

# Guidelines for Proper Spending of R&D Expenses

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Research and Development expenses supported by the government (hereafter, **R&D expenses**) come from *public funds* taken out of tax revenue. Thus, the R&D expenses should be spent properly in accordance with the intended use and usage standards outlined in 「National Research And Development Innovation Act (hereafter, **Innovation Act**)」 and its subsidiary regulations.

「The National Research Foundation of Korea (hereafter, **NRF**)」 and 「The Korea University Council of Heads of University Research & Industry Cooperation (hereafter, **KUCRI**)」 provide the following guidelines for R&D projects that awardee organizations and researchers should comply with.

- ※ The NRF and KUCRI jointly created these guidelines based on an MOU agreed upon on Aug. 29, 2019. We will do our best to improve and to revise for some inconveniencies in the future. These guidelines may be subject to change if related regulations are revised in the future.
- ※ These guidelines contain the main points of the usage standards of R&D expenses stipulated in the Innovation Act and its subsidiary regulations.
  - The subsidiary regulations of Innovation Act : Enforcement Decree of the National Research And Development Innovation Act, Enforcement Rules for National Research And Development Innovation Act, The Standards for Use of Research and Development Expenses of National Research Projects, The Standard Manual for National Research And Development Innovation Act.

## 1. Purpose

- The purpose of these guidelines is to direct researchers who conduct government-funded research to utilize uniform administrative and cost principles of R&D expenses, and assign allocable costs so as to adhere to the budget properly.

## 2. Scope of Application

- These guidelines shall be applied to all R&D projects funded by the NRF.

## 3. Principles for the Use of R&D Expenses

(Administrative Requirements & Cost Principles for R&D expenses)

- NRF-funded research funding shall be allocated and disbursed on the following 10 principles.

### Check the research proposal

- ① R&D expenses shall be allocated and approved to conduct research for that specific project in accordance with the research proposal.
  - R&D expenses shall be allocated according to the budget specified in the research proposal.
  - When changing the budgeting plan, approval from the NRF or the awardee organization must be obtained or reported
- ② R&D expenses shall be used only to perform the specific R&D project and achieve the research purpose.
  - Misappropriation of research funds is strictly prohibited and subject to restitution or debarment.
- ③ R&D expenses shall be spent only during the research periods specified in the agreements or contracts.
  - Exceptions include publication costs, R&D expense settlement fees, utility bills, tax and expenses incurred before the end of the research (including software fee' post-payment used during the research periods) can be used until the submission of the final financial report.

### Comply with relevant regulations

- ④ R&D expenses shall be disbursed in accordance with Innovation Act (including its subsidiary regulations) and relevant regulations.

- ⑤ In the absence of the Innovation Act (including its subsidiary regulations) and relevant regulations, R&D expenses shall be disbursed in accordance with the financial regulations of the awardee organization.
- (Examples) Counsel or advisory costs, consultant service fees, travel costs and so on.
- ⑥ If it is difficult to determine whether the R&D expenses can be allocated for a specific item, contact the responsible department at the awardee institute (such as the industry-university cooperation foundation).
- For matters that are difficult to judge, questions about the allowability of payment shall be brought to the responsible department at the awardee organization, who shall then refer that matter to the awarding organization such as the NRF.

## Provide Documentation of Expenses

- ⑦ R&D expenses shall be disbursed via purchasing card (R&D credit card) or wire transfer.
- Cash or other payment methods can be used under certain circumstances such as importing foreign goods, when a purchasing card is not accepted or wire transfer is not available).
- ⑧ Financial records and supporting documents (such as electronic documents) are required to disburse R&D expenses.
- Supporting documents : spending resolution, receipts (card statements, bank transfer confirmation receipts, tax invoices etc.)
  - All supporting documents shall be retained for 5 years after the end of the R&D process and may be stored in digital forms in accordance with 「Framework Act on Electronic Documents and Transactions」. (unless there are special provisions in other regulations or laws, then the applicable provision shall be followed)
  - Entry of R&D expenses usage records : Register at the R&D integrated information system ([www.gaia.go.kr](http://www.gaia.go.kr))

## Avoid Conflicts of Interest

- ⑨ Salaries and research incentives of R&D Projects shall be **disbursed reasonably and fairly** in proportion to the rate of participation and contribution level.
- The research shall be conducted according to the research proposal to avoid conflicts among research participants over salaries and research incentives. If the proposal is needed to change, the parties should be notified of the changes via written documents.
- ⑩ The execution of the R&D expenses shall be conducted within the public sphere. Thus, it shall be clearly distinguished from personal matters.
- If research and personal matters overlap, the two shall be separated and the expenses shall be executed in accordance with the regulations.

### 4. Awardee Organizations' Responsibilities

- Awardee organizations shall keep their researchers informed about compliance with these funding distribution guidelines.
  - If necessary, awardee organizations may draft their specific regulations based on these guidelines.

### 5. Researchers' Responsibilities

- NRF-funded researchers shall comply with these guidelines.
  - ※ Please refer to Appendix A for Cost Allocation and Spending, and Appendix B for Supporting Documents.

## Appendix A Guidelines for Cost Allocation and Spending

### <Notice>

This guideline presents precautions for using R&D expenses according to Innovation Act and its subsidiary regulations. Please refer to relevant laws, regulations, manuals and so on, for more detailed information,

### 1. General Application

- ① Direct costs define as ‘Costs incurred by an awardee organization in performing research and development projects,’ which can be directly calculated from each research and development project.
- ② Refundable taxes cannot be allocated as either direct costs or indirect costs; however, expenses such as the use of ancillary facilities operated by an independent business operator located at the university can be allocable.

#### [Not allocable as R&D Expenses]

- Refundable customs duties, value-added tax, (VAT) etc (Also, apply for cases with no refund).
- Entertainment expenses such as alcoholic beverages.
- Duplicate appropriation.
  - Duplicate appropriation of the same expenses twice or more, Duplicate appropriation of cash/ in-kind of the same expenses, Duplicate appropriation of direct/indirect costs of the same expenses.
- Internal Transactions within the R&D institution (①including transactions between workplaces under the same corporate body, ② including transactions between industry-university cooperation foundation and the university).
  - \* Example : Transaction between businesses with the same business registration number in university A.
- Inter-institutional transactions, where the institutions are separated into affiliates, yet whose personal and material divisions are unclear.
- Transactions among R&D institutions participating in the same projects.
  - If there are multiple R&D projects within the general R&D project, this refers to each R&D project, not the general R&D project.

#### [Allocable as R&D expenses]

- Expenses required for the university to use ancillary facilities operated by a separated business operator located within the university (Referring to a business registered by the university under the VAT law).
- Expenses required for non-profit organizations to use joint research facilities and equipment within the institution.
- Expenses required for test, inspection, and analysis that fall under any of the following cases
  - In cases where the head of the central administrative agency approves it, because it has justifiable reasons such as an exclusive seller, the expenses appropriated in cash
  - In cases where the R&D institution issues a test analysis report acknowledged by its analyzing institution, and transfers the expenses to the analysis institution, the expenses shall be recorded in cash.
  - Expenses appropriated in-kind by a for-profit R&D institution
- Expenses required to purchase goods from the central purchasing system (only for non-profit organizations)
- Transaction costs between the main office and the branch offices of the government-funded institutions (only for the cases approved by the head of a central administrative agency)

## 2. Labor Costs

① Labor costs shall be allocated annually (for government-funded organizations) or monthly (for universities, other non-profit organizations, and for-profit organizations) based on the labor cost counting rate.

- Definition of labor cost counting rate : Ratio of labor costs paid from the R&D project to annual (monthly) salary

- Formula :

Annual (monthly) labor costs paid to researchers · research-proximity support personnel (administrative staffs) from R&D expenses of projects in accordance to 『The Standards for Use of Research and Development Expenses』 Article 6 (1) and (2)

×100

Annual (monthly) labor costs paid to researchers · research-proximity support personnel in accordance to 『The Standards for Use of Research and Development Expenses』 Article 39 (3)

※ Total labor costs counting rate = labor cost counting rate + student labor costs counting rate + student labor cost payment rate + unpaid labor cost counting rate

② Total labor cost counting rate shall not exceed 100% per month for universities (based on monthly salary criteria), 130% for government-funded organizations, (based on 100% for Government-entrusted project, and its annual salary criteria) Yet, it is possible to participate in R&D projects with a labor cost counting rate of 0% within the limit of the number of simultaneous R&D projects.

< The limitation of labor cost counting rate by type of awardee organizations >

Type	Government-funded organizations	Universities	Other non-profit organizations		For-profit Organizations
			Research Institutes Specializing in Manufacturing Technology and Assistance	Other Institutions	
Participating researchers (Excluding student researchers)	Under 130% a year	Under 100% a month	Under 130% a year	Under 100% a month	Under 100% a month
Research-proximity support personnel	Under 100% a year	Under 100% a month	Under 100% a year	Under 100% a month	-
Student researchers	Under 100% a month				

- When preparing the research proposals, the total labor costs should be appropriated including four social insurance institution charges and retirement benefit allowance. But, when calculating labor cost counting rate such as managing the participating researchers, contributions from the social insurance and retirement benefit allowance should be excluded.
- Relevant laws and regulations are 「Labor Standards Acts」, and participating researchers' affiliated institution regulations, employment rules, etc.
- The labor costs counting rate shall be used only to calculate labor costs and research incentives.

③ Non-profit organization : It is possible to execute labor costs for instructors, who are not employees (under Article 6 (2) of the 「National Health Insurance Act」), and honorary professors, part-time teachers, visiting teachers under 「Higher Education Act」 Article 17 (1).

- Not allocable as Salaries : Presidents, deans, professors, associate professors, and assistant professors who are employees of universities under 「Higher Education Act」 Article 14 (2), and instructors who are employed and civil servants affiliated with R&D institutions directly established and operated by National and local governments under Article 6 (2) of 「National Health Insurance Act」

④ Salaries of Research-proximity support personnel cannot be duplicated and divided into direct or indirect costs during the period of the R&D project.

- It is possible to combine labor costs from multiple R&D projects to pay research-proximity support personnel's salaries of non-profit organization's research department out of direct costs.
- In principle, when employees who belong to non-profit organization's research supporting department are transferred or dispatched to research conducting departments, their salaries shall be executed from indirect costs. (although it can be used from direct costs, it is not allowed to be used both from indirect and direct costs)
- If labor costs of non-profit organizations' research conducting departments are executed from direct costs, it shall be allocated as 'research-proximity support personnel' salaries. Yet, if it is executed from indirect costs, it shall be allocated as 'labor costs for research support personnel.'

- ⑤ Since research-proximity support personnel are not participating researchers, research incentives shall not be paid to research-proximity support personnel.
- ⑥ For-profit organizations can pay labor costs within 50% of cash from the R&D expenses. (More than 50% can be possible with the head of the central administrative approval)
  - Newly recruited participating researchers of small and medium-sized corporations, and cases approved by the head of a central administrative agency are eligible for cash execution.

### **3. Student Researcher Stipends**

- ① The total student stipends counting rate shall be 100% per month and shall not exceed it.
  - Items excluded from student stipends counting rate: Labor costs and scholarship received from higher education financial support projects and humanities and social science promotion programs; labor costs of instructors and part-time faculties; other short-term income, and startup income.
  - The student stipends counting rate standards: The institution may decide on the student stipends, but it shall exceed 1,000,000 won/month for undergraduates, 1,800,000 for Master's students, and 2,500,000 for Ph.D. students.
  - Student stipend cost integrated management organization: The organization shall disburse the total student stipends, not individually.
- ② Student researchers shall sign the 'Research Participant Confirmation' every semester or academic year.
  - Target: Three-party agreement between student researchers, principal investigators (person in charge of accounting in case of an integrated management organization) and the head of the host institution.

- ③ If a student is accepted to a higher degree program, the student stipend may be paid until the first semester of the higher degree program.
- Students' labor costs may be paid during the time gap between the Bachelor's, Master's, Doctorate degrees under the condition of submitting a proof of acceptance and admission letter.
- ④ In principle, students (in the case of students from other universities, it shall be allocated as labor costs) can participate in national R&D projects only after the students' researcher labor costs are allocated in advance.
- Students who are employed or have other income sources may participate in projects without payment.
- ⑤ If the awardee organization (including government-funded institutes and specific research institutes which provide university-industry programs or training programs) has student researchers, they shall provide and establish 'Student Researcher Support Policies.'
- ⑥ It is not permissible to withdraw or use students labor costs for other purposes. Further, when paying to students' labor costs, joint spending of student labor costs is prohibited.

#### **4. Research Facility and Equipment Costs**

- ① When spending more than 30 million won (including VAT) on research facility and equipment, it is necessary to justify for the expenses in the research proposal and get permission from the relevant organization.\*

\* The relevant organizations : If the expenditure is between 30 million and 100 million

won, it must be reported to the R&D Review Board of the funding agency such as the NRF. If more than 100 million won, it must be reported to the National Research Facilities and Equipment Review Committee.

- All research facilities and equipment expenditures need to be registered with the National Research Facilities & Equipment portal (ZEUS, <http://www.zeus.go.kr>) within 30 days and the National Research Facilities & Equipment information certificate must be attached to all new equipment.

② Research facility and equipment purchased with R&D expenses must be completed and installed (including the completion of inspection) two months prior to the final day of research so they can be used for that research.

- However, if the funding agency approves or/and the main purpose of research is to develop research Facilities · Equipment, the purchase, installation and lease shall be completed until the final day of the research. In urgent social and economic situations, such as accidents, disasters, and deterioration of economic conditions, the purchase, installation and lease must be completed (including inspection) at least one month prior to the final day of the research.

③ Rental fees of internally owned research facilities and equipment and external research space cannot be charged unless specified in the research proposal (the rental costs may be allocable if the head of the funding agency approves). However, rental fees for non-profit organizations' research facilities and equipment for collaboration usage are allowed.

④ Delay compensation received from the place of purchase due to delay in the delivery date, Contract performance deposit, R&D credit card cancellation and foreign exchange profit shall be excluded from the amount used for R&D expenses.

- ⑤ Equipment that can be jointly used must be purchased after confirming whether the equipment is registered in the National Research Facility & Equipment Portal (ZEUS) or the Research Facility & Equipment Information System.

## **5. Research Material Costs**

- ① Research material costs can be allocated as research material purchase costs(reagent and material purchase costs and other related costs), R&D project management costs(operating cost of management system required for conducting research), or research material production costs (test products · test equipment installation costs).
- ② Research materials may be purchased(inspection completed) until the final day of the research.
- ③ For purchases exceeding the amount set by the awardee organization, the central purchasing system shall be used, and regardless of the amount, the purchased items must be inspected according to the awardee organization's regulations.

## **6. Research Activity Costs**

- ① External expertise and technology fees can be allocated within 40% of the total direct costs(including in-kind) agreed amount in the agreement (however, fees can be exceeded if the head of the funding agency approves).
  - ※ External expertise and technology fees: Technology introduction fees, experts consulting fees, R&D service fees

② Experts consulting fees cannot be paid to those affiliated to the same division (referring to the minimum unit of the division clarified in the R&D institution's regulations) of the same institute with participating researchers.

※ Participating researchers : Researchers participating in managing research institute (hosting awardee), joint research institute (joint awardee), and entrusted research institutes (sub-awardee (subcontractor)) which conduct the R&D projects.

※ Division as the minimum unit : Division as the minimum unit designates laboratory at university and specific research institutes. For other research institutes among specific research institutes which are not classified in 'Enforcement decree of the Specific Research Institutes Support Act' from Article3(1) and Article3(2), government-funded research institutes, and national research institutes, division means the minimum unit of department written in their regulations.

③ Meal payment(including refreshments) among meeting expenses shall be only charged if the meeting includes participants from other organizations (it cannot be used without attendees from external institution).

- Including workplaces belonging to the same organization as the relevant R&D institution.

- Supporting documents: Documents for internal approval, meeting minutes, and receipts

※ Regardless of the used amount, signatures and seals of all attendees are not required.

④ Travel expenses shall be paid according to the travel regulations of the researcher's affiliated institution and on the location.

- If the participating researcher is a civil officer, 'Civil Officers Travel Expense Regulation' shall be followed.

⑤ A business trip plan and a business trip result report must be submitted for overseas travel expenses.

- ⑥ The usage agreement shall be concluded at least two months prior to the end of the project (at the end of the relevant stage of the project) to use software utilization expenses.
- If the head of a funding agency approves due to urgent social and economic situations, such as accidents, disasters, and deterioration of economic conditions, the usage agreement may be concluded up to one month prior to the final day of the research.
  - Even if the software usage agreement period exceeds the research period of the R&D project, it is possible to allocate the entire contract amount as long as the usage agreement states that it is the minimum unit and can be proved.
- ⑦ The annual conference membership fees are allowed if the conference is directly related to the R&D project and conference fees cover the research periods before and after the R&D project period
- However, the payment date of annual conference membership fees must be included within the research project conducting period.
- ⑧ Publication fees can be allocated as long as the article is directly related to the R&D project regardless of whether or not funding agencies are acknowledged. In addition, non-profit organizations can use publication fees from direct or indirect costs.
- ⑨ Matters that fall under any of the following cannot be used as R&D expenses.

- Supporting those who are not participating researchers or research proximity supporting personnel of the project (however, in case of R&D projects aimed at nurturing R&D personnel, expenses for support personnel are excluded)
- Life-time conference fees for participating researchers
- Any conference, seminar, or training fees not related to the project.
- Expenses needed for the degree program of participating researchers
- All or part of the amount paid for refundable training fees in accordance with 「Labor Vocational Competency Development Act」 and 「Employment Insurance Act」 (including the amount for which a refund could not be applied due to the circumstances of the research and development institution)
- Meal payments of participating researchers and research proximity personnel such as lunch on the weekdays, or food expenses that are included in business trip expenses

⑩ For-profit organizations cannot allocate consumable costs required for the operation of the laboratory (office supplies can be included)

- For-profit organization : Expenses for office equipment and office software can only be charged based on Standards for the use of National R&D Project expenses, expenses for maintaining proper research environments such as cooling, heating, and cleaning can be charged only if 'the standards for the use of expenses Appendix No.3' is prepared at the time of the project agreement.
- When it is difficult to distinguish between consumable expenses needed for operations and office supplies, they shall be counted and used as office supply expenses on the research proposal.

⑪ It is possible to allocate expenses for research-proximity personnel's research activities. (it is limited to those directly related to R&D projects)

## 7. Research incentives

① Research incentives shall not be disbursed over 20% of the nominal(revised) salary (Labor costs including in-kind + student stipends + unpaid salary), and it is not permissible to increase the amount presented in the research proposal.

- If the nominal(revised) salary is changed from the research proposal at the time of the R&D project agreement, the research incentives shall be changed within 20% of the nominal(revised) salary. In this case, the research incentives shall not be exceeded from the amount presented in the research proposal.
- It is possible to disburse unpaid salary of government-funded institutions.

② It is not permissible to carry over the balance of research incentives to the next research project stage.

③ The head of the awardee institutions shall establish reasonable standards such as evaluation standards for contribution level to the research to disburse research incentives fairly, and the research incentives shall be

disbursed based on the established standards.

- ④ If there are two or more participating researchers, one participating researcher shall not be receive over 70% of the total research incentives.
  - However, if there is only one principal investigator in the project, he or she may be able to receive 100% of the total research incentives.
- ⑤ Research incentives shall not be given to research-proximity personnel of the project.
- ⑥ The four social insurance and retirement allowances generated by the provision of research incentives shall not be recorded as personnel expenses (If unavoidable, it shall be used within the amount of research incentives recorded).
- ⑦ Research incentives paid to individuals shall not be withdrawn and jointly managed.

## **8. Subcontracted R&D project Costs**

- ① Subcontracted R&D costs shall not exceed 40% of direct costs
  - ※ Subcontracted R&D costs, international joint R&D expenses, and R&D contribution expenses shall not be included as direct costs.
- ② Subcontracted R&D costs shall not be altered from the research proposal by more than 20% without approval from the funding agency.
- ③ The funding agency shall monitor the subcontractual R&D projects, and the agency can recover the balance of the R&D expenses directly from the subcontracted R&D institutions.

## 9. Indirect Costs\*

\*Indirect costs define as costs incurred for a commonly using purpose by an awardee organization in performing research and development projects, which cannot be directly calculated from each research and development project.

- ① Only universities shall allocate infrastructure·equipment·operation costs from research support expenses.
- ② Laboratory safety management expenses shall be allocated more than the amount prescribed by 「Act on the Establishment of Safe Laboratory Environment」 (Based on 「Act on the Establishment of Safe Laboratory Environment」 Article 22 (3), and 「Enforcement rules of Act on the Establishment of Safe Laboratory Environment」 Article 13 (1))
- ③ Non-profit organization may integrate and manage indirect costs.
  - Non-profit organizations: The indirect cost must be used within the R&D period, and if the indirect costs are used after the project's final day, the amount spent shall be returned to the awarding agency.
  - For-profit organizations: They shall not integrate indirect costs and must return any excess balance.
- ④ As for the indirect cost ratio, the ratio at the time of the start of the R&D project (hereafter, initial ratio) shall be applied. However, the indirect cost ratio may be applied lower under certain conditions.
  - If there is a change in the R&D institution, the indirect cost shall be transferred using the following calculation formula.

[Indirect costs transferred formula] The total indirect costs of the project(each stage) – (spent direct costs×indirect cost rate at the beginning of the project)

- It is possible to increase the indirect costs more than the research proposal within the indirect cost initial ratio (pre-approval needed).
- It is possible to increase the indirect cost when changing the R&D institution to an institution with a higher indirect cost initial ratio (prior approval).

- ⑤ The indirect costs initial ratio for profit organizations shall be 10%.
- ⑥ Under the condition that the direct cost execution ratio is less than 50% or if the indirect cost execution ratio exceeds the direct cost execution ratio, the amount calculated based on the following calculation formula shall not be recognized (shall be returned).

[Calculation formula for Disapproved Indirect costs] Total indirect costs ×  
(indirect cost execution ratio - direct cost execution ratio)

## Appendix B Supporting documents

※ Source: The Standard manual for National Research And Development Innovation Act (Ministry of Science, Technology, Information, Communication and Technology June. 2021)

Items	Supporting documents
<b>1. Labor Costs</b>	
Salary for Regular Positions	<ul style="list-style-type: none"> <li>① Table of participating researchers (researchers' name, participation periods, participation rate, remarks, etc.)</li> <li>② Monthly salary statement</li> <li>③ Proof of wire transfer</li> <li>④ Health insurance enrollment certificate (limited to researchers newly hired by for-profit organizations)</li> <li>⑤ Management plan and current status of labor cost for new researchers at for-profit organizations (standard for the use of R&amp;D expenses [Attachment of Form No.2])</li> <li>⑥ (In case of concurrent employment) Employment contract from the concurrent organization, and concurrent position approval documentation from original affiliated organization</li> </ul>
Salary for Irregular Positions	<ul style="list-style-type: none"> <li>① Employment contract (certificate of enrollment, in case of student researcher affiliated to a different university)</li> <li>② Confirmation letter from the head of the external researcher's affiliated institution</li> <li>③ Health insurance enrollment certificate</li> <li>④ Contract for research participation for freelancers or self-employed workers</li> <li>⑤ Monthly salary statement</li> <li>⑥ Proof of wire transfer</li> </ul>
Research-proximity support personnel labor costs	<ul style="list-style-type: none"> <li>① Table of research-proximity support personnel (research-proximity support personnel names, participation period, remarks, etc)</li> <li>② Monthly salary statement</li> <li>③ Proof of wire transfer</li> </ul>
<b>2. Student salaries</b>	
The certified organizations of student stipends integrated management system	<ul style="list-style-type: none"> <li>① Proof of integrated management system for student stipends (exemption from student stipends settlement)</li> <li>※ Student labor costs paid by the head of the central government agency or the head of a specialized institution under the agreement will be processed in full, and the research participation commitment by the student researcher needs to be managed internally.</li> </ul>
Other organizations	<ul style="list-style-type: none"> <li>① Participating researchers status (names, the institution's standard for calculating student stipends, participating periods, student stipends counting rate, remarks, etc.)</li> <li>② Proof of wire transfer</li> <li>③ Confirmation of student research participation</li> <li>※ It is necessary to check the enrollment status through the academic system, etc</li> </ul>

Items		Supporting documents
<b>3. Research facility and equipment costs</b>		
<ul style="list-style-type: none"> <li>① Credit Card sales invoice (tax invoice or proof of wire transfer)</li> <li>② Transaction statement</li> <li>③ Purchase request (written description of how it has direct relevance to R&amp;D project)</li> <li>④ National research facility equipment registration</li> <li>⑤ Official approval of the Central Equipment Review Committee</li> <li>⑥ Customs documents for international purchases (overseas imports)</li> <li>⑦ Contracts and related documents in case of a transaction is made through a contract</li> <li>⑧ Inspection (installation) complete confirmation form</li> <li>⑨ In case of the use of its own research facilities and equipment installed by a non-profit organization for collaboration usage, proof of use (using hours, results, etc) and regulations on the calculation of using fees</li> </ul>		
<b>4. Research material costs</b>		
<ul style="list-style-type: none"> <li>① Credit Card sales invoice (tax invoice or proof of wire transfer)</li> <li>② Transaction statement</li> <li>③ Purchase request (written description of how it has direct relevance to R&amp;D project)</li> <li>④ Customs documents for international purchases (overseas imports)</li> <li>⑤ In case of requesting an internal produced test product or facility, the details of the total expenses (material costs and personal expenses) shall be specified.</li> <li>⑥ In case of requesting an externally produced test product or facility, written estimate and tax invoice shall be provided.</li> <li>⑦ Contracts and related documents in case of a transaction is made through a contract</li> <li>⑧ Inspection(installation) complete Confirmation form</li> </ul>		
<b>5. Research activity costs</b>		
<b>Intellectual property creation activity expenses</b>	Data analysis for technology/patent/standard information, Establishing the strategy for the acquiring of platform/core patents etc.	<ul style="list-style-type: none"> <li>① Internal approval documentation</li> <li>② Credit Card sales invoice (tax invoice or proof of wire transfer)</li> <li>③ Report for intellectual property creation activity</li> </ul>
<b>External expertise and technology usage fees</b>	Technology introduction fees	<ul style="list-style-type: none"> <li>① Internal approval documentation</li> <li>② Credit Card sales invoice (tax invoice or proof of wire transfer)</li> <li>③ Technology introduction contract</li> <li>④ Technical inspection report, etc</li> </ul>
	External expert consultation fees	<ul style="list-style-type: none"> <li>① Internal approval documentation(including experts' personal information)</li> <li>② Expert advisory confirmation with consultation details</li> <li>③ proof of wire transfer</li> </ul>
	R&D Service fees	<ul style="list-style-type: none"> <li>① Internal approval documentation</li> <li>② Credit Card sales invoice (tax invoice or proof of wire transfer)</li> <li>③ Result report of R&amp;D Services</li> </ul>
<b>Meeting fees</b>	rental costs of meeting room, shorthand fees, translation fees	<ul style="list-style-type: none"> <li>① Internal approval documentation</li> <li>② Written estimate</li> <li>③ Credit Card sales invoice (tax invoice or proof of wire transfer)</li> </ul>

Items		Supporting documents
	Meeting fees	① Internal approval documentation and minutes ※ In case of meeting fees that cost less than 100,000 won (including VAT), internal approval documentation or minutes can be replaced by separate documentation (Including Goals, date, place, and participants' affiliation meeting contents of a meeting) ② Credit Card sales invoice (tax invoice or proof of wire transfer)
	Conference / Seminar fees	① Internal approval documentation or minutes (Including Goals, date, place, and participants' affiliation, meeting contents of a meeting) ② Credit Card sales invoice (tax invoice or proof of wire transfer)
<b>Domestic Travel Costs</b>	If regulations for travel costs exist	① Institutional Regulations for travel costs ② Applications for travel ③ Credit Card sales invoice (tax invoice or proof of wire transfer)
	If regulations for travel costs do not exist	① Application for travel ② Documentation of travel ③ Card sales invoice (tax invoice or proof of wire transfer)
<b>International Travel Costs</b>	If regulations for travel costs exist	① Internal approval documents (business trip itinerary including researcher name, periods, place, reasons, costs calculation, and detailed schedule) ② Institutional Regulations for travel costs ③ Credit Card sales invoices (tax invoice or proof of wire transfer) ④ Internally approved business trip reports ⑤ Abstract to submit to (international) journals (only if there are changes from the original proposal) ⑥ Papers presented at (international) conferences (only if there are changes from the original proposal)
	If regulations for travel costs do not exist	① Internal approval documents (business trip itinerary including researcher name, periods, place, reasons, costs calculation, detailed schedule) ② Card sales invoice (proof of wire transfer or tax invoice) ③ Internally approved business trip reports ④ Documents to confirm the travel dates (copy of passport, immigration certificate, etc.) ⑤ Abstract to submit to (international) journals (only if there are changes from the original proposal) ⑥ Papers presented in (international) conferences (only if there are changes from the original proposal)
<b>Software utilization Fees</b>		① Internal approval documents(In the case where a non-profit institution shares costs for multiple R&D projects, the details of cost sharing are included) ② Purchase request (describe how directly related to the project) ③ Transaction statement ④ Credit Card sales invoice (proof of wire transfer or tax invoice) ⑤ Documents related to a contract in case of a transaction by contract ⑥ Inspection (installation) complete confirmation

Items		Supporting documents
<b>Laboratory operation fees</b>	Expenses for purchasing, installing, leasing, and using equipment or software	<ul style="list-style-type: none"> <li>① Card sales invoice (proof of wire transfer or tax invoice)</li> <li>② Purchase request (describe how directly related to the project)</li> <li>③ Transaction statement, Documents related to a contract in case of transaction by contract</li> <li>⑤ Inspection (installation) complete confirmation</li> <li>⑥ Institution's own regulations</li> </ul>
	Purchasing and maintaining expenses of products or items for office supplies and proper research environments such as cooling and heating	<ul style="list-style-type: none"> <li>① Card sales invoice (proof of wire transfer or tax invoice)</li> <li>② Transaction statement</li> <li>③ Institution's own regulations</li> </ul>
	consumable expenses for non-profit organizations' lab operation	<ul style="list-style-type: none"> <li>① Credit Card sales invoice (proof of wire transfer or tax invoice)</li> <li>② Transaction statement</li> <li>③ Institution's own regulations</li> </ul>
<b>Research support personnel fees</b>	Domestic and international training fees	<ul style="list-style-type: none"> <li>① Internal approval documentation</li> <li>② Receipt of training expenses issued by training institution</li> <li>③ Certificate of training</li> <li>④ Card sales invoice (proof of wire transfer or tax invoice)</li> </ul>
	Conference or seminar participation fees	<ul style="list-style-type: none"> <li>① Card sales invoice (proof of wire transfer or tax invoice)</li> <li>② Receipt of conference registration fee</li> <li>③ Abstract to submit to (international) journals (only if there were changes from the original proposal)</li> <li>④ Papers presented at (international) conferences (only if there were changes from the original proposal)</li> </ul>
	food expenses during overtime	<ul style="list-style-type: none"> <li>① Card sales invoice (proof of wire transfer or tax invoice)</li> <li>② Internal payment documentation</li> <li>③ Overtime work confirmation</li> </ul>
<b>Comprehensive Management Costs for research aimed at constructing infrastructures</b>		<ul style="list-style-type: none"> <li>① Internal documentation of the Research infrastructure Installation Plan</li> <li>② Card sales invoice (proof of wire transfer or tax invoice)</li> <li>③ Transaction statement</li> <li>④ Expert advisory confirmation with consultation details</li> </ul>
<b>Other relevant expenses</b>	Subscription fees including books	<ul style="list-style-type: none"> <li>① Card sales invoice (proof of wire transfer or tax invoice)</li> <li>② Transaction statement</li> </ul>

Items		Supporting documents
	Publication fees	<ul style="list-style-type: none"> <li>① Card sales invoice (proof of wire transfer or tax invoice)</li> <li>② Documents for paper title, journal title, country of issue, date of publication, volume, author, start and end page number</li> </ul>
	Printing, copying, slide production fees, taxes and utility bills, postal charges, courier fees, etc.	<ul style="list-style-type: none"> <li>① Card sales invoice (proof of wire transfer or tax invoice)</li> <li>② Transaction statement</li> </ul>
	Daily employment fees	<ul style="list-style-type: none"> <li>① Internal approval documentation (daily workers' information, etc. attached)</li> <li>② Daily confirmation letter (including daily activities)</li> <li>③ Proof of wire transfer</li> </ul>
<b>6. Research incentives</b>		<ul style="list-style-type: none"> <li>① Evaluation documentation for PI to evaluate participant researchers' contribution rates (evaluation plans and results including evaluation criteria and methods)</li> <li>② Payment application form</li> <li>③ Proof of wire transfer</li> </ul>
<b>7. Subcontracted R&amp;D project costs</b>		<ul style="list-style-type: none"> <li>① Proof of wire transfer (deposit proof to trustee research institutes)</li> </ul>
<b>8. International Joint R&amp;D expenses or R&amp;D expenses paid by awardee</b>		<ul style="list-style-type: none"> <li>① Proof of wire transfer (deposit proof to trustee research institutes)</li> </ul>
<b>9. Indirect costs</b>	non-profit organization	Not applicable
	for-profit organization	<ul style="list-style-type: none"> <li>① Credit Card sales invoice (proof of wire transfer or tax invoice)</li> <li>② Relevant documents(expense report, purchase request, etc.) and documents required by the head of the funding agency</li> </ul>