

銘傳大學教師學術研究成果獎勵申請表填送說明

Instructions for Ming Chuan University Research / Study Reward for Faculty Members Application Form Submission

填送步驟說明：Instructions for Completion and Submission:

1. 請進入銘傳大學 eForm 平台(<http://eform.mcu.edu.tw/>)，登入方式：

使用者名稱：員工編號@mcu.edu.tw

密碼：(Moodle 的密碼)

Please log in with your MCU faculty information system account (employee-id@mcu.edu.tw) at <http://eform.mcu.edu.tw/>.



2. 到 “即將來臨的活動” 點選 “銘傳大學教師學術研究成果獎勵申請表”。

Please click on “Ming Chuan University Research / Study Reward for Faculty Members Application Form” under “Upcoming”.



3. 請至「教師整合資訊系統」的「教師個人資訊」，選擇「教師電子履歷」填寫論文資料並上傳論文檔案以取得編號(共五碼)。

First, in your e-portfolio in Faculty and Staff Information System, please fill in your published paper information and upload your paper to; then retrieve the ID number of this paper (five digits/letters).

其它說明

例如:Vol.3, pp. 11-18

獎表申請獎勵時的相關資料 ID:

Other Details

For example:Vol.3, pp. 11-18

獎 Submitted Relevant Documentation ID:

4. 請在 “銘傳大學教師學術研究成果獎勵申請表” 輸入【員工編號】及【ePortfolio 論文編號(共五碼，請用大寫英文字)】後點選 “引用” ，匯入論文資料。

In the “Ming Chuan University Research / Study Reward for Faculty Members Application Form”, please key in your Faculty ID Number and the paper ID number (five digits and/or CAPITAL letters), and click “Import” to enter the paper.

請先輸入員工編號及ePortfolio論文編號 Please input Employee ID and Paper ID

【員工編號 Employee ID】*

【ePortfolio 論文編號 Paper ID】

【姓名 Name】*

5. 申請表填寫完後，請點選 “送出” ，將申請表傳送至 eForm 平台。

Please click “Save Draft” to temporarily save the file. Once you confirm the information, please click “Submit” to submit the application.

【審查結果 Review results】

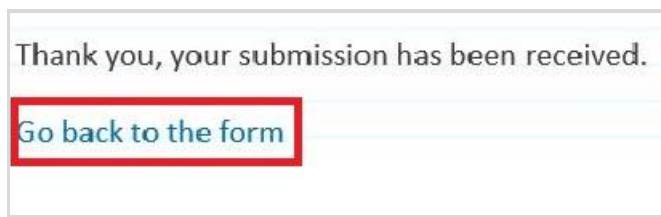
依本校教師學術研究成果獎勵申請辦法第十條，
In accordance with Article 10 of Ming Chuan University Research / Study Reward Application Procedures for Faculty Members:

第一款No.1 第二款 No.2 第三款No.3 第四款No.4 第五款No.5 第六款No.6
第七款No.7共-----人合著Multiple Authors (total of ___)

此欄由審查委員填寫，申請人無需填寫 Filled out by committee members

Save Draft

6. 點選 Go back to the form 。 Please click “Go back to the form”.



7. 從電腦畫面的左上方點選 “View your previous submissions” 。
Back at the e-forms tabs interface, you can click “View your previous submissions” to review the information you just submitted.



8. 點選 “檢視” 。 Click “View”.

Showing all results.

#	Submitted	操作
	11/28/2013 - 09:18	檢視/View 編輯/Edit 刪除/Delete

9. 點選 “列印” 。 Click “Print”.



10. 申請人簽名或蓋章後，併同論文抽印本、JCR 排名影印資料、論文被引用次數影印資料或相關資料，送請系所主任及院長簽名，再送交人資處彙整轉本校學審會開會審議，本申請案以截止日前送達人資處之書面簽名申請資料為準。

Please print out and sign the completed application form. Then submit it for the Department chair's and School dean's signatures, along with the offprints of papers, photocopy of the JCR Report(s), photocopy of number of paper citations, impact factor document or other relevant documents. Once signed, send it to the Human Resources Division, which will then submit it to the Faculty Review and Evaluation Committee for review. Please submit the hardcopy application to the Human Resources Division prior to the deadline.

【申請人確認】本篇論文未曾申請教師學術研究成果獎勵，且相關資料填寫無誤。This paper has not been used to apply for Faculty Members' Research/Study Reward and all information supplied herein is correct. 《申請人 Applicant' Signature: _____》(簽章)

【系所院初審 Initial Review by Department/Graduate School, School】

- 本案收錄於受獎勵之期刊索引 This paper has been included in a recognized periodical index.
- 刊登期間符合本年度八月一日前起算兩年內 Paper was published within the last two years (beginning from August 1 of current academic year)
- 刊登期間符合本年度八月一日前起算五年內(申請發表論著被引用次數獎勵者) Paper was award with citation within the last five years (beginning from August 1 of the current academic year)

系所主管 Department chair's signature : _____ (簽章)

院長 School Dean's signature : _____ (簽章)
