**Fu Jen Catholic University**

**Regulations Governing the Grant for Artistic Performance and Exhibitions**

Passed at the Seventh Meeting of the Executive Council for the 2010-2011 Academic Year on April 14, 2011

Amended at the Seventh Meeting of the Executive Council for the 2011-2012 Academic Year on April 12, 2012

Amended at the Tenth Meeting of the Executive Council for the 2016-2017 Academic Year on July 6, 2017

Article 1

These Regulations were formulated in order to encourage full-time time instructors (excluding jointly appointed clinical instructors) and research fellows to engage in artistic performances, exhibitions, and competitions.

Article 2: Eligibility

The personnel described in the preceding article must visit the website of the Center for Taiwan Academic Research Ethics Education, enroll in and complete the Academic Ethics Course, and then present proof that they completed the course and passed the examination, as stipulated in Article 2 of Fu Jen Catholic University Regulations Governing the Management of Academic Ethics.

An applicant must have engaged in a performance or exhibition under the name of Fu Jen Catholic University over the past year as well as meet one of the requirements below:

1. The applicant received an invitation from an international art organization to perform or exhibit.
2. The applicant put on an artistic performance or exhibition at a public venue at the national, county, or municipal level in Taiwan or abroad.
3. Only one application is permitted for a joint performance or exhibition. One of the requirements below must be satisfied:
4. Music: the applicant (including the director or conductor) performed for at least ten minutes.
5. Fine arts: the applicant’s works accounted for at least one-third of all works displayed at the joint exhibition.
6. Animation: the applicant’s animation video is at least two minutes long.
7. Advertisement: the applicant’s advertisement video is at least thirty seconds long.
8. Dance: the performance of the applicant (including the director or conductor) lasted at least five minutes.
9. Theater: the performance of the applicant (including the director or playwright) lasted at least five minutes.
10. The applicant’s works have been added to the collection of a national-level organization either domestically or abroad.

Article 3: Principles

1. Before applying for the Grant, an applicant must first apply for funding from the Ministry of Education, the National Science Council, or another government agency. An applicant may not apply for the Grant if they have already received another form of funding from the University.
2. Priority will be given to an applicant who was invited to participate in an exhibition or contest hosted by international art organization.
3. A single applicant may receive up to NT$50,000 in an academic year.

Article 4: Application Procedures

An applicant must apply for the Grant thirty days before the activity or competition for which they are requesting funding.

Article 5: Required Documents

1. Application Form
2. Proposal and budget worksheet (applicants traveling overseas to participate in a competition are not required to complete the proposal)
3. Proof of exhibition, notification of acceptance, or invitation letter
4. Supporting documents related to the artistic performance or exhibition
5. Basic information form
6. Proof of funding from another organization: an applicant must supply related documents if they have applied for funding from elsewhere; if funding has been approved, the applicant must submit the apportionment table and approval letter or list of approved items.

The application form and required documents must be submitted to the Office of Research and Development.

Article 6: Categories Covered by the Grant

1. Operational Costs: wages for temporary workers, and rental, printing, and postage costs related to the exhibition.
2. Overseas Travel Expenses (only for travel abroad to participate in an art exhibition): roundtrip airfare (limited to economy-class tickets and the most direct flight route to destination).

Article 7: Review Procedures

1. The applicant submits an application to the Office of Research and Development, which then forwards it to the Research Grants Review Committee (hereinafter “the Committee”) for review.
2. Announcement: the Office of Research and Development will announce the winners of the Grant and provide written notification to all University programs.
3. A Committee member making an application must recuse him/herself from all related review processes.

Article 8: Claiming the Grant

1. A Grant recipient may claim an advance payment to cover personnel costs three weeks before the activity.
2. A Grant recipient traveling overseas to attend an exhibition or contest must provide appropriate receipts within two weeks of their return (the deadline in the first semester is December 15; the deadline in the second semester is June 20), and then submit a digital report of the exhibition or contest, which the Office of Research and Development will post on its website.
3. If a postponement or change must be made, the Activity Modification Form must be submitted. The requested change is official only after the approval of the Office of Research and Development; the Grant will otherwise be revoked.
4. Reimbursement: within one month after the activity ends, the Grant recipient must submit a summary of the activity as well as portfolios, posters, and photographs from the event or other records (such as albums or audiovisual files) in order to be reimbursed. (The deadline in the first semester is December 15; the deadline in the second semester is June 20.)

Article 9

Failure to satisfy the requirements in Article 8 will result in the recovery of funding and possible barring from making an application next time.

Article 10

If it is discovered and confirmed that an application involves a violation of academic ethics, the full value of the Grant must be returned, and no applications for research funding may be made for a two-year period, effective the date of notification.

Article 11

These Regulations 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.