NATIONAL TAIWAN UNIVERSITY
Computer and Information Networking Center
Project Account Extension Application

Account to be Extended		Name of Administrator	
		Employee ID	
		Contact No.	
Reason			

Account Regulations and Notices	1. Each project account may be used for a maximum of one year. To continue services, please submit an application and attach supporting documents for review by the Center.
	2. An application for a temporary extension may be made if a project is on hiatus pending budget list approval. Temporary extensions are limited to 3 months.
	3. The project account will be deactivated upon the administrator's end of employment.
	4. The Principal Investigator shall supervise the handover at work. Please apply to change the administrator if the account still needs to be used.
	5. For cybersecurity purposes, please remind the administrator to update their password on a regular basis via http://changepassword.cc.ntu.edu.tw
	6. Please read and abide by the following regulations:
	   i. *National Taiwan University Campus Network Usage Regulations*
	   ii. *National Taiwan University Computer and Information Networking Center Network Service Account Management Regulations*
	Detailed provisions of the aforementioned regulations are available in the "Regulations" section on the NTU Secretariat website.		

Processing Clerk		Application Date	
Contact No.		Signature or Seal of Principal Investigator	
Email	@ntu.edu.tw		
Signature or Seal of the Head of the Preliminary Processing Unit (department, graduate institute, or division)		Signature or Seal of the Head of the Final Processing Unit (college or office)	

Form No. QP-AC40-02-04   Form Ver. 2020/07/30

The following are examples of reasons for application:

[Example 1: with approved budget list]
1. We previously executed a research project for the National Science and Technology Council (NSTC) and applied for a project account. As the project has expired, the original account has been deactivated.
2. Our application to extend the project has been approved by NSTC.
    Project Title:
    Project period:
    Project No.:
3. Attached is the approved budget list for the project. We hereby request that the Center grants an account extension.

[Example 2: during new project application - temporary account extension]
1. We previously executed a research project for NSTC and applied for a project account. As the project [has ended/will come to an end], the original account [has been/will be] temporarily deactivated.
2. We have applied to continue the project but have yet to receive a decision from NSTC.
3. This account is required for project operations and business contacts.
We hereby ask the Center for a temporary three-month account extension. Upon receipt of the officially approved budget list, we shall re-apply for a full extension.