

NSTC Subsidy for Domestic Graduate Students Attending International Academic Conferences –(FAQ)

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I. Application Procedures and Requirements

Q : Will my application be affected if my personal information is not updated or incomplete?

A : Yes. Applicants must **update and complete their personal information form on the NSTC Academic Research and Development website. This includes basic information, academic background, current position/enrolled institution, and relevant expertise.** If the information is not updated or the required documents are incomplete, the application will not be accepted. Please ensure all details are complete to avoid affecting your eligibility.

Q: If my conference dates are from August 31 to September 5, when should I submit my application to meet the requirements?

A: The deadline for applicants to upload documents to the NSTC system is **by 5:00 PM on the last working day of the second month prior to the conference month.** For this case, the latest submission date would be **by 5:00 PM on the last working day of June.** Late submissions will not be accepted. Applicants should also remind their advisors to submit the recommendation letter before the internal deadline, as late submissions will not be considered.

Q: After completing the application form, uploading all required documents, merging files, and clicking "Submit (Internal Submission)" in the system, is my application process complete? Are there any additional steps?

A: Applicants can check their application status in the system. If the status shows **"Submitted (Internal Submission)"**, it means the application has been successfully submitted and is pending review by the university's administrative office. Please make sure all required information is complete and all documents are uploaded before submission. Incomplete applications will not be accepted by NSTC.

Q: If I realize there is an error in my submitted application form, how can I make corrections?

A: First, check the application status in the system:

- If the status is **"Submitted (Internal Submission)"**, it means the application has not yet been forwarded to NSTC. Please email Ms. Tai at cjtai@mx.nthu.edu.tw to request a withdrawal. Make sure to carefully review all details before submission.
- If the status is **"Submitted"**, you will need to contact the NSTC officer directly to request a return and notify Ms. Tai accordingly.

Q: My conference is in June, and according to the regulations, I can submit my application online by the end of April. However, I am unable to apply now (on February 3), as the system shows a deadline of January 31. Why is this?

A: To facilitate the review of applications for conferences held in March, the internal system deadline is set for the last working day of January. The system is temporarily closed for adjustment to prevent applicants for March conferences from mistakenly thinking they can still upload documents. Please do not worry—the system will reopen in **2–3 working days** to allow new applications. **The deadline shown on the system homepage is for system operation purposes only and does not represent your individual application deadline.**

Q: According to Article 6 of the subsidy guidelines, an applicant can only receive funding once within the same fiscal year. Does this refer to the application date or the conference date?

A: The limitation is based on the **conference date** within the fiscal year. For example, if an applicant **submits an application in November this year** for a conference held in **February next year**, and receives NSTC funding, they will **not** be eligible to apply for another conference subsidy next year. Additionally, if a previous application has not been fully settled, a new application cannot be submitted. Therefore, applicants must complete the reimbursement process on time to avoid issues with future funding eligibility.

Q: I received NSTC funding for a December conference last year. Why am I unable to apply for a March conference subsidy this year?

A: Applications for a March conference must be submitted by the last working day of January. Additionally, if your previous NSTC-funded application has not yet been fully settled, you will not be eligible to apply for a new subsidy.

Q: I was a student when I applied for the subsidy, but I will have graduated by the time the conference takes place. Am I still eligible?

A: Yes, as long as you were a registered student at the time of application. However, **during the reimbursement process, you must stay in contact with your department office. If any issues arise with the university's fund disbursement, you may need to provide additional information or make corrections.** Please ensure you can be reached after graduation to avoid delays in subsidy disbursement for other applicants.

II. Use of Funds

Q: If I am already abroad for other activities or conducting research before attending the conference, can I travel directly from that location to the conference venue and claim reimbursement for airfare?

A: According to Article 7 of the subsidy guidelines, airfare subsidies apply only to the most direct round-trip economy class ticket from Taiwan to the conference location. The term “domestic” refers specifically to Taiwan. Therefore, if you depart from another country or city to the conference location, the airfare for that segment will not be reimbursed.

Q: According to the regulations, “If one is unable to take a national airline, they must fill out the ‘Application Form for Taking a Foreign Airline for Official Overseas Travel’ and obtain approval from the head of the applying institution or an authorized representative before taking a foreign airline.” Does "head of the applying institution" refer to the director of the graduate institute or the university president? Where can I download the application form? How do I apply for overseas travel and reimbursement?

A: The "head of the applying institution" mentioned in the "Application Form for Taking a Foreign Airline for Official Overseas Travel" refers to the university president. The application form can be downloaded from the Accounting Office → Downloads section. Please consult your department office for further assistance.

III. Project Reimbursement

Q: When should I complete the reimbursement process?

A: The grant recipient must submit the overseas travel report and complete the expense reimbursement process at their department office within 15 days after returning to Taiwan. Under normal circumstances, the term "after returning to Taiwan" in the regulations refers to the date the conference ends.

If the recipient stays abroad after the conference instead of returning to Taiwan immediately, the system will still start counting the 15-day period from the last day of the conference. If the reimbursement is overdue, the system will send automatic reminders to the applicant.

Q: If I have also received funding from the Global Affairs Office of NTHU or other sources, how should I process the reimbursement?

A: If you receive multiple grants for attending the same international conference, all expenses must be reimbursed together using the "**cost-sharing**" method. Please confirm the reimbursement procedure with your department office and follow the required steps to ensure a smooth reimbursement process.

Q: What should I do if the Accounting Office requests modifications to my reimbursement documents?

A: Please email your department name and full name to Ms. Tai (cjtai@mx.nthu.edu.tw) at the Global Affairs Office to request a return for modifications. After making the necessary corrections, remember to save and click "submit" in the system to ensure your reimbursement is processed correctly.

Q: After completing the reimbursement process, when will I receive the approved funding?

A: Once the applicant logs the reimbursement in the system and submits the documents to the Accounting Office, the Global Affairs Office will review the submission and send a formal reimbursement request to NSTC based on the monthly list provided by the Accounting Office.

⚠ Important: If an applicant forgets to submit the corrected documents in the system after making modifications, the department will have to notify the applicant again, causing delays in the reimbursement process.

After NSTC approves the reimbursement request, the funds will be transferred to the

university, and then the university will distribute the reimbursement to the applicant. This process usually takes about one month, but during peak seasons (e.g., fiscal year-end processing), it may take longer than one month.

IV. Application Modification or Cancellation

Q: If I receive funding from both NSTC and another organization, or if I am unable to attend the conference due to other commitments, how should I cancel my NSTC grant?

A: You must submit a “Project Modification or Cancellation” request [via the NSTC online system](#) and [simultaneously notify Ms. Tai \(cjtai@mx.nthu.edu.tw\)](#) at the Global Affairs Office by email.

Q: If I cancel my approved NSTC funding, can I still apply for funding for another conference within the same year?

A: Yes, after your previous grant has been officially canceled, you may submit a new funding application for another international academic conference within the same fiscal year.

Q: What should I do if my paper presentation format is changed by the conference organizer after my NSTC grant has been approved?

A: Since the presentation format is one of the evaluation criteria, any changes require the applicant to submit a “Project Modification” request [via the online system](#). [Additionally, please inform Ms. Tai \(cjtai@mx.nthu.edu.tw\)](#). The grant will only remain valid after NSTC approval, and the reimbursement process can proceed accordingly.

Q: Under what circumstances do I need to apply for a Project Modification, and how should I proceed?

A: If there are changes to the conference location, dates (postponed, moved earlier, or shortened), or presentation format, the applicant must submit a modification request [through the NSTC online system before the event and notify Ms. Tai \(cjtai@mx.nthu.edu.tw\)](#).

Cancellation of approved funding is also considered a type of Project Modification, but this request can be submitted after the event if necessary.