《科普資助計劃常用資助條款》

（2018年4月版）

Science Popularization Funding Scheme Common Funding Terms

(April 2018)

* + 1. 根據本基金的《學校科普資助計劃章程》及《社團／機構科普資助計劃章程》之規定，獲資助的申請實體，須在項目完成後三十日內向科學技術發展基金提交最終報告，包括有關活動的相片或錄像紀錄，並退還餘款（倘有）。

In accordance with the provisions of the Fund's “School Science Popularization Funding Scheme Regulations” and the “Association/Organization Science Popularization Funding Scheme Regulations”, the subsidized applying entity must submit a final report to the Science and Technology Development Fund within 30 days after completion of the project, including photos or video recordings of the related activities and refund the balance (if any).

* + 1. 申請實體須依時提交最終報告，結題後之壹次性撥款／第二期撥款將於上述報告審批後發放；如未能依時提交有關報告，結題後之壹次性撥款／第二期撥款將取消發放。

The applying entity must submit the final report on time. After checking and accepting, the one-time grant/secondary grant will be issued when the above report is approved; in case the relevant report is not submitted on time, the issue of the one-time grant/secondary grant after checking and accepting will be cancelled.

* + 1. 申請實體未能依時遞交年度（倘有）／最終報告及退還餘款（倘有），將影響其日後的資助申請。

In case the applying entity fails to submit the annual (if any)/final report and refund the balance (if any) on time, its future funding application may be affected.

* + 1. 跨年度項目須在每滿一年後的三十日內向科學技術發展基金提交年度報告。

For a year-over-year project, an annual report must be submitted to the Science and Technology Development Fund within 30 days after each full year.

* + 1. 所有經費開支須實報實銷，包括申請實體負責人簽名及申請實體蓋印之教師（導師）津貼之簽收單據。

All the expenditures must be reimbursed in accordance with the actual expenses, including the teachers’ (mentors’) allowance receipts signed by the person in charge of the applying entity and stamped with the seal of the applying entity.

* + 1. 項目進行過程中如有教學內容、教師／導師、項目延期等調整，必須先向本基金提出申請，並獲批准後方得進行有關修改，否則本基金不予報銷有關費用。

When the project is being implemented, in case of any adjustment of teaching contents, teacher/mentor, project extension, etc., an application must be submitted to and approved by the Fund in advance before such adjustment is carried out. Otherwise, the Fund will not reimburse the related expenses.

* + 1. 申請實體須於任何公開活動或成果展示中明確表示，項目由澳門特別行政區科學技術發展基金資助。

The applying entity shall make it clear in any public event or result display that the project is funded by the Science and Technology Development Fund of the Macao Special Administrative Region.

* + 1. 資助購置之設備（倘有）歸申請實體所有，但須明確標註由澳門特別行政區科學技術發展基金資助。

Subsidized purchases of equipment (if any) shall be owned by the applying entity, but such equipment shall be clearly marked that the purchase is funded by the Science and Technology Development Fund of the Macao Special Administrative Region.

* + 1. 申請實體須確保資助購置之設備在項目完成後得到持續的運用。

The applying entity must ensure that the equipment purchased with subsidies is continuously used after the completion of the project.

* + 1. 申請實體可因應實際情況調整購置同類型之機器及設備、消耗性材料以及參考書及資料，有關調整請參閱本基金網站之相關規定。

The applying entity may adjust the purchase of the same types of machines and equipment, consumable materials, reference books and reference materials in accordance with the actual situation. For the relevant adjustments, please refer to the related provisions on the Fund's website.

* + 1. 申請實體於提交最終報告時，須遞交由學生本人簽署的學生出席表，有關出席表須有項目負責人簽名及蓋上申請實體印章。

When submitting the final report, the applying entity must submit the Student Attendance Form signed by the students personally. The Attendance Form must be signed by the project leader and stamped with the seal of the applying entity.

* + 1. 申請實體於提交最終報告時，須依資助通知書內所列資助開支內容，編排及歸納有關開支及單據供本基金查核。

When submitting the final report, the applying entity shall arrange and sum up the relevant expenses and the supporting documents, in accordance with the contents of the subsidized expenses listed in the Notice of Subsidy, for the Fund to check.

* + 1. 項目參與學生人數必須達計劃內預期之人數，如學生人數不足必須向本基金提前申報。

The number of students participating in the project must reach the number anticipated in the Plan. In case the number of students is insufficient, the applying entity must report to the Fund in advance.

* + 1. 倘若課堂的師生比例低於1比5，本基金將全額扣除該堂的教師（導師）津貼。

If the teacher-student ratio in the classroom is lower than 1 to 5, the Fund will fully deduct the teacher’s (mentor’s) allowance for the corresponding period.

* + 1. 倘若課堂的學生出席人數只有預期人數一半或以下，本基金將按照出席百分比扣減該堂課的教師（導師）津貼。

If the number of students attending the class is only half or less than half of the anticipated number, the Fund will deduct the teacher’s (mentor’s) allowance for the corresponding period according to the attendance percentage.

* + 1. 申請實體須遵守本基金的《學校科普資助計劃章程》及《社團／機構科普資助計劃章程》之其餘條款。

The applying entity is required to comply with the remaining provisions of the Fund's “School Science Popularization Funding Scheme Regulations” and the “Association/Organization Science Popularization Funding Scheme Regulations” .