

2026 Undergraduate Research Launch Pilot Program Funding Reimbursement Guidelines



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Incentives and Funding Stages

Stage 1 | Approval

Students whose research proposals pass the review receive an incentive of **NT\$1,000**.

Incentive · No claim needed

Stage 2 | Implementation

Each project may receive up to **NT\$2,000** in research-related funding.

**Reimbursed with receipts
per these guidelines**

Stage 3 | Final Submission

Submit the final report in early Dec. and proof of external submission by the end of March 2027. If approved: **NT\$2,000** and a certificate; advisors may receive a certificate of appreciation.

Incentive · No claim needed

Timeline and Key Notes

- Implementation period: from the approval date to Nov. 16, 2026 (Mon.).
- Reimbursement deadline: Nov. 16, 2026 (Mon.).
- Final report deadline: Dec. 1, 2026 (Tue.).
- Application materials and proof of submission for an external research program, project competition, or competitive program: due by the end of March 2027.
- During the implementation period, submit records or other evidence of at least two research discussions with your faculty advisor, signed by your advisor.
- Once approved, please **do not** withdraw from the program on your own.

General Rules for Using Funds

- You pay expenses in advance; after reimbursement, the amount is transferred to the bank account registered in the University's Academic Information System.
- These rules apply to Stage 2 research funding: up to **NT\$2,000** per project, reimbursed based on actual expenses.
- Pay by cash or credit card only; gift vouchers cannot be used (no invoice/receipt).
- Venue fees and receipts issued by NTHU units cannot be reimbursed (e.g., venue rental on or off campus, rental of on-campus equipment or books).
- **Do not** accumulate invoices; submit them in the same month they are issued.
- Use a separate Expense Receipt Attachment Form for each expense category (e.g., printing and data collection must be claimed on separate forms).
- All claims must follow the University's accounting rules, and expenses must be "**directly related**" to your research project.
- Forms can be downloaded from the Center's website.

Expense Receipt Attachment Form

- Students must sign the form by hand.
- Receipts for the same type of expense may be attached to one form (e.g., several photocopying receipts).
- Receipts for different types of expenses must be attached to separate forms (e.g., reference books and photocopying require two forms).

Accepted Invoice / Receipt Types

- Every invoice/receipt must show: the University's tax ID (**46804804**), the buyer name 國立清華大學 (National Tsing Hua University), and itemized purchase details.
- Triplicate invoices: attach copy 2 (receipt copy) and copy 3 (deduction copy). Electronic files: print them on paper. Altered documents are invalid.
- What each type must show:
 1. Long paper invoice: tax ID
 2. Short e-invoice: tax ID + item details + your signature in the blank area
 3. E-invoice as an electronic file: tax ID + item details + your signature in the blank area
 4. Electronic duplicate/triplicate invoice: tax ID
 5. Handwritten duplicate/triplicate invoice: buyer name + tax ID
 6. Handwritten receipt exempt from uniform invoice: buyer name + tax ID
 7. E-invoice certificate copy: buyer name + tax ID + your signature in the blank area
 8. Post office receipt: buyer name + tax ID
 9. Travel agency receipt (collected on behalf): buyer name + tax ID
 10. Insurance receipt (paper or electronic): buyer name + tax ID
 11. Foreign invoice: must show "National Tsing Hua University"

Invoice / Receipt Types

- Must show: university tax ID, buyer name, and item details
- Triplicate invoices: attach copy 2 and copy 3
- Electronic files: print them on paper
- No alterations (altered invoices are invalid)

1 Long paper invoice: tax ID



2 Short e-invoice: tax ID + item details + (sign in the blank area)



3 E-invoice (electronic file): tax ID + item details + (sign in the blank area)



4 Electronic duplicate / triplicate invoice: tax ID



5 Handwritten duplicate / triplicate invoice: buyer name + tax ID



6 Handwritten receipt (no uniform invoice): buyer name + tax ID



7 E-invoice certificate copy: buyer name + tax ID + (sign in the blank area)



8 Post office receipt: buyer name + tax ID



9 Travel agency receipt (collected on behalf): buyer name + tax ID



10 Insurance receipt (paper or electronic): buyer name + tax ID

11 Foreign invoice: must show "National Tsing Hua University"

Accepted Invoices/Receipts (1)

- University tax ID: 46804804
- Handwritten receipts (exempt from uniform invoice) must include:
 - ✓ Buyer name: 國立清華大學 (National Tsing Hua University)
 - ✓ The store's official stamp, showing the store's tax ID and the owner's personal seal
 - ✓ Date
 - ✓ Total amount in NT\$, written in Chinese capital numerals
 - ✓ Any correction must be stamped by the store; asking for a new receipt is recommended
- Triplicate invoices: attach copy 2 (receipt copy) and copy 3 (deduction copy); a single copy cannot be reimbursed.
- Invoices or receipts **must not** be altered; altered documents are invalid.

(The next slide shows an example.)

Which Invoices or Receipts Are Accepted?

※ No alterations!
(altered invoices are invalid)

■ University tax ID: 46804804

■ Handwritten receipts (no uniform invoice):

- ✓ Buyer name: 國立清華大學
- ✓ Store's official stamp
- ✓ Stamp shows the store's tax ID and the owner's personal seal
- ✓ Date
- ✓ Total in NT\$, written in Chinese capital numerals
- ✓ Corrections must be stamped by the store; a new receipt is recommended

■ Triplicate invoices: attach copy 2 and copy 3; a single copy cannot be reimbursed

免用發票收據

中華民國 111 年 月 日

統一編號 4 6 8 0 4 8 0 4

買受人: 國立清華大學 地址:

品名	數量	單價	總價	備註
印刷費	4	80	320	收據專用章

勤企業社

免用統一發票

08737876

新竹市元培街337號

銀貨兩訖

合計新台幣

Amount in Chinese numerals

University tax ID

Store stamp

Store tax ID

Owner's personal seal

★ Some stamps do not show the store's tax ID; please check.

Accepted Invoices/Receipts (2)

- University tax ID: 46804804
- E-invoices: the payee must sign directly in the blank area of the invoice.
- Thermal-paper invoices: copy the invoice number by hand once (the print fades).
- If the invoice shows no item details, write the details by hand and sign. Most e-invoices require you to ask for an itemized list.

(The next slide shows examples.)

Which Invoices or Receipts Are Accepted?

- University tax ID: 46804804
- E-invoices: the payee signs directly in the blank area
- Thermal-paper invoices: copy the invoice number by hand once
- No item details on the invoice: write the details by hand + sign

Paper invoice

2549809

連能商務資訊股份有限公司
NO. 2549809
新北市政府工務局建築管理處
建築執照: 建管字第 103 字第 103 號

46804804X
02 * 89
* 89 小
* 89 ST

影印
本票

* 0 0 期
16-35
196662
-6520A

Store info, incl. the
store's tax ID

University tax ID

1. If item names are not shown, write them by hand and sign.
2. Or attach an itemized list (for most e-invoices you must ask for one).

For e-invoices, the payee signs
directly in the blank area.

E-invoice

Hi-Life 萊爾富
MQ-07192613
電子發票證明聯
103年11-12月
MQ-07192613
2014-11-02 13:48:33 格式:22
隨機碼:3921 總計:66
賣方:70795896 買方:46804804

門市 2259 序 2-140211 早(1103)

數位黑白複印A3	14X4=56T
數位黑白複印A4	5X2=10T
小計	66
總計:	66
現金	70
應稅銷售額	63 稅額 3
免稅銷售額	0 找零 4

退貨憑電子發票證明聯正本辦理

University tax
ID

How to Submit Invoices or Receipts

- Fix invoices or receipts to the top-left corner of the attachment form with a binder clip or paper clip, up to 5 at a time. **Do not** glue them.
- Invoices or receipts of the same type may be claimed on one Expense Receipt Attachment Form.
- **Do not** attach invoices or receipts totaling more than **NT\$10,000** to one form.
- **Do not** use staples or tape.

(The next slide shows an example.)

How to Submit Invoices or Receipts

- Clip invoices or receipts to the top left of the attachment form with a binder clip or paper clip, max. 5 at a time; do not glue them.
- Invoices or receipts of the same type may be claimed on one Expense Receipt Attachment Form.
- Do not attach invoices or receipts totaling more than NT\$10,000 to one form.
- Do not use staples or tape.



Notes by Expense Category

Expense Category	Required Documents	See Page
Reference books	1. Expense Receipt Attachment Form 2. Book list + invoice or receipt	P.16
Printing	Expense Receipt Attachment Form + invoice or receipt	P.17
Miscellaneous (consumables, e.g., lab materials)	Expense Receipt Attachment Form + invoice or receipt	P.18
Computer software services (software rental)	Expense Receipt Attachment Form + invoice or receipt (attach proof if the platform's shortest period exceeds the project period)	P.19

Expense Receipt Attachment Form

© Reference Books

- Reference books must be **directly related** to your research project. Attach a purchase list and an **invoice or receipt**.

Expense Receipt Attachment Form

© Printing

- Printing and photocopying must be **directly related** to your research project. Attach an **invoice or receipt**.

Expense Receipt Attachment Form

© Miscellaneous (Consumables)

- Expenses must be **directly related** to your research project.
- Non-consumable items should be rented where possible; non-consumable items priced over **NT\$1,000** per unit will not be funded.
- If you are unsure whether an item is eligible, contact the Center before purchasing.
- Purchase carefully: any expense that cannot be reimbursed will be borne by you.
- **Do not** include personal items in your purchase list.
- Attach an **invoice or receipt**.

Expense Receipt Attachment Form

◎ Computer Software Services (Software Rental)

- If the platform offers a rental option, renting is recommended.
- Choose the shortest rental or license period offered by the platform, and it must fall within the project period. If the shortest period exceeds the project period, attach supporting proof.
Example: if an online tool (e.g., ChatGPT) offers a one-month plan, **do not** buy a one-year plan.
- If the checkout page has no field for a tax ID number, enter the following in the order notes: "國立清華大學 46804804" (National Tsing Hua University).
- Attach an **invoice or receipt**, or the order confirmation page + payment details + an Expense Certification Form.

**YOU
GOT
THIS**

