## **Appendix 1 NCHU Multidisciplinary Peer Application Form**

1. **Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Term** | Claims for reimbursement must be completed by Jun. 30th of the current year. | | | |
| **Community**  **name** |  | | | |
| **Facilitator** | Name： | | Position： | |
| Email address： | | | |
| Department ：  (Write the full name, including the name of the school/department/institute.) | | | |
| Contact number： | | Phone number： | |
| **Members** | **※ A community should be composed of 4 members (or more) from 2** **universities (or more) and two departments.** | | | |
| **Name** | **Department** | **Position** | **Email address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Insert new row(s) if needed. | | | |

1. **Event Planning**

2.1 Peer observation / Teaching demonstrations

| **Each member shall conduct at least one 50-minute class (or 15-minute teaching demonstration) and invite colleagues into their classes to observe lessons; additionally, serves as an observer (including completing observation form and participating in relevant pre-/post meetings) at least once along the implementation period.** | | | | |
| --- | --- | --- | --- | --- |
| **Activity Date** | **Activity Categories** | **Lecturer** | **Observers** | **Details of the activity** |
|  | □ Pre-observation meeting  □ Peer observation  □ Teaching demonstrations  □ Post-observation meeting |  |  |  |
|  | □ Pre-observation meeting  □ Peer observation  □ Teaching demonstrations  □ Post-observation meeting |  |  |  |
|  | □ Pre-observation meeting  □ Peer observation  □ Teaching demonstrations  □ Post-observation meeting |  |  |  |
|  | □ Pre-observation meeting  □ Peer observation  □ Teaching demonstrations  □ Post-observation meeting |  |  |  |
| Insert new row(s) if needed. | | | | |

2.2 Other Activities

| **Activity Date** | **Activity Categories** | **Intended speaker to be invited** | **Activity theme** |
| --- | --- | --- | --- |
|  | □ Lecture  □ Workshop  □ Teaching material development  □ Teaching consultation  □ Others：ˍˍˍˍˍˍˍ |  |  |
|  | □ Lecture  □ Workshop  □ Teaching material development  □ Teaching consultation  □ Others：ˍˍˍˍˍˍˍ |  |  |
|  | □ Lecture  □ Workshop  □ Teaching material development  □ Teaching consultation  □ Others：ˍˍˍˍˍˍˍ |  |  |
| Insert new row(s) if needed. | | | |

**Table of Budget**

Description:

1. In principle, the community project subsidizes the operating expenses of all communities.
2. State the budget details clearly, and make sure that the total figures are correct. If there is a problem with the totals, the application will be returned for a resubmission.
3. Make sure that activity expenses are reasonable and appropriate to the nature and duration of the activity. In principle, we will focus on subsidizing expenses for community activities. Do not include expenses for activities that are not relevant to the community’s main purpose.

| **Item** | | **Project Budget Details** | | | |
| --- | --- | --- | --- | --- | --- |
| **Unit Price** | **Quantity** | **Subtotal** | **Explanation** |
| Business Expense | Lecture hourly Fee |  |  |  | Maximum: 2,000 per hour. If the speaker is a teacher from National Chung Hsing University, the maximum fee is 1,000. |
| Consultation Fee |  |  |  | 1,000-2,500 per person each time |
| Transportation Fee |  |  |  | Reimbursed with tickets |
| Meal Fee | NT$100 |  |  |  |
| Temporary worker wage | NT$183 |  |  |  |
| Labor insurance |  |  |  |  |
| Pension |  |  |  |  |
| 2nd Generation National Health Insurance |  |  |  | Employers are responsible for second-generation national health insurance supplementary premium at the 2.11% rate. |
| Printing Expenses |  |  |  | Maximum: 5,000 |
| Miscellaneous Expenses |  |  |  | Such as stationery, paper, tapes, information consumables, folders, and postage. The price of each item cannot exceed 1,000, and no flash drive may be purchased.  Maximum: 10,000 |
| **Total** | | **NT$** | | | |

Note 1: Reimbursement will be processed in accordance with the Ministry of Education Standards Table for Fund Allocation with Subsidized and Commissioned Programs.

Note 2: Make all receipts out to "National Chung Hsing University"; use uniform serial number 52024101 on the receipt.