
BK21 Program Management Q&A

(Eng ver.)

2022. 8.



As this booklet is a reference material for the 4th BK21 Program management. If there is any controversy over the project management regulations and the interpretation, the regulations take precedence.

Index

I. BK21 Project Division & Team Management	01
II. BK21 Project Division & Team Participants	09
III. BK21 Project Expenditure Management	23
IV. BK21 Project Budget Management	37
V. Graduate School Innovation Support	39

The NRF has swiftly grown along with high-quality academic progress. The NRF is dedicated to Setting a direction for basic research in all academic areas and Driving Korean researchers' future-oriented research activities



I BK21 Project Division & Team Management

1. BK21 Project Division & Team Self-Management Regulation

- (1) Do you have any plan to distribute guidelines for helping BK21 Project Division & Team establish their own regulations?

There are no special guidelines at NRF level for the self-management regulations of the BK21 Project Division & Team. For effective Project management, the BK21 Project Division & Team can establish its own regulations.

- (2) Among the articles that should be specified in the self-management regulations of the BK21 Project Division & Team, what content should be included for the checklist to prevent predatory academic activities such as WASSET and OMICS?

Please check the related guide materials for the prevention of predatory academic activities (Guide to Prevent Predatory Academic Activities) that have been uploaded to the BK21 website data room.

- (3) As there is no upper limit specified for the scholarship, can the BK21 Project Division & Team set an upper limit through its own BK21 Project Division & Team self-management regulation?

There is no upper limit for the scholarship, but you can set an upper limit in your own BK21 Project Division & Team self-management regulation autonomously.

(4) Our BK21 Project Division & Team is trying to operate another position besides the head of the BK21 Project Division & Team. What are the necessary procedures?

In the BK21 project, there are no special rules or procedures for another positions besides the head of the BK21 Project Division & Team. Therefore, you can make a process according to the “BK21 Project Division & Team self-management regulation.”

2. Research Ethics

(1) In relation to the establishment of research ethics (BK21 Management Guidelines Article 5), should a research ethics course be opened as a curriculum within the BK21-related department?

Research ethics courses can be opened at the Graduate School headquarters level. Curriculum/Non-Curriculum courses and online/offline lectures can be opened. Online lectures provided by external sites (KIRD, etc.) and one-time special lectures are not accepted. On the other hand, if it has already been opened, you can take the existing lecture without opening a new one. Universities that have not opened research ethics courses by 2021 are requested to complete the opening of research ethics courses by the 1st semester of 2022.

- (2) Does the research ethics course have to be a for-credit course? For example, are subjects such as PASS/FAIL not acceptable? Do participating graduate students have to take these courses?

Courses in the PASS/FAIL format are acceptable, and participating graduate students of the BK21 project must complete at least one during their participation period. In this regard, please keep proof of course completion (certificate of completion, transcript, etc.). In addition, if you have completed the research ethics course in the graduate program before participating in the BK21 project, it can be recognized as completed.

- (3) What should be done if the participating graduate students are unable to take the research ethics course because they have already graduated?

If the participating graduate students cannot take the course as a graduated student before opening a research ethics course, please prepare a confirmation letter (including the reason, etc., and no standardized forms) from the head of the BK21 Project Division & Team. However, the completion of the course may be reflected in future evaluations.

3. Opening Homepage

- (1) Can the Homepage of the BK21 Project Division & Team be built using the web-site of the BK21-related department?

It is possible to create and operate a separate menu including an introduction to the BK21 Project Division & Team on the webpage of the BK21-related department.

- (2) There is a lot of personal information in [Attachment] when the BK21 Project-application is disclosed. In that result, is disclosure required?

You must upload the application submitted at the time of application for BK21 Program. The personal-information-blind processing of BK21 project application document in your BK21 Project Division & Team Homepage is a matter covered by the Personal Information Protection Act. If the BK21 Project Division & Team has received consent documents for disclosing personal information, you may disclose your information to the extent of the consent documents.

- (3) When the project application is disclosed, in the case of the project cost execution plan, the cost of personnel in charge of the project is also disclosed. Should this part also be disclosed?

The project budget plan in the application document may not be made open to the public

4. BK21 Program Evaluation

- (1) Does the “Annual Consulting” in the BK21 Program announcement (Feb. 2020) fall under self-evaluation?

The “Annual Consulting” described in the BK21 Program announcement will be conducted annually for BK21 Project Division & Teams who wish for and need consulting in accordance with Article 19 of the Management · Operation Guidelines, separate from self-evaluation. We will guide you.

<Reference : BK21 Consulting Schedule>

Program Type	Consulting Schedule(Year)	비 고
Future-oriented Talented Leading Program	2021*, 2022, 2024, 2025	* Oct. 2021
Innovation-oriented Talented Leading Program	2021*, 2023, 2025, 2026	* Oct. 2021

(2) Please give direction about the schedule and method of self-evaluation of the BK21 Project Division & Team.

In accordance with Article 18 of “BK21 Program Management Guidelines” , the BK21 Project Division & Team must conduct an annual self-evaluation. The detailed methods such as the evaluation criterion will be announced later.

※ In the case of self-evaluation for the 1st year, it was conducted in September about one-year(Sep. 2020~Aug. 2021) performance.

(3) Are there any other requirements that limit the Evaluation Committee’ s self-evaluation of the BK21 Project Division & Team?

Since the self-evaluation system is in charge of the BK21 Project Division & Team, it is advisable to include an objective and professional external evaluator (institution) under the judgment of the BK21 Project Division & Team. In addition, professors from other departments within the same university are considered external evaluators.

5. The Evaluation Criterion

(1) What is the evaluation criterion of participating personnel for the stage evaluation?

The evaluation criterion for the stage evaluation has not yet been decided. We have a plan to provide detailed methods and standards, which will be established in the 2nd half of 2022 after collecting extensive opinions. However, you can refer to the standards below.

< Reference : Research performance Criteria >

Performance	Evaluation Criteria
Article	<ul style="list-style-type: none">- <u>Participating professor</u> : Must be marked under his/her own university's name- <u>Participating graduate students & Young researcher</u> : Must be marked under a BK21-related department or BK21 Project Division & Team's name- <u>All participants</u> : Multiple institutional marks can be accepted★ <u>In principle, only papers published in journals are accepted, but papers published only online are recognized as exceptions.</u>
Patent	<ul style="list-style-type: none">- Recognized when the participating universities are confirmed (including the names of participating professors)
Research Fund	<ul style="list-style-type: none">- Only research funds deposited with the central research fund management department (e.g., Industry-University Cooperation Foundation) are recognized

※ The Evaluation Criteria are based on the selection evaluation for 2020, and the detailed standards may change in the future

(2) How should the contribution rate be calculated if some articles of the BK21 project overlap with other research projects or programs?

You can submit any kinds of research performance for the BK21 project that have already submitted as other R&D project achievements. In addition, you can judge the contribution rate by yourself.

6. The others

- (1) Is a BK21 project management guidebook provided for the 4th BK21 Program?

We have a plan to support project management and operation through briefing sessions, workshops, consulting, and publication of Q/A materials. All related materials can be downloaded from the 4th BK21 Program website.

- (2) Can participating graduate students take the “Human rights violation prevention education for the creation of a healthy research environment (KIRD)” online lecture once during the participation period of the BK21 project, just like the 3rd BK21 Program?

They have to take the course once during the participation period and within the 1st semester of participation, as in 3rd BK21 Program. Even if there is a change of degree status (graduate students → young researchers, etc.), they do not need to retake the course in case of having previously taken it. In this regard, please retain the certificate of course completion.

- (3) Why do you need to register the employee information in the BK21 Information Management System?

Universities and the BK21 Project Division & Team are requested to periodically update the working-level information of the Industry-Academic cooperation foundation and BK21 Project Division & Team to communicate effectively with working people regarding the BK21 Program.

- (4) Should the Report Center be newly established in relation to the BK21 project budgeting? Or is it possible to utilize the existing internal Report System of the university?

If there is an existing center and system within the university that can allow reporting in relation to the BK21 project, the center can use it.

- (5) In the case of “the Innovation-Oriented Talented Leading Program” , it was announced that “After checking the implementation requirements in 2022, it will be rejected in case of non-compliance.” What is the definition of implementation?

The “implementation requirements” for the “Innovation-Oriented Talented Leading Program” listed in the BK21 Program Announcement (2020) can include whether to fill in students, whether to establish and operate a convergence major, and whether or not to meet the BK21 Project Division & Team composition requirements. Specific details will be announced later.

1. A participating professor

- (1) Do I need to change the participating professors when the head of the BK21 Project Team and participating professors have a sabbatical year?

Please refer to the table below for the criteria for retaining/replacing the head of the BK21 Project Division & Team and whether or not the participating professors can participate in the project.

Type		The head of BK21 Project Division & Team		Participating professor	
		Maintenance	Exchange	Able to participate	Unable to participate
Domestic & foreign dispatched	within-year	Possible (proxy system required)	Possible	○ (approval of the head required)	–
	more than 1 year	Not Possible	Essential	–	○
Domestic sabbatical	within-year	Possible (approval of university president required)	Possible	○ (approval of the head required)	–
	more than 1 year	Not Possible	Essential	○ (approval of the head required)	–
Stay abroad (sabbatical, research activities, long-term business trip)	within 6 months	Possible (In case of sabbatical, approval of university president required)	Possible	○ (In case of sabbatical, approval of the head required)	–
	6 months ~1 year	Possible (proxy system required)	Possible	○ (approval of the head required)	–
	more than 1 year	Not Possible	Essential	○ (approval of the head required)	–
Leave of absence /turnover/retirement/death/ Participation restrictions		Not Possible	Essential	–	○

- (2) When applying for the 4th BK21 program, “Professors who are scheduled to retire at the end of Aug. 2020 must also be included in the total number of professors in the department/division when applying for the program. On the other hand, the professor must be changed to a newly employed professor after the project application is submitted. (Non-participating professors cannot be changed).”
What are the criteria for newly employed professors?

This refers to a professor first appointed to a domestic university within the last 3 years.

- (3) When changing participating professors, is it necessary to get prior approval before the start date of participation?

Changes to participating professors must be made in advance through the BK21 Information Management System prior to the start date of participating professors in accordance with Article 10 of BK21 Program Management Guidelines.

- (4) Can a professor who is expected to be employed apply as a participating professor?

In the case of a perspective professor, it can be applied in advance by attaching the relevant supporting documents (an official document to be issued, employment documents). However, additional submission of official documents (a certificate of employment confirming that he/she belongs to the relevant department later) is required for final approval, and he/she can participate in the project based on the date of issue.

※ Reference : BK21 Homepage-Reference, [4th BK21 program] the BK21 Information Management System guide for participating personnel management

(5) Is it possible to change the total number of participating professors in the BK21 Project Division & Team?

It is possible for the BK21 Project Division & Team to increase the total number of participating professors based on the number of participating professors submitted when applying for the BK21 Program. It is not possible to reduce the number of participating professors as a standard.

(6) When changing the position of participating professors in their school, should it be reflected in the BK21 Information Management system?

If the participating personnel change their position in the Korea Research Information (KRI), it will be automatically reflected in the BK21 Information Management System.

2. A young researcher

(1) In the case of part-time-lecture-related rules, a young researcher is permitted up to 6 credits per semester. Is this 6 credits per semester including seasonal and regular semesters?

It is possible for a young researcher to have 6 credits per semester, including seasonal semesters (summer session : included in 1st semester /winter session : Included in 2nd semester) In addition, lectures that are not counted for credits are not recognized. It is necessary that the BK21 Project Division & Team must have proof of credits for all people.

(2) Is maternity leave available for young researchers? If possible, how does it pay salary to related persons?

For the recruitment of young researchers, young researchers are required to comply with the university's faculty regulations & standards. Therefore, according to the employment contract, the BK21 Project Division & Team and the university have to follow the university's remuneration regulations and the Labor Standards Act.

- (3) If a young researcher participates in another project as a cooperative researcher or research director, can he/she receive additional labor costs and research allowance? If possible, I would like to know how the participation rate is calculated.

In accordance with Article 30 (Section 8) of the 4th BK21 Program Instruction, if the head of the BK21 Project Division & Team or the university president permits the young researcher's participation, he/she may participate in other tasks (dual affiliations with other than universities belonging to the BK21 Project Division & Team are limited). However, you have to check with the person in charge of the BK21 project in the university or the relevant research funding agency. On the other hand, the BK21 program is not included in the National R&D participation rate.

- (4) Can a young researcher who is a specialized research worker participate in the BK21 project?

In accordance with Article 14, Section 5 of the Management and Operation Guidelines, dual affiliation is not permitted during the hiring period as a BK21 young researcher. However, in the case of a specialized research worker, the management organization of specialized research workers has to belong to a research institute within the university. In addition, a specialized research worker can participate in BK21 project as a young researcher when a technology development contract is concluded between the research institute and the BK21 Project Division & Team.

(5) What are the criteria for accrediting a young researcher regarding institutions for obtaining a doctoral degree?

According to BK21 Program Management Guidelines Article 14, even though a young researcher has obtained a doctoral degree from a university affiliated with a BK21 Project Division & Team, this will be acceptable in the case of those who have obtained a doctoral degree in a field different from the research area of the BK21 Project Division & Team. In other words, the issue depends on the similarity of study, in particular whether it can be judged as “the same university doctoral degree acquisition.” In addition, if there are fewer than 3 young researchers employed, this provision is not applicable.

(6) The BK21 Project Division & Team would like to change the position of a doctor who previously worked as a postdoctoral researcher to a contract professor. In that case, can the period of working as a postdoctoral researcher be included in the total years of employment?

Young researchers include post-doctoral fellows and contract professors, and the contract period can be renewed or extended for up to 4 years regardless of their positions.

3. A participating graduate student

- (1) If participating graduate students work for a company as an intern for 2 months during vacation, the company will purchase their insurance. In this case, can the BK21 Project Division & Team change their status to not participating in the BK21 project for 2 months and then re-register as a participating graduate student after the internship ends?

Graduate students who do not meet the qualifications must be excluded from participating graduate students. Since they meet the qualifications, they can re-participate in accordance with the BK21 Project Division & Team self-management regulation.

- (2) If participating graduate students attend overseas training for about one year, should they be excluded from the participating personnel?

If the relevant students can concentrate on the BK21 Project and the participation requirements are met, they can take part in the BK21 project. However, if the overseas training period of graduate students exceeds 30 days, their fellowship cannot be paid during that time.

- (3) How does BK21 Project Division & Team manage the participating personnel pledge?

The pledge form for participating personnel is to be filled out once when participating in the project for the first time. However, according to the revision of the guidelines (Jun. 2021), even if some students have already provided the pledge, the revised pledge must be received.

(4) Do participating graduate students have to get permission to participate in other projects in advance?

Participating graduate students may participate in other projects with prior approval from the head of the BK21 Project Division & Team as long as the participating graduate students meet the participation requirements and there is no disruption to the education & research activities of the BK21 Project Division & Team.

(5) In the case of foreign graduate students, is it possible to substitute the certificate of the alien registration with the evidence material of insurance?

It can be replaced with an alien registration card (D-2 visa). In this case, be sure to check the expiry date. If foreign students have any other visa instead of D-2 visa, BK21 Project Division & Team must have evidence material of insurance. If it is difficult to confirm whether he/she is a full-time student, he/she cannot be permitted as a participating graduate student.

※ Reference : 4th BK21 program participation requirements (Notice 105 post (Feb. 2021))

(6) Can a graduate student who is a specialized research worker participate in the BK21 project?

Participating graduate students must be full-time graduate students belonging to the BK21-project-related department/division in accordance with Article 11 (1) of the Management and Operation Guidelines.

Therefore, in case of a specialized research worker, he can participate if he is a graduate student of a department belonging to the BK21 Project BK21 Project Division & Team.

(7) Can military entrusted students participate in the BK21 project?

Military entrusted students who are enrolled in insurance cannot participate in BK21 Program as participating graduate students because they do not meet the qualifications for participating graduate students (full-time). However, if military entrusted students are not enrolled in insurance, they can only participate in BK21 program without receiving a BK21 scholarship. In this case, they must be excluded from the population parameters of participating graduate school students.

(8) If an bachelor & master' s linked course is organized in a university, is it possible to provide a BK21 scholarship to undergraduate students?

In the case of bachelor & master' s linked course students, the student can participate in the BK21 project as a participating graduate student from the time when the student is recognized as a master's course according to the school regulations. On the other hand, students enrolled in an undergraduate program can only participate in the BK21 program without earning a BK21 scholarship. In this case, they should be excluded from the graduate student parameter.

(9) What should the BK21 Project Division & Team do if it is unable to meet the criteria for selection of graduate students (70% of the number of participating graduate students) due to changes in participating graduate students?

Even if the number of participating graduate students changes, 70% of students should be supported on 1st. Apr. for the first semester and 1st. Oct. for the 2nd semester (dropped below decimal point when calculating the number of students)

(10) What documents are required when participating graduate students (including graduate students receiving scholarships) terminate their participation in a project?

In accordance with Article 11 of the Management and Operation Guideline and the 4th BK21 Project Manual (Announcement No. 105 Post/Feb. 2021), when the participation graduate students end their participation, they must submit a certificate of health insurance. When graduate students terminate their participation during the project period, a statement of reasons including the reason for termination, etc., must also be furnished.

(11) Can graduate students participate in a BK21 project if they have started a company?

In accordance with Article 11, Paragraph 4 of the Management and Operation Guidelines, graduate students who start a Project in relation to the field of study of the BK21 Project Division & Team can participate in BK21 Project without earning a BK21 scholarship. Only full-time graduate students who are dedicated to education and research for more than 40 hours a week can participate in the BK21 project if they have confirmation and supporting documents.

(12) What are the basic requirements for a BK21 Project Division & Team that is conducted as a convergence major in the Innovation-Oriented Talented Leading Program?

In the case of a BK21 Project Division & Team that conducts a convergence major (including inter-university association), participating professors must have been assigned an adjunct (full-time) appointment as a convergence major. In the case of graduate students, when participating in the project, it must be possible to confirm that they belong to the convergence major from their academic records, and upon graduation, it must be confirmed that they have completed the convergence major.

(13) Can participating graduate students who have not entered Korea on time due to COVID-19 participate in the project?

Only graduate students who are unable to enter the country due to COVID-19 (not applicable for personal reasons) can participate in the project after registering for school and providing proof that it was difficult to enter the country due to COVID-19. Moreover, they should provide information that there was no disruption to their education and research activities of the BK21 Project Division & Team. They must have a confirmation letter from the head of the BK21 Project Division & Team as well. However, when entering the country from then on, they must bring a copy of their insurance subscription details or a copy of alien registration card (check the D-2 visa status and expiration date). (The BK21 scholarship cannot be paid for overseas training exceeding 30 days or simply staying abroad).

(14) How do new participating graduate students register for the BK21 Information Management System?

In accordance with the integration of the national researcher number issuance service, they can register as a participating graduate student in the BK21 Information Management System after signing up for the National Researcher Information System (IRIS) website. After that, they can receive a national researcher number. However, if it is impossible to issue a national researcher number to any of the foreign students who have not entered Korea due to COVID-19, they should register by entering the system in person. In this case, they can receive a random researcher registration number.(e.g., 9000001; a number is given starting with 9)

(Related official document : BK21 Project Division & Team-12009, Dec. 2021)

(15) In the case of a graduate student who is educated by co-advisors, if only one of the co-advisors participates in the BK21 project, can the student also participate?

If both of the graduate students' co-advising professors belong to the BK21 Project Division & Team, the graduate student can participate in the project. On the other hand, the graduate student can participate in the project when one of the co-advisors belongs to another department and the other is the participating professor.

(16) If a participating graduate student participates in insurance due to a vacation internship, can the qualification of the participating graduate student still be maintained?

If some participating students take out insurance during the internship period, BK21 Project Division & Team has to exclude them from the project. In the case of participating graduate students, only exceptions pursuant to Article 11, Paragraph 3 of the BK21 Program Management Guidelines can be recognized. It is compulsory that BK21 Project Division & Team have confirmation, documentation, etc.

(17) When it is difficult for participating graduate students to obtain a certificate of health insurance qualification upon completion of the project, is it possible for this to be replaced with a confirmation document from the head of the BK21 Project Division & Team?

The required document upon termination of participation (e.g., health insurance qualifications) cannot be replaced with confirmation from the head of the BK21 Project Division & Team.

(18) Can the BK21 Project Division & Team select someone as a participating graduate student if he/she is receiving unemployment benefits?

Unemployment benefits are irrelevant to the BK21 project. If a graduate student is not listed as an employee in the national insurance data, he/she can participate in the project and receive a BK21 scholarship.

(19) Can a transfer student apply for a BK21 scholarship with consideration of their length of study and admission date at their previous university?

Students within 2 years of admission to the master's degree (4 years for doctorate degree, 6 years for combined master's & doctorate's degree) can participate in the project (excluding the leave of absence and military abdominal period). Please apply for the project after checking the relevant degree program.

(20) Do foreign graduate students have to enter a Korean name when registering themselves in the BK21 Information Management System?

Foreign graduate students do not need to enter a Korean name in the BK21 Information Management System.

(21) Is it mandatory for graduate students participating in the BK21 project to sign up for an occupational health and safety insurance in accordance with Article 123-2 and 2 of the Industrial Accident Insurance Act (revised on Jan. 2022)?

Participating graduate students are not subject to joining occupational health and safety insurance because BK21 program is a human-resource-supporting project that provides a kind of scholarship.

(22) Can industry-university cooperative students participate in the BK21 project?

Part-time students in master's and doctoral programs jointly opened with companies are not allowed to participate in the project.

(23) Can BK21 Project Division & Team select graduate students who receive salaries for teaching assistant activities within the school as participating graduate students?

Graduate students can participate if they are not identified as employers in the proof of insurance subscriptions. However, some participating graduate students cannot have the RA/TA application fee of Graduate school Innovation Support in accordance with Article 29 Paragraph 1 of the BK21 Program Management Guidelines.

4. An industry-academic cooperation professional

(1) Can the BK21 Project Division & Team hire the CEO of a company as an industry-academic cooperation professional?

In accordance with Article 14-2, Paragraphs 4 and 5 of the Management and Operation Guidelines, dual affiliation and profit-making activities are not permitted, so someone cannot participate in the BK21 program in those cases.

1. The BK21 scholarship

- (1) Suppose the BK21 scholarship is suspended because a foreign participating graduate student has returned to his/her home country for personal reasons. In this situation, can the BK21 Project Division & Team provide incentives to the student in accordance with the Education Research Team's own operating regulations?

When a student qualified to participate in the project incentives may be paid according to the BK21 Project Division & Team (team)'s own operating regulations. All participating graduate students can receive incentives according to BK21 Project Division & Team self-management regulation, regardless of whether they receive a research scholarship or not.

- (2) According to Article 13 of BK21 Program Management Guidelines, 70% of participating graduate students can apply for a BK21 scholarship. When providing BK21 scholarships, can the BK21 team support more than 70% of the total number of participating graduate students within the given budget?

The number of supported graduate students in the Science & Technology BK21 Project Division & Team for the "Future-Oriented Talented Leading Program" and "Innovation-Oriented Talented Leading Program" cannot exceed 70% of the participating graduate students.

- (3) BK21 Project Division & Teams understand that the BK21 scholarship is classified as scholarships, not labor costs. Can participating graduate students be given a BK21 scholarship when they are away for four weeks of military training?

Military training must not be related to the research performance of the BK21 Project Division & Team. Therefore, the BK21 scholarship cannot be paid in this case.

- (4) The BK21 Project Division & Team has been told that there is no upper limit for BK21 scholarship from this year according to the National R&D Innovation Act. Is it possible to pay incentives without an upper limit as well?

Incentives for graduate students participating in the BK21 project also do not have an upper limit. However, reasonable evaluation standards and payment standards (including the upper limit) must be set and paid by BK21 Program Management Guidelines.

- (5) If some students have received a BK21 scholarship for more than 6 months in the 1st or 2nd year, do they meet the minimum 1st semester application criteria? What should BK21 Project Division & Team do if some students are supported for less than 6 months?

Since the total supporting period is more than 6 months for the participating graduate students, it appears that the minimum 1 semester application criteria have been met in that case. In addition, in the event of a leave of absence, dropout, or employment during the semester, the application period may be adjusted with the approval of the head of the BK21 Project Division & Team.

- (6) A supported graduate student (completed student) will continue their research in the laboratory as a postdoctoral researcher after graduating. If so, should the BK21 scholarship be terminated as of the graduation date?

If the BK21 Project Division & Team prove that he/she will participate in the project by the month that includes their graduation date, he/she can have full monthly BK21 scholarship without calculating the BK21 scholarship on a pro-rata basis. However, when the graduate student does not meet the qualifications for participating graduate students (full-time, etc.), it is impossible to pay a BK21 scholarship. On the other hand, when he/she contracts for another project at the same time, he/she cannot participate in the BK21 project due to the prohibition of dual affiliation.

- (7) There is a scholarship that is paid for a certain period of service for research or class support among the school scholarships. Can graduate students who receive this scholarship receive a BK21 scholarship?

A BK21-supported graduate student can have another scholarship. In other words, duplicate benefits with on-campus scholarships or external scholarships are acceptable.

- (8) If the supported graduate student takes a leave of absence during the semester, should the BK21 Project Division & Team demand return of the scholarship from the student?

In the case of a leave of absence, the participating graduate students do not meet the qualifications, so the scholarship must be returned on a pro-rata basis from the time of the leave of absence.

- (9) Students of a BK21 Project Division & Team who applied for the BK21 program as a convergence major must be confirmed in the academic record. However, if these students want to give up a convergence major, do they have to return the scholarships?

A BK21 Scholarship paid for the period in which participating graduate students do not meet the eligibility requirements must be retrieved.

- (10) When a foreign graduate student leaves the country during vacation (personal reasons such as visiting their home country, etc.), we wonder if it is possible to receive a scholarship and, if possible, what documents are required?

If a participating graduate student stays abroad for more than 30 days, he/she will not be able to earn BK21 scholarship during that period. In addition, even if it is less than 30 days, BK21 scholarship can only be supported under BK21 Project Division & Team self-management regulations.

- (11) Can the BK21 Project Division & Team support a BK21 scholarship and related expenses for long-term overseas training students? Should the BK21 Project Division & Team stop supporting graduate students who graduate during the training period?

According to Article 18, Paragraph 2, Item 3 of the BK21 Program Management Guidelines, if the training period does not exceed 30 days, the respective graduate student may be provided BK21 scholarship and training expenses (airfare, accommodation, etc.). However, the student's training expenses can be supported until they meet the qualifications for participating graduate students.

2. The labor cost for a young researcher

- (1) There is a lower limit on the labor cost for a young researcher (3 million won per month). Can BK21 Project Division & Team pay lower than the standard and cover the remaining labor shortage with school expenses?

BK21 project expenses must be paid an amount that is at least the lower limit (3 million won) per month. Only labor costs exceeding the lower limit can be supported by the educational expenses. However, even in this case, a young researcher who have dual affiliations due to employment contracts for other projects cannot participate in the project.

- (2) In the case of labor costs for a young researcher, should the actual monthly salary be at least 276.69 million won, excluding severance pay and the insurance?

The labor cost for the young researcher (3 million won per month) includes severance pay and insurance, and the amount (3 million won) must be specified in the employment contract. Therefore, the monthly salary must be at least 27.69 million won.

- (3) Are lecture allowances included in the labor costs for a young researcher?

The lecture allowance is not included in the labor cost (more than 3 million won/month).

3. Execute manuscript fees

- (1) Is it possible to execute manuscript fees, etc., for internal members in the curriculum development expenses?

Manuscript fees can be paid to internal members only in the case of a policy report or research service project.

- (2) Is it necessary to include external experts when developing the curriculum?

When developing a curriculum by turning it into a policy report and service (research) project, an external expert must be included (however, the payment of labor costs or allowances to the person concerned is not required). The BK21 Project Division & Team should have proof that the external expert participated in the task.

4. Equipment and Environmental management expenses

- (1) Even if our team enters the BK21 program for the first time, can we pay for the initial setup of the laboratory, such as equipment and environmental management expenses?

Equipment and facility costs, equipment purchase and maintenance costs, and general-purpose software purchase costs cannot be spent from the project cost (direct cost).

- (2) Is it possible to purchase statistical programs, etc., from the research and industry-university cooperation activities budget?

These can be purchased if directly related to the research performance of the BK21 Project Division & Team. However, if the software (account, etc.) is judged to be versatile, it may be rejected under Close inspection of balance accounts.

- (3) Is it possible to support a one-time course registration fee or workshop registration fee in research & industry-university cooperation activities budget?

If the one-time course or workshop is related to the BK21 project, it is possible to pay for it from this budget

- (4) What is the meaning of expenses for joint activities with industries that can be spent as a research & industry-university cooperation activities budget?

This refers to related expenses, such as expenses for holding an event related to employment guidance in cooperation with industry, expenses for developing educational programs and employment programs in cooperation with industry, and expenses related to industry-university cooperation activities.

- (5) In the case of an BK21 Project Division & Team in the Design/Picture field, is it possible to spend the participation fee for seminars held by companies?

If the domestic seminar is related to the BK21 project, it can be paid for from the research & industry-university cooperation activities budget.

- (6) As academic conferences are held online, the number of conferences where it is difficult to distinguish between oral and poster presentations is increasing. When the BK21 Project Division & Team cannot check more than 20 oral statements, is it possible to apply?

While a conference registration fee that meets the international (academic) conference accreditation criteria can be applied from the internationalization budget, a registration fee that does not meet the criteria can be paid from the research & industry-university cooperation activities budget

- (7) When applying for thesis publication materials, is it mandatory to write an acknowledgement of the BK21 program?

In the case of the BK21 project, private notation of the thesis is recommended, and when executing the BK21 project cost for thesis publication material, it can be executed only if there is a mark of the BK21 Project Division & Team's performing department.

5. Internationalization budget

- (1) If a seminar with invited overseas scholars is conducted online, is it possible to use the internationalization budget to execute the speech fee?

An overseas scholar's speech fee can be paid from the internationalization budget.

- (2) According to the BK21 Program Management Guidelines, BK21 Project Division & Team can pay for tuition, accommodation, meals, textbooks, medical insurance, etc., from the education and training budget under university regulations. When conducting an experiment for joint research at a training institution, is it possible to pay the research activities expenses (such as research analysis)?

When conducting experiments for joint research during long-term training, the use of equipment or analysis can be paid for from the long-term training budget.

- (3) A BK21 Project Division & Team will co-host an international academic conference. What are the budget items that can be supported by the BK21 project budget?

When holding an international symposium, it is possible to cover expenses such as conference hall rental fee, event hosting fee, meeting fee, refreshments, printing fee, and online broadcast fee.

- (4) What documents do the BK21 Project Division & Team need to provide when holding an online seminar due to COVID-19?

When holding a seminar online for unavoidable reasons such as an outbreak of an infectious disease, please prepare the approval documents in advance, including a statement of reason for the online event.

- (5) It is difficult to carry out overseas training due to COVID-19. Is it possible to substitute online classes or training programs provided by foreign universities or MOOCs instead of visiting in person?

If the BK21 Project Division & Team has signed an MOU with an institution or has received an official invitation, you can also conduct online training.

- (6) When the international academic conference is held online due to COVID-19, the BK21 Project Division & Team is supposed to pay only the registration fee. Even though the BK21 Project Division & Team planned to take part in a poster session at an offline conference for the first time, the conference changed the way to participate in the conference online. At this point, if the BK21 participating personnel upload only a poster without an announcement, is it possible to pay the conference registration fee for short-term training?

If the online international academic conference meets criteria according to Article 18 (Internationalization budget) Paragraph 3 No. 3 of the BK21 Program Management Guidelines, the registration fee is acceptable as short-term training in international budget. In other cases, it can be paid for from the research & industry-university cooperation activities budget.

- (7) If you are attending an international academic conference, there may be a period of self-quarantine due to COVID-19. In this case, is it possible to pay extra accommodation expenses during the self-quarantine period? Or can this apply only during the international (academic) conference?

If the BK21 Project Division & Team establishes these points in its own BK21 Project Division & Team self-management regulations, it is possible to support the extra accommodation expenses for the period of self-quarantine. However, the BK21 Project Division & Team should retain proof of self-isolation due to COVID-19 at such a juncture.

- (8) There is a provision in the 4th BK21 Program Instruction that recognizes international academic conferences in which more than 50% the participants are foreigners. Please provide a clear definition of “foreigner” .

“Foreigner” specified in the international academic conference accreditation standards are judged to be affiliated organizations, not nationalities.

- (9) Are the accreditation standards between BK21 Project Division and BK21 Project Division & Team different in relation to the international academic conference accreditation standards?

The standards for the BK21 Project Division and BK21 Project Division & Team are the same. In the field of science and technology, there are to be more than 20 oral presentations.

6. The BK21 Project Division & Team management budget

(1) Can the self-evaluation committee members be paid an allowance?

If possible, can it be paid to people inside the BK21 Project Division & Team (participating professor, etc.)?

The BK21 Project Division & Team can pay allowances to the members of the self-evaluation committee in accordance with the BK21 Project Division & Team self-management regulation. The BK21 Project Division & Team can pay the cost from the academic activities budget. In addition, a participating professor can have allowance expenses paid only from the performance-based budget (within 4.8 million won per 1 person per 1 year).

(2) Should the BK21 Project Division & Team pay performance budget?

Can the BK21 Project Division & Team pay for performance pay within the limit of 4.8 million won per year (2.4 million won in the first year) in accordance with BK21 Project Division & Team self-management regulation?

It is not mandatory to use performance-based expenses. However, in order to spend a performance-based pay, it must be specified in its own BK21 Project Division & Team self-management regulation. In addition, it is possible to pay up to 4.8 million won per year (within 2.4 million won in the 1st and 8th years), but the same amount cannot be paid regularly or monthly (differential payments must be made based on the contribution evaluation standards of the self-management regulations).

- (3) The BK21 Project Division & Team would like to purchase and distribute textbooks to participating graduate students. Is it possible to purchase books with BK21 project budget?

The BK21 Project Division & Team can pay for literature purchases. However, the literature must be managed as the property of the university.

- (4) Can the BK21 Project Division & Team pay lecture fees for affiliated professors (non-full-time, part-time instructors)?

An expert allowance (e.g., lecture fee) cannot be paid to any full-time/affiliated professors, young researchers (non-full-time, part-time instructors), or industry-academic cooperation professionals belonging to the department related to the BK21 Project Division & Team.

- (5) Can the BK21 Project Division & Team pay for the undergraduate students of the department related to the BK21 Project as part-time wages?

If the BK21 Project Division & Team uses undergraduate students as BK administrative personnel, it can sign a part-time employment contract with them. Please provide a part-time job price table, application plan documents, and employment contract according to the university's own regulations.

- (6) Can the BK21 Project Division & Team cover the cost of opening and maintaining a website for publicity or the production of publicity booklet, etc.?

The public relations cost of the BK21 Project can be spent from the BK21 Project Division & Team management budget.

7. The others

- (1) The issuance of the card was delayed due to the delay of the 1st year agreement. Can the BK21 Project Division & Team use the corporate card of university before issuance of the research fee card?

The BK21 Project Division & Team can use the corporate card of the university only if it is impossible to transfer the account before issuance of the research grant card. In this case, please make sure a statement of reason is provided.

- (2) If the research paper publication fee is not included in the research & industry-university cooperation activities budget, can it not be charged for related cost?

Even if the research paper publication fee is not included in the budget plan, the related cost during the project period can be spend from the research & industry-university cooperation activities budget. The BK21 Project Division & Team can change the budget plan and pay the related cost under the budget standards.

- (3) Can a research grant card be issued in the name of participating personnel other than the head of the BK21 Project Division & Team?

A research grant card can be issued for the card holder. Moreover, a research grant card can be issued for BK21 participating personnel (including a participating graduate student, a young researcher, etc.) under the responsibility of the head of the BK21 Project Division & Team. However, the research grant card issued by the existing Shinhan RNDCARD can be used until Feb. 2022. The research grant card (or corporate clean card) issued by the university itself must be used from the 3rd year (Mar. 1st 2022). (Available only for BK21 administrative staff)

IV BK21 Project Budget Management

1. The total BK21 Project budget

(1) Can the BK21 project budget change in the future?

The budget is settled based on the standard (as of 2020 for the future talent nurturing project and 2021 for the Innovation-Oriented Talented Leading Program) according to the 4th BK21 Program Basic Plan (Feb. 2020). However, some budget adjustments may be made each year depending on the budgetary circumstances. In addition, the budget for each BK21 Project Division & Team will be adjusted according to the results of the stage evaluation.

2. The budgeting Standards

(1) Can the budget for internationalization budget, which is difficult to use due to COVID-19, be changed?

The internationalization budget can be spent on other expenses such as BK21 scholarship for graduate students, labor costs, and curriculum development expenses under budget plan changes. However, the BK21 Project Division & Team should obey BK21 Program Management Guidelines at this moment.

(2) Can it be reorganized by increasing the performance-based pay?

In accordance with Article 11 of BK21 Program Management Guidelines, incentives and indirect budget cannot be increased.

- (3) The BK21 Project Division & Team made an agreement which specified 10% of the BK21 Project Division & Team management budget. Can the BK21 Project Division & Team change the related budget to just 50 million won?

The BK21 Project Division & Team management budget can be changed within 10% or within 50 million won at any time.

3. Carry-over of budget

- (1) It is said that the rate of 15% carryover does not applied for the 1st year (2020). Is it possible to carry over the remaining BK21 Project Division & Team management budget to the 2nd year without any restrictions? Or can only 10% of the remaining funds be carried over to the BK21 Project Division & Team management budget and the difference carried over to other budgets like 3rd BK21 Program?

In the case of the first year, there is no upper limit for carryover. The BK21 Project Division & Team management budget exceed the balance of the previous year's BK21 Project Division & Team operating expenses is the same as 3th BK21 Program., and cannot be accepted. In addition, the BK21 Project Division & Team management budget cannot exceed 10% of the total project budget of the 2nd year (the amount carried over from the 1st year + the interest accrued + the project cost of the 2nd year).

1. Common information

- (1) Are there any projects for young researchers in Graduate School Innovation Support?

For graduate school innovation, young researchers can be hired. In addition, it can be paid as an expense for training young researchers and enhancing research capabilities.

- (2) When participating graduate students belonging to the BK21 Project Division & Team are selected for excellent researcher, etc., conducted in Graduate school Innovation Support, can this be recognized as the achievements of the BK21 Project Division & Team?

If the results generated by participating in the education/research program conducted in Graduate school Innovation Support are consistent with the purpose of the BK21 Project Division & Team project, this can be recognized as an achievement.

- (3) When preparing the annual budget plan for Graduate school Innovation Support, should a revised project plan be submitted if there is a new or changed project program compared to the initial application?

We do not accept extra revised Project plans. When preparing the annual evaluation performance report, you can write a revised Project plan compared to the previous one in this case.

- (4) In the case of universities not supported by Graduate School Innovation Support budget, it is difficult to implement all the contents of the Project plan. In this case, how should they prepare for the annual evaluation?

Universities that do not have any kind of support of Graduate school Innovation Support are not subject to annual evaluation. However, please note that this is subject to the stage evaluation.

- (5) When can the carry-over of the graduate school innovation support budget be spendable?

It can be spendable with the approval of NRF after the university has submitted a report on the use of annual project expenses.

- (6) How should Graduate school Innovation Support expenses be settled?

After the end of the annual project, a report on the use of project expenses should be submitted. For details, please refer to the annual project expense settlement manual.

- (7) How is the annual Graduate School Innovation Support budget determined? In addition, is the base amount of Graduate School Innovation Support fixed for the first year?

The graduate school innovation support budget is adjusted by the results of the annual evaluation based on the agreement amount in the 1st year (2020).

(8) Is Graduate School Innovation Support subject to reductions in project costs according to the audit results of the Ministry of Education?

In accordance with the “University Financial Support Program Management Manual (4th, Jan. 2021)” , sanctions according to the audit results of the Ministry of Education, etc., will not be applied to Graduate School Innovation Support.

(9) What is the scope of the financial auditing?

In accordance with Article 54 of BK21 Program Management Guidelines, all the execution of the Graduate School Innovation Support budget is subject to audit.

(10) The balance of the 1st year implementation of the Graduate School Innovation Support budget can be carried forward without limit, and the ratio rule between budget items is not applied. When organizing project expenses for the 2nd year, what are the guidelines for budgeting for the 2nd year?

From the 2nd year of the project, the ratio of Graduate School Innovation Support detailed budget items will be determined including the amount carried over from the previous year.

(11) If the causative acts of expenditure are done as of the end of Feb., can they be considered as carried over from the previous year or can they be executed in next year?

They are considered to be carried forward from the previous year. Moreover, the BK21 project budget is to be executed within the project period, and only the balance that has not been executed for the current year can be carried forward within 15%. (100% of the balance of the 1st year project budget can be carried forward). The carryover amount must be combined with the budget of the current year to comply with the ratio as well.

(12) It is said that the personnel in relation to Graduate School Innovation Support must be employed by the graduate school headquarters. At this time, what is the scope of the “Graduate School Headquarters” ?

It can include both the graduate school headquarters and sub-departments within the headquarters.

(13) If several BK21 Project Divisions & Teams are united to carry out a joint program for graduate school innovation, can the administration office of the college manage budget execution and expenditure for the program?

In the case of Graduate School Innovation Support budget, it is possible to redistribute it within the graduate school headquarters, but it is not possible to allocate the budget to the colleges. Therefore, budget execution and expense management should be conducted at the Graduate School Headquarters.

(14) Can the Graduate School Headquarters make process of expenses in March with proof of project expenses used at the end of Feb. (corporate card usage history, tax invoice, etc.)?

When funds are used by the end of Feb., this is recognized as the completion of expenditure for the current year in case of using the corporate card or research grant card. In this case, the expenditure on the tax invoice must be completed by 10th Mar.

(15) Is it possible for undergraduate students to participate in education & research programs operated for the purpose of graduate school innovation?

Undergraduate students are not eligible to participate, and they are not supposed to have any kinds of support from the BK21 project budget.

(16) When the university conducts an financial audit on the Graduate School Innovation Support through an external accounting firm, is it necessary to conduct an extra financial auditing activities?

The university can conduct an audit according to the regulations of the university.

2. A labor cost

- (1) When hiring new personnel, is it possible to hire employees under the any other administrative departments of the headquarters than the graduate school organization?

Employees hired with Graduate School Innovation Support funds must belong to the graduate school headquarters and must not belong to other headquarters or affiliated institutions.

- (2) Are there any labor cost standards for newly hired personnel (contract professors, dedicated staff) for Graduate School Innovation Support? In the case of contract professors, is it possible to apply the labor cost standards of the BK21 Project Division & Team?

Please follow the university's own regulations rather than standards of the BK21 Project Division & Team

- (3) Is it possible to pay for new full-time faculty personnel as a Graduate School Innovation Support budget?

In terms of the Graduate School Innovation Support budget, labor costs can be applied to newly hired personnel for graduate school innovation.

- (4) Is it possible to pay the personnel expenses of non-full-time faculty members of BK21 Project Division & Team from the Graduate School Innovation Support budget?

This is not possible. Non-full-time faculty members (a young researcher) of the BK21 Project Division & Team must be supported by BK21 Project Division & Team budget.

3. Internationalization budget

- (1) When providing fellow scholarships to students for attracting outstanding overseas talents or RA scholarships for international joint research support, which budget items should be appropriate on internationalization expenses or education and research program development and operation expenses?

Expenses for attracting excellent overseas talent can be paid from the internationalization budget. In addition, scholarships for the student's participation in the fellowship program or scholarships for RA of international joint research can be paid from the education and research program development budget.

- (2) Some universities have signed a social contribution, maker ton, and start-up consulting contract with an overseas university-related institution for international exchange. Is it possible to pay the association fee or service contract fee for several years from the internationalization budget?

Expenses can be spent on the signing of MOUs with foreign universities and research institutes to promote internationalization at the graduate school level. Furthermore, support for international joint research, invitation of foreign scholars, expenses for attracting global talent, short & long-term overseas training, and expenses for participating in international academic conferences can be so paid.

4. Education and research program development budget

- (1) Are there any differences between the RA/TA scholarship and the fellowship program besides the availability of applications for non-participating graduate students?

In the case of RA/TA application fee, this is a scholarship that is supported through related work such as research activities. On the other hand, the Fellowship Program provides scholarships to graduate students who fit their characteristics, such as outstanding talents and socially considerate people.

- (2) Is the fellowship program only available for graduate students?

Fellowship programs are available only for graduate students. The target of the scholarship is participating graduate students, and young researchers thus cannot be a target for the fellowship program.

- (3) Our university plans to support activities expenses (meeting cost, material cost, book purchase cost, printing cost, etc.). At this time, can the university support students on leave of absence, graduates, or non-participating department students?

Even though such expenses can be paid from the education and research program development budget, extra support cannot be applied only to students on leave of absence and non-participating departments (divisions). In addition, if meeting cost and material cost that are not in line with the purpose of graduate school innovation are executed, they may be taken back due to improper execution.

- (4) Can students on leave of absence or who have completed the program participate in the program? Can students from unselected departments participate in the program as well?

Current students (including graduates who have registered as research students) can participate in education and research programs for the purpose of innovation of graduate school. Graduate students enrolled in departments that have not been selected for the 4th BK21 program can participate in the program as well in this case.

- (5) Are the reward recipients limited to students who applied for and participated in a specific program and young researchers? Or can the faculty and staff involved in the operation of the program be included for the reward?

Rewards are available for participants in programs promoted as part of graduate school innovation.

- (6) Please be more specific about the meaning of direct support for non-participating departments.

This means that only non-participating departments (divisions) are the target of support. It is possible to support a mentor program for all graduate students including graduate students belonging to non-participating departments (divisions), but it is not possible to support a mentor program for only non-participating departments.

(7) Can the university support only a program from the education and research program development budget? What if English proofreading fees are spent?

The education and research program development budget can be spendable for the necessary expenses depending on the program of university. It is prohibited to pay individually for the relevant expenses.

(8) Does the university need only an account transfer as proof of expenditure for scholarships paid to students through the fellowship program?

Please prepare evidence that can confirm the payment details according to the fellowship program.

(9) We are holding a contest for the purpose of graduate school innovation. In the result of the contest, the university plans to support research expenses to the contest selection team. In this case, can it pay the research cost in advance and settle up later?

It is possible to support research expenses in this case, but the Graduate School Innovation Support budget must be paid and a corporate clean card issued.

(10) Is it possible to purchase devices such as tablet PCs from the Graduate School Innovation Support budget to conduct counseling programs and international research programs?

Expenses required for purchasing and leasing highly versatile equipment (tablets, PCs) or purchasing research equipment can be charged on the grounds of innovations for graduate school. A plan for the utilization of the equipment should be attached to the related document. However, the equipment must not overlap with the existing equipment registered at the university. Moreover, if it is necessary to add equipment that has been previously registered, it can be purchased after attaching a statement of reason.

(11) When participating graduate students receive relevant education from an external institution to strengthen their research capabilities, can the students receive educational expenses, travel expenses as Graduate School Innovation Support budget?

If an MOU related to education and research activities has been signed with external institutions in advance for the purpose of graduate school innovation, relevant education and travel expenses may be paid from the Graduate School Innovation Support budget. However, providing educational expenses to individuals is prohibited.

- (12) If some students receive payment of labor expenses from other projects, can the university support them as RAs/TAs from the Graduate School Innovation Support budget?

Please check whether the other projects you are participating in can be permitted to overlap with the BK21 project (confirmation with the person in charge of the other project is required). Unless the project limits overlapping benefits with the BK21 project, this can be done according to the university's own regulations. However, in this case, it is incompatible with the BK21 scholarship of the BK21 Project Division & Team.

- (13) Can software (statistics programs) be purchased through the operating-purchasing budget for research equipment?

In line with the purpose of promoting graduate school innovation, related software (statistics program) can be purchased from the operating-purchasing budget for research equipment. However, when purchasing equipment and materials, it can be paid by attaching a utilization plan to the execution documents. (However, these funds should not be spent for equipment already registered at the university.)

- (14) When developing an education/research program, can the university provide a policy research grant to the professor who develops the curriculum?

When developing a curriculum, internal personnel may participate in the policy research together. However, the internal personnel must not be paid as part of an incentive-type grant or research allowance. However, the manuscript fee and lecture fee can be paid for in accordance with the university's own standards.

- (15) Should the expenses incurred in developing education/research programs, domestic travel expenses, book purchase expenses, public relations expenses, meeting expenses, etc., be used in other project operation budgets?

In accordance with Article 51 (2) of the Guidelines, various other expenses incurred during the development of education & research programs may be used in the education and research program development budget.

- (16) Can the cost of developing a career development support in the university be paid from the education and research program development budget? In addition, we plan to proceed with the development of the system through the service of an external agency.

This can be done if the system development is related to the cost of developing programs to strengthen graduate education research capabilities. However, since it is a principle that the causative acts and expenditure acts must occur at the same time during the pertinent year, the service contract must be within the current project year.

- (17) Can not only general graduate students but also students of specialized graduate schools participate in the program?

When operating some programs related to graduate school innovation projects, the programs can include general graduate students as well as specialized graduate students.

- (18) We want to support research-capacity-related fellowships for current students, but students who have completed the course are not included in the current student category according to university's own regulations. Nevertheless, according to the BK21 regulations, can the students who complete the course be supported?

Regarding the payment of scholarships, the instructions are basic, but the specific payment method and procedure must be in accordance with the school bylaws and the Graduate School Innovation Management Regulations.

- (19) Is it possible to pay short-term labor costs to undergraduates for the purpose of administrative support, data research, etc.?

Expenses for short-term work (part-time work) in accordance with Article 29 of BK21 Program Budget Guidelines can be paid from the relevant budget items. Please prepare a detailed proof (including unit cost of labor, etc.)

5. Educational & Research environment improvement budget

- (1) Is it possible to pay design service costs when building an extension for graduate school innovation? For example, in order to promote graduate school innovation, the university includes the establishment of a department and renovation of the building in the Graduate School Innovation Support application. The university will pay for the building renovation through school expenses. On the other hand, is it possible to pay for design expenses of the building in Graduate School Innovation Support budget?

Only expenses related to the maintenance of existing buildings for the purpose of improving the environment can be so paid. Because designs for building renovation can be regarded as part of the renovation, the university must pay the cost on this occasion.

- (2) Is it possible to pay the rental fee of external space for managing the consulting rooms, etc.?

This can be paid from the Educational & Research Environment Improvement budget.

- (3) Can the Educational & Research Environment Improvement budget be spent in the following example?

- 1) Expenses to improve the environment in classrooms for graduate students shared by the college, not as a dedicated space for graduate students in departments participating in the BK21 project
- 2) The cost of repairing college buildings and public facilities that are not dedicated to college graduate students
- 3) The cost of creating a rest area for graduate students in the college
- 4) Expenses for environmental improvements in the laboratory of young researchers

These can be paid for from the Educational & Research Environment Improvement budget except for example #2.

- (4) Can I purchase an air purifier or a web camera for video conferencing installed in the student common research space from the Educational & Research Environment Improvement budget?

For the purpose of fostering innovation in graduate schools, these can be paid for from the Educational & Research Environment Improvement budget. The purchased equipment must be registered and managed as school property in accordance with the university's own regulations.

6. Operating/purchasing budget for research equipment

- (1) Regarding the purchase of research equipment, the university plans to buy a piece of equipment that costs less than 30 million won. Is it compulsory that the case be reviewed by a research funding agency (NRF) when a university has to purchase several pieces of equipment?

Only equipment and materials that cost more than 30 million won & less than 100 million won per unit are subject to deliberation by a research funding agency (NRF).

7. The others

- (1) Can a university use its own form for the payment of the innovation support fee for graduate schools?

Please use the university's own form for the execution document of Graduate School Innovation Support budget

- (2) Can the university pay space rental fees for spaces on campus from the Graduate School Innovation Support budget?

Rental fees in case of the university own spaces cannot be paid from the Graduate School Innovation Support budget.

- (3) The university is supposed to take possession of any goods or services for which the school becomes a supplier. The school cannot issue tax invoices, as it is a VAT-exempt institution in this case. Can the receipt issued by the institution be recognized as proof of eligibility?

In the case of an institution for which it is difficult to issue a tax invoice, an institution-issued receipt can be accepted if a statement of explanation is provided.