

Instruction for the Inventory-check Table

- I. In order to strengthen the protection of research and the intellectual property of NCCU, the Office of Research and Development (ORD) commences the inventory-check of research projects, so as to understand the status and utilization of the achievement of each research project, thus enhancing the basis for the improvement of Research and Development at NCCU in the future.

- II. ORD has set a schedule to conduct three inventory-checks of intellectual property this year, with respect to each research institute at NCCU :
 - A. First stage: From May 19 to June 10, it includes Graduate Institute of Library, Information & Archival Studies (LIAS), Graduate Institute of Intellectual Property, Department of Advertising and Department of Sociology;
 - B. Second stage: From October 1 to October 31, it includes College of Liberal Arts, College of Science, College of Social Sciences and College of Law;
 - C. Third stage: From October 22 to November 19, it includes College of Commerce, College of Foreign Languages, College of Communication, College of International Affairs and College of Education, The Institute of International Relations, and Election Study Center.

- III. Items for checking are focused on the research projects which was granted during 2006 and 2007, and also accomplished by December 31, 2007.
 - A. The listed projects in the NCCU database are NSC-funded research projects and non NSC-funded research projects in the subsystem of ORD.
 - B. The non-listed projects in the NCCU database are research projects which are not included in the subsystem of ORD. For example, those projects with budget from Top University Program or Teaching Excellence Project with intellectual property are required in this table.

- IV. Each research project is supposed to be filled in one

inventory-check table.

V. Instruction of each item

A. Name of Principle Investigator.

B. 4 categories : A. copyright, B. patent, C. trademark, and D. others (e.g. transferable technology, trade secret, database, homepages, not belong to copyright of Aa, Ab, Ac or Ad...etc.). Please choose "D others" if you are not certain in categorization.

C. Sub-categories of "A. copyright" :

Aa. Report

Ab. Works

Ac. Audio or video works

Ad. Computer programming

Please choose "D. others" if you are not certain in categorization.

D. "Quantity" is required. If there is no deliverable in the category, please fill in "0."

VI. Please return it to the assistant at the department affiliating with you after finishing it.