If the recruited persons resign early or their insurance coverage is interrupted, MOST shall cease providing insurance premium funding starting from the day of resignation or the day coverage is interrupted.

D. Salary differential funding:

If a person with distinguished chair professor, chair professor, or visiting professor (visiting research fellow) qualifications is in a full-time position on regular payroll at an institution receiving MOST funding during the funding period, MOST may, for a maximum of three years, provide funding to make up the full or partial difference between his/her teaching & research



payments and his/her current regular salary at such agency, provided that no other funding specified in these Guidelines is obtained.

E. Labor pensions and separation fund contributions:

Based on the actual contractual relationship between the applicant institution and the recruited postdoctoral research fellows, the applicant institution shall make labor pension and separation fund contributions during the period of funding from MOST in accordance with the following regulations:

1. In the case of persons subject to the Labor Standards Act, labor pension contributions shall be made in accordance with relevant regulations of Labor Pension Act, and MOST shall provide funding for the employer's monthly contributions.
2. In the case of persons who are not subject to the Labor Standards Act, the applicant institution shall:
  - (1) Make contributions to the person's separation fund in accordance with Separation Fund Payment for Government Organization or School Employee, and MOST shall provide funding for the amount that the employer must pay into the individual's separation fund.
  - (2) If the voluntary contributions requirements of Article 7, Paragraph 2 of the Labor Pension Act are applicable, the applicant institution may instead make payments into the labor pension contribution, and MOST shall provide funding for the monthly payments that must be made by the employer.

F. R&D fees:

1. R&D fees refer to the monthly payments that the applicant institution must pay to the competent authority in accordance with the Enforcement Statute for Substitute Services.
2. If the recruited postdoctoral research fellows recruited by the applicant institution are in the second stage of serving their R&D substitute service, MOST shall provide funding for their R&D fees.
3. During the R&D payment funding period, MOST shall no longer provide

funding for the items listed in Subparagraphs 1- 5 of this paragraph. MOST shall provide only partial funding for the various funded items in the foregoing paragraph, and the applicant institution must pay the remaining unfunded amounts within the funding period from its self-raised funding or various types of project funding from MOST.

- IX. Recruited persons shall be given letters of employment by the applicant institution, and the various rights and obligations of such persons during their service period shall be explicitly specified in contract. The content of contracts shall include the period of funded recruiting, subsidy funding, rights and obligations of both parties, leave and travel management, overseas trips, and work content.

During the period of funding from MOST, S&T personnel receiving funding in accordance with these Guidelines shall work exclusively in the positions they were recruited for, and the applicant institution shall bear responsible for management.

If recruited persons violate their duties or relevant regulations during the funding period, the applicant institution shall bear responsibility for verification, and shall notify MOST of the results by mail after handling the case in accordance with relevant laws and regulations.

If the matters that must be done after the applicant institution or MOST has verified the facts of the violation mentioned in the previous paragraph are not done even after being given notice, MOST may terminate funding or deduct the amount of subsidies that should be returned but have not been returned from the funding for other recruited S&T personnel at the applicant institution, and may, when warranted, temporarily cease accepting applications for S&T personnel recruiting funding from the applicant institution.

- X. The recruited persons shall log on to this funding item area of the MOST academic R&D service website to submit an research (teaching or R&D and management) work report online to complete the case with MOST within two months of the end of the funding period.

- XI. The appropriation of funding shall be performed in accordance with regulations governing MOST approval notification letters and funding approval lists. Applicants who apply with provisional proof of academic record in accordance with Item 4, Subparagraph 2, Paragraph 1 of Article 5 shall attach photocopies of the candidates' doctoral degree certificates at the time of funding appropriation.
- XII. Reporting of expenditures: The applicant institution shall perform reporting of expenditures with MOST in accordance with the following regulations within three months after the end of the funding period; any unused funds must be returned, and if there are any shortfalls, MOST shall make up the difference based on the attached receipts:
- A. When on-site audits are performed of expenditure vouchers concerning funding provided under these Guidelines, audit of the expenditure vouchers shall be performed in accordance with the Implementation Guidelines for On-site Audit of Expenditure Vouchers concerning Funding from MOST, and a summary income and expenditure report form including all expenditures shall be sent to MOST by mail for use in funding case completion.
- B. When no on-site audits are performed of the expenditure vouchers concerning funding provided under these Guidelines, the following documents shall be submitted to MOST by mail for use in funding case completion:
1. Expenditure vouchers: Expenditure vouchers concerning funding disbursements shall be classified by funding item and bound in a volume, and an approval funding list shall be attached.
  2. A summary income and expenditure report form including all expenditures.
  3. In the case of teaching & research payments or research payments, claim forms must be attached; in the case of R&D fees, payment receipts must be attached.

4. For verification purposes, the final reporting of airfare must include attached airfare claim forms, and attached receipt, invoice, or relevant documents sufficient to prove the validity of payment.

C. Applicant institutions shall handle the expenditure vouchers concerning funding expenditures in accordance with the Management Guidelines for the Government Disposal of Expenditure Vouchers.

XIII. The applicant institution or applicant shall perform final reporting of funding utilization and submit a research (teaching or R&D and management) work report within three months of the completion of the funding period. In the case of those who fail to submit such materials after given notice by MOST, MOST may deduct the amount of the expenditures from the funding for other recruited S&T personnel at the applicant institution, and may, when warranted, temporarily cease accepting applications for S&T personnel recruiting funding from the applicant institution.

XIV. Applicants shall make funding expenditures for the purpose of the subsidy, shall bear responsibility for the truthfulness of expenditures on the submitted expenditure receipts, and shall be liable if receipts are untruthful.

If funding from MOST is not used for the intended purpose, or if there is untruthful or over-reporting of expenses, such cases shall be handled in accordance with articles 24 and 25 of the *Operation Guidelines for MOST Research Project Grants*.

XV. The ownership, management, and utilization of the research outcomes and income earned by persons recruited from project execution shall be subject to the *Government Scientific and Technological Research and Development Results Ownership and Utilization Regulations* and related laws and regulations.

XVI. The *Operation Guidelines for MOST Research Project Grants* and other related regulations shall apply mutatis mutandis to matters not provided for in these Guidelines.

## Teaching & Research Payment and Research Payment Standards for Visiting S&T Personnel Recruited with Subsidies from the Ministry of Science and Technology

Revision promulgated in Letter Tai-Hui-Tzung-Yi-Zi No. No. 1000046080 of July 8, 2011  
Revision promulgated in Ministry of Science and Technology Letter Ko-Tzu No. 1050017742 of March 25, 2016  
Revision promulgated in Ministry of Science and Technology Letter Ko-Tzu No. 1060035169 of June 1, 2017  
Revision promulgated in Ministry of Science and Technology Letter Ko-Tzu No. 1070019702 of March 21, 2018  
Revision promulgated in Ministry of Science and Technology Letter Ko-Tzu No. 1070054137 of July 31, 2018  
Temporary suspension of implementation pursuant to Ministry of Science and Technology Letter Ko-Tzu No. 1070063061 of August 31, 2018  
Revision promulgated in Ministry of Science and Technology Letter Ko-Tzu No. 1080028949 of May 9, 2019

<b>Funded recruitment category</b>	<b>Teaching &amp; research payment or research payment</b>
Distinguished chair professor	Teaching & research payment standard, highest payment consists of the individual's salary at his or her original service unit overseas.
Chair professor	Monthly teaching & research payment of from NT\$144,200 to NT\$259,560.
Visiting professor (visiting research fellow)	Monthly teaching & research payment of from NT\$77,250 to NT\$194,090.
Visiting associate professor (visiting associate research fellow)	Monthly teaching & research payment of from NT\$72,100 to NT\$149,300.
Visiting assistant professor (visiting assistant research fellow)	Monthly teaching & research payment of from NT\$66,950 to NT\$104,410.
Visiting specialists	Monthly teaching & research payment of from NT\$66,950 to NT\$194,090.
Postdoctoral research fellows	Monthly research payment (the applicant institution may recommend an amount in accordance with its own standards after consisting relevant factors) and year-end bonuses.

## Notes:

1. MOST shall provide only partial funding for the various funded items in these Guidelines, and the applicant institution must pay the remaining unfunded amounts within the funding period from its self-raised funding or various types of project funding from MOST.
2. MOST-funded teaching & research payments or research payments shall be based on the recruited person's education and experience, academic status, special skills, work experience, value of works in recent years, and assistance and contribution to domestic academic S&T by the individual's research or teaching, where MOST will assess the amount of funding it provides based on the circumstances. However, in special circumstances, and when the recruited person has special talents, a higher payment may be approved on an individual case basis after the specific grounds for the request have been stated.
3. Teaching & research payments and research payments must be paid on a monthly basis, and shall be calculated in accordance with the actual number of days worked in the case of periods of less than one month, in which case the amount paid for each day of work shall be the total monthly teaching & research payment or research payment for that month divided by the number of days in that full month.
4. The applicant institution shall withhold income tax each month in accordance with tax laws. The recruited persons shall bear responsibility for filing their own income tax, but the applicant institution shall provide assistance.
5. With regard to the postdoctoral research fellows in Article 4, Paragraph 1, Subparagraph 3 of these Guidelines, the position such persons shall be determined by the applicant institution on the basis of actual work content and attributes or professional ability (such as status of postdoctoral research fellow or project research fellow, etc.).

Note: This table takes effect on August 1, 2019.