

Guidelines for Management of Facilities in Administrative Office of Human Research Ethics Governance Framework, Research Center for Humanities and Social Sciences, National Cheng Kung University

Approved by 2nd CHASS Review Committee of 2015 School Year on 26 February 2016

1. These Guidelines are established in accordance with Article 2 of the Guidelines for Incomes and Expenditures Management of Venues and Equipment of National Cheng Kung University in order to effectively develop the activation of assets and to increase the performance of facility use of the Administrative Office of Human Research Ethics Governance Framework (hereinafter the “Office”) of the Research Center for Humanities and Social Sciences, National Cheng Kung University (hereinafter the “Center”).
2. “Facilities” referred to in these Guidelines mean laptop computers, projectors, camcorders, digital voice recorders, cameras, and so on so forth, that are properties of the Office.
3. Any teacher, researcher or unit inside or outside the University may complete a facility loan application form and file an application with the Office as required for teaching, research, events or business. The loan shall only be granted after approval by the Director of the Office.
4. The applications for use of facilities are divided into the following:
 - (1) Use without fee: For applications without any funding source, based on the concept of resource sharing and support among units within the University, the facilities will be provided as assistance.
 - (2) Use with fee: For applications with funding sources or applications by units outside the University, a management and maintenance fee shall be paid as required for maintenance of facilities or purchase of new facilities.
5. The fee standards for the facilities of the Office is as follows:
 - (1) Laptop computer: NT\$100/hour, \$800/day.
 - (2) Projector: NT\$150/hour, NT\$1,200/day.
 - (3) Camcorder: NT\$150/hour, NT\$1,200/day.
 - (4) Digital voice recorder: NT\$80/hour, NT\$600/day.
 - (5) Camera: NT\$80/hour, NT\$600/day.
 - (6) Any period of use longer than 5 hours shall be calculated as one day.
6. The management and maintenance fee may be paid in cash or through the provision of a pre-issued receipt.
7. The facilities shall be used properly in the designated manner. In case of any breach and further failure to correct the breach following demand, the Center may stop the loan and any fee already paid shall not be refunded. Any damage or loss shall incur compensation liability.
8. These Guidelines, including any amendment hereto, are implemented following approval by the CHASS Review Committee and approval by the President of the University.

Facility Loan Application Form of Administrative Office of Human
Research Ethics Governance Framework, Research Center for
Humanities and Social Sciences, National Cheng Kung University

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申請單位 Applicant		填寫日期 Date	年月日 Year Month Date
借用設備聯絡人 Facility Contact Person		分機或電話 Extension or Telephone	
設備借用日期 Loan Period	年 月 日 至 年 月 日 Year Month Date to Year Month Date		
借用設備 Facility	項目 Item	數量 Quantity	租金金額 Rental
	筆記型電腦 Laptop Computer		<input type="checkbox"/> 無 <input type="checkbox"/> 有，____元 <input type="checkbox"/> None <input type="checkbox"/> NT\$
	單槍投影機 Projector		<input type="checkbox"/> 無 <input type="checkbox"/> 有，____元 <input type="checkbox"/> None <input type="checkbox"/> NT\$
	攝影機 Camcorder		<input type="checkbox"/> 無 <input type="checkbox"/> 有，____元 <input type="checkbox"/> None <input type="checkbox"/> NT\$
	錄音筆 Digital Voice Recorder		<input type="checkbox"/> 無 <input type="checkbox"/> 有，____元 <input type="checkbox"/> None <input type="checkbox"/> NT\$
	相機 Camera		<input type="checkbox"/> 無 <input type="checkbox"/> 有，____元 <input type="checkbox"/> None <input type="checkbox"/> NT\$
備註 Remarks			
承辦人 Handled by			

人社中心主任 或 倫審會主任委員 CHASS Director or Chairman of Ethics Committee	
以下於歸還設備需填寫 Below to be completed upon the return of the facility/facilities	
歸還時間 Time of Return	年 月 日，已確認歸還設備數量、內容無誤。 承辦人簽章： Year Month Date Quantity and details of returned facilities confirmed. Handled by (signature):