**Chung Yuan Christian University Faculty Research Achievement Award Review Guidelines**

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Article 1.　Database Recognition

1. The databases recognized for the awards in Categories I to III are those that include academic article titles (Article Title), author names (Author), sources (Source), and similar information, which must be indexed and accessible for public reference.

2. Bibliographic databases, such as the Serials Directory and NBInet, that only include bibliographic or publication information but do not index academic articles by their title or other scholarly details are not considered recognized databases under the Research Achievement Award Guidelines.

3. All databases from Mainland China are considered as foreign databases.

4. Databases that have been confirmed by relevant authorities as non-indexing databases shall not be counted towards Category III awards.

Article 2.　Database Inclusion Certification

1. The "database inclusion" referenced in the university’s Research Achievement Award Guidelines requires the applicant to provide proof that their academic article is indexed in the specified database (professional index/abstract database). If only the journal or proceeding title is indexed without indexing the individual article, it will not be counted.

2. The applicant must provide evidence (e.g., database search results) to show that their paper is indexed in the database. If such evidence is not provided, the paper will be considered as not indexed in the database. For example, if applying for the Category III award based on inclusion in three or more foreign professional index/abstract databases, the applicant must submit printouts showing that the article is indexed in those three databases.

3. Bibliographic lists from academic societies or publishers, journal catalogs, paper review records, or acceptance letters shall not serve as proof of database inclusion.

4. Applications that fail to submit database inclusion proof or contain incomplete documentation will not be processed by the Research and Development Office.

Article 3.　Publications in TSSCI and THCI Indexed Journals

1. According to the "Taiwan Humanities and Social Sciences Journal Evaluation and Core Journal Indexing Implementation Plan," journals are graded annually based on four criteria. Journals ranked as Level I and Level II are included in the "Taiwan Humanities and Social Sciences Core Journals" (referred to as "Humanities and Social Sciences Core Journals").

2. Journals in the humanities field are classified as Humanities Core Journals (THCI), and those in the social sciences field are classified as Social Sciences Core Journals (TSSCI).

3. The validity period for evaluation results is as published on the National Science Council's Humanities and Social Sciences Center website.

Article 4.　Publication Time for Application

The publication time of an academic article for the award application will be determined as follows:

(1) For Category I awards: The publication time is the date the article was indexed in the Web of Science (WOS) database.

(2) For Category II awards: For articles indexed in EV or EconLit databases, the publication time is the date of inclusion in those databases. Articles indexed in Compendex and Inspec databases must also be recognized as indexed by EV.

Article 5.　Document Types

1. Due to the Ministry of Education’s research performance criteria for private universities, which only count journal articles indexed in SCIE, SSCI, A&HCI, and EI databases, applicants for Category I awards in journals indexed by WOS must submit articles classified as "Article" or "Review." For Category II awards indexed in EV or EconLit, the document type must be "Journal Article." Other document types will be considered by the review committee.

2. Conference Articles, Proceeding Papers, and other papers classified as conference submissions will not be eligible for awards.

Article 6.　Co-authorship with Distinguished Professors

1. If a distinguished professor and another faculty member are co-corresponding authors or co-first authors, the award amount for the faculty member will be halved.

2. If the distinguished professor is the corresponding author and the faculty member is the first author (or vice versa), the faculty member’s award will be halved.

3. If the faculty member meets the above criteria and is eligible for additional awards, the calculation of the additional award will also be based on the halved amount.

4. For patents co-authored with distinguished professors, if the faculty member is the first author, the award will be halved; if not the first author, no award will be granted.

Article 7.　Number of Award Applications

1. If the first application is for a Category I award, subsequent applications of the same category have no upper limit. However, if they include Category II awards, the limit is four articles.

2. If the first application is for a Category II award, subsequent applications in Category II have a limit of three articles.

3. Category III awards cannot be applied for simultaneously with Category I or II.

Article 8.　Application for Academic Book Awards

1. For applications based on a complete academic book, the applicant must provide the full book for committee review:

(1) For Category I awards, the publisher must be a well-known international publisher.

(2) If the book includes previously published or previously awarded content, the applicant must specify the proportion of new content.

2. For applications based on a chapter of a book, the applicant must provide the full book and proof that the paper was invited and peer-reviewed to be included in the book: (1) Category III award applicants must have the chapter published by an internationally renowned publisher. (2) Category IV award applicants must have the book published in the university's name and must not contain previously published or awarded content. These works cannot be counted as cumulative with Category III awards.

3. The number of academic books will be added to the total count of journal articles.

Article 9.　Application for Additional Awards

1. An article may only receive one additional award based on journal impact factor ranking.

2. Additional awards based on citation count can be applied for if the article has been cited over 100 times (excluding self-citations). The citation count will be based on WOS data.

3. "JCR Subject Categories" refer to categories in the JCR database, and the applicant may choose the most favorable subject category.

4. The applicant must be the first or corresponding author. Corresponding author status is determined by the marked reprint author on the article or by documentation such as the acceptance letter.

5. Articles published in journals ranked in the top 20% in their subject category based on impact factor can apply for additional awards if the article was published in the previous year.

6. Articles published before 2002 are eligible for additional awards based on citation count, even if they do not meet the Category I award criteria, as long as they are the first author or corresponding author.

7. Distinguished professors who did not apply for Category I awards for an article during their award period can still apply for additional citation-based awards if no other faculty member has applied for the same article.

Article 10.　Appeal or Document Supplementation Process

1. Appeals or document supplementation will be processed in a manner that is lenient regarding formalities but strict regarding the substance of the application.

2. Appeals must be based on academic works published the previous year. Personal reasons (e.g., busy schedule, misunderstanding of rules, application errors, sabbaticals, or overseas assignments) cannot be used as grounds for an appeal.

3. Faculty members may not request changes to previously approved reward categories.

4. If a rejection was due to database non-inclusion, the applicant must actively provide proof of inclusion after the result announcement and submit an appeal.

Article 11.　Review Process for Controversial Applications

1. The Research and Development Office will convene a review committee to conduct the preliminary review and note comments on controversial applications.

2. If the application does not meet requirements or is controversial, the office will notify the applicant to address review comments before the meeting. Failure to respond or provide required documentation will result in the application being considered incomplete.

3. Applications with significant controversy (e.g., patents, academic books) will be voted on by the committee, and approval will require the consent of at least half of the attending members.

Article 12.　Award Payment Procedures

1. The approval of faculty research achievement awards will be completed by the end of July, with the list sent to the Personnel Office by September 10. Payments will be made in October.

2. The first appeal results will be reviewed in September, and once approved by the president, the appeal list will be sent to the Personnel Office along with the next salary for processing.