研究發展處學術發展組　簡簽

承辦人：楊宗鑫
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擬辦：

一、本案係國家教育研究院接受教育部國民及學前教育署委託辦理「OECD國際學生能力評量計畫2021（PISA 2021）」國家調查執行團隊徵選案。

二、依來函說明，如有意願申請該計畫之相關單位及教師，請依案內說明檢附計畫書、經費表等相關書面資料1式5份及電子檔光碟1份，並請以「學院」為單位，於107年2月12日（二）中午12時前傳遞本處楊宗鑫先生，俾利彙辦後函復國家教育研究院。

三、文陳閱後存查。

會辦單位：師範學院

決行層級：第二層決行

──批核軌跡及意見──

1. 研究發展處 學術發展組 專案組員 楊宗鑫 108/01/07 11:55:51(承辦)：

2. 研究發展處 學術發展組 組長 楊弘道 108/01/07 12:35:02(核示)：

3. 研究發展處　簡任秘書 盧青延 108/01/07 12:50:55(核示)：

4. 研究發展處　研發長 徐善德 108/01/07 16:26:02(決行)：

如擬(代為決行)

5. 師範學院　秘書 姜曉芳 108/01/08 08:52:00(知照)：

6. 師範學院　院長 黃月純 108/01/08 16:28:49(知照)：

國家教育研究院 函

受文者：國立嘉義大學

主旨：有關我國參加「OECD國際學生能力評量計畫2021（PISA 2021）計畫」國家調查執行團隊徵選，詳如說明，請查照。

說明：

一、本院接受教育部國民及學前教育署委託辦理「OECD國際學生能力評量計畫2021（PISA 2021）」國家調查執行團隊徵選。

二、徵求期程：自公告日起至108年2月15日（星期五）17時前止，請依本院檢附計畫書、經費表格式繕打，並檢附書面1式5份、電子檔光碟1份，由機關具文提出申請。

三、本案執行期程自108年4月1日起至112年6月30日止。

四、計畫執行重點需求及計畫審查重點，請詳閱本計畫之計畫徵求說明書。

五、計畫徵求書及相關附件，如下：

（一）PISA 2021 計畫徵求說明書。

（二）附件1：PISA 2021國家執行團隊職責。國立嘉義大學

（三)附件2：國際評比計畫審查表。

（四)附件3：本院計畫申請書格式。

（五)附件4：教育部國民及學前教育署委辦計畫經費申請

　　表。

正本：公立大專校院
副本：本院測驗及評量研究中心

我國參加「OECD 國際學生能力評量計畫 2021（PISA 2021）」

國家調查執行團隊計畫徵求說明書

壹、 案名

我國參加「OECD 國際學生能力評量計畫 2021（PISA 2021）」

國家調查執行團隊徵求計畫

貳、 背景及說明

教育部為參加經濟合作暨發展組織（Organisation for Economic Co-operation and Development，OECD）主辦之國際學生能力評量計畫（Programme for International Student Assessment，PISA）2021，特公開徵求國內調查執行團隊。邀請具執行大型教育評比調查實務經驗與研究專業之大專院校及研究機構，以同校、跨校等方式組成研究團隊，提出計畫申請。

參、 計畫期程：本案期程自 2019 年 4 月 1 日起至 2023 年 6 月 30 日止。

肆、 計畫執行重點需求：

一、 組成 PISA 2021 國家研究中心（詳見附件 1）

組成包括研究、行政、調查執行團隊成員之 PISA 2021 國家研究中心，綜整所有調查事務及職責，計畫主持人需擔任國家執行團隊主持人（National Project Manager，NPM）負責與 OECD PISA 國際調查中心聯繫與合作。

二、 抽樣

1. 提供我國 15 歲學生之抽樣架構供 OECD 進行學校抽樣(含預試及正式施測)。

2. 以 KeyQuest（KQ）進行樣本學校內之學生抽樣（含預試及正式施測）。

三、 調查工具準備

1. 與 PISA 計畫各參加國共同協商發展全球性調查工具。

2. 在 OECD 規範下，適切增修符合我國國情之背景問卷題項。

3. 在 OECD 規範下，進行調查工具（含各科素養測驗工具、背景問卷題目與電腦化介面）之中文翻譯。

四、 進行調查

1. 進行我國 15 歲群學生數學、閱讀與科學三大領域的能力調查研究；本次調查將以數學素養為主測科目，採單機版電腦化評量。

2. 預計 2020 年預試，2021 年正式施測。

五、 參加 OECD 舉行之 NPM 會議及訓練研習。每次參加人數 2 人，並請以 OCED 本部所在地（法國巴黎）預估經費。

六、 報告撰寫

我國 15 歲學生數學、科學與閱讀素養分析及國際比較研究運用 PISA 調查之資料，深入分析，進行相關研究：

1. 我國學生數學(含各分項及綜合)、閱讀與科學素養分析

2. 我國學生數學(含各分項及綜合)、閱讀與科學素養趨勢分析

3. 我國學生數學(含各分項及綜合)、閱讀與科學素養與國際比較研究

4. 以上分析結果應於 OECD 正式公佈結果前 1 個月，完成調查結果分析、與國際比較及對政策建議等之中、英文精簡報告；並於正式公佈結果日起 6 個月內完成中文完整國家報告後，繳交本院進行外部專家審查後出版。

5. 研究團隊須於 OECD 正式公佈結果前 1 個月，提供國內記者會簡報及新聞稿，並義務性參加與 OECD 同步之國內正式調查結果公佈記者會與會前會，計畫執行期間並需配合教育部不定期提供計畫相關問題之回應，。

七、 建置 PISA 2021 中文網頁。

八、 需組成專家小組進行內部品質管控機制，並審查各項工具及文件中譯本的適切性。

伍、 計畫申請

一、 申請本計畫，請依規定請於 **2019 年 2 月 15 日 17 時前**，由機關具文提出申請，執行期間從 **2019 年 4 月 1 日至 2023 年 6 月 30 日**止。

二、 本案通過後，將由教育部逕與研究團隊簽屬行政協議書，並核撥經費。其他未盡事項及相關經費編列依據，請參考「教育部委辦及補助編列基準表」及「教育部委辦及補助核撥結報作業要點」規定辦理

三、 本計畫為本院協助教育部國民及學前教育署（以下簡稱國教署）徵選團隊，確認後將以行政協助方式，由國教署向獲選團隊進行協議書簽約、採逐年方式經費審查及經費付款事宜。

四、 本計畫經費將視審核結果進行調整，並應各年度相關公務預算經行政院及立法院審查結果辦理。即若各年度所需經費未獲立法院審議通過或部分刪除，得終止契約；若經費遭刪減，則以預算經法定程序審查通過之金額為準，該金額由本院調整後另行通知。如機關預算遭凍結不能如期動支，將延後辦理無息支付。

陸、 計畫書製作及申請期限：

一、 計畫內容：

(一) 整體計畫及分項計畫之名稱、目的、文獻評述、計畫進行方式、步驟、執行進度。

(二) 計畫總主持人、共同主持人、及研究團隊之個人資料、學經歷、專長、以及參與本計畫之特殊考慮，工作任務等。

(三) 顧問團或委員會（含名單）之組成及運作方式。

(四) 對所蒐集資料保存管理、進行深度分析及成果發表之規劃。

(五) 預期成果與應用、國際交流之構想等。

(六) 申請單位配合提供之空間、電腦(工作站級)及相關設備、可運用之資源...等之說明及單位之承諾書。

二、 執行單位之支援。

三、 人力及經費：本計畫分四期進行，請預估並述明所需之研究人力及相關經費（分期列明：第 1 期 2019 年 4 月 1 日至 2020 年 3 月 31 日，第 2 期 2020 年 4 月 1 日至 2021 年 3 月 31 日，第 3 期 2021 年 4 月 1 日至 2022 年 3 月 31 日，第 4 期 2022 年 4 月 1 日至 2023 年 6 月 30 日）。

四、 製作格式：請依本院計畫書格式繕打，並檢附 1 式 5 份。另請檢附 1 份電子檔（光碟型式儲存）。

五、 申請本計畫，請依規定於 2019 年 2 月 15 日（星期五）17 時前，由機關具文向本院提出申請。

柒、 計畫審查與評估

一、 本計畫分為初審（專家書面審查）及複審（國際大型教育評比調查諮詢小組會議審查），於複審時，協請各計畫申請團隊

進行現場報告，報告時間為 15 分鐘，問答 10 分鐘，採統問統答方式辦理。

二、 本計畫審查重點：

（一） 主持人與共同主持人專業能力

（1）主持人及參與人員具執行國際性/大型調查計畫之經驗及能力（20％）

（2）整體團隊在相關領域研究之能力（20％）

（二） 計畫執行方式與步驟（含計畫經費合理性，包括總經費及分年經費增刪建議等）（50％）

（三） 所需資源之合理性及執行單位之配合程度（10％）

捌、 計畫團隊注意事項：

一、 所有團隊成員需遵守並簽署 OECD 所規定之任何保密協定、執行進度、資料釋出規定，以免影響我國在國際組織之權益。

二、 計畫執行期間所蒐集之資料及執行成果等智慧財產權屬教育部，未經機關同意不得擅自對外發表。

三、 計畫執行期間所蒐集之資料及分析結果，計畫團隊需協助完整保存及管理，並遵循行政協助協議書規範期程，於計畫結束後，整理相關資料並繳回本院。

玖、 相關附件：

一、 附件 1：國家執行團隊職責

二、 附件 2：國際評比計畫審查表

三、 附件 3：本院計畫申請書格式

四、 附件 4：教育部國民及學前教育署委辦計畫經費申請表

THE PISA NATIONAL PROJECT MANAGER ROLES AND RESOURCES

Introduction

A National Project Manager (NPM) is required for each country participating in PISA. The NPM has overall responsibility for the implementation of the project within Taiwan R.O.C., ensuring that tasks are carried out on schedule and in accordance with the specified international standards. Additionally, the NPM is responsible for working in liaison with NAER as Taiwan's PISA Governing Board (PGB) member.

This document provides prospective PISA participants with a description of the scope of the NPM's duties and the national resources required to complete this work. These managers play a vital role in developing and validating the international assessment instruments and implementing the survey. As such, they are expected to have appropriate levels of financial and human resources to be able to perform their tasks in accordance with all international technical standards to ensure that PISA results are of high quality.

Profile of NPM

The NPM is responsible for overseeing all national tasks related to the development and implementation of PISA throughout the entire cycle, so it is desirable for the position to be full time.

Although not desirable, an NPM could work on the project half time depending on the availability of other support staff that might include a co-NPM, administrative assistant, information technology (IT) specialist, data manager, translator co-ordinator, coding specialist, and/or various subject area specialists.

It is strongly recommended that an NPM works on the project year round to ensure continuity of activities.

It is essential for the NPM to have:

- A high level of oral and written communication skills in English (all meetings and communications with the international contractors are in English);

- Previous experience in planning, organising, and conducting large-scale surveys;

- Skills in identifying, selecting, and managing a team of project staff with the experience and capability to multi-task;

- Familiarity with survey quality control and data collection procedures;

- Experience with Microsoft applications such as Word and Excel;

It may be acceptable for a qualified NPM candidate to have familiarity with only some of the following areas if members of the national team collectively possess the required expertise:

- Sufficient knowledge of, and experience with, the overall PISA design, processes, and procedures to represent the country at international meetings where aspects of the project will be discussed;

- Knowledge of, and experience dealing with, national and regional government agencies, school staff, parents, and students within their own countries;

- Knowledge of:

  — Statistics;

  — Sampling;

  — Data file structures, data management, data processing procedures, and data analysis and reporting.

- Ability to oversee translation, adaptation, and verification activities.

It is desirable that the NPM also has:

- Previous work experience in an education system, educational assessment, and survey implementation;

- Familiarity with relational databases (such as Microsoft Access) and statistical packages such as SPSS or SAS.

The PISA Survey Period

PISA 2021 will involve instrument development, two data collections (Field Trial and Main Survey), data analysis, and dissemination of results. The proposed sample size for 2021 has not been approved yet. However, to give an indication of possible sample size, in PISA 2018, the Field Trial involved around 900–1950 students and the Main Survey involved 5250-6300 students. An overview of the key activities of the PISA 2021 survey period is presented below.

- 2019: Preparation for Field Trial data collection including sampling, school materials, translation, adaptation, verification, testing of Student Delivery System, etc.

- 2020: Implementation of the Field Trial, coding of open-constructed response questions, Field Trial data preparation and submission, and Field Trial data analysis

- 2020-2021:   Preparation for the Main Survey data collection including sampling, school-level materials, translation, adaptation, verification, testing of Student Delivery System, etc.

- 2021: Main Survey data collection, coding of open-constructed response questions, Main Survey data preparation and submission, and Main Survey data analysis

- 2022:   Analysis of Main Survey results, preparation and review of national and international databases, and preparation of reports and dissemination products

Required Resources – PISA 'Core' and 'Optional' Components

The core components of PISA are the test and questionnaires administered to students and a School Questionnaire administered to participating schools. In addition, there is a ICT Familiarity Questionnaire.

NPMs are expected to have appropriate levels of financial and human resources to be able to perform their tasks in accordance with the international standards and guidelines. An estimate of the staffing and material resources is described below.

Human Resources

National Centre Staff

Each participating country must establish a National Centre that will be responsible for managing the survey implementation. At National Centres, the work associated with PISA will require at least the equivalent of three to four full-time staff members, including the PI, co-PIs, survey team members, etc., on average over the course of the project, plus administrative and clerical support.

If the NPM is working full time on PISA and has expertise in survey design and data management and analysis, the second full-time equivalent staff member could be a combination of an administrative officer (possibly half time), a Data Manager (one-quarter time) who manages all data-related tasks, and an IT co-ordinator (one-quarter time) given the PISA 2021 computer-based mode. Translation activities will require close supervision from March 2019 until January 2020 and, to a lesser extent, from August to November 2020 depending on your testing period. At times, there will be need for additional administrative support.

Committee/Expert Groups

PISA assessments comprise materials for three recurring domains: Reading, Mathematical, and Scientific Literacy. In addition, Creative Thinking is planned as a core domain in PISA 2021. Within each PISA survey period, new item development is focused on one of these recurring domains. The focus area for PISA 2021 is Mathematical Literacy. Additionally, item

development will occur for the new domain of Creative Thinking. Therefore, representative groups of national experts experienced with computer-based assessments (CBAs) in particular should be organised to contribute to and review the development of the new PISA 2021 assessment items for Mathematical Literacy and Creative Thinking.

Countries may consider establishing national advisory committees composed of leading national experts in, for example, survey research and education management. These individuals could offer advice for the project and ensure that national views are represented.

The PISA survey involves the administration of school and student questionnaires and possibly optional questionnaires, which need to be reviewed by national experts.

Many countries rely on input from national advisory committees and expert groups to review progress, procedures, and results throughout the project. If applicable, these groups should meet on a regular basis, and these costs should be factored into the national PISA budget.

Translators and Reconcilers/Adaptors

All test and questionnaire materials are prepared by the international contractors in English and French. For translation into other languages, PISA Standards require a process of double independent translation followed by reconciliation to merge the independent versions. This means National Centres will need a minimum of three translators for these procedures. In addition, translation and/or adaptation of school-level materials and coding guides are required.

The translators producing the two independent translations should have a professional background with adequate qualifications (including, but not limited to, a master's degree in translation, translation science, or linguistics) and/or at least five years' experience. The reconciler, who merges the two translations, should combine adequate qualifications with specific experience in translating/adapting survey materials. In-depth understanding of the main 2021 domain (Mathematical Literacy) and familiarity with psychometrics are desirable. Note that if one translator translates from English and the second from French into the language of instruction, then the reconciler should be proficient in both English and French.

For versions that are adapted from one of the source versions[1], a centrally-produced reference version, or a verified borrowed version, the adaptor (the person in charge of adapting the material) should have the same profile as reconcilers, i.e. adequate qualification combined with experience in adapting survey material and in-depth understanding of the PISA 2021 main domain.

The NPM is responsible for the following translation and adaptation activities:

- Monitor and co-ordinate the translation and adaptation of instruments and supporting materials in accordance with international specifications;

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[1] Source or master version(s): The version(s) of a document released by the international contractors for translation and adaptation by the National Centre. These may refer to English version or English and French versions, depending on the material.

- Document proposed changes to instruments and supporting materials for further verification;

- Communicate with the contractors on translation and adaptation issues; and

- Organise translation/adaptation of all training and school-level materials as needed.

Data Managers and Processing Staff

A National Data Manager will be responsible for managing all the data-related activities within the country for both the Field Trial and Main Survey and will serve as the primary contact with contractors regarding all Data Management activities. In particular, the Data Manager will be expected to attend one KQ training prior to the Field Trial (November 2019) and two Data Management training sessions – one prior to the Field Trial in January 2020 and one prior to the Main Survey in January 2021.

Additionally, a number of data-processing operations that occur during the PISA survey period will require additional staffing. For example:

- Coders of constructed-response (i.e., open-ended) items; and

- Coders of occupational response data.

The NPM is responsible for the following data file preparation activities:

- Conduct validation checks of data from the survey instruments in accordance with PISA guidelines;

- Organise the dispatch of data files to the contractors; and

- Acknowledge receipt of queries within one working day and respond to data queries in a timely fashion.

Information Technology (IT)

As PISA is implemented as a computer-based survey in Taiwan R.O.C., IT personnel are needed to manage PISA's IT-related activities in the country and the implementation of the survey within schools. This team should be knowledgeable about IT and familiar with survey operations in their country, the IT infrastructure used within schools, and the challenges of using school computers for testing. IT work will be concentrated in the periods of instrument development as well as data collection, and during these times the IT team should work full time on PISA. The work will involve testing the delivery system of tests and questionnaires, testing and monitoring the data collection in schools, duplication, and distribution of PISA software, and collection and management of data returned from schools.

An IT Co-ordinator should have experience in:

- Troubleshooting hardware and networking problems;

- Resolving Web-based and Web service problems with nationally used operating systems;

- Extracting and transmitting data from computers;

- Maintaining data and communications security in an Internet environment;

- Training others on computer use; and

- Supporting field staff and schools.

It is highly recommended that the same Data Manager and IT Co-ordinator work during both the Field Trial and Main Survey preparations, data collections, and processing.

Sampling

The NPM is responsible for monitoring or implementing the following sampling activities for both the Field Trial and Main Survey:

- Develop a comprehensive file of schools that includes the entire PISA student population;

- Work closely with the contractors to ensure that the sample design meets all national requirements;

- Determine what the national requirements are for implementing international options and/or national options, including oversampling, which have an impact on school and/or student sampling;

- Monitor the school sample selection process to ensure there are no unexpected issues with the final school sample;

- Obtain lists of PISA-eligible students from each participating school and ensure the lists are of high quality;

- Use the within-school sampling software, KeyQuest (KQ), provided by the contractors to select the student sample in each school;

- When necessary for the Main Survey, conduct a non-response bias analysis in accordance with specifications provided by the contractors ; and

- Acknowledge receipt of queries within one working day and respond to inquiries from the contractors concerning sampling issues after submission of the assessment data.

School Co-ordinators

A staff member from each sampled school will need to be recruited as a School Co-ordinator. The work of the School Co-ordinator involves collecting and recording information about the

target population within the school, disseminating information to the school community, and assisting the Test Administrator in organising the assessment activity.

Test Administrators/School Associates

Test administrators will be recruited to administer the assessment at participating schools for both the Field Trial and the Main Survey. They are preferably external to the schools in which they will do PISA work. The PISA Standards require that all Test Administrators are trained in person or in web-based trainings. They also should be comfortable working with computers.

The number of required Test Administrators will vary depending on several factors such as: the sample size in your country, the length of your data collection period, the location of the schools, the number of testing sessions within schools, the number of school computers and/or external laptops that are available (for countries participating in the computer-based assessment), and other national and local considerations.

In certain countries, Test Administrators also fulfil the role of School Co-ordinators. Such individuals are called School Associates and receive the training that both School Co-ordinators and Test Administrators receive.

Facilities

When a National Centre is established, it is important to ensure that the following facilities are available to the NPM and the National Centre staff:

- PCs running Windows with Microsoft Office applications. Two applications are especially important for data processing – Excel and Word;

- Access to a reliable, high-bandwidth Internet connection and email facilities. Nearly all communication between the National Centre and international contractors occurs via email. Thus, access to reliable email facilities is highly important. The international contractors maintain a secure website that contains key dates, documents, and survey tools. Access to this site is essential for NPMs to be kept up to date and involved with the progress of the survey;

- Secure space for conducting the Field Trial and Main Survey coding operations;

- Secure space for the storage of equipment and materials at all times.

Production of Materials

The following tasks regarding materials are to be undertaken in preparation for both the Field Trial and Main Survey:

- Finalise materials:

- For computer-based assessment (CBA) countries, review and testing of the Student Delivery System.

- Dispatch materials: Dispatch of manuals, associated materials, and USBs with the Student Delivery System (CBA countries) to test administrators and schools.

Promotional Materials and Presentations

An important strategy in raising the awareness of PISA is the dissemination of promotional material and the reporting of survey results. This could involve:

- Production of national and local promotional and publicity materials;

- Promotion of PISA with a national website;

- Promotion of PISA through meetings with national and regional governmental, business, and educational leaders and other concerned parties; and

- Production of national reports of the survey results (Main Survey only). It is recommended that a national dissemination strategy be developed that takes the international reporting timeline into account (the final international report is due to be released in December 2022 and all the national and international data are under embargo before the released date). Some countries aim to release their national reports at the same time as the international report.

Meeting and Training Attendance

NPM meetings: It is required that NPMs and other key national staff attend international meetings in person up to four times during the survey period. A tentative schedule of these meetings is as follows:

- March 2019
- November 2019
- November 2020
- June-July 2022

Training sessions: NPMs and other key national staff are required to attend training sessions, held twice during the five-year survey period:

- Field Trial International Training in January 2020
- Main Survey International Training in January 2021

Webinars: In addition to the in-person meetings, there may be multiple webinars throughout the cycle to cover specific issues related to the project. It is required that NPMs and other key national staff participate in these webinars as appropriate.

國家教育研究院國際評比計畫審查表

主 持 人：	服務機關：
計畫名稱：	

一、 審查項目及評分：　　　　　　　　　　　　　　　　　　　％　分數

　　1. 主持人與共同主持人專業能力

　　　（1）主持人之研究能力、執行國際性研究計畫之經驗、
　　　　　 國內學界領導性　　　　　　　　　　　　　　　　 20　＿＿＿

　　　（2）整體團隊在相關領域研究之能力　　　　　　　　　 20　＿＿＿
　　　　　 請列出不適擔任共同主持人之人員：

　　　　　 ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

　　2. 計畫執行方式及步驟可行性(含計畫經費合理性，包括總經費
　　　 及分年經費增刪建議等)　　　　　　　　　　　　　　 50　＿＿＿

　　3. 所需資源之合理性及執行單位之配合度　　　　　　　 10　＿＿＿

二、 審查結果：

　　　　　（　　　）通過 (100-76)

　　　　　（　　　）修正後再審 (75-66)　　　　　| 總分 |

　　　　　（　　　）不通過 (65 以下)

三、 審查意見：請針對上述審查項目給予建議

　　　　　　　　　　　　　　　　　　　　　　　　審查委員：
　　　　　　　　　　　　　　　　　　　　　　　　日期：　 年　 月　 日

國家教育研究院計畫申請書

壹、基本資料：　　　　　　研究計畫編號：

本計畫主持人姓名			職稱	
本計畫名稱	中文			
	英文			
全程執行期限	自民國____年____月____日起至民國____年____月____日止			
計畫連絡人	姓名：_____ 電話：(公)_____　　　(宅/手機)_____ E-Mail：			
對教育(政策)的預期貢獻				
中文摘要				
中文關鍵詞				
英文摘要				
英文關鍵詞				

（※中英文摘要、對教育(政策)的預期貢獻為必填欄位）

申請人簽章：_____　　　日期：_____

貳、計畫人力

請依照「計畫主持人」、「共同主持人」、「專任助理」等類別之順序分別填寫。

姓名	本計畫職級	服務單位與職稱	在本研究計畫內擔任之 具體工作性質、項目及範圍	備註

貳、計畫人力

請依照「計畫主持人」、「共同主持人」、「專任助理」等類別之順序分別填寫。

參、執行經費

年度		總計經費 （單位：新臺幣元）	備註
第 1 年 (107/02/01~108/03/31)	人事費		
	業務費		
	設備費		
第 2 年 (108/04/01~109/03/31)	人事費		
	業務費		
	設備費		
第 3 年 (109/04/01~110/03/31)	人事費		
	業務費		
	設備費		
第 4 年 (110/04/01~111/03/31)	人事費		
	業務費		
	設備費		
總計			

＊ 詳細明細填列於國教署委辦計畫經費申請表

肆、計畫內容及重點說明

(一)計畫之背景及目的。請詳述本計畫之背景、目的、重要性及國內外有關本計畫之研究情況、重要參考文獻之評述等。

(二)計畫執行方法、進行步驟及執行進度,請分年列述:

  1. 本計畫採用之研究方法與原因。

  2. 預計可能遭遇之困難及解決途徑。

  3. 重要儀器之配合使用情形。

  4. 如為須赴國外或大陸地區,請詳述其必要性以及預期成果等。

(三)對所蒐集資料保存管理方式、深度分析及成果發表之規劃

(四)預期完成之工作項目及成果,請分年列述:

  1. 預期完成之工作項目。

  2. 對於學術研究、國家發展及其他應用方面預期之貢獻。

  3. 對於參與之工作人員,預期可獲之訓練。

(五)執行單位之支援事項。

<p style="text-align:center">國家教育研究院　　　■申請表
委辦計畫項目經費　　　□核定表</p>

計畫名稱：XXXX				承辦單位：XX學校(或XX機關)	

辦理方式：□政府採購法　　　□行政指示　　　■行政協助

計畫期程：　　年　　月　　日至　　年　　月　　日

□核定應結報日期：　年　月　日前　□依政府採購法得標者，得免辦理結報。

計　畫　經　費　總　額：　　　　　0 元

經　費　項　目		計　畫　經　費　明　細				國教院核定計畫經費 （由本院承辦單位初審後填寫）	
		單價(元)	數量	總價(元)	說　明	金額(元)	說　明
人事費	計畫主持人			0			
	協同計畫主持			0			
	兼任行政助理			0	服務年資學士第　年		
	兼任行政助理			0	服務年資碩士第　年		
	專任行政助理			0	服務年資學士第　年		
	專任行政助理			0	服務年資碩士第　年		
	專任行政助理年終獎金						
	行政助理勞、健保費			0			
	行政助理勞工退休金或離職			0			
	全民健康保險補充保費			0			
	小　計			0			
	出席費			0			
	稿費			0			
	講座鐘點費			0			
	裁判費			0			
	主持費			0			
	諮詢費			0			
	訪視費			0			
	評鑑費			0			
	工作費			0			
	工讀費			0			
	印刷費			0			

經　費　項　目		計　畫　經　費　明　細				國教院核定計畫經費 （由本院承辦單位初審後填寫）	
		單價(元)	數量	總價(元)	說　明	金額(元)	說　明
業務費	資料蒐集費			0			
	國內旅費			0			
	短程車資			0			
	運費			0			
	膳費			0			
	宿費			0			
	保險費			0	（公教人員除外）		
	場地使用費			0			
	全民健康保險補充保費			0			
	臨時人員勞、健保費			0			
	臨時人員勞工退休金			0			
	設備使用費			0			
	雜支			0			
	小　計			0			
行政管理費				0			
設備及投資				0			
				0			
				0			
				0			
				0			
	小　計			0			
合　計				0			本院委辦金額 元

承辦單位	主(會)計單位	機關學校首長或團體負責人	國教院承辦人	
			國教院組室主管	

經 費 項 目	計 畫 經 費 明 細				國教院核定計畫經費 （由本院承辦單位初審後填寫）	
	單價(元)	數量	總價(元)	說　明	金額(元)	說　明
備註： 1. 行政管理費按業務費之金額級距，分段乘算下列比率後加總： 　(1)業務費300萬元(含)以下者，得按業務費*10%以內編列。 　(2)業務費超過300萬元以上部分，得按超過部分*5%以內編列。 2. 行政管理費上限為60萬元，但因特殊需要經本院同意者，不在此限。 3. 經費執行涉及需依「政府機關政策文宣規劃執行注意事項」及預算法第62條之1及其執行原則等相關規定辦理者，應明確標示其為「廣告」，且揭示國教院名稱，並不得以置入性行銷方式進行。					餘款繳回方式： □繳回（請敘明依據） □不繳回（請敘明依據） 　□依政府採購法完成採購程序者依契約約定。 　□未執行項目之經費應繳回。	

※請承辦單位依實際需求，自行增刪經費項目。