**Fu Jen Catholic University**

**Guidelines Governing the Purchase Review of Key Equipment and Instruments**

Passed at the Seventh Meeting of the Executive Council for the 2009-2010 Academic Year on April 8, 2010

Passed at the Sixth Meeting of the Executive Council for the 2012-2013 Academic Year on March 14, 2013

Passed at the Second Meeting of the Executive Council for the 2013-2014 Academic Year on October 3, 2013

Passed at the Fourth Meeting of the Executive Council for the 2014 -2015 Academic Year on December 11, 2014

Article 1

The Guidelines were formulated in order to boost academic research and the distinct features of the University, promote cross-disciplinary research, augment the amount of precision equipment and instruments on campus, and coordinate with Colleges in the development of operations.

Article 2

Budgeting for instruments and equipment aims principally at boosting research capacity at the University. In coordination with the integrated projects at the University, the plans of the Precision Instrument Center, and the medium- and long-term development plans of colleges, a special proposal may be submitted as part of the annual budget. A College must provide a contribution worth thirty percent of the price of an instrument or piece of equipment when making the application.

Article 3

An instrument or piece of equipment must satisfy the following requirements in order to be approved for the budget:

1. It satisfies planning needs for an integrated project at the University.
2. It is a specialized instrument needed for key research or teaching.
3. The price of a single instrument is NT$500,000 or more; items may not be combined to reach this total.

Article 4

Principles of budget review for instruments and equipment:

1. The equipment/instrument is useful for an integrated research project at the University.
2. The equipment/instrument is needed for cross-disciplinary research either on-campus or with a partner off-campus. The equipment/instrument will be used frequently and by many individuals.
3. The project plan is complete and sufficiently demonstrates the importance of the initiative; the plan provides details for the use of space as well as appropriate arrangements for management and maintenance personnel.
4. There is a matching contribution from the college or a source outside the University.
5. There are plans to generate revenue through the project.

五、 Article 5

Funding to purchase key equipment and instruments is supplied through grants and subsidies awarded by the Ministry of Education. Funding will be disposed of in accordance with Fu Jen Catholic University Guidelines for the Use of Ministry of Education Grants and Subsidies. The following items are not eligible for funding: construction projects, network equipment, servers, office furniture, and desks and chairs.

六、 Article 6

In order to promote resource sharing at the University, all instruments and equipment purchased through the Guidelines will be entered in the Fu Jen Catholic University Equipment Sharing Management System, and will be available for all University members to use.

Article 7

The Office of Research and Development may retain a portion of the total budget in order to maintain budget flexibility.

Article 8

The Guidelines were passed by the Executive Council and will be promulgated and implemented after the approval of the President. The same procedure will be followed for each amendment.