

重庆大学土木工程学院文件

重大土木〔2023〕2号

关于印发《土木工程学院人才培养与学科建设促进办法（修订）》的通知

院内各单位：

《土木工程学院人才培养与学科建设促进办法（修订）》经2023年10月16日学院党政联席会审议通过，现印发给你们，请遵照执行。



土木工程学院 2023年10月19日印发

土木工程学院人才培养与学科建设促进办法

（修订）

为进一步促进土木工程学院人才培养与学科建设工作，结合学校相关文件精神和学院实际，制定本办法。

一、学院支持教师参加国内外教学会议

1. 参会教师提前两周通过系统（<http://tumu.zaiwo.net/>，后述所有填报系统相同）填报并提交会议登记审批表（附表 1.1），分管副院长审批后，由科研秘书通知参会人审批结果。登记审批表由科研秘书打印并保存。

2. 会后两周内，参会教师自组织报告参会情况、通过系统填报参会及自组织报告情况（附表 1.2），财务负责人审批后由科研秘书通知费用核销情况。附表 1.2 由科研秘书打印并保存。

二、学院支持教师邀请国内外知名专家来校开展教学研讨和学术交流

1. 邀请人提前两周通过系统填报并提交会议登记审批表（附表 2.1），分管副院长审批后，由科研秘书告知邀请人审批结果及经费列支科目。

2. 交流会后两天内，邀请人通过系统提交关于教学研讨和学术交流的中英文新闻稿及专家来校交流情况表（附表 2.2），财务负责人审批后由科研秘书通知费用核销情况。附表 2.2 由科研秘书打印并保存。

三、学院支持教师牵头主办或承办各类学术会议和教学研讨会

1. 学院资助由我院牵头，以我院（校）名义主办、承办、协办

的，国内外专家、学者代表出席的学术会议和教学研讨会等。主办、承办的资助上限标准见下表；协办的资助额度不超过下表标准的 1/3。

学术会议及教学研讨会资助上限标准

会议类别		资助上限标准（万元）
国际学术会议	大型（境外 100 人以上或国别 10 个以上） 或国际性学术组织主办	10
	中型（境外 20 人以上或国别 5 个以上）	8
	其他	5
国内学术会议 及教学研讨会	大型（300 人以上） 或国家级学术组织或一级学会主办	5
	中型（100~300 人）或二级学会主办	3
	其他	2

2. 负责会议组织的学院联系人通过系统填报登记审批表（附表 3.1）。经费按会议财务制度报销。

3. 会后两天内，联系人提交学术会议或教学研讨会的中英双语新闻稿及会议情况表（附表 3.2），财务负责人审批后由科研秘书通知费用核销情况。附表 3.2 由科研秘书打印并保存。

四、学院支持教师牵头各类平台基地的申报和建设

1. 申报人通过系统填报申报申请表（附表 4.1）。由科研秘书告知申请人审批情况。

2. 计划进度或预算执行过半后申报人填写中期进展表（附表 4.2），附表 4.2 由科研秘书保存。

3. 进度完成或预算执行完毕后申报人填写验收申请表（附表 4.3），由科研秘书告知申请人审批情况。

五、学院支持教师牵头各类省部级、国家级平台的建设

1. 参照学校主管部门核发的管理权重，学院资助依托于土木工程学院的各类平台基地运行经费，由平台基地主任负责用于平台基地日常管理与运行。

2. 平台基地运行实行主任负责制；主任负责平台基地建设管理、接受主管部门的评估，并保证顺利通过；评估优秀的，可适当增加运行经费；评估不通过，学院将不再支持。

3. 平台基地主任需通过系统填报年度预算表（附表 5.1）和年度工作计划（格式自拟）。由科研秘书告知申请人审批情况。

4. 各平台基地定期向学院汇报工作，管理不善的，学院停发经费，并请学校主管部门关注、处置。

5. 各平台基地应规范科研成果标注：学院师生所有成果应标注重庆大学土木工程学院，并同时标注山地城镇建设与新技术教育部重点实验室；其他平台基地，由主任负责采取措施吸引学院教师成为相关平台固定人员，发表成果时标注对应平台基地；通讯地址标注格式见附表 5.2。

六、学院支持教师参加学术期刊编委会、加入学术团体并担任相关职务

1. 教师作为学术期刊或学术团队成员，申请参加所在学术期刊、学术团体会议活动的，通过系统填报登记审批表，可申请资助参会差旅费（附表 6.1），分管副院长审批后，由科研秘书通知参会人审

批结果。登记审批表由科研秘书打印并保存。

2. 活动结束后两周内，参会人自组织报告参会情况，提交中英双语新闻稿并通过系统填报会议情况及自组织报告表（附表 6.2）。

3. 学院支持我院教师担任国内外学术组织学术兼职，国（境）外知名学术组织的会员或委员以上、国内二级学会及以上组织理事或以上职务，给予会员费资助。

4. 每年资助最多 1 次该类差旅费。

七、学院支持教师主编参编各类标准规范

1. 教师作为国家或者协会标准编制组成员，申请参加标准编制活动的，可通过系统填报登记审批表申请资助参会差旅费（附表 7.1），分管副院长审批后，由科研秘书通知申请人审批结果。登记审批表由科研秘书打印并保存。

2. 会后两周内，参加人通过系统填报标准编制活动报告表（附表 7.2）及中英双语新闻稿，由科研秘书存档。

3. 每部标准最多资助 2 次参会差旅费。

八、学院支持教师申报各类科技奖项

1. 学院资助由以“重庆大学”名义主持或以单位排名前 3（含第 3）参与的各类奖项申报。资助上限标准及范围见下表。

各类奖项申报资助上限标准

奖项类别	参与形式	资助上限标准	备注
国家级科学技术特等奖	主持	50 万元	单位排名 1
	参与	25 万元	单位排名前 3（含第 3）
国家级科学技术一等奖/国	主持	30 万元	单位排名 1

国家级教学成果一等奖	参与	15 万元	单位排名前 3（含第 3）
国家级科学技术二等奖/国家级教学成果二等奖	主持	20 万元	单位排名 1
	参与	10 万元	单位排名前 3（含第 3）
省部级科学技术一等奖/中国专利金奖/省级教学成果一等奖/何梁何利奖（科学与技术进步奖）/光华科技奖	主持	10 万元	单位排名 1
	参与	5 万元	单位排名前 3（含第 3）
省部级科学技术二等奖/国家准予社会力量设立的科学技术一等奖（除何梁何利奖和光华科技奖外）/中国专利优秀奖/省级教学成果二等奖	主持	5 万元	单位排名 1
	参与	2 万元	单位排名前 3（含第 3）
省部级科学技术三等奖/国家准予社会力量设立的科学技术二等奖	主持	3 万元	单位排名 1
	参与	1 万元	单位排名前 3（含第 3）
省级教学成果三等奖	主持	2 万元	单位排名 1

注：1.省部级科技成果奖指省、自治区、直辖市人民政府、教育部、国家知识产权局、工信部（国防科工局）、公安部、国家安全部及中国人民解放军等设立的科学技术奖。2.对
我院有多人参与申报的项目，资助对象为申报项目组。

2.学院资助分两阶段拨付：通过形式审查申报成功即半额资助。如最终获奖等级与申报等级一致，证书颁发后即拨付剩下一半；如最终获奖等级低于申报等级的，证书颁发后拨付剩余额度的 1/2；如未获奖，不再拨付剩余额度。

九、经费审批规定

对于本办法中 5 万以下的资助，由科研秘书初审、分管副院长终审；5 万及以上的资助，由分管副院长提交党政联席会审议。

附表 1.1 /Table 1.1

土木工程学院教师参加教学会议登记审批表

Application Form for SCE Staff and Faculty Attending Pedagogy or Academic Conference

参 会 教 师 Applicant			
会 议 名 称 Conference Name	中 文 Chinese		
	英 文 English		
会议日期与 地 点 Date&Venue		主 办 / 承 办 单 位 Sponsors / co-organizers	
会议简介（目的、意义、学术影响等，300 字左右） Conference description (background, significance, academic influence, etc., limited to 300 words)			
资 助 额 度 Subsidy amount (CNY) (元)	教学会议 Pedagogy conference: 注册费 registration fees:	分管副院长签字 Signature of the Associate Chair in charge of scientific research: <div style="text-align: right;">年 月 日</div> <div style="text-align: right;">Year Month Day</div>	
注：资助额度为暂估费用，会后实报实销。请参会人提前两周进行系统申报，分管副院长审核后，由科研秘书告知参会人审批结果。 Notes: The subsidy amount shall be the estimated cost, and will be reimbursed based on the actual cost incurred. Participants are requested to submit the application form online via http://tumu.zaiwo.net/ , in advance of two weeks and wait for the approval from associate chair in charge. The applicant will be informed of the result by the secretary for scientific research. 参加教学会议做交流及报告等照片及其他资料需拷贝留存给科研秘书。 Photos or pictures taken as well as other support materials during pedagogy or conference should be submitted to secretary through softcopy. 此表由科研秘书保存。 This form is kept by the secretary for scientific research.			

附表 1.2 /Table 1.2

土木工程学院教师参加教学会议情况及自组织报告表

Summary of SCE Staff and Faculty Participation in Pedagogy or Academic Conference/workshop/seminar and Self-Organizing Report Form

参会教师 Applicant			
会议名称 Conference Name	中文 Chinese		
	英文 English		
会议日期 地点 Date & Venue		主办/承办单位 Sponsors / Co-organizers	
传达参会情况的自组织报告简介（300 字左右） A brief introduction about the self-organizing report (Limited to 300words)			
自组织报告日期： Date:			
地点： Venue:			
参会人数： No. of Attendants:			
实际产生费用（元） Actual cost incurred (CNY)			
分管副院长建议经费列支科目 Project name and number proposed by Associate Chair in charge of scientific research			
财务负责人签字： Signature of the secretary of CPC SCE Committee:			
注：申请人会后在系统（ http://tumu.zaiwo.net/ ）填写此表，科研秘书转交财务负责人审批，随后由科研秘书告知参会人经费列支科目。此表由科研秘书保存。 Notes: Participants are requested to fill in theTable 1.2 online via http://tumu.zaiwo.net/ .The secretary for scientific research will transfer to the finance officer for examination &approval,andlater inform the applicant of the project fund name and number. This form is kept by the secretary.			

附件 2.1 / Table 2.1

土木学院教师邀请国内外知名专家来校交流登记审批表

Registration and Application Forms for SCE Staff and Faculty Inviting
Internationally/Nationally Well-known Professors for Academic Communication

邀请人 Inviter			联系方式 Contacts	
递交申请日期 Application Date			联系人 Contact person	
受邀专家信息 Information of Visiting Scholar	工作单位 Affiliation		联系方式 Contacts	手机/Cellphone:
	职称/Title		职务/Acad. Duties	电邮/Email:
专家简介 (150 字左右) Brief CV of Invitee (Limited to 150 words)				
讲 座 题 目 Presentation title				
讲座地点 Venue			讲座日期 Date	
拟申请讲座费 (元) /Financial support (CNY)			分管副院长签字 /Signature of Associate Chair in charge of scientific research	

注:

1. 根据《中央和国家机关培训费管理办法》(2014 年 1 月 1 日), 讲课费执行以下标准(税后): 境内副高级、境外 Assistant Professor/Lecture 技术职称专业人员每半天最高不超过 1000 元; 境内正高级、境外 Associate Professor/Senior Lecture 技术职称专业人员每半天最高不超过 2000 元; 院士、全国知名专家每半天不超过 3000 元。其他人员讲课参照上述标准执行。
2. 申请讲课费的提前两周通过系统 (<http://tumu.zaiwo.net/>) 填报, 并经分管院长审批后, 由科研秘书告知申请人审批情况。
3. 邀请人需提交一份中英双语新闻稿, 来报道宣传国外专家的报告及交流情况。
4. 专家来学院做交流及报告的照片及其他资料需拷贝留存给科研秘书。
5. 此表由科研秘书保存。

Notes:

1. According to Administrations of CPC and PRC Departments Training Expenses (January 1, 2014), the following standards are implemented for lecture fees as: Cap 1000CNY per half day for personnel with deputy senior technical titles; Cap 2000CNY per half day for personnel with senior technical titles; Cap 3000CNY per half day for academicians, nationally well-known experts.
2. Inviter are requested to fill in the application form online via <http://tumu.zaiwo.net/> in advance of two weeks. Budget for travel, accommodation and honorarium should be better made at the early start each semester. The applications will be examined and approved by Associate Chair in charge. The secretary will inform the inviter of the results.
3. The inviter is requested to submit a brief summary or piece of news about the academic communication in both Chinese and English languages.
4. Photos or pictures taken as well as other support materials during the academic communication should be submitted to secretary through softcopy.
5. This form is kept by the secretary for scientific research.

附表 2.2/Table 2.2

土木学院教师邀请国内外知名专家来校交流情况表

Summary of Academic Communication between SCE Staff & Faculty and Experts Invited

邀请人/Inviter		联系方式/Contacts	
专家姓名/Invitee		电邮/Email	
		手机/Cellphone	
讲座题目 Presentationtitle			
讲座地点 Venue		讲座日期 Date	
交流情况简介（300 字左右） Summary of the Academic Communication (Limited to 300 words)			
支付讲课费（元） Lecture fees			
本院参会老师签字/ Signatures by SCE Staff & Faculty attendants:		财务负责人意见及签字： CommentsandSignature by secretary of CPC SCE Committee:	
注：申请人在系统（ http://tumu.zaiwo.net/ ）填写此表，科研秘书转交财务负责人审批，随后由科研秘书告知参会人经费列支科目。此表由科研秘书保存。 Notes: Participants are requested to fill in the application Table 2.2 and then email it to the secretary for scientific research. Then the secretary will inform the applicants of the project funding name and account number. The original form is kept by the secretary for scientific research.			

附表 3.1 /Table 3.1

土木工程学院主办/承办/协办国内外会议登记审批表
Registration and Application Form for International/National Conferences
Sponsored/Hosted/Co-Organized by SCE

申请人及联系方式 Applicant&Contact s		申请日期 Application date		我院角色 Role of SCE	主办/Host 承办/Co-organize 协办/Sponsor
会议名称 Conference Name	中文 Chinese				
	英文 English				
主办单位 Hosted by		承办单位 Co-organized by			
会议地点 Venue		<input type="checkbox"/> 国际会议 <input type="checkbox"/> 国内会议 International conference National conference			
会议日期 Date		与会代表人数 Number of participants	国内名；国外名 Domestic Abroad		
会议的历程、目的、意义、学术影响等（300 字）： Conference description (history, background, significance, academic influence etc., limited to 300 words)					
拟申请资助金额（万元） Subsidy amount applied for (ten-thousand CNY)					
党政联席会意见 Comments from School Administrations			建议经费列支科目 Approved project fund		
1. 资助范围：我院牵头，以我院（校）名义主办、承办、协办的有国内外专家、学者代表出席的学术会议、论坛、研讨会（包括教学研讨会）、报告会和交流会等。 2. 资助标准：（1）国际会议：大型（境外 100 人以上或国别 10 个以上）或国际性学术组织主（承办）办 10 万元，中型（境外 20 人以上或国别 5 个以上）8 万元，其他 5 万元；（2）国内学术会议：大型（200 人以上）或国家级学术组织或一级学会主办 5 万元；中型（100~200 人）或二级学会主办 3 万元；其他 2 万元。资助标准为最高限额，少于限额的按实际发生额资助。 3. 请申请人至少提前两月进行系统申报，分管副院长提交党政联席会审议后，由科研秘书告知参会人审批结果。 4. 会议合影及其他重要照片、资料需拷贝留存给科研秘书。 5. 申请人还需提交完整的会议签到表（与会人员 email）一份，以及中英文新闻稿各一份。 1. Sponsoring items: academic conferences, forums, seminars (including pedagogy seminars), lectures and exchange meetings attended by experts and scholars from home and abroad, sponsored, hosted, co-organized in the name of SCE. 2. Sponsor standard: (1) International conferences: Cap 100,000CNY for large scale (more than 100 foreigners or more than 10 countries) or hosted by international academic organizations; Cap 80,000CNY for medium scale (20 foreigners or more than 5 countries); Cap 50,000CNY for the others; (2) National academic conference: Cap 50,000CNY for large scale (more than 200 participants) or hosted by national academic organizations or first-level institutes; Cap 30,000CNY for medium scale (100 to 200 people) or second-level institutes; Cap 20,000CNY for others. The actual support amount should be based on the actual cost incurred. 3. Applicants are requested to submit the application form online in advance of two months and wait for the approval from the School Administration Team. The applicant will be informed of the result by the secretary for scientific research. 4. Group Photo or pictures taken during the conference as well as other support materials should be submitted to secretary through softcopy. 5. The applicant should also provide the attendance registration form carrying the email accounts from all attendants, as well as the draft conference news in both Chinese and English languages.					

附表 3.2 /Table 3.2

土木工程学院主办/承办/协办国内外会议情况表

Summary of the International/National Conferences Sponsored/Hosted/Co-Organized by SCE

申请人 Applicant		联系方式 Contacts		我院角色 Role of SCE	主办/Host 承办/Co-organize 协办/Sponsor
会议名称 Conference name	中文 Chinese 英文 English				
主办单位 Hosted by		承办单位 Co-organized by			
会议地点 Venue		<input type="checkbox"/> 国际会议 <input type="checkbox"/> 国内会议 International conference National conference			
会议日期 Date		与会代表人数 Number of participants	国内名; 国外名 Domestic Abroad		
会议情况 (300 字左右): Summary of the conference (Limited to 300 words)					
本院参会老师签字/ Signatures by SCE Staff & Faculty attendants:					
拟申请资助金额 (万元) Subsidy amount applied for (ten-thousand CNY)					
党政联席会意见 Views of the School Administration Team			建议经费列支科目 Proposed project fund name and account number		
<p>1. 资助范围: 我院牵头, 以我院 (校) 名义主办、承办、协办的有国内外专家、学者代表出席的学术会议、论坛、研讨会 (包括教学研讨会)、报告会和交流会等。</p> <p>2. 资助标准: (1) 国际会议: 大型 (境外 100 人以上或国别 10 个以上) 或国际性学术组织主 (承办) 办 10 万元, 中型 (境外 20 人以上或国别 5 个以上) 8 万元, 其他 5 万元; (2) 国内学术会议: 大型 (200 人以上) 或国家级学术组织或一级学会主办 5 万元; 中型 (100~200 人) 或二级学会主办 3 万元; 其他 2 万元。资助标准为最高限额, 少于限额的按实际发生额资助。</p> <p>3. 请申请人至少提前两月进行系统申报, 由党政联席会审议后, 由科研秘书告知参会人审批结果。</p> <p>4. 申请人还需提交完整的会议签到表 (与会人员 email) 一份, 以及中英文新闻稿各一份。</p> <p>1. Sponsoring items: academic conferences, forums, seminars (including pedagogy seminars), lectures and exchange meetings attended by experts and scholars from home and abroad, sponsored, hosted, co-organized in the name of SCE.</p> <p>2. Sponsor standard: (1) International conferences: Cap 100,000CNY for large scale (more than 100 foreigners or more than 10 countries) or hosted by international academic organizations; Cap 80,000CNY for medium scale (20 foreigners or more than 5 countries); Cap 50,000CNY for others; (2) National academic conference: Cap 50,000CNY for large scale (more than 200 participants) or hosted by national academic organizations or first-level institutes; Cap 30,000CNY for medium scale (100 to 200 people) or second-level institutes; Cap 20,000CNY for others. The actual sponsoring amount should be based on the actual cost incurred.</p> <p>3. Applicants are requested to submit the application form online in advance of two months and wait for the approval from the School Administration Team. The applicant will be informed of the result by the secretary for scientific research.</p> <p>4. The applicant should also provide the attendance registration form carrying the email accounts from all attendants, as well as the draft conference news in both Chinese and English languages.</p>					

附表 4.1 /Table 4.1

土木工程学院教师主持平台基地申报建设资助申请表

Application Form for SCE Staff & Faculty Applying for disciplinary platform and base constructions

申请人及联系方式 Applicant&Contacts		申请日期 Application date	
平台基地名称 Name of the disciplinary platform and base			
平台（基地）建设的目的、意义、方案、目标简介（500 字）： Introduction of the aim, significance, scheme and objectives（Limited to 500 words）			
进度安排： Time Schedules:			
直接费申请额度 Amount applied	万元 (ten-thousand CNY)		
院学术委员会意见 Comments of Academic Committee of SCE	年 月 日 Y M D	党政联席会意见 Comments from School Administration team	年 月 日 Y M D
直接费资助额度 Amount approved	万元 (ten-thousand CNY)	列支科目 Project fund name and account No.	
<p>注：请申请人进行网上填报，由科研秘书转交分管副院长后提交学术委员会和党政联席会讨论，并请申请人介绍相关情况。会后科研秘书告知申请人审批情况及经费列支科目。</p> <p>Notes: The applicant is requested to apply online and the secretary for scientific research will hand it over to the Associate Chair in charge of scientific research. The Associate Chair in charge then propose and discuss it within the Academic Committee of SCE, as well as the School Administration Team, during which the applicant introduce the objective and answer questions and queries. After the discussion the secretary for scientific research will inform the applicants of the result and project fund name and account number.</p>			

附表 4.2 / Table 4.2

土木工程学院教师主持平台基地申报建设中中期进展表

Middle-Term Progress Appraisal Form for SCE Staff & Faculty Applying for disciplinary platform and base constructions

预算执行过半后进行中期汇报 Interim report after half implementation of the budget	
中期进展简介（500 字左右，包括主要进展情况、计划执行情况、主要问题及对策） Introduction of middle-term progress (Limited to 500 words, about the progress, plan implementation, problems encountered and possible solutions)	
是否继续资助 Whether or not continue to support	
注：预算执行过半后申请人向分管副院长提出阶段进展汇报申请，由分管副院长提交党政联席会讨论，并请申请人介绍相关情况。会后科研秘书告知申请人审批情况。此表由科研秘书保存。 Notes: After more than half of the budget execution, the applicant should submit a stage progress report to the Associate chair in charge of scientific research. The Associate chair should propose and discuss it within the School Administration Team, during which the applicant should introduce it and answer questions and queries. After the discussion and assessment, the secretary for scientific research will inform the applicants of the results. This form is kept by the secretary for scientific research.	

附表 4.3 /Table 4.3

土木工程学院教师主持平台基地申报建设结题验收表

Assessment Form for SCE Staff & Faculty Applying for disciplinary platform and base constructions

预算执行完毕后进行结题汇报 Conclusion report after budget implementation	
结题成果简介（500 字左右） Summary of final results (Limited to 500 words)	
是否通过验收 Whether qualified and accepted	院学术委员会意见： Comments of Academic Committee of SCE
	党政联席会意见： Comments of the School Administration Team
是否支付间接费 Whether to pay the overhead cost	院学术委员会意见： Comments of Academic Committee of SCE
	党政联席会意见： Comments of the School Administration Team
注：预算执行完毕后申请人向分管副院长提出验收申请，由分管副院长提交学术委员会和党政联席会讨论，并请申请人介绍相关情况。会后科研秘书告知申请人审批情况。此表由科研秘书保存。 Notes: After the budget execution, the applicant should submit a stage progress report to the Associate chair in charge of scientific research. The Associate chair should propose and discuss it within the School Administration Team, during which the applicant should introduce it and answer questions and queries. After the discussion and assessment, the secretary for scientific research will inform the applicants of the results. This form is kept by the secretary for scientific research.	

附表 5.1/Table 5.1

土木工程学院国家级、省部级平台建设资助年度预算表

Annual Budget Form of National, Provincial and Ministerial Level Platform Subsidized by SCE

分项内容 Itemized content	预算经费（万元）Budget (ten-thousand CNY)	用途 Use
一、设备费 Equipment cost		
二、专用材料费 Cost for special materials		
三、测试化验加工费 Test processing fee		
四、燃料动力费 Fuel power charges		
五、差旅费 Travel expenses		
六、会议费 Conference registration fees		
七、出版/文献/信息传播/知 识产权事务费 Publishing / documentation / information dissemination / intellectual property services cost		
八、专家咨询费 Expert consultation fee		
九、人员费 Manpowercost		
合计 Summation		
党政联席会意见 Comments of the School Administration Team		建议经费列支科目 Project fund name and account number
1. 请申请人通过系统网上申报，由科研秘书报分管副院长，由分管副院长党政联席会讨论审批，随后由科研秘书告知申请人审批情况及经费列支科目。 2. 此表由科研秘书保存。 1. The applicant is requested to fill in the information online and the secretary for scientific research will hand it over to the Associate chair in charge of scientific research, and discussed within the Academic Committee of SCE, as well as the School Administration Team. The secretary for scientific research will inform the applicants of the results and project fund name and account number. 2. This form is kept by the secretary for scientific research.		

附表 5.2 /Table 5.2

科研成果的通讯地址标注建议与规范格式

Suggestions and Standard Format of Correspondence affiliation for Scientific Research Outputs

中文文章的通讯地址标注		
必选	第一单位	重庆大学土木工程学院，重庆 400045
建议	第二单位	山地城镇建设与新技术教育部重点实验室，重庆 400045
自选	第三单位	平台基地名字，重庆 400045
英文文章的通讯地址标注 Correspondence affiliation and address for English articles		
必选 Obligatory	第一单位 The 1 st affiliation	School of Civil Engineering, Chongqing University, Chongqing, China, 400045
建议 Suggested	第二单位 The 2 nd affiliation	Key Laboratory of New Technology for Construction of Cities in Mountain Area of Ministry of Education (Chongqing University), Chongqing, China, 400045
自选 Selective	第三单位 The 3 rd affiliation	Name of Platform Bases, Chongqing, China, 400045

建议标注的平台基地中英文对应名字 Summary of Platform & Bases Correspondence affiliations for Scientific Research Outputs	
库区环境地质灾害防治国家地方联合工程研究中心 National Joint Engineering Research Center of Geohazards Prevention in Reservoir Area (Chongqing University), Chongqing, China, 400045	
高性能风电设施及其高效运行学科创新引智基地 Base for Introducing Talents of Discipline to University on High-performance Wind Energy System and Effective Operation (Chongqing University), Chongqing, China, 400045	
低碳绿色建筑（科技部）国际联合研究中心 National Centre for International Research of Low-carbon and Green Buildings, Chongqing, China, 400045	
绿色建筑与人居环境营造（教育部）国际合作联合实验室 Joint International Research Laboratory of Green Buildings & Built Environments, Chongqing, China, 400045	

<p>低碳绿色建筑人居环境质量保障创新引智基地 111 Center of Low-carbon Green Buildings and Built Environments,Chongqing, China, 400045</p>
<p>钢结构与建筑工业化协同创新中心 Collaborative Innovation Center of Steel Structure and Building Industrialization(Chongqing University) , Chongqing, China, 400045</p>
<p>工程结构抗震防灾重庆市重点实验室 Chongqing Key Laboratory for Earthquake Resistance and Disaster Prevention of Engineering Structures(Chongqing University) , Chongqing, China, 400045</p>

附件 6.1/Table 6.1

土木工程学院教师参加学术团体、学术期刊编委会、理事会等会议

登记审批表

Application Form for SCE Staff & Faculty Attending Meetings of Academic Groups, Editorial Boards of Academic Journals, Boards of Directors

申请人及日期 Applicant & Date		期刊或学术组织名称 Name of journal or academic organization	
在期刊或学术组织中的职务 Position in the journal or academic organization		本年度已资助次数 Times of grants this year	
会议名称 Activity name			
主办单位 Hosted by			
会议地点 Venue		会议日期 Date	
<p>会议的目的、意义、学术影响、代表组成等（300 字）： Background, significance, academic influence, members of the meeting, etc. (Limited to 300 words)</p>			
费用预算（元） Budget (CNY)		分管副院长签字： Signature of Associate chair in charge of scientific research	
<p>注：1. 主要资助参会差旅费，资助额度为暂估费用，会后实报实销。 2. 请申请人提前两周进行系统申报，分管副院长审核后，由科研秘书告知参会人审批结果。 3. 参加此类会议的照片等资料需拷贝留存给科研秘书。 4. 此表由科研秘书保存。</p> <p>Notes: 1. The subsidy amount shall be an estimated cost, and will be reimbursed based on the actual cost incurred. 2. Applicants are requested to submit the application form online in advance of two weeks and wait for the approval from associate chair in charge. The applicant will be informed of the result by the secretary for scientific research. 3. Photos taken during the seminar as well as other important materials should be submitted to secretary through softcopy. 4. This form is kept by the secretary for scientific research.</p>			

附表 6.2/Table 6.2

土木工程学院教师参加学术团体、学术期刊编委会、理事会等会议
情况表

Report of SCE Staff & Faculty Attending Meetings of Academic Groups, Editorial Boards of Academic Journals, Boards of Directors

申请人 Applicant		期刊或学术组织名称 Name of journal or academic organization	
在期刊或学术组织中的职务 Position in a journal or academic organization		本年度已资助次数 Times of grants this year	
会议名称 Activity name			
主办单位 Hosted by			
会议地点 Venue		会议日期 Date	
传达参会情况的自组织报告简介（500 字左右）： Information on self-organized report of attending the meeting (about 500 words):			
<div></div>			
实际产生费用（元） Actual cost incurred (CNY)			
<div></div>			
分管副院长建议经费列支科目 Project fund name and account number proposed by the Associate chair in charge of scientific research			
<div></div>			
财务负责人签字： Signature by the secretary of CPC SCE Committee:			
<div></div>			
<p>注：申请人在系统（http://tumu.zaiwo.net/）填写此表，科研秘书转交财务负责人审批，随后由科研秘书告知参会人经费列支科目。此表由科研秘书保存。</p> <p>Notes: Applicants are requested to fill in the application Table online via http://tumu.zaiwo.net/. The secretary for scientific research will transfer the application to financial officer for examination, and will inform the participants of project fund name and account. This form is kept by the secretary for scientific research.</p>			

附件 7.1/Table 7.1

土木工程学院教师参加各类标准编制活动登记审批表

Application Form for support of SCE Staff & Faculty attending seminars or meetings for
technical codes/standards establishment

申请人姓名及 职称 Applicantname andtitle		主编或参编标准名称 Name of technical codes/standards chief- edited/co-edited	
标准编制组中的职务 Role in standards establishment group		本年度已资助次数 How many times of support has the applicant get from SCE	
活动名称 Name of the seminars or meetings			
主办单位 Host organization			
活动地点 Venus		活动日期 Date	
标准编制活动的目的、意义、学术影响等（300 字）： A brief introduction of the objective, the significance and academic influence of this technical codes/standards establishment (Limited to 300 words)			
费用预算（元） Budget （CNY）		分管副院长签字： Signature of Associate Chair in charge:	
注：1. 主要资助参会差旅费，资助额度为暂估费用，会后实报实销。 2. 请参会人提前两周系统申请，由科研秘书移交由分管副院长审批，随后由科研秘书告知参 会人审批情况。 3. 参加各类标准编制活动的照片等资料需拷贝留存给科研秘书。 Notes: 1. The subsidy amount shall be an estimated cost, and will be reimbursed based on the actual cost incurred. 2. Applicants are requested to submit the application form online in advance of two weeks and wait for the approval from associate chair in charge. The applicant will be informed of the result by the secretary for scientific research. 3. Photos taken during these seminars or meetings as well as other important materials should be submitted to secretary through softcopy.			

附表 7.2/Table 7.2

土木工程学院教师参加标准编制活动报告表

Report of SCE Staff & Faculty attending seminars or meetings for technical codes establishment

申请人 Applicant		主编或参编标准名称 Name of technical codes/standards chief-edited/co-edited	
标准编制组中的职务 Role in standards establishment group		本年度已资助次数 How many times of support has the applicant get from SCE	
活动名称 Name of the seminars or meetings			
主办单位 Host organization			
活动地点 Venue		活动日期 Date	
参加标准编制活动的情况报告（300 字左右）： A brief report of this technical codes/standards establishment (Limited to 300 words)			
实际产生费用（元） Actual expenditures （CNY）			
分管副院长建议经费列支科目 Project fund name and account No.			
财务负责人签字： Signature by secretary of CPC SCE Committee:			
1. 申请人在系统（ http://tumu.zaiwo.net/ ）填写此表，科研秘书转交财务负责人审批。 2. 此表由科研秘书保存。 <u>Note:</u> 1. The applicant should fill in the application Table 7.2 online via http://tumu.zaiwo.net/ . The secretary for scientific research will transfer the application to the financial officer for examination and approval, and inform the applicant of the Project fund name and account No. 2. This form is kept by the secretary for scientific research.			