NATIONAL TAIWAN UNIVERSITY

Salary Increase Application for Special Full-time Research Assistants

Name		Project Execution Unit	
Employment Term	From_____(YYYY/MM/DD) to _____(YYYY/MM/DD)		
Expected Date of Salary Adjustment	From_____(YYYY/MM/DD) to _____(YYYY/MM/DD) (in principle, adjustments shall be made on the 1st day of the following month)		
Project Title		Project Number	
Application for salary increase (see Appendix Table 1): (A) Salary Increase _____/Month (B) Original Salary_____/Month (C) Total Salary_____/Month(=A+B) (D) Percent increase_____% (=A/B x 100)			
Salary Increase Percentage (see Appendix Table 2)	□ 15% or less □ 31-60%, in principle, less than 60% _____% □ 16%- 30% □ Other (according to the contract agreement)		
Funding Source for Base Salary	□ _____(funding source) □ Donation; fundraising unit is □ Office of Financial Affairs □ Project Execution Unit (Please check and submit to the Accounting Office for review.)	Account Code	
Funding Source for Salary Increase	□ _____(funding source) □ Donation; fundraising unit is □ Office of Financial Affairs □ Project Execution Unit (please check and submit to the Accounting Office for review.)	Account Code	
Supporting Documents (required) (See Appendix Table 2)	1. Personal Data Sheet 2. Supporting documents (renewing employees shall attach a copy of their employment contract from the preceding year). 3. List of approved funds □ If the salary increases more than 15%, submit the minutes of the evaluation meeting of the applicant's college (center). □ Other (based on the contract agreement); a copy of the industry-academia collaboration project contract (including special employment qualifications and salary standard documents)	Is the applicant a research and development substitute services draftee?	□Yes (please attach information regarding the R&D substitute service period) □No
Processing Clerk & Contact Number		Principal Investigator	
Unit Head		Senior Administrator	
Personnel Office:			
Processing Clerk: Division Director: Senior Executive Officer: Director:			

Accounting Office:			
Processing Clerk:	Division Director:	Senior Executive Officer:	Director:

Applications for more than a 30% salary increase and special cases shall be submitted to the project hiring committee for deliberation.

The deliberation results of the _____ project hiring committee meeting of _____ (YYYY/MM/DD) are as follows:

□**Approved** (If the salary increase is over 60%, it must be submitted to the President for approval, and the applicant shall be paid the amount approved by the President):
 □Adjusted from_____(YYYY/MM/DD) □Adjusted from the day after the date of approval
□**Rejected**

Personnel Office	Office of the Secretariat	President

Note: After approval, those who need to apply for an adjustment to the tier of their national labor and health insurance may submit a copy of this application form and a copy of the University's Application for Changes to Labor (Health) Insurance and Labor Pensions to the Personnel Office for processing.

Appendix Table 1: National Taiwan University Table of Salaries and Salary Increases of Full-time Project Research Assistants

Unit: TWD

Degree Level / Seniority	5-Year (2-Year) Junior College and below			3-Year Junior College			Bachelor			Master's		
	NTU Standard	Increase Percentage		NTU Standard	Increase Percentage		NTU Standard	Increase Percentage		NTU Standard	Increase Percentage	
		15%	30%		15%	30%		15%	30%		15%	30%
9th Year	34,537	39,718	44,898	36,197	41,627	47,056	41,156	47,329	53,503	46,674	53,675	60,676
8th Year	33,433	38,448	43,463	35,200	40,480	45,760	40,170	46,196	52,221	45,688	52,541	59,394
7th Year	32,447	37,314	42,181	34,204	39,335	44,465	39,175	45,051	50,928	44,584	51,272	57,959
6th Year	31,451	36,169	40,886	33,101	38,066	43,031	38,179	43,906	49,633	43,588	50,126	56,664
5th Year	30,455	35,023	39,592	32,116	36,933	41,751	37,193	42,772	48,351	42,592	48,981	55,370
4th Year	29,351	33,754	38,156	31,119	35,787	40,455	36,304	41,750	47,195	41,607	47,848	54,089
3rd Year	28,366	32,621	36,876	30,123	34,641	39,160	35,426	40,740	46,054	40,503	46,578	52,654
2nd Year	27,370	31,476	35,581	29,020	33,373	37,726	34,537	39,718	44,898	39,507	45,433	51,359
1st Year	26,374	30,330	34,286	28,474	32,745	37,016	33,765	38,830	43,895	38,618	44,411	50,203

Notes:
1. The amount listed above is based on monthly pay.
2. The standard pay listed in the table has been in force since 2022.1.1 (if the Ministry of Labor announces an adjustment to the basic salary, the salary standards will be adjusted).

Appendix Table 2: National Taiwan University Reference Table for Salary Increases for Full-time Project Research Assistants
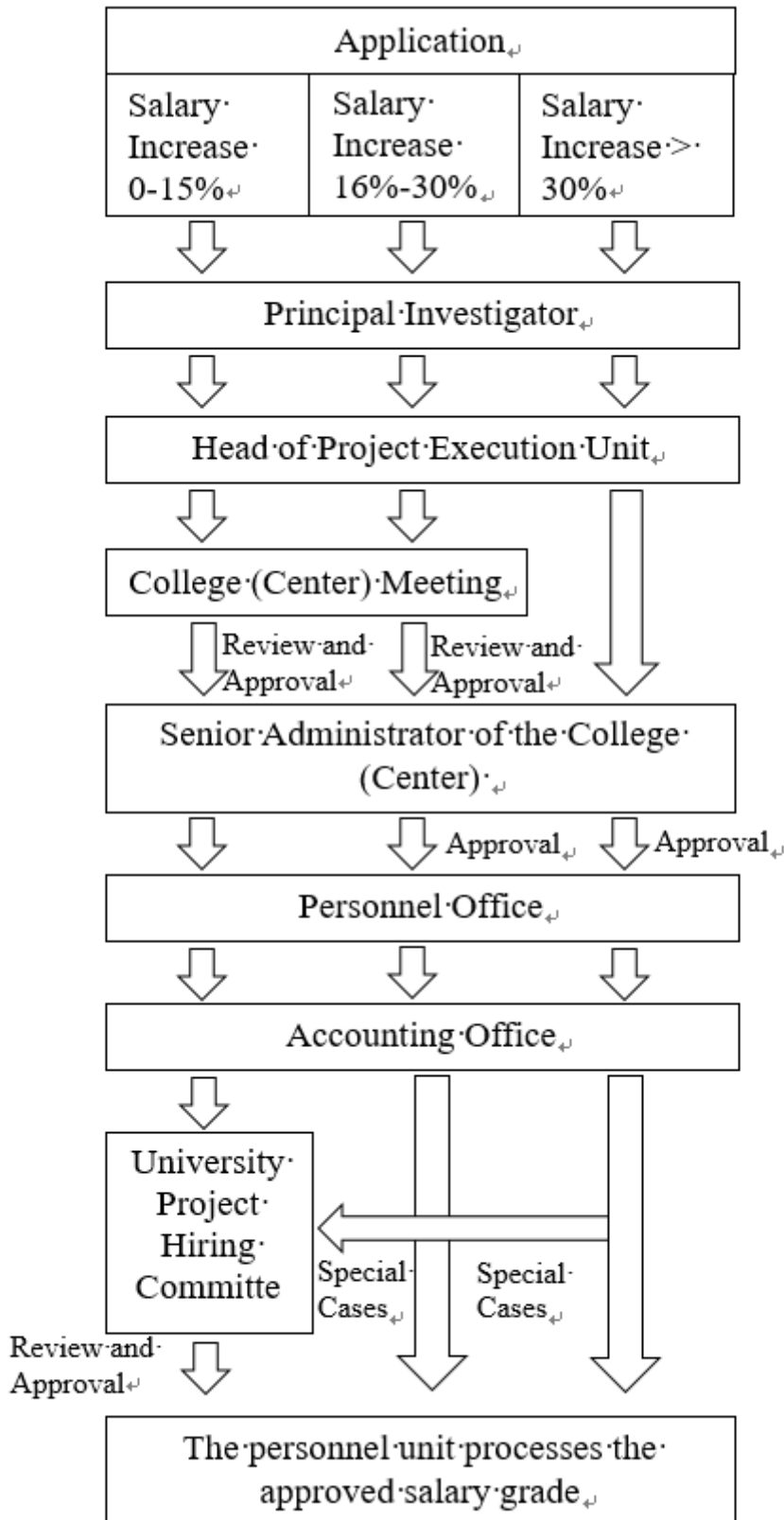
Increase (percent)	Review Process
0-15%	1. Approval by the principal investigator and the unit head of the project execution unit. 2. Approval by the senior administrator of the college (center) to which the applicant is assigned. (Colleges/centers may establish their own review process). 3. The Personnel Office and the Accounting Office jointly determine the salary grade of the applicant (in case of special circumstances, the case shall be sent to the University's project hiring committee for approval of the salary adjustment)
16%-30%	1. Approval by the principal investigator and the unit head of the project execution unit. 2. After review and approval at a meeting of the college (center) to which the applicant is assigned, submission to the senior administrator for approval. (Colleges/centers may establish their own review process). 3. The Personnel Office and the Accounting Office jointly determine the salary grade of the applicant (in case of special circumstances, the case will be sent to the University's project hiring committee for approval of the salary adjustment).
31%-60% (<60% in principle)	1. Approval by the principal investigator and the unit head of the project execution unit. 2. After review and approval at a meeting of the college (center) to which the applicant is assigned, submission to the senior administrator for approval. 3. After processing by the Personnel Office and the Accounting Office, submission to the University's project hiring committee for review and approval of the salary adjustment.

Notes:
1. Full-time research assistants possessing the skills criteria of uniqueness, rarity, and competitiveness required for hiring in accordance with the University's *Directives for Handling Sponsored Projects* shall be listed as Project Research Associates.
2. The college (center) shall compile the applications of those whose salary increase is 30% or less for submission to the corresponding units for processing prior to the 15th day of each month; in principle, salaries shall be adjusted on the 1st day of the month following. For those whose salary increase is more than 30%, the salary adjustment shall, in principle, be applied on the day following the date of approval by the University's project hiring committee. However, if the proposed adjustment date is later than the adjustment date stipulated in the first sentence of the paragraph, the adjustment shall be processed on the proposed adjustment date.

3. If a project research associate employed in a multi-year project (including project extensions) wishes to apply for the same salary in the following year (including project extensions), they may do so after the project is confirmed for the next year (including project extensions), by receiving the sealed approval by the principal investigator with the original approval document and the joint approval by the Personnel Office and the Accounting Office.

Appendix: Application Process Flowchart

Application		
Salary Increase 0-15%	Salary Increase 16%-30%	Salary Increase > 30%

⇩ ⇩ ⇩

Principal Investigator

⇩ ⇩ ⇩

Head of Project Execution Unit

⇩ ⇩

College (Center) Meeting

Review and Approval   Review and Approval

Senior Administrator of the College (Center)

⇩   ⇩ Approval   ⇩ Approval

Personnel Office

⇩ ⇩ ⇩

Accounting Office

⇩

University Project Hiring Committe	Special Cases	Special Cases

Review and Approval ⇩

The personnel unit processes the approved salary grade

Personal Data Sheet

1. Basic Information

Chinese Name		English Name					
			(Last Name) (First Name) (Middle Name)				
National ID (or Alien Resident Certificate, Passport) No.		Nationality		Date of Birth (YYYY/ MM/DD)		Sex	□M □F
Contact Address	□□□□□						
Contact Number	(C)			(H)			
Fax Number				Email			

2. Academic Background (Please fill in from bachelor's degree and above or other highest level of education. If you have not yet graduated, please fill in "unfinished" in the degree column)

Institution	Country	Major	Degree	Period of Study	
				/ to	/
				/ to	/
				/ to	/

3. Current occupation and experience related to field of expertise (Must be full-time positions related to the research, please fill in in chronological order from most recent to earliest)

Employer	Division/ Academic Program	Job Title	Period of Employment	
Current Occupation			/	
			/ to	/
Experience			/ to	/
			/ to	/
			/ to	/
			/ to	/

Signature: _____

Date: _____ (YYYY/MM/DD)