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| 子项目校内编号：**西南科技大学重大/重点项目****校内子项目任务书**

|  |  |  |
| --- | --- | --- |
| 项目类型： |                                     |  |
| 子项目名称： |   |  |
| 承担部门： |        | (盖章) |
| 项目负责人： |                                       | (签字) |
| 立项经费： |                                   | (万元) |
| 项目起止年限： |            --       |  |
| **西南科技大学制** |

 |
| 校内子项目任务书填写和打印说明

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|  1. 填写校内子项目任务书各项内容应实事求是，认真填写，表述明确。外来语要同时用原文和中文表达，第一次出现的缩略词，须注明全称。 |
|  2. 校内子项目任务书的各个部分都必须填写，原则上不能有空白；确实无法填写的内容，请一律用"—"表示。 |
|  3. 校内子项目任务书是项目经费拨付、中期检查、评估、验收的依据。校内子项目任务书的内容由母项目负责人和子项目负责人依据实际科研工作内容需要确定。 |
|  4. 母项目负责人将审核通过的任务书打印四份纸质文档，A4纸，左侧装订，不得加用塑料等额外装订材料。由承担部门审核签署意见并加盖公章后，报送科技管理部门进行纸质文档签署。 |
|  5. 校内子项目任务书是学校内母项目负责人和子项目负责人的约束性文本，具有合同效力。本合同正式文本分存学校科研管理部门、母项目负责人、子项目负责人及所在部门各一份，经签字盖章后生效。 |
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| **一．项目信息表**

|  |  |
| --- | --- |
| 子项目名称 |  |
| 承担部门 | 部门名称 |  | 部门负责人 |  |
| 部门联系人 |  | 联系电话 |  |
| 项目负责人 | 姓名 |  | 职称 |  | 获得学位时间 |  |
| 从事专业 |  | 手机 |  |
| 项目组人数 |  |
| 起始时间 |  | 终止时间 |  |
| 所属技术领域 |  |
| 母项目名称 |  |
| 母项目校内编号 |  |
| 母项目立项经费 |  | 母项目类型 |  |

**二．项目参与人员**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号 | 姓名 | 所属部门 | 职称 | 投入本项目的工作时间（月） |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |

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| **三、项目概述。**（简要说明项目的目标任务、研究内容、实施方案（含合作分工）、技术路线。） |
|  |
| **四、计划进度和阶段目标**（以半年为单位，叙述项目的进度安排和阶段目标任务。） |
|  |
| **五、结题目标**： |
|  |
| **六、项目经费预算** |
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|  |
| --- |
| **项目预算总表** |
| **序号** | **预算科目名称** | **立项经费（元）** |
|  | 经费支出 |  |
| 1、 | 设备费 |  |
|  |      其中：购置设备费 |  |
| 2、 | 业务费 |  |
| 3、 | 劳务费 |  |
| 4、 | 合计 |  |

 |
| **七、任务书签订及各方盖章** |
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|  |  |  |
| --- | --- | --- |
| 甲方 | 母项目负责人（签字） | 所在部门（盖章）年     月     日 |
| 部门分管领导（签字） |  |
| 乙方 | 子项目负责人（签字） |  | 所在部门（盖章）年     月     日 |
| 部门分管领导（签字） |  |
| 科研管理部门 | 西南科技大学综合军工处 |  盖章年    月    日 |
| 主管领导（签章） |  |

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窗体底端