**Instructions:**

1. Please check the boxes according to the application documents to be submitted.
2. The “Check Column” shall be filled in by the Bureau. If the application documents selected in this Checklist are found to be inconsistent with those that have been submitted, or the necessary documents or contents are not provided, the institution will be notified to submit supplementary document or provide supplementary explanation.

|  |
| --- |
| **Name of Project:** |
| **Seq.** | **1. Application Documents to be Submitted**  | **Check Column** |
| 1. 2
 | ☐ Application form |  |
| 1. 3
 | ☐ Project budget breakdown |  |
| 1. 4
 | ☐ Project cooperation agreement (Applicable to cooperative project initiated with other entities) |  |
| **Seq.** | **2. Provision of Corresponding Documents or Information According to the Items to be Applied**  | **Check Column** |
| 1. 5
 | Training | ☐ Training proposal☐ Background information of trainer(s)☐ Quotation information |  |
|  | Exchange Program | ☐ Activity plan☐ Background information of participants☐ Quotation information |  |
| 1. 6
 | Research | ☐ Research plan☐ Background information of research team and research members☐ Quotation information |  |
| 1. 8
 | Forum or conference | ☐ Activity plan☐ Background information of invited guest speakers ☐ Quotation information |  |
| 1. 9
 | Publication fees(e.g. teaching materials, scholarly works) | ☐ Background information of publication ☐ Table of Contents of Publication ☐ Quotation information |  |
| 1. 10
 | Other fees \_\_\_\_\_\_\_\_(Please specify) | ☐ Price quotation or reference☐ Reasons for its necessity to project |  |
|  | Other supplementary documents conductive to approval (Please specify) |  |