**朝陽科技大學補助博士後研究人員參加國際學術會議申請表**

**Chaoyang University of Technology (CYUT)**

**Application Form for Subsidy for Postdoctoral Researchers Attending International Conferences**

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| 申請人姓名Name of Applicant | (中文Chinese) (英文English)  | 申請人簽名Applicant’s Signature |  |
| 人事代碼Staff ID |  |
| 會議名稱Conference name |  |
| 會議最近5年其會議論文集是否收錄於Scopus？□是Yes ；□否NoIs the conference proceeding indexed in Scopus in the last 5 years?  |
| 會議日期Conference date | From \_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd) |
| 會議地點Location | 國家Country |  | 城市City |  |
| 會議主辦機構Conference host |  |
| 發表之論文名稱Title of the paper presented |  |
| 作者序Author order |  | 是否為通訊作者? □是Yes；□否NoAre you the corresponding author？ |
| 排訂發表方式Presentation mode | □ 口頭發表Oral ；□ 壁報發表Poster |
| 申請補助費用Amount requested | □ 機票費Airfare：NT$ □ 註冊費Registration fee：NT$  |

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| 主持人簽章Signature of Principal Investigator | 研發處計畫管理組Office of Research & Development | 研發長Dean of R&D Office |
|  | 1. 本案申請文件齊全，收件時間：
2. 建請同意補助，預估所需經費共計\_\_\_\_\_\_元（實支實付），擬由單位預算\_\_\_\_\_\_\_\_\_\_\_\_支應。
 | □通過。 □不通過。 |

**備註Notes**

1. 博士後研究人員以本校名義出席國際學術會議發表論文，且為第一作者或通訊作者，得申請本校補助，補助總經費以新臺幣3萬5仟元為原則。補助項目如下：(1)往返之經濟艙機票費；(2)出席會議之註冊費。

The applicant should present the paper in the name of the University's full name, i.e., "Chaoyang University of Technology” and should be the first author or corresponding author. The total subsidy including round trip airfare and registration fee is no more than NT$35,000.

1. 申請時請檢附：(1)申請表；(2)大會正式邀請函或論文被接受之證明文件；(3)發表之論文摘要；(4)徵稿啟事或國際學術會議日程表。

The applicant should submit the following documents: (1) application form, (2) official invitation letter or paper acceptance letter, (3) abstract of paper presented and (4) call for paper or conference program.

1. 申請項目已獲其他單位或機關補助者不重複補助。

No duplicate subsidy will be provided if it has received the same subsidy from other agencies.

1. 獲補助者應於返國後1個月內繳交開會心得報告及辦理經費結報。

Trip report and subsidy application should be submitted within one month after return.

1. 本申請表為申請校內補助使用，出國前須提出「出差請示單」申請；若有搭乘外國籍航空公司之情況，須於出國前提出「搭乘外國籍航空公司班機申請表」並經校長核准，未依規定者無法辦理經費核銷。

This form is used solely for subsidy application for attending international conference. Postdoctoral researchers should apply for leave of absence before departure. If the trip requires boarding foreign airline flights, applicants must submit the “Application Form for Taking Foreign Airline Flights for Work Purposes” for approval by the CYUT president before departure.