

# NATIONAL TAIWAN UNIVERSITY

## Additional Pay Application for Postdoctoral Fellows

Revised 202202

MOST Other Project (Requesting Unit: \_\_\_\_\_ )

Name		Project Execution Unit	
Employment Term	From _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD)		
Expected Salary Adjustment Period	From _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD) (in principle, adjustments shall be applied from the 1 <sup>st</sup> day of the month following the application submittal date)		
Project Title		Project Number	
Application for additional pay (see Appendix Table 1): (A) Additional Pay _____/Month    (B) Original Salary _____/Month    (C) Total Salary _____/Month(=A+B) (D) Percent increase _____% (=A/B x 100)			
Additional Pay Percentage (see Appendix Table 2)	<input type="checkbox"/> 15% or less <input type="checkbox"/> 31-60%; in principle, less than 60% _____% <input type="checkbox"/> 16%- 30% <input type="checkbox"/> Other (according to contract agreement)		
Funding Source for Base Salary	<input type="checkbox"/> _____ (funding source) <input type="checkbox"/> Donation; fundraising unit is <input type="checkbox"/> Office of Financial Affairs <input type="checkbox"/> Project Execution Unit (Please check and submit to the Accounting Office for review)	Account Code	
Funding Source for Additional Pay	<input type="checkbox"/> _____ (funding source) <input type="checkbox"/> Donation; fundraising unit is <input type="checkbox"/> Office of Financial Affairs <input type="checkbox"/> 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 <input type="checkbox"/> If the salary increase is more than 15%, the minutes of the review meeting of the applicant's college (center). <input type="checkbox"/> 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?	<input type="checkbox"/> Yes (please attach information regarding the R&D substitute service period) <input type="checkbox"/> No
Unit 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:			
<input type="checkbox"/> <b>Approved</b> (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): <input type="checkbox"/> Adjusted from _____ (YYYY/MM/DD) <input type="checkbox"/> Adjusted from the day after the date of approval <input type="checkbox"/> <b>Rejected</b>			
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 1 copy of this application form and 1 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 Schedule of Salaries for Postdoctoral Fellows**

(Unit: TWD)

Seniority	Salary Scale	Salary Increase
11 <sup>th</sup> Year	82,751	
10 <sup>th</sup> Year	80,544	2,207
9 <sup>th</sup> Year	78,337	2,207
8 <sup>th</sup> Year	76,132	2,205
7 <sup>th</sup> Year	73,925	2,207
6 <sup>th</sup> Year	71,718	2,207
5 <sup>th</sup> Year	69,511	2,207
4 <sup>th</sup> Year	67,304	2,207
3 <sup>rd</sup> Year	65,098	-2,206
2 <sup>nd</sup> Year	62,891	2,207
1 <sup>st</sup> Year	60,684	2,207

Note:

1. The amount listed above is based on monthly pay.
2. When applying for a MOST appointment of a postdoctoral fellow, the Principal Investigator may formulate a recommended salary based on this table and submit it to MOST for review following the approval of the project execution unit. If there is additional pay beyond the remuneration standards listed in the table, please follow the procedures in National Taiwan University Table of Additional Pay Procedures for Postdoctoral Fellows.
3. This table shall take effect on January 1, 2022.

Appendix Table 2: **National Taiwan University Table of Additional Pay Procedures for Postdoctoral Fellows**

Job Title	Additional Pay	Review Process
Postdoctoral Fellow	0-15%	<ol style="list-style-type: none"> <li>1. Approval by the Principal Investigator and the supervisor of the project execution unit</li> <li>2. Approval by the senior administrator of the college (center) to which the applicant is assigned (Colleges/centers may establish their own review process) (Applicants who are applying for a MOST postdoctoral fellowship may submit the application to the MOST after completing the procedures in this stage)</li> <li>3. Adoption after processing by the Personnel Office and the Accounting Office (If necessary, the processing unit may submit the case to the University's project hiring committee for review and approval of the salary adjustment)</li> </ol>
	16%-30%	<ol style="list-style-type: none"> <li>1. Approval by the Principal Investigator and the supervisor of the project execution unit</li> <li>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) (Applicants who are applying for a MOST postdoctoral fellowship may submit the application to the MOST after completing the procedures in this stage).</li> <li>3. Adoption after processing by the Personnel Office and the Accounting Office (If necessary, the processing unit may submit the case to the University's project hiring committee for review and approval of the salary adjustment).</li> </ol>

	31%-60% (<60% in principle)	<ol style="list-style-type: none"> <li>1. Approval by the Principal Investigator and the supervisor of the project execution unit</li> <li>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 (Applicants who are applying for a MOST postdoctoral fellowship may submit the application to the MOST after completing the procedures in this stage).</li> <li>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</li> </ol>
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Notes:

1. The project execution unit shall take into account and compensate for any additional pay such as year-end bonuses, as well as labor and health insurance differences and personnel costs.
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 15<sup>th</sup> day of each month; in principle, the salary adjustment shall be applied on the 1<sup>st</sup> 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 project hiring committee. However, if the proposed adjustment date is later than the adjustment date stipulated in the preceding directive, the adjustment shall be processed on the proposed date.
3. If a postdoctoral fellow employed in a multi-year project (including project extensions) wishes to apply for the same recommended salary including additional pay 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 signed approval of the principal investigator with the original approval document and the joint approval of the Personnel Office and the Accounting Office.

## Personal Data Sheet

### 1. Basic Information

Name	(Last Name) (First Name) (Middle Name)						
National ID (or Alien Resident Certificate/ Passport) No.		Nationality		Date of Birth (YYYY/MM/DD)		Sex	<input type="checkbox"/> M <input type="checkbox"/> 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 "studying" 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 reverse 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)