

SYCF [2022] No. 153 Attachment

**Management Measures of Shenzhen Institute of Advanced Technology,
Chinese Academy of Sciences for Indirect Funds for Scientific Research Projects**

Article 1 In order to standardize the management of indirect costs of scientific research projects and improve the efficiency of the use of indirect costs, according to the *Several Opinions of the General Office of the State Council on Reforming and Improving the Management of Central Government Scientific Research Funds*(GBF [2021] No. 32) and the relevant provisions of the current provincial and municipal fund management policies, combined with the actual situation of the SIAT, these Measures are hereby formulated.

Article 2 These Measures are applicable to vertical scientific research projects (research topics) (hereinafter referred to as projects) that have indirect costs as specified in the management measures for national, Chinese Academy of Sciences, local government special research funds undertaken by the SIAT, and the horizontal scientific research projects undertaken shall be implemented accordingly.

Article 3 Indirect costs refer to the related costs incurred by the unit undertaking the task of the research topic in the process of organizing and implementing the research topic, which cannot be included in the direct costs. It mainly includes the existing instruments and equipment and houses provided by the units undertaking the research topic, the consumption of water, electricity, gas and heating, the subsidy expenditure of related management expenses, and the performance expenditure. The performance expenditure refers to the related expenditure arranged by the unit undertaking the research topic to improve the performance of scientific research.

Article 4 For the management of indirect costs, the principles of classified verification, proportional control, overall arrangement, assessment and distribution, and standardized use shall be adopted, which are managed and used by the financial department of the institute in a unified way.

Article 5 The total amount of indirect costs shall be compiled and reported within the upper limit stipulated in the management measures of special funds.

Article 6 Allocation and use of indirect costs

Indirect costs include three parts: development fund (management fee compensation expenditure), performance expenditure and scientific research and development business expenses, which shall be allocated and used in order within the total budget of indirect costs approved by the task (contract).

(I) Development fund

1. It refers to the expenses related to the management fees incurred by the SIAT for compensation of scientific research, which shall be fully disbursed in the indirect costs in priority.

2. The development fund is divided into the compensation expenditure for management cost at the institute level and the compensation expenditure for management cost at the unit level. The institute-level management cost compensation is used for the existing instruments and equipment, house maintenance and other institute-level management costs provided by the unit to the project unit to ensure the smooth implementation of the research topic, and the unit management cost compensation is used for the house use and water, electricity, gas and heating consumption expenditure of the project unit.

3. The upper limit of the total compensation expenditure for institute-level management costs is 15% of the total funds for staying in the institute, and the upper limit of the total compensation expenditure for unit management costs is 7.5% of the total funds for staying in the institute.

4. The institute-level management cost compensation expenditure and unit management cost compensation expenditure are extracted in order under the indirect fund quota, and are managed and used by SIAT as a whole.

(II) Performance expenditure fund

It refers to the relevant expenditure of the SIAT to improve the performance of the scientific researchers of the research group. In order to better stimulate the vitality of scientific research organizations of the SIAT and mobilize the enthusiasm of front-line scientific research personnels, according to the regulations on the allocation and use of performance award funds of Shenzhen Advanced Academy, and in combination with the evaluation of scientific research performance, it is used for the project performance distribution of scientific researchers, and expands the overall planning and autonomy of project leader on indirect costs. There is no restriction on the proportion of performance expenditure in project indirect costs.

(1) The beneficiaries of performance expenditures are mainly members of the project (research topic) group, and the list of recipients is reviewed by the unified management department;

(2) Performance expenditures are allocated based on the principle of "valuing contribution, valuing effectiveness," and the amount is determined according to the regulations or approved budget execution of the relevant competent department of the project funds management, included in the salary management system of SIAT, and managed, assessed, and distributed by SIAT;

(3) The project (scientific research) leader and the research unit provide the basis for performance expenditure distribution.

(III) Scientific research and development business expenses

1. It refers to other expenditures related to scientific research that cannot be disbursed in direct funds.

2. Verification of scientific research and development business expenses.

Scientific research and development business expenses shall be approved and disbursed according to the relevant provisions of the SIAT, and the approved formula is calculated as follows: scientific research and development business expenses = total indirect funds-development funds-performance expenditure funds.

Article 7 The SIAT is the main body of the overall management and use of indirect costs, and is responsible for establishing and improving the management system of indirect costs. The indirect cost management is implemented at three levels: the institute level (including the finance department and the unified department), the project unit and the project leader.

(I) Finance department and the unified department

The finance department guides the project team to complete the budget declaration and in-institute audit of indirect costs, assists in the management of in-institute funds of the project, and is responsible for the accounting and management of indirect costs.

The unified department refers to the scientific research project management department, including the Department of Science & Technology Development, the Department of Human Resources, the Department of Industry Cooperation and Innovation Development, the Department of Research and Knowledge Transfer Services, the Department of Education, the Students' Affairs Department, and the Department of Public Service Platform for Science and Technology. The centralized department shall be responsible for the application, implementation process management and performance assessment of scientific research projects, shall coordinate with the finance department to guide the project leader to prepare the budget of funds, review the adjustment in the institute, and cooperate with the supervision of the use of direct funds.

(II) Project unit

The unit is responsible for reasonably allocating resources according to the characteristics of the discipline and the actual needs of the project, providing conditions for the implementation of the project, supervising the implementation of the budget, supervising the progress of the project, being the responsible unit for the project application review and process management, and cooperating with the performance appraisal organized by the unified department of SIAT.

(III) Project leader

The indirect cost budget should be fully prepared according to regulations to ensure that it is used for expenses that cannot be directly covered by direct costs during the project research process, and bear direct legal responsibility for the use and management of project funds undertaken. It should be subject to supervision and inspection by superiors and relevant departments of the SIAT.

Article 8 For the accounting of indirect costs, a comprehensive management model after provision shall be adopted, and costs are accounted for through direct disbursement and sharing.

Article 9 Allocation and management of indirect costs

(I) After the SIAT receives the research topic funds, the finance department shall determine the total amount according to the amount approved by the task (contract) (deducting the indirect cost of the allocated funds stipulated in the contract).

(II) As the legal entity of the sub-project unit, the indirect costs of the SIAT should be approved and extracted according to the proportion of the sub-project funds to the total funds; and where the research group has a clear agreement, the person in charge of the project (research topic) shall provide the total budget and allocation plan of the project funds to the unified department of the SIAT, which shall be implemented according to the allocation plan of the research group after confirmation.

Article 10 Once the indirect cost budget is approved, it is generally not adjusted, and if it really needs to be adjusted, it shall be implemented in accordance with the management measures for budget adjustment of scientific research projects of the SIAT. Indirect costs shall be strictly listed in accordance with the prescribed proportion, and the expenditure shall follow the principles of legality, rationality, relevance and authenticity. It is strictly prohibited to pay various fines, donations, sponsorships, investments, etc. It is strictly prohibited to seek personal gain in any way, and it is not allowed to repeatedly withdraw or disburse related expenses from project funds in any name other than the approved indirect costs.

Article 11 For projects (research topics) that have been suspended, failed mid-term evaluation, or failed final acceptance, the SIAT will recover part or all of the performance expenditure that has been included in the indirect costs.

Article 12 The total amount of indirect costs approved is lower than the total amount approved by the development fund of the SIAT, which is supplemented by the vertical research topic balance funds, the operation balance funds and the horizontal research topic funds in turn. Where the above funds cannot be made up after deduction, the finance department shall count the arrears of the development fund according to the unit to which the project belongs in the annual assessment, and the unit to which the project belongs shall continue to make up in the following years.

Article 13 The finance department and unified department of the SIAT shall be responsible for the interpretation of these Measures. The original *Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences for Indirect Funds for Scientific Research Projects* (SYC ZI [2020] No. 83) shall be repealed simultaneously from the date of issuance; and matters not covered in these Measures should be implemented according to national laws, regulations, rules and normative documents, and relevant rules and regulations of the SIAT (Shenzhen Institute of Advanced Technology refers to these Measures for implementation).