

温州肯恩大学文件

温肯大〔2020〕26号

温州肯恩大学市级基础性科研项目经费 使用包干管理办法（试行）

各部门、各学院：

现将《温州肯恩大学市级基础性科研项目经费使用包干管理办法（试行）》印发给你们，请遵照执行。

温州肯恩大学

2020年5月15日

温州肯恩大学市级基础性科研项目经费 使用包干管理办法（试行）

第一章 总则

第一条 为积极营造健康有序的科研氛围，充分激发科研人员创新创造活力，根据《关于开展科研项目经费使用“包干制”改革试点的通知》（温科发〔2020〕17号）文件精神，结合学校实际，特制定本办法。

第二章 项目试点范围

第二条 本管理办法所适用的科研项目为：

- （一）自2020年起立项的温州市级基础性科研项目。
- （二）2020年温州市本级立项的由高校、科研院所承担的新冠病毒肺炎防控应急科研攻关项目。

第三章 项目负责人承诺制

第三条 项目负责人需签署承诺书，承诺尊重科研规律，弘扬科学家精神，遵守科研伦理道德和作风学风诚信要求，认真开展科学研究工作；承诺项目经费全部用于与本项目研究工作相关的支出，不得截留、挪用、侵占，不得用于与科学研究无关的支出。

第四章 项目经费使用管理

第四条 项目经费不再分为直接费用和间接费用，项目

资助强度为原直接费用和间接费用之和。项目负责人要根据项目类别和学校经费配套能力，据实申请市级财政补助额度，项目申请书和合同书均无需编制项目预算。

第五条 经费使用范围限于设备费、材料费、测试化验加工费、燃料动力费、差旅/会议/国际合作与交流费、出版/文献/信息传播/知识产权事务费、劳务费、专家咨询费、学校管理费用、绩效支出以及其他合理支出。

第六条 项目管理费用、绩效支出按照《温州肯恩大学科研项目经费使用理办法（2018年修订版）》确定。其余用途经费无额度限制，由项目负责人根据实际需要自主决定使用。

第七条 项目实施过程中，在研究方向不变、不降低申报指标的前提下，项目负责人可以自主调整项目技术路线、实施方案、项目组成员。所有调整内容需科研办审核，并在市科技项目管理系统备案。

第八条 项目验收时，项目负责人根据实际使用情况编制项目经费决算，经科研办会同财务部审核后报市科技局。

第五章 监督检查

第九条 科研办、财务部需对项目经费支出情况进行认真审核。在项目验收时，科研办应在学校官网或OA办公系统中公开项目经费决算和项目验收/成果报告，接受广大科研人员监督。

对于不按规定管理和使用项目经费，存在截留、挪用、

侵占项目经费等违规违法行为的相关人员，按照相关法律、法规严肃处理，并纳入科研诚信不良名单，项目负责人5年之内不得申报科研项目。

第六章 附则

第十条 本管理办法自发布之日起开始实行，试行至2021年12月31日，由科研办负责解释。试行期满或有关法律政策依据变化，将根据实施情况予以评估修订。

Wenzhou-Kean University Special Regulations on Funding for Research Programs (Interim)

Chapter I General Principals

Article 1. Combining the actual research situation of Wenzhou-Kean University, this Regulation is formulated to actively foster a healthy and orderly scientific research atmosphere and fully stimulate the innovation and creativity of researchers according to Notice on Carrying out the Pilot Project of "Contracting System" for Scientific Research Funds (Wenzhou Science & Technology Bureau (2020) No.17).

Chapter II Scope of Research Project

Article 2. The Regulation is only effective for the following projects:

- 1) Approved Wenzhou Municipal Basic Research Program, starting since 2020.
- 2) COVID-19 related research program hosted by university or research institution at municipal level, starting since 2020.

Chapter III Principal Investigator's Responsibility

Article 3. The principal investigator of the project shall sign a letter of commitment, promising to respect the law of scientific research, carry forward the spirit of scientists, abide by the ethics of scientific research and academic integrity, and earnestly carry out scientific research work. The principal investigator shall promise that the project funds will be fully used for the expenditures related to the research work of the project instead of retaining, embezzlement or expenditures unrelated to scientific research.

Chapter IV Management on the Research Fund

Article 4. Project funds are no longer divided into direct costs and indirect costs, and the amount of sponsored funds is the sum of the original direct costs and indirect costs.

The principal investigator shall apply for the amount of municipal financial supply according to the project category and the supporting capacity of the University. The budget specification in the project application form and contract is no longer required.

Article 5. The use of funds covers equipment fee, material fee, testing and processing fee, fuel and power fee, travel/conference/international cooperation and exchange fee, publication/literature/ information dissemination/intellectual property related fee, labor service fee, expert consultation fee, university administrative cost, performance-related payment and other reasonable expenses.

Article 6. The university administrative cost and the performance-related payment shall be determined according to *Wenzhou-Kean University Regulations on Funding for Research Programs (2018 Revised Edition)*. There is no limit to the amount of use of the remaining funds other than the two mentioned above, and the principal investigator can decide how to use them according to actual needs.

Article 7. In the process of project implementation, the principal investigator can independently adjust the technical route, implementation plan and team members of the project on the premise that the research direction is unchanged and the research goal is not reduced. All the adjustments need to be reviewed by the Office of Research and Sponsored Programs and recorded in the municipal science and technology project management system.

Article 8. When the project is ready for closing and report submission, the principal investigator shall prepare the final list of the budget used according to the actual use, and report it to Wenzhou Municipal Science and Technology Bureau, after the review from the Office of Research and Sponsored Programs and the Finance Department.

Chapter V Supervision and Inspection

Article 9. The Office of Research and Sponsored Programs and the Finance Department shall carefully examine the project expenditure. At the time of project closing, the Office of Research and Sponsored Programs shall disclose the project

budget use and the project result report on the University's official website or the Office Automation (OA) system, which shall be subject to the supervision of researchers.

For those who do not manage and use the project funds in accordance with the Regulation, or who have illegal activities such as retaining, embezzlement or expenditures unrelated to scientific research, they shall be seriously dealt with in accordance with the relevant laws and regulations, and shall be included in the list of scientific research misconduct. The related principal investigator will not be able to apply for the scientific research projects within 5 years.

Chapter VI Supplemental Article

Article 10. The Regulation comes into force upon promulgation and the trial period will end at December 31st 2021. Office of Research and Sponsored Programs reserves the right to explain all the terms. When the trial period expires or the relevant laws and policies change, the Regulation will be evaluated and revised again according to the actual implementation.