SPring-8 Online Subvention Application

1. Please log in to your NSRRC user account.

2. After logged in, please choose “SPring-8 Subvention” option from the menu located on top or at middle of the webpage.
SPring-8 Online Subvention Application

3. Please search for the particular experiment period by providing the search criteria. Afterward, please click the icon in the “Maintenance” column to start the subvention application process.

4. Please enter related subvention details and then click “Submit” button. The system will then send an automatic e-mail message regarding the subvention application to your mailbox.
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*** Information on subvention application ***

- **Bank Account:** If you have provided your bank account information before, the system will show your account information. If you wish to change your bank account temporarily, please make modifications directly on the webpage. If you wish to update your bank account forever, please go to your user account and make necessary changes at “Self Info.” --- “Bank Account” page.

- **Date:** Please provide the date(s) of occurrence (e.g. for Airfare/Transportation/Insurance expenses, please enter the departure and return dates; for Accommodation/Living expenses, please provide actual experiment period; for Visa/Passport expenses, please enter the date of departure).

- **From - To:** Please choose the starting point and the destination from the menu (Attention: For Visa/Passport expenses, please choose “Taipei” or another location for Menu 1 and leave Menu 2 as it is; for Accommodation/Living expenses, please choose “SP8” for Menu 1 and leave Menu 2 as it is). In case addition of new places are needed, please contact User Administration Office.

- **Categories:** If additional items are needed, please click “Add” button to add a new line, then choose the category and provide the expense information accordingly (e.g. transportation expenses within Japan and within Taiwan can be listed separately).

- **Applies amount:** Please provide all amounts in NT dollars (Exchange rate: If you have the foreign exchange document provided by the bank, please use the exchange rate shown on the document for calculation (the original foreign exchange document from the bank must be submitted for verification purpose); if you do not have the foreign exchange document, please use the foreign exchange rates announced by the Bank of Taiwan for calculation (More detailed information on how to check the exchange rate can be found at “Foreign Exchange Rate Search” section below).

Attention: Living expenses will be provided based on the actual experiment period. Basic calculation method is as follows: If the experiment period is from 2/23 – 2/27 with a total shifts of 12, the days of subvention should be 5 days (half day for 2/22 + one day each for 2/23 – 2/26 + half day for 2/27 or 12 shifts/3 (assuming there are 3 shifts per day) and then add 1 day (half day each for departure and return trip). If you do not know the correct subvention days, please use the days for the experiment shown on the system for calculation and User Administration Office will approve the actual subvention days later. Living expenses of US$60 is provided each day.

※ **Foreign Exchange Rate Search**

Bank of Taiwan website:

Attention: The exchange rate announced by Bank of Taiwan the day before departure is used for calculation.

User Administration & Promotion Office,
National Synchrotron Radiation Research Center
user@nsrrc.org.tw
+886-3-578-0281 ext.8210
101 Hsin-Ann Road, Hsinchu Science Park, Hsinchu 30076, Taiwan
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◆ Please choose 「FX Rates and Interest Rates」 option from the menu.

◆ Please choose 「歷史匯率」 option from the menu.

◆ Please choose year / month and currency type and then choose 「Spot」 option to perform the search.
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Please click the appropriate date shown on the webpage.

<table>
<thead>
<tr>
<th>Date</th>
<th>Currency</th>
<th>Cash Rate</th>
<th>Spot Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02/2011</td>
<td>American Dollar (USD)</td>
<td>25.95000</td>
<td>26.45000</td>
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</tr>
</tbody>
</table>

Please click the appropriate date

Please use the last rate shown on 「Spot Rate」 --- 「Selling」 column for calculation.
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5. After submission, please click the icon shown below to print out the subvention form.

6. After clicking the icon mentioned in Step 7, the system should show the following subvention form, please print the form on new paper and then have the applicant and the P.I. sign at the “Applicant” and “P.I.” columns at the bottom of the form.

[Image of the subvention form with highlighted areas indicating where to sign and printout instructions]

Please sign at the "Applicant" and "P.I." columns and then mail this form along with other required invoices/receipts to User Administration Office.

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7. After the form has been signed, please mail the form along with other required invoices/receipts to User Administration Office (101 Hsin-Ann Road, Hsinchu Science Park, Hsinchu 30076) for further processing.

*** Subvention application shall be approved based on actual situation ***
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Attention

※ Perform 2 or more experiments during the same trip:

For users performing 2 or more experiments at Taiwan Beamlines at SPring-8 during the same trip, please submit all expenses for the trip under the first experiment (the subvention form should be signed by the P.I. of the first experiment) for statistic purpose.

※ Take foreign airline’s flight to Japan:

If due to some reasons that the user must take foreign airline’s flight to Japan, please contact User Administration Office (E-mail: user@nsrrc.org.tw) to fill out required document before mailing the subvention package.

※ Lost invoices or receipts / Invoices or receipts not available:

If the invoices/receipts are lost (except for e-ticket receipt or ticket stub) or if invoices/receipts are not provided (e.g. bus fare in Japan), please contact User Administration Office (E-mail: user@nsrrc.org.tw) to fill out required document before mailing the subvention package.

※ Invoices/receipts submission:

Please note that for all items listed on the subvention form, including insurance expense but except for living expenses, invoices/receipts must be submitted in order to process the subvention application. In case the invoices/receipts cannot be provided, please refer to the “Lost invoices or receipts / Invoices or receipts not available” section mentioned above for more detailed explanation.

※ Insurance expense:

Invoice/receipt must be provided to receive subvention. The actual amount approved for subvention will be based on the amounts shown on the “Insurance List” (Chinese version only). If the applied amount is less than the amount stated on the list, then the whole amount is approved; if more than the stated amount on the list, the amount approved will be the stated amount on the list.