

Instructions for Ming Chuan University Research / Study Reward for Faculty Members Application Form

1. 請先以員工編號@mcu.edu.tw 教師系統帳號登入 <http://eform.mcu.edu.tw/>
Please log in with your MCU faculty information system account (employee-id@mcu.edu.tw) at URL <http://eform.mcu.edu.tw/>
2. 點選 “銘傳大學教師學術研究成果獎勵申請表”
Please click on “Ming Chuan University Research / Study Reward Application Procedures for Faculty Members Form”
3. 請先至教師系統中的電子履歷填寫論文資料並上傳論文檔案以取得編號(共五碼)。
Please fill in your published paper information and upload your paper to your e-portfolio in Faculty and Staff Information System; then retrieve the ID number of this paper (five digits/letters)

其它說明	<input type="text"/>
	例如:Vol.3, pp. 11-18
	獎 表申請獎勵時的相關資料 ID: <input type="text"/>
	<input type="button" value="修改"/> <input type="button" value="刪除"/> <input type="button" value="取消:回列表"/>

Other Details	<input type="text"/>
	For example:Vol.3, pp. 11-18
	獎 Submitted Relevant Documentation ID: <input type="text"/>
	<input type="button" value="Modify"/> <input type="button" value="Delete"/> <input type="button" value="Cancel: Return to the list"/>

4. 輸入員工編號及論文編號(共五碼，請用大寫英文字)後點選引用，匯入論文資料。
Please key in your Faculty ID Number and the paper ID number (five digits and/or CAPITAL letters), and click “cite” to import the paper.

<input type="button" value="引用/Import"/>	請先輸入員工編號及ePortfolio論文編號 Please input Employee ID and Paper ID
員工編號 Employee ID *	<input type="text"/>
ePortfolio 論文編號 Paper ID	<input type="text"/>

5. 請檢查論文資料是否正確。 Please reconfirm the paper information.

引用 / Import

請先輸入員工編號及ePortfolio論文編號 Please input Employee ID and Paper ID

論文全文PDF下載 Full Paper Download

員工編號 Employee ID * 0401436

ePortfolio 論文編號 Paper ID 02106

姓名 Name * 張國強

職稱 Title * 主任講師

6. 若需暫時儲存可先點選“Save Draft”。確認資料完整無誤後，點選“送出”送出表單。

Please click “Save Draft” to temporarily save the file. Once you confirm the information, please click “Submit” to submit the application.

審查結果(此欄由審查委員填寫，申請人無需填寫) Review results (Filled out by committee members)

依本校專任教師學術研究成果獎勵申請辦法第十條，

In accordance with Article 10 of Ming Chuan University Research / Study Reward Application Procedures for Full-time Faculty Members:

第一款No.1 第二款 No.2 第三款No.3 第四款No.4 第五款No.5 第六款No.6

第七款No.7共 一人合著Multiple Authors (total of ___)

Save Draft

送出 Submit

7. 回到表單內容，上方可以看到“View your previous submissions”可檢視已填寫資料。

By moving back to the form tab, you can click “View your previous submissions” for reviewing the information you just submitted.

首頁

所有表單



You have already submitted this form. [View your previous submissions.](#)

8. 點選“檢視” Click “Review”

Showing all results.

#	Submitted	操作
	11/28/2013 - 09:18	檢視/View 編輯/Edit 刪除/Delete

9. 檢視已填寫資料並可下載 PDF 格式之表單或是論文。 Review the information you have submitted

and download the file containing the application and paper in PDF format.

[Download PDF](#) 列印

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員工編號 Employee ID [修改密碼](#)

ePortfolio 論文編號 Paper ID [修改密碼](#)

姓名 Name [修改密碼](#)