

# 关于科研项目数据采集费报销相关材料的通知

各位同事，

随着学校科研活动增加，关于数据采集费用的报销申请有较明显的增长，其中部分业务涉及对自然人支付报酬，在报销材料的提交方面存在一些问题，影响了报销人的体验。为了在确保费用报销符合财务规范的基础上更好地服务师生开展科研，提高报销效率，财务部与科研办（校地合作办）经调查研究，对数据采集费报销要求予以明确，并通知如下：

## 一、定义

数据采集费：指在科研项目研究过程中发生的调查、问卷、访谈、数据购买、数据分析及相应技术服务购买等支出的费用，归类于项目直接费用中的业务费。

## 二、报销要求

（一） 科研项目负责人是科研经费使用的直接负责人，对经费使用的合规性、合理性、真实性和相关性承担法律责任，并须遵守科研伦理道德和作风学风诚信要求。

（二） 相关项目的预算应包含数据采集费用。

（三） 通过企业供应商采集数据的，应符合学校采购管理规定，并取得合规发票。

（四） 向自然人采集数据并支付报酬或给予实物的，费用金额应合理适当，并满足以下关于资料的要求：

1. 一份关于本次数据采集概况的说明材料，包含采集时间、地点、方式、内容、被采集人信息、费用情况等要素。

2. 以公对私转账形式支付劳务费的，提供收款人清单，含收款人姓名、证件号码、联系方式。

3. 通过在线问卷平台发放在线红包的，应提供下列资料：

1) 红包充值记录；

2) 红包设置页面截图，其中应开启领取红包实名验证功能，并确保设定答卷人限领一次。（示例如下图）



安全设置

红包发放模式 ?

☒ 答卷通过您的审核后才能发放红包，需在48小时内完成审核，逾期自动发放

☐ 抽中红包后立即发放，存在恶意领取风险，建议设置地区限制

地区限制：点击设置地区限制

☒ 开启验证码（验证码可以防止机器自动提交刷红包，强烈建议开启）

☒ 验证真实姓名（输入的姓名与用户微信实名认证一致才能成功领取，强烈建议开启此功能） ?

同一个姓名允许重复领取的次数(不同的人会存在同名的情况): 不限制

显示设置

红包发送者名称：可填姓名或公司名称，限10个字符

领取限制：限领1次（只允许抽1次）

提示信息：全部红包被领完提示信息，限50个字每天红包被领完提示信息，限50个字

提示：只有尊享版用户可以自定义提示信息，了解详情

确认

3) 平台系统导出的红包领取记录，内含微信名称、姓名、问卷追溯码、日期、参与凭证、金额等信息。（示例如下图）

红包设置

红包领取情况

红包充值记录

红包状态 发放成功

剩余红包数: 0个

导出到Excel

昵称	姓名	金额	答卷序号	领取状态	领取时间
		1元	1	发放成功	2024/05/17 09:41

4. 向被采集人发放实物作为报酬的，应提供实物领取签收单，含领取人姓名、领取数量、联系方式、手写签名等信息。

请特别注意，使用在线平台调研发放红包的数据采集业务仅在科研项目经费予以报销，其他经费不予报销。

本通知发布以后执行的数据采集业务报销资料严格按照本通知所列要求进行审核，请相关人员仔细阅读并遵照执行。如有疑问请及时向财务部、科研办（校地合作办）进行咨询。





## **Notice on Reimbursement Requirements of Data Collection Expenses for Research Projects**

Dear all,

With the increase of research activities in the university, there has been a significant increase in reimbursement applications for data collection expenses, some of which involve payments of remuneration to natural persons. In order to better serve faculty, staff and students in conducting research and improve reimbursement efficiency while ensuring compliance with financial regulations, the Office of Finance and the Office of Research and Sponsored Programs (Office of Government and Community Outreach) have conducted an investigation to clarify the requirements for reimbursement of data collection expenses and notify as follows:

### **I. Definition**

Data Collection Expenses refer to the expenses incurred during the research process, including surveys, questionnaires, interviews, data purchases, data analysis, and the purchase of corresponding technical services, which are categorized as other costs within the direct costs of the project.

### **II. Reimbursement Requirements**

2.1. The Principal Investigator/Program Director of the research project is directly responsible for the use of research funds, and bears legal responsibility for the compliance, reasonableness, authenticity and relevance of the use of the funds. The Principal Investigator/Program Director must adhere to the ethical standards and integrity requirements of scientific research.

2.2. The budget of the relevant projects shall include data collection expenses.

2.3. If data is collected by corporate suppliers, it shall comply with the University's procurement management regulations and compliant invoices shall be obtained.

2.4. When data is collected from natural persons, with payment of remuneration or incentive of physical goods, the amount of fees shall be reasonable and appropriate, and meet the following requirements.

2.4.1. The description of the data collection process is required, including the time, location, method, content, information of the individuals (participants) involved, and the financial arrangements.

2.4.2. For the payment of labor remuneration through public-to-private wire transfer, a list of payees containing the payee's name, identification number and contact information must be provided.

2.4.3. For online red envelopes distributed through online questionnaire platforms, the following documents shall be provided:

a. Records of red envelope recharges;

b. Screenshots of the red envelope settings page. The real-name verification function for receiving red envelopes and ensure that

respondents are limited to one collection per person shall be activated (example as shown in the image below).

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☐ 抽中红包后立即发放, 存在恶意领取风险, 建议设置地区限制

地区限制: 点击设置地区限制

☒ 开启验证码 (验证码可以防止机器自动提交刷红包, 强烈建议开启)

☒ 验证真实姓名 (输入的姓名与用户微信实名认证一致才能成功领取, 强烈建议开启此功能) ?

同一个姓名允许重复领取的次数(不同的人会存在同名的情况): 不限制

显示设置

红包发送者名称: 可填姓名或公司名称, 限10个字符

领取限制: 限领1次 (只允许抽1次)

提示信息: 全部红包被领完提示信息, 限50个字 每天红包被领完提示信息, 限50个字

提示: 只有尊享版用户可以自定义提示信息, [了解详情](#)

确认

- c. Red envelope collection records exported from the platform's system, containing information such as participant's WeChat name, real name, questionnaire traceability code, date, participation voucher and amount of money of the red envelope (example as shown in the image below).

红包设置 红包领取情况 红包充值记录

红包状态: 发放成功 剩余红包数: 0个 导出到Excel

昵称	姓名	金额	答卷序号	领取状态	领取时间
		1元	1	发放成功	2024/05/17 09:41

- 2.4.4. For compensation in the form of goods, a registration form of distribution shall be provided, including information such as the recipient's name, quantity received, contact information, and handwritten signature.

Please be noted that the data collection involving the distribution of red envelopes via online platforms is only reimbursable from research project funds. Other funds are not eligible for that kind of reimbursement.

After the issuance of this notice, the above requirements will be carried out strictly. Please read it carefully and comply accordingly. For any inquiries, please consult the

Office of Finance or the Office of Research and Sponsored Programs (Office of Government and Community Outreach).

Office of Finance

Office of Research and Sponsored Programs (Office of Government and Community Outreach)

May 23, 2024

