

Guidelines on the Management of Research Log

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- I. These guidelines are established in order to accumulate scientific and technological research and development results, protect intellectual property rights, serve as a legal proof of originality, and protect the rights and interests of the personnel involved in research and development.
- II. When NSYSU executes projects for the Ministry of Agriculture, Executive Yuan and its subordinate organizations, their project leaders and other personnel involved should write in their research logs factual records of the process and results of research, experiments, or invention, including preliminary ideas, personal inspirations, experiment data, calculations processes, discovery, creativity, suggestions, observations, understanding, interviews, abstracts of discussions, and success or failure experiences. This requirement does not apply if the Ministry of Agriculture, Executive Yuan and its subordinate organizations have special regulations that waive the requirements to write research logs.
- III. Blank research logs are centrally printed and distributed by the NSYSU Office of Global Industry-Academe Collaboration and Advancement. The spine of the log may not allow adding new pages to or removing pages from the original log. The log should accurately record the name of the research project, project number, the name of the project leader, the record-keeper, and the date the log was issued. The project leader should appoint a project participant to be responsible for obtaining, adding entries to, and keeping the log in a safe place.
- IV. The research log should be filled in immediately for each research project, and the date should be filled in. Fill in at least once a week. Start each new date on a new page. If a page is not completely filled in, the unused portion should be crossed out. Filled in the pages continuously. Do not leave blank pages, and do not tear off pages. When recording for the same date, fill in continuously; do not leave blanks. Entries should be written with writing tools that can retain the handwriting for a long time (such as ballpoint pens or fountain pens); do not use a pencil. There is no

fixed format for the writing, but do write in detail clearly and factually. Do not use undefined abbreviations, codes, or numbers. Write the text directly on the inner pages. If you need to paste pictures or diagrams, you should personally sign and date in the place where you paste them. If you make errors or write the wrong words, please draw a straight line through the error, sign your name, date it, and continue to record. Do not tear off the page, cut off, scrape off, paste new texts, or use correction fluid (band) to alter your recording. If it is necessary to change the text of the original record, you should explain it in a footnote.

- V. Every page of the research log must bear the signature of at least one witness. If it involves key parts of research and development results, please have at least two witnesses to sign and date on the research log pages concerned. Researchers or co-inventors of the project may not be witnesses.
- VI. A research log is managed by the direct supervisor of the research project. The supervisor or his or her authorized personnel should review the research log at least once every two months. The NSYSU Office of Global Industry-Academe Collaboration and Advancement should plan and conduct an annual spot examination of all research logs at the NSYSU. The supervisor or his or her authorized personnel should sign the examination record.
- VII. When you have used up all the pages of a research log, turn in the log to the NSYSU Office of Global Industry-Academe Collaboration and Advancement and get a new research log. When a project has concluded, the research log should be turned in to the NSYSU Office of Global Industry-Academe Collaboration and Advancement. When a researcher quits, retires, or transfers to another unit, the research log should be returned to the supervising unit. This should be listed as an important document on the employment exit checklist. The above procedure to turn research logs in should be noted on the employment exit checklist.
- VIII. A research log is a confidential document, the content of which may not be revealed to outsiders. The record-keeper of the log should exercise the due care of a good administrator to keep the log safe. It may not be reproduced. If a log is lost or damaged, you should immediately submit an application to replace it. After the NSYSU Office of Global Industry-Academe Collaboration and Advancement has approved the application, a new log will be issued.
- IX. Companies interested in technology transfer or other parties who have a bona fide

reason may request to view a research log. The project leader and the director of the Innovation Intellectual Property Division should assess and ascertain the necessity of the request. The companies or other parties must sign a confidentiality contract or an affidavit, and they must view the log in the presence of the project leader or his or her authorized personnel. A record must be kept on the name, time, location, and the method of the viewing party and the viewing.

- X. The research logs returned to the NSYSU Office of Global Industry-Academe Collaboration and Advancement should be kept permanently.
- XI. These guidelines are approved in a University Executive Council meeting and submitted to the President for approval and then execution. Subsequent revisions are subjected to the same approval process.