

**Circular of the Office of the People's Government of Wuxing District  
Concerning Printing and Distributing the Administrative Measures of the Use of  
Science & Technology Three Types of Funds of Wuxing District**

To the People's government of all towns, street offices, departments of district government and all units in the district:

*The Utilization and Management Provisions of Three Expenses for Science and Technology in Wuxing District* has been approved by the district government. Now, we would like to print and issue it to all of you for implementation.

Date: December 16, 2005

**The Utilization and Management Provisions of Three Expenses for Science and Technology in Wuxing District**

In accordance with the relevant regulations about three expenses for science and technology and fund management provisions, this provision is formulated in order to regulate the utilization and management of three expenses for science and technology in Wuxing District, encourage and support the enterprises to develop the new technologies and products, promote the energy-saving and consumption reduction, enhance the product quality, improve the export structure, cultivate and development the hi-tech industry and new backbone industry.

**I. Source of three expenses for science and technology**

(I) To appropriate a certain amount of fund from the financial budget of district as the special aid expense for science and technology in accordance with the requirements of the higher-level departments.

(II) Funds that are raised from other sources.

**II. The support object and utilization of three expenses for science and technology:** in accordance with the principle of "Emphasizing the Key Enterprises and Encouraging the Innovation", three expenses for science and technology are used to support the technical innovation of enterprises, development of new products, and

industrialization of hi-new technologies as well as the aid and auxiliary support of the projects such as the technical development center and technical innovation conditions, etc. The key objects and main utilizations are described as follows:

(I) The fund aid for key science & research and technical breakthrough projects and fund aid for general science & research, torch, sparking, promotion and technical cooperation projects that are listed by District Science and Technology Bureau.

(II) The auxiliary aid in the torch plan, sparking plan, bid-invitation and breakthrough projects, technical innovation projects and transformation projects of agricultural science and technical results that are listed by national Ministry of Science and Technology, Provincial Department of Science and Technology, city-level Bureau of Science and Technology; the projects that meet the support conditions about technical innovation funds for the small-and-medium science and technical enterprises. The awards for the province-level or higher-level key development projects of new products and construction of development center of province and city-level hi-tech enterprises, etc.

(III) Other projects that need the fund aid, including the special subsidy that is provided by the local government in accordance with the specific requirements of province and city-level governments, such as the breakthrough and bid-invitation, and the online signing projects, etc.

(IV) To support the construction of technical innovation system in the district, preferentially support the technical innovation activities jointly carried out by the science and research institutions, higher education colleges and the district as well as the projects that are the independent intellectual property rights, are characteristic of the advanced technology, high additional value, great industry association, energy-saving and consumption reduction, and are beneficial to push the export and earn the foreign exchange; especially support the electrical information, machinery & electronics integration, industrialization of hi-tech enterprises engaged in new materials and biological pharmacy, and technical innovation projects that improve the tradition industries with the high and new technologies.

III. Support modes of three expenses for science and technology

As the mode of free aid, three expenses for science and technology will guide and lead the investment of self-owned capitals of enterprises and social capitals, and play the guiding, supporting and promotion roles. They are mainly used as the necessary aid for research & development and experiment stages of products in the technical innovation process of small and medium- scale enterprises, the aid for result transformation of researchers who establish the enterprises with their technical results, the aid for new product development, improvement of new processes, research and development of new technologies as well as the aid to support the hi-tech enterprises and small-and-medium science and technical enterprises in establishing the hi-tech research and development center.

#### VI. Expenditure scope of three expenses for science and technology

(I) Management expense of science and technical products: it means the expenses that the administrative departments of science and technology pay for managing the science and technical plans and relevant expenses, including the expenses for project organization, check, evaluation, bid invitation, track and inspection, acceptance and performance examination, etc.

(II) Project research expense means the expense incurring in the research process of projects

1. Equipment purchase expense: it means the expenses for purchasing and maintaining the special appliances and equipments that are necessary for the research and development of projects, and the expense for purchasing the samples and sample machines for the research projects as well as the expenses incurring in the transportation, packaging, loading and unloading and civil construction. The expenses for purchasing the appliances, equipments, samples and sample machines from other countries include the customs duties and the transportation and insurance expenses.

2. Expense for energy and materials: it means the expenses for purchasing the water, electricity, fuels, raw materials, auxiliary materials, low-value consumables and spare parts that are necessary for the research, development and testing of projects as well as the transportation and packaging expenses incurring in this process.

3. Expense for experiment assistance of external units: it means the expenses for

external processing in the research and development of projects or entrusting external units to assist in the experiment, processing, measurement and calculation when the sponsor units are not qualified.

4. Expense for materials and printing: it means the expenses for books, magazines, materials, computer software and printing materials in the research and development process of projects.

5. Rental expense: it means the expenses for renting the special appliances, equipments, fields and experimental bases for the research, development and experiment of projects.

6. Expense for meeting and investigation: it means the expenses for investigation in the research and development of projects and expense for special technology and academic meetings related to the project research.

7. Expense for attestation and acceptance: it means the expenses for attesting and accepting the science and technical results.

8. Management expense: it means the expense of research units responsible for three expenses for science and technology for providing the good service and working conditions to the research subject team, so as to organize the early-stage demonstration of projects.

9. Personnel expense: it means the labor compensations that are paid to the personnel directly participating in the project research. If the original units of researchers have appropriated such recurring expenses, the personnel expense will still be paid from the original source and cannot be repeatedly paid from three expenses for science and technology.

10. Other expense: it means other expenditures directly related to the research and development of projects.

V. Preparation and review of plans about three expenses for science and technology

(1) Based on the annual financial budget of district, the Financial Bureau of District is responsible for preparing the financing plans in accordance the requirements of higher-level departments and reports such plans to the people representative conference for approval.

(II) The Science and Technology Bureau of District is responsible for putting forward the drafts of annual fund utilization plans and negotiates with the Financial Bureau of District; once the plans are examined and approved by the district principal, they will be reported to the standing meetings of district government for discussion and decision at the beginning of year. In the fourth quarter of each year, the Science and Technology Bureau of District will check the implementation status of plans; if the projects have any changes, the plans will be adjusted based on the actual situation; if the finance status is consistent, such plans will be reported to the district principal for approval.

VI. Utilization, check and approval of projects aided by three expenses for science and technology

For the projects that apply for the three expenses for science and technology, the sponsor units of projects will submit the utilization to the Science and Technology Bureau of District in accordance of relevant regulations, and the Science and Technology Bureau of District will perform the preliminary check of such projects (for the key projects, relevant experts will be invited for review), put forward and submit the preliminary plans of projects to the office of principal of the Science and Technology Bureau of District for approval, and announce them in the internet. Upon the check of district principal, the Science and Technology Bureau of District and Financial Bureau of District will jointly issue the paper for implementation.

VII. Release and appropriation of three expenses for science and technology

(I) For the projects whose fund aids have been approved, the Science and Technology Bureau of District will immediately release the aid expense to the sponsor units of projects. The funds may be released at one time or for twice. For the funds that are released for twice, 50% of total approved amount will be appropriated for the first time, and the remaining balance will be appropriated after the projects are completed and pass the check. For the development projects of new products, the funds will be appropriated only after obtaining the province-level identification.

(II) Before appropriating the project expense, the Science and Technology Bureau of District will fill in the *Contact Form for Appropriating Special Financial Funds* in

accordance with the fund arrangement list jointly issued by the Financial Bureau of District and Science and Technology Bureau of District, and deliver the legal vouchers that are provided by the sponsor units. After the district principal signs and approves of them, the financial department will appropriate the above funds from three expenses for science and technology to the sponsor units of projects.

#### VIII. Utilization and supervision management of three expenses for science and technology

The utilization of three expenses for science and technology shall follow the relevant laws, regulations and financial systems in China, and uphold the principle of "Scientific Evaluation, Supporting the Most Excellent Projects, Fairness and Transparency, Special Funds for Special Purpose".

(I) The Science and Technology Bureau of District is responsible for the utilization and management of three expenses for science and technology and the Financial Bureau of District is responsible for the supervision of utilization of three expenses for science and technology.

(II) Upon receiving three expenses for science and technology, the sponsor units of projects will calculate and handle the funds in accordance with the financial regulations.

(III) The Financial Bureau of District will supervise and check the project implementation of three expenses for science and technology jointly with Financial Bureau of District and Auditing Department. The supervision and check contents include the availability and utilization performance of funds, implementation status of schedules and the quality of completed projects, etc.

(IV) The sponsor units of projects will voluntarily receive the supervision and management of relevant departments, and promptly submit the materials about project implementation status and fund utilization, etc.

V. This provision will be implemented from the issuing date; meanwhile, the original *Notice of People's Government Office of Wuxing District, Huzhou City about Printing and Issuing of "Interim Provisions of Utilization and Management of Three Expenses for Science and Technology in Wuxing District"* (Wu Zheng Ban Fa (2003) No. 64)

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will be abolished on the same day.

吴兴区人民政府办公室

关于印发《吴兴区科技三项经费使用管理办法》的通知

各乡镇人民政府、街道办事处，区府各部门，区直各单位：

《吴兴区科技三项经费使用管理办法》已经区政府同意，现予印发，请认真贯彻执行。

二〇〇五年十二月十六日

吴兴区科技三项经费使用管理办法

为了规范吴兴区科技三项经费的使用与管理，鼓励和支持企业开发新技术和  
新产品，促进节能降耗，提高产品质量，改善出口结构，培育和发展高新技术产业  
和新兴支柱产业，根据科技三项经费使用的有关规定及区有关资金管理办法，  
特制定本办法。

一、科技三项经费的来源

(一)从区财政预算中按上级要求专门安排一块资金作为科技专项扶持经费。

(二)其他途径筹集的资金。

二、科技三项经费的支持对象和用途科技三项经费按照“突出重点、鼓励创新”  
的原则，支持企业技术创新、新产品开发、高新技术产业化、企业技术开发中心  
和技术创新条件建设等项目的资助和配套补助。重点对象和主要用途是：

(一)列入区科技局的重大科研、技术攻关项目的资金补助和一般科研、火炬、星  
火、推广、科技合作项目的资金补助。

(二)列入国家科技部、省科技厅、市科技局的火炬计划、星火计划、招标攻关项  
目、企业技术创新和农业科技成果转化项目的配套补助；符合科技型中小企业技  
术创新资金支持条件的项目。省级以上重点新产品开发项目奖励、省市高新技术  
企业研发中心建设等。

(三)其他需支持的项目，包括省市明确需要地方与之配套的专项补助；如：攻关  
招标、网上签约项目等。



(四)支持区技术创新体系建设, 优先支持科研机构、高等院校与我区企业进行的技术创新活动及具有我国自主知识产权、高技术、高附加值、产业关联大、节能降耗、有利于环境保护和出口创汇的项目; 重点支持电子信息、机电一体化、新材料、生物医药等高新技术产业化和用高新技术改造传统产业的技术创新项目。

### 三、科技三项经费支持的方式

科技三项经费以无偿资助方式, 引导和带动企业自有资金和社会资金的投入, 发挥其导向、支持、促进作用。主要用于中小企业技术创新中产品研究开发及中试阶段的必要补助, 科研人员携带科技成果创办企业进行成果转化的补助, 新产品开发、新工艺改进、新技术研究开发的补助以及支持高新技术企业、科技型中小企业建立高新技术研究开发中心的补助。

### 四、科技三项经费的开支范围

(一)科技项目管理费: 指由科技行政管理部门为管理科技计划及经费而支出的费用, 包括项目组织、评审、评估、招标、跟踪检查、验收及绩效考评等工作发生的费用。

(二)项目研究费, 指项目研究过程中发生的费用

1. 设备购置费: 指研究、开发项目所必需的专用仪器、设备购置和维修费用, 研究项目的样品、样机购置费用, 以及为此发生的运输、包装、装卸、安装和零星土建的费用。其中从国外引

进的仪器、设备、样品、样机的购置费包括海关关税和运输保险费用。

2. 能源材料费: 指进行项目研究、开发、试验所需的水、电、燃料、原材料、辅助材料、低值易耗品、零配件的购置费用, 以及为此发生的运杂包装费用。

3. 试验外协费: 指研究、开发项目带料外加工或因本单位不具备条件而委托外单位协作进行试验、加工、测试、计算等发生的费用。

4. 资料、印刷费: 指进行项目研究、开发所发生的书刊、资料、计算机软件、复印、印刷的费用。

5. 租赁费: 指进行项目研究、开发、试验而租赁的专用仪器、设备、场地、实验基地等所发生的费用。

6. 会议调研费: 指为项目研究、开发而进行调研所发生的费用和与项目研究有关的专题技术、学术会议的费用。

7. 鉴定、验收费：指科技成果在成果鉴定、验收时所发生的费用。
8. 管理费：指承担科技三项经费项目的科研单位，为了向研究课题组提供良好的服务和工作条件，用于组织项目前期论证等所发生的费用。
9. 人员经费：指为直接参加项目研究的人员支出的劳动报酬。研究人员所在单位有财政经常性经费拨款的，其人员经费仍从原渠道列支，不得在科技三项经费资助中重复列支。
10. 其他费用：指与项目研究、开发直接有关的其他支出。

#### 五、科技三项经费计划的编制与审定

- (一) 资金筹集计划由区财政局于上年年底前根据上级要求按区财政年度预算统筹制订，报人代会审议批准。
- (二) 年度资金使用计划由区科技局提出初步方案，会同区财政局商量研究，并经分管区长审核同意后，于年初报区政府常务会议讨论确定。每年四季度由区科技局检查计划执行情况，项目发生变化的，据实调整计划，商财政一致后，报分管区长审核批准。

#### 六、科技三项经费扶持项目的申报、审核及批准

申请区科技三项经费扶持的项目，须由项目承担单位按有关规定要求向区科技局提出申请，区科技局对申报项目进行初审（重大项目邀请有关专家评估），并提出项目初步计划，由局长办公会议审核，并在网上进行公示，经分管区长审定后由区科技局和区财政局联合发文下达。

#### 七、科技三项经费的下达与拨付

- (一) 对经批准支持的项目，由区科技局及时将补助经费直接下达到项目承担单位。资金拨付分一次或两次下达。两次下达的按批准总额的50%先予拨付，其余部分待项目完成并通过审核后再拨付。新产品开发项目需经省级鉴定后拨付。
- (二) 项目经费拨付由区科技局按照区财政局和科技局联合下文资金安排明细填写《财政专项资金划拨联系单》，并附具体用款单位提供的合法有效凭据，由分管局长签批后，交财政部门从科技三项经费专户直接划拨至具体项目承担单位。

#### 八、科技三项经费的使用与监督管理

科技三项经费的使用必须遵守国家的有关法律、法规和财务规章制度，坚持科学

评估、择优支持、公正透明、专款专用。

(一)区科技局具体负责科技三项经费使用管理，区财政局负责对科技三项经费使用情况的监督。

(二)项目承担单位收到科技三项经费后，应按照财务规定进行核算处理。

(三)区科技局会同区财政、审计等部门对科技三项经费支持的项目实施过程进行监督与检查，监督检查的内容包括资金的到位和使用绩效、计划进度执行情况及项目完成的质量等。

(四)承担项目实施的单位应自觉接受有关部门的监督管理，并及时报送项目实施情况及资金使用等资料。

九、本办法自发布之日起施行。原《湖州市吴兴区人民政府办公室关于印发〈吴兴区科技三项经费使用管理暂行办法〉的通知》（吴政办发〔2003〕64号）同时废止。