**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1PI 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2Budget 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)3Extension 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.