**中新国际联合研究院**

**自立科研项目重要事项变更申请表**

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

**Project Change 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 |  | | |
| 项目起止年月  Project Start and End Date | From (YYYY年/MM月/DD日) to (YYYY年/MM月/DD日) | | |
| 项目进展简述  Briefly describe project progress up to date |  | | |

申请变更内容Change Request

|  |  |  |  |
| --- | --- | --- | --- |
|  | 当前情况  Current State | 申请变更为  Proposed Change | 变更理由及说明  Reason for Change and Specifications |
| 更换项目负责人1  PI Change |  |  | * 理由和说明Reason and Specifications： * 请在文件后附新项目负责人简历Please attach CV of new PI to the form * 新负责人签名Signature of New PI: |
| 更换项目名称  Project Title Change |  |  |  |
| 更换项目组成员  Team Member Change |  |  | * 理由和说明Reason and Specifications： * 新成员在项目中的分工Role of the new team member in the project: * 请在文件后附新成员简历Please attach CV of new team member to the form * 所有项目组成员签名Signature of ALL team members: |
| 调整项目预算2  Budget Adjustment |  |  | * 理由和说明Reason and Specifications： * 请提交”项目经费预算调整申请表“   Please submit the “budget adjustment request form” |
| 项目时间调整(延期或提前结束)3  Extension or early termination |  |  |  |
| 项目内容调整  Project Content Change |  |  |  |
| 项目成果调整  Deliverables Change |  |  |  |
| 申请撤项  Project Withdrawal |  |  |  |
| 其他  Others |  |  |  |

1. 新项目负责人尽量为原课题组成员It is recommended that new PI is a current team member.
2. 经费调整需遵循在“项目预算经费调整申请表”中所列原则要求：

The budget adjustment shall follow the rules indicated in the “budget adjustment request form”

1. 项目仅可申请一次延期，不得超过项目周期的50%，延期后整个项目周期不得超过三年

All projects can only request for project extension once, and the extension shall not exceed 50% of the project duration. The entire project duration shall not exceed 3 years after extension.

审批Approval

|  |  |  |  |
| --- | --- | --- | --- |
| 项目负责人意见Comment by Project Investigator | | | |
| 签名Signature |  | 日期Date(YYYY/MM/DD) |  |
| 人事部门意见Comment by HR Department | | | |
| 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) |  |
| 创新发展部意见Comment by Innovation Development Department | | | |
| 签名Signature |  | 日期Date(YYYY/MM/DD) |  |
| 院长意见Comment by Director | | | |
| 签名Signature |  | 日期Date(YYYY/MM/DD) |  |

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

This form shall be prepared in triplicate, each copy shall be kept by JRI Finance Office, Innovation and Development Department and Research Project Team.