**中新国际联合研究院项目经费预算调整申请表**

**Sino-Singapore International Joint Research Institute (SSIJRI)**

 **Budget Adjustment Request Form**

基本信息 General Information

|  |  |  |  |
| --- | --- | --- | --- |
| 申请日期Application date | 点此选择日期Click to choose a date | 项目编号Project No. |  |
| 项目名称Project Title |  |
| 项目所属平台Platform |  |
| 申请人Applicant |  | 获批总经费Approved Budget (RMB) |  |
| 项目起止时间Project Start and End Date | From (YYYY年/MM月/DD日) to (YYYY年/MM月/DD日) |

项目预算调整Budget Adjustment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 预算项目Budget Category | 调整前总预算Budget before adjustment | 截止目前使用情况Expenditure up to date | 拟调整后总预算 Budget after adjustment | 调整说明及原因Reason(s) to request for adjustment |
| 1.基建费Capital Cost |  |  |  |  |
| 2.劳务费Labor Cost |  |  |  |  |
| a.人员费Staff Cost |  |  |  |  |
| b.专家费 Expert Cost |  |  |  |  |
| 3.设备费Facility Cost |  |  |  |  |
| a.购置费 Equipment and Furnishing Cost |  |  |  |  |
| b.维护费Maintenance Cost |  |  |  |  |
| 4.能源材料费 Consumables |  |  |  |  |
| 5.会议费, 差旅费 Conferences and travelling |  |  |  |  |
| 6.水电物业等费用Rental and Utilities |  |  |  |  |
| 7.其他费用Others |  |  |  |  |
| 合计Total |  |  |  |  |

审批 Approval

|  |
| --- |
| 经办人Contact Person  |
| 签名Signature |  | 日期Date(YYYY/MM/DD) |  |
| 项目负责人意见Project Investigator |
| 签名Signature |  | 日期Date(YYYY/MM/DD) |  |
| 财务部门意见Comment by Finance Department  |
| 签名Signature |  | 日期Date(YYYY/MM/DD) |  |

**经费调整原则：**

**Rules of Budget Adjustment Request:**

1. 请在调整预算前确保经费没有使用完，有经费可调

Please make sure that project funds are not used up before making the above request.

1. 项目总经费预算不予调整

The total project budget shall remain the same.

1. 调整后的各科目经费仍需遵循研究院项目经费管理规定。

Budget after adjustment shall still be in accordance to relevant policies of JRI research funding management

1. 劳务费: 计算机类项目此项资金上限为60%，其他项目为50%

Labor Cost : Capped at 60% of total project funding for projects that are computing intensive and 50% for other projects

1. 设备费: 此项上限为项目资金的30%

Facilities Cost : Capped at 30% of total project funding

1. 能源材料费: 此项上限为项目资金的30%

Consumables Cost : Capped at 30% of total project funding

1. “其他费用”额度不得超过总预算的10%

The percentage of Category “Others” shall not exceed 10% of the total budget

1. 经费调整次数：原则上整个项目周期仅允许调整一次。

In principle, only one Budget adjustment is allowed for the entire project cycle

备注：本表一式三份，研究院财务办公室、创新发展部及项目组各保留一份。

Remarks: This form shall be prepared in triplicate, each copy shall be kept by JRI Finance Office, Innovation and

Development Department and Research Project Team.