

Guidelines for Allowances for Personnel Working in High-Containment Laboratories at Academia Sinica

Approved on June 19, 2023

Amended on January 14, 2025

Amended on April 8, 2025

1. To reward the efforts and contributions for personnel conducting experiments or maintaining hardware operation in high-containment laboratories (BSL-3 laboratories and ABSL-3 laboratories), Academia Sinica (hereinafter referred to as "the AS") established these guidelines in accordance with the " Incentive Guidelines for Research and Development Promotion at Academia Sinica" (hereinafter referred to as the "Incentive Guidelines").
2. These guidelines are applicable to individuals who are eligible for entry into the high-containment laboratories in Academia Sinica with the consent of the laboratory supervisor. Eligible individuals include official staff members, Contract-based Employee, and students participating in research (hereinafter referred to as "personnel").
3. Subsidy Amounts :
 - (a) Personnel Working in High-Containment Laboratories
 - (1) ABSL-3 Laboratory : A subsidy of NT\$1,500 is provided to each individual conducting experiment(s) in the laboratory, provided there is a recorded experiment log. In principle, subsidy is limited to one entry per person per day. Re-entry to the laboratory on the same day due to experimental needs may be subsidized a second time with approval from laboratory supervisor. The maximum monthly subsidy is NT\$30,000 per person.
 - (2) BSL-3 Laboratory : A subsidy of NT\$1,000 is provided to each individual conducting experiment(s) in the laboratory, provided there is a recorded experiment log. In principle, subsidy is limited to one entry per person per day. Re-entry to the laboratory on the same day due to experimental needs may be subsidized a second time, provided that prior approval is obtained from laboratory supervisor. The maximum monthly subsidy is NT\$20,000 per person.
 - (b) Personnel Working in the Control Room : A subsidy of NT\$500 is provided to individuals responsible for monitoring hardware facilities, ensuring compliance with protective equipment requirements, supervising adherence to operational protocols, and managing communication and response to emergencies while personnel are conducting work in high-containment laboratories. In principle, subsidies are limited to one instance per person per day. However, if operational

needs require additional entries or the involvement of two or more individuals in the control room on the same day, and approval is obtained from the laboratory supervisor, a second subsidy may be granted. The maximum monthly subsidy limit per person is NT\$10,000.

- (c) Personnel can only apply for subsidy either as working personnel in laboratory or personnel in control room on the same day. No duplication of application is permitted.
- (d) In cases of special requirements, exceptions to the monthly maximum subsidy limit may be made upon discussion and approval by the relevant supervisory meeting at Central Administrative Office.

4. Eligibility Review:

- (a) Applicants shall complete the eligibility review form and submit it together with all required supporting documents. This application will be reviewed by the supervisor of the high-containment laboratory where the experiments are conducted, the Biosafety Management Committee of the respective Institutes and Research Centers (hereinafter referred to as the "Biosafety Committee"), and the director of the institutes/centers. After review, the application shall be forwarded to the AS for final approval by the Biosafety Officer of AS.
- (b) Required Supporting Documents for Review :
 - (1) Certificate of Completion for the 15-hour Biosafety Training Course for High-Containment Laboratories Recognized by the Central Competent Authority
 - (2) Certificate of on-site training assessment and authorization for High-Containment Laboratories conducted within the past one year.
 - (3) A list of biosafety in-service education and training courses attended over the past three years.

5. Subsidies Application :

Personnel whose eligibility has been approved shall, starting from the effective date of such approval, submit the subsidy application for the previous month no later than the 15th of each month. Applicants must accurately complete the subsidy application form and attach all required supporting documents. The application shall be reviewed by the supervisor of the high-containment laboratory, the Biosafety Management Committee of the respective institute/center, and the director (or center head), before being submitted to Academia Sinica for final approval.

Upon approval, the subsidies shall be disbursed according to the following procedures:

- (a) For research projects funded by public sector agencies, disbursement shall be carried out in accordance with Academia Sinica's procedures.
 - (b) For research projects funded by non-public sector sources, disbursement shall be handled by the respective institute or center in accordance with its own procedures.
6. The expenses required under these guidelines shall be covered by the funding sources stipulated in Article 2 of the Incentive Guidelines. The cost-sharing arrangement

between Academia Sinica and its respective institutes/centers shall be as follows:

- (a) For research projects conducted under public sector funding on the day of activity, the expenses shall be covered by the portion of the Incentive Guidelines' funds allocated to Academia Sinica.
- (b) For research projects conducted under non-public sector funding on the day of activity, the expenses shall be covered by the portion of the Incentive Guidelines' funds allocated to the respective institute/center.
- (c) For research projects involving both public and non-public sector funding on the day of activity, the expenses shall be equally shared between Academia Sinica and the respective institute/center.

The term "public sector funded research projects" as mentioned in the preceding subparagraph (1) refers to research projects funded by AS public budgets, foundation budgets, research projects subsidized by budgets allocated by domestic government agencies to the Institute, or research projects funded by public schools, administrative legal entities, or government-donated foundations.