

【科技部補助國內專家學者出席國際學術會議】

依科技部補助國內專家學者出席國際學術會議作業要點第四點規定，出席人員應至科技部網站「學術研發服務網」線上系統製作下列文件後，將申請案送至申請機構，經申請機構審核通過後，於國際學術會議舉行日六星期前傳送至科技部申請。

- (一) 申請書。
- (二) 論文被接受發表之證明文件。未能檢具者，應註明補送，並於會議舉行日三星期前傳送至科技部。
- (三) 擬發表之論文摘要(論文以尚未在期刊及國際性會議發表者為限)。
- (四) 其他有助於審查之文件(如論文全文)。

科技部規定的申請時間為國際學術會議舉行六星期前完成送件，此指學校單位彙整送至科技部時程。故請出席人員務必提早送件並於科技部系統提交申請案後確實通知本校研發處承辦人員進行「送件」作業，確認完成送件至科技部。

科技部補助國內專家學者出席國際學術會議申請流程

Step 1. 登入【學術研發服務網】。

網址 <https://arspb.most.gov.tw/NSCWeb/slogin.jsp>

Step 2. 【功能選單】→【學術獎補助申辦及查詢】。



The screenshot shows the homepage of the NSC Academic Research Service Network. The main navigation menu on the left includes 'Home', 'Academic Award Application and Query', 'Recently Used Applications', 'Personal Common Applications', and 'Various Forms and Explanations'. The 'Academic Award Application and Query' item is highlighted with a red arrow. The main content area displays the current location as 'Home > My Home > Application Items' and lists various application categories with counts: 'All (36)', 'Special Projects (10)', 'International Cooperation (12)', 'Award Subsidy (3)', 'Postdoctoral Talent (1)', 'Industry Cooperation (2)', and 'University Student Online Application Items (1)'. Below this, there are sub-categories for 'Master's Online Application Items (2)', 'PhD Online Application Items (2)', and 'Post-PhD Online Application Items (2)', along with a 'Query and Download (1)' link. A list of application types is shown with their respective deadlines: 'Special Research Projects', 'Research Grant Proposal', 'Joint Host Sign-off Confirmation', 'University Student Research Projects (Referral)', 'High Science Special Research Projects Priority Project Proposal (104/6/25 deadline)', 'Achievement Report Correction', 'Special Research Project Application', 'Academic Top Research Project Proposal (104/7/23 deadline)', 'Energy Science Academic Cooperation Research Project Proposal (104/7/7 deadline)', and 'Nuclear Energy Science Academic Cooperation Research Project Proposal (104/6/3 deadline)'.

Step 3. 點選【國際合作】→點選【國內專家學者出席國際學術會議】。

The screenshot shows the 'Academic Research Service Network' (科技發學術研發服務網) website. The navigation menu on the left includes '功能選單' (Function Menu) with options like '回首頁' (Home), '學術獎補助申辦及查詢' (Academic Award Application and Inquiry), '最近用過的申辦項目' (Recently Used Application Items), '個人常用申辦項目' (Personal Common Application Items), and '各類表格及說明' (Various Forms and Explanations). The main content area shows the '申辦項目' (Application Items) section, with a red arrow pointing to the '國際合作(12)' (International Cooperation) category. Below this, a list of application items is displayed, with a red arrow pointing to '國內專家學者出席國際學術會議' (Domestic Expert Scholars Attending International Academic Conference).

Step 4. 更新申請人基本資料後，點選【確認】。

The screenshot shows the '申請人基本資料' (Applicant Basic Information) page. At the top, there are two buttons: '修改' (Modify) and '確定' (Confirm). The '確定' button is highlighted with a red box. Below the buttons, there is a '說明' (Notice) section with three points: 1. Below is your basic information in the Department of Science and Technology; if there are any problems, please click 'Modify' to directly update your information. 2. To protect your rights, please update your thesis statement. 3. If correct, please click 'Confirm' to enter the application page.

Step 5. 點選【新增】，進行「個人申請資料」之填寫，請務必「存檔」。

The screenshot shows the '近三年申請案列表' (Recent Application List) page. At the top, there are several buttons: '新增' (Add), '修改' (Modify), '刪除' (Delete), '繳交送出' (Submit), '預覽列印' (Preview Print), '下載其他申請表格' (Download Other Application Forms), and '查閱補助辦法' (View Subsidy Regulations). The '新增' button is highlighted with a red box. Below the buttons, there is a '說明' (Notice) section with several points: 1. Saved cases can be modified at any time. 2. After submission, cases are not allowed to be modified, but preview printing is possible. Please contact the relevant organization's staff to confirm submission to the department. 3. If the case status is '待補件' (Pending Documents), it indicates that you currently have missing documents and should continue to process them. 4. This system is only applicable to Internet Explorer (IE) 6.0 SP2 or above. 5. Operation Inquiry: Resource Center (Representative) 0800-212-058 / (02)2737-7592. 6. Working Hours: Monday to Friday, 8:30 to 17:30. Below the notice is a table with columns: '選取' (Select), '科技部收文號' (Ministry Receipt Number), '案碼編號' (Case Number), '案件名稱' (Case Name), '案件狀態' (Case Status), and '更新日期' (Update Date).

Step 6. 填寫完成後，點選「繳交送出」。

新增 修改 刪除 繳交送出 預覽列印 下載其他申請表格 查閱補助辦法

近三年申請案列表

說明：

- 暫存案件可隨時修改。
- 繳交送出後，案件即不允許修改，但可使用預覽列印。**並請務必與貴機構彙整承辦人員聯繫，俾確認傳送與本部。**
- 若案件狀態為【待補件】，即表示您目前尚有缺件待補，應儘速辦理。
- 本系統僅適用於 Internet Explorer (IE) 6.0 SP2 以上版本之瀏覽器。
- 操作諮詢：資訊處 (代表號) 0800-212-058、(02)2737-7592
- 上班時間：每週一到週五，8:30至17:30

選取	科技部收文號	條碼編號	案件名稱	案件狀態	更新日期
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Step 7. 請依科技部網頁提示，務必通知本校研發處承辦人，進行「送件」作業。