

## 基本科研业务费系统申报操作

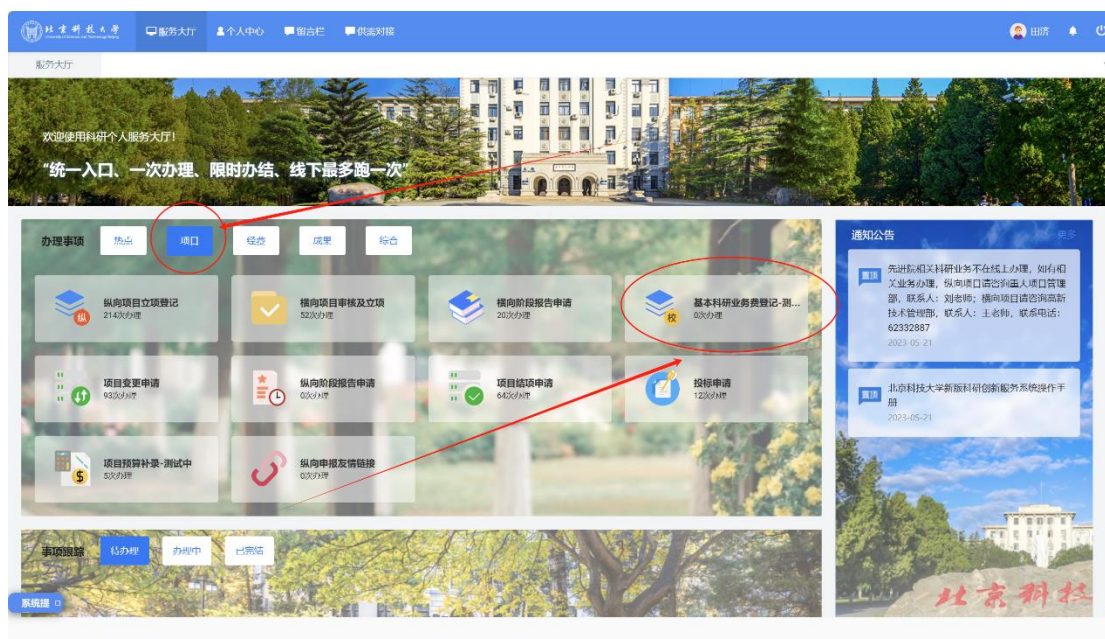
1. 登录 <https://research.ustb.edu.cn/>北京科技大学科研院官网。进入右侧科研系统。



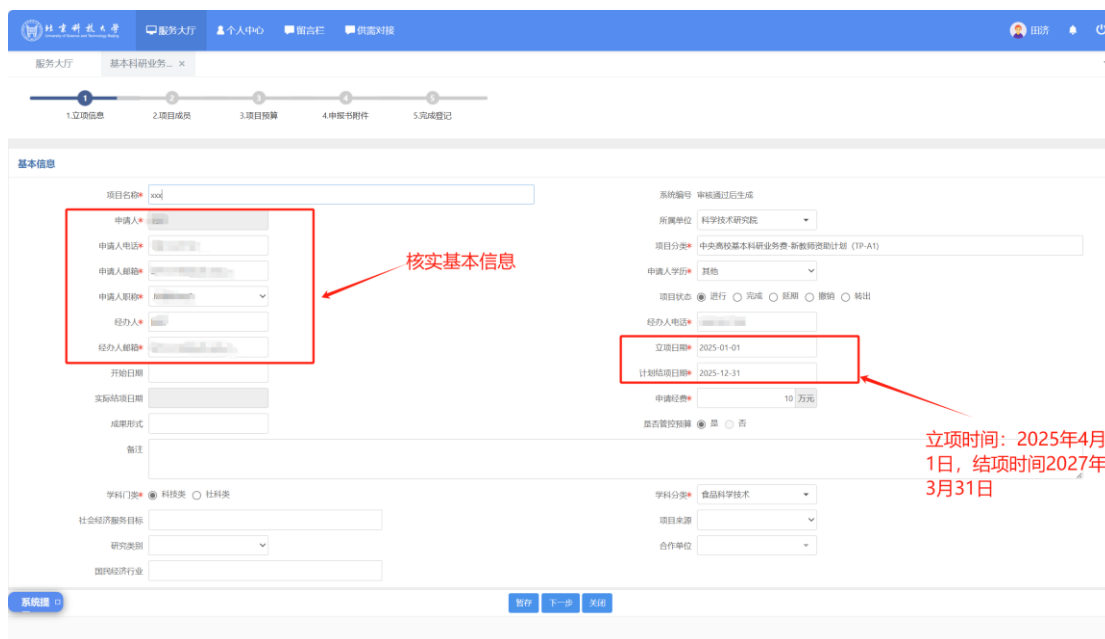
2. 进入新版科研系统，校外用户通过 VPN 验证。



### 3. 进入项目模块，基本科研业务费登记模块。



### 4. 进入申报模块，核实个人基本信息，项目分类选择新教师资助计划(TP-A1)，同时注意以下基本信息填报事项。



## 5. 完善项目成员，一般为新教工本人。

The screenshot shows the '完善项目成员' (Complete Project Members) step in a project management system. The interface includes a progress bar at the top with five steps: 1. 立项信息, 2. 项目成员 (current step), 3. 项目预算, 4. 申报书附件, and 5. 完成登记. Below the progress bar, the '项目信息' (Project Information) section shows '项目名称: xxj' and '负责人: 田济'. The '成员信息' (Member Information) section contains a table with columns for '序号' (Serial Number), '成员类型' (Member Type), '成员姓名' (Member Name), '工作单位' (Work Unit), '职称' (Title), '学位' (Degree), and '申报类型' (Application Type). The table has one row with '1' in the serial number column, '教师' (Teacher) in the member type column, '田济' in the member name column, '科学技术研究院' in the work unit column, and dropdown menus for '职称' (Title) and '学位' (Degree). The '申报类型' (Application Type) dropdown is set to '负责人' (Responsible Person). At the bottom, there are buttons for '系统提示' (System提示), '上一步' (Previous Step), '保存' (Save), '下一步' (Next Step), and '关闭' (Close).

## 6. 录入项目经费预算

The screenshot shows the '录入项目经费预算' (Enter Project Budget) step in a project management system. The interface includes a progress bar at the top with five steps: 1. 立项信息, 2. 项目成员, 3. 项目预算 (current step), 4. 申报书附件, and 5. 完成登记. Below the progress bar, the '项目信息' (Project Information) section shows '项目名称: xxj' and '负责人: 田济'. The '预算信息' (Budget Information) section shows '预算总额: 10.0 万元' and '预算金额: 0.0 万元'. The '预算科目' (Budget Category) section shows a dropdown menu set to '纵向课题 (大类课题)'. Below this, there is a table with columns for '序号' (Serial Number), '预算科目' (Budget Category), '经费占比' (Budget Ratio), and '预算金额' (Budget Amount). The table has 9 rows. The first row is '合计' (Total) with a 100% ratio and 10.0 budget amount. The second row is '一、人员费' (Personnel Fees) with a 100% ratio and 10.0 budget amount. The third row is '1. 设备费' (Equipment Fees) with a 0% ratio and 0.0 budget amount. The fourth row is '其中: 购置设备费' (Among them: Purchase of equipment fees) with a 0% ratio and 0.0 budget amount. The fifth row is '其他设备费' (Other equipment fees) with a 0% ratio and 0.0 budget amount. The sixth row is '2. 劳务费' (Labor Fees) with a 100% ratio and 10.0 budget amount. The seventh row is '3. 业务费' (Business Fees) with a 0% ratio and 0.0 budget amount. The eighth row is '二、间接费用' (Indirect Expenses) with a 0% ratio and 0.0 budget amount. The ninth row is '1. 绩效支出' (Performance Expenses) with a 0% ratio and 0.0 budget amount. The tenth row is '2. 其他间接经费' (Other indirect expenses) with a 0% ratio and 0.0 budget amount. At the bottom, there are buttons for '系统提示' (System提示), '上一步' (Previous Step), '保存' (Save), '下一步' (Next Step), and '关闭' (Close).

## 7. 根据模板录入申报书电子版

The screenshot shows the 'Basic Research Business' (基本科研业务) system interface. At the top, there is a navigation bar with '服务大厅' (Service Hall), '个人中心' (Personal Center), '留言板' (Message Board), and '供需对接' (Supply and Demand Connection). The user '田济' (Tian Ji) is logged in. Below the navigation bar is a progress indicator with five steps: 1. 立项信息 (Project Information), 2. 项目成员 (Project Members), 3. 项目预算 (Project Budget), 4. 申报书附件 (Application Form Attachments), and 5. 完成登记 (Complete Registration). The current step is 4. The main content area is divided into two sections: '项目信息' (Project Information) and '项目文档' (Project Documents). The '项目信息' section contains a table with the following data:

项目名称	负责人
xod	田济

Below the table, there are two rows of information: '批准经费 10.0 万元' (Approved Budget 10.0 million yuan) and '报销金额 0.0 万元' (Reimbursement Amount 0.0 million yuan). The '项目文档' section contains a table with the following data:

序号	项目文档	文档类型	操作
1	<input type="button" value="选择文件"/>		<input type="button" value="删除"/>

At the bottom of the page, there are buttons for '系统提示' (System提示), '上一步' (Previous Step), '保存' (Save), '下一步' (Next Step), and '关闭' (Close).

## 8. 完成项目申报

The screenshot shows the 'Basic Research Business' (基本科研业务) system interface. At the top, there is a navigation bar with '服务大厅' (Service Hall), '个人中心' (Personal Center), '留言板' (Message Board), and '供需对接' (Supply and Demand Connection). The user '田济' (Tian Ji) is logged in. Below the navigation bar is a progress indicator with five steps: 1. 立项信息 (Project Information), 2. 项目成员 (Project Members), 3. 项目预算 (Project Budget), 4. 申报书附件 (Application Form Attachments), and 5. 完成登记 (Complete Registration). The current step is 5. The main content area is a large light blue box with a green checkmark icon and the text: '信息登记完成!' (Information Registration Complete!). Below this text, it says: '信息已保存，提交后管理方可查看审核。' (Information has been saved, after submission, management can view and review). At the bottom of the page, there are buttons for '系统提示' (System提示), '上一步' (Previous Step), '提交' (Submit), and '关闭' (Close).