

KIAA Faculty Handbook

2016-4-22

Welcome to join in the Kavli Institute for Astronomy and
Astrophysics at Peking University (KIAA)!

We made this handbook to help you get an overview of your work
and life here.

We wish you have a happy and successful time at KIAA!

Contents

Chapter 1	Recruitment
Chapter 2	Benefit and Insurance
Chapter 3	<i>The Thousand Talents Plan</i>
Chapter 4	Work Visa Application
Chapter 5	Duty-Report Day
Chapter 6	After Duty-Report Day
Chapter 7	Expert Certificate and Residence Permit Application
Chapter 8	Equipment Purchasing
Chapter 9	International Traveling
Chapter 10	Finance
Chapter 11	Grants
Chapter 12	Visiting Scholars
Chapter 14	Assessment
Chapter 15	Position-leaving
Chapter 16	Responsibilities of Administrative Staff
Chapter 17	Organization Chart of KIAA

Chapter 1 Recruitment

Step 1: KIAA sends recruitment advertisements on AAS and KIAA website from September to November every year.

Step 2: KIAA selects the shortlist in December.

Step 3: KIAA organizes interviews in January.

Step 4: Director of KIAA sends offer letters in February.

Step 5: After the candidates accept the offer, KIAA sends applicants' materials to Human Resource Office (HR) of Peking University for the review and approval.

Step 6: Peking University holds the recruitment meeting; Faculty Recruitment Committee reviews all the applicants' materials and selects the candidates.

Step 7: Peking University sends offers to candidates.

Tips:

- 1, Please remember that after you accept KIAA director's offer, we need to send your application materials to the Human Resource Department of Peking University(PKU). You are not a faculty in PKU until receiving offer from PKU.
- 2, Peking University will hold the recruitment meetings four times a year (March, June, September and December). Peking University will send the offer within one month after the meeting, and require the candidates to start position within six months after accepting the offer.
- 3, KIAA suggests the new faculty start position as early as possible once accepts the offer. You may also discuss the starting work day with the director considering your own situation as well. We will send the application materials to PKU HR according your report duty day.

Chapter 2 Benefit and Insurance

When you are considering accepting Peking University's offer, you will think about many aspects including insurance, benefits and how to settle down your family, etc. The following are the benefits Peking University can provide.

1, Beijing Residence (户口)

Chinese national faculty who return from overseas can apply for Beijing Residence after starting position. If your spouse and kids have China Nationality before leaving China, but they do not have Beijing Residence, you can apply Beijing residence for your spouse and children through the route "*Peking University solves the problem for the faculty and staff who reside separately with their family*". You may find the details from the link <http://hr.pku.edu.cn/fwzn/qtsw/16371.htm>. It requires many documents and it will take 1-3 years to get it. If you can apply for *the Thousand Talents Plan* and win the title, you and your family may apply the Beijing Residence via the green pass of *the Thousand Talents Plan*. It will be much easier and take less time for your spouse and children to get Beijing Residence.

2, China certificate of permanent residence (China green pass)

The foreign faculty whose position are the associate professor, equivalent or above, have worked at Peking University for four years, staying in china over 3 years and have paid tax for 4 consecutive years can apply for China certificate of permanent residence (China green pass).

3, Medical care and Social insurance

For Chinese faculty

Peking University will charge you pension insurance (基本养老保险) and occupation pension (职业年金), and the public housing subsidy from your salary. Chinese faculty have public medical care welfare (公费医疗).

For foreign faculty

PKU provides Chinese insurance package (**five plus one**). It's optional, but we suggest you buy the package. Detailed information is as following:

1) The five insurances:

- pension insurance
- unemployment insurance
- working injury insurance
- maternity insurance
- medical insurance

Please note that the foreign faculty cannot buy the medical insurance only; you need to buy the insurance package as a whole.

2) The public housing subsidy:

The public housing subsidy is used to buy the real estate in China. The faculty pays part of the salary for public housing subsidy. The maximum amount is 2327 Yuan (2016). PKU pays the same amount of money per month to faculty's account as well.

3) If you want to join in the insurance system, please provide:

- your passport
- your foreign expert certificate
- one electronic photo (358*441 pixel, 9K-20K)
- one application form

4) The percentage of the insurance and public house subsidy you and the unit paid each month:

Subject	Five insurances					Public House Subsidy
	pension insurance	unemployment insurance	working injury insurance	maternity insurance	medical insurance	
Unit payment	20%	1%	0.4%	0.8%	10%+1%	12%
Personal payment	8%	0.2%	0	0	2%+3yuan	12%

Note:

8% pension+ 0.2% unemployment+ 2% medical+3 yuan+12% public house subsidy= parts paid by personal.

3 yuan is PKU subsidiary medical insurance. In addition to China social medical insurance, PKU pays extra 1%; you pay 3 yuan/month to buy a subsidiary medical insurance which makes your reimbursement cap line 80,000yuan higher per year.

医保参保职工就医费用报销比例(social medical insurance reimbursement portion)

医保参保职工门诊就医费用报销比例(outpatient service reimbursement)

就诊医院(hospital type)	起付线(deductible)	报 销 比 例 (reimbursement percent)	封顶线(the cap line)	定点医院(communitary hospital)
本市社区卫生服务机构 (community hospital)	1800元 (1800 yuan)	90%	2万元(20,000yuan)	基本医疗定点医院中选4家医院为本人的定点医院，另外，可直接去 A 类医院、定点中医院、定点专科医院(choose 4 neighborhood hospitals as community hospital, insurance bearers could go to A-level hospital directly if necessary)
非社区卫生服务机构 (non-community hospital)		70%		

医保参保职工住院就医费用报销比例(inpatient service reimbursement)

起付线 (deductible)	统筹基金支付(compensation paid by the unified planning fund)				大额医疗互助基金支付(paid by the Large amount of mutual medical fund)							
1300元 (1300 yuan)	报销比例(reimbursement percent)				封顶线(the cap line)	报销比例 (reimbursement percent)	封顶线(cap line)	备注(remarks)				
	hospital	三级医院(level 3 hospital, best)	二 级 医 院 (level 2 hospital, lower)	一 级 医 院 (level 1 hospital, basic)								
	起付线 - 3 万元 (1300-30,000yuan)	85%	87%	90%					10万元	85%	20万元	单次住院费用超过10万元后进入大额支付，需上报市医保审核 (when the expenses>=100,000yuan during once inpatient treatment in total, the Large amount of mutual medical fund will pay the reimbursement)
	3 万元 - 4 万元 (30,000-40,000)	90%	92%	95%								
	4 万元 - 封顶线(40,000-cap line)	95%	97%	97%								

北京大学补充医疗保险报销比例(PKU subsidiary medical insurance reimbursement portion)

报销范围(category)	报销比例(reimbursement percent)	封顶线(cap line)
社保报销之余 (不含起付线) (the amount deducted the social insurance payment)	60%	8万元(80,000yuan)

5) Salary top limit counted to the insurance deducted portion

Top limit of salary counted to deduct portion as "five plus one" varies every year. In 2016, it is 19389 yuan/month. It means if the foreign faculty's salary is over 19389 yuan/month, his/her salary will be counted as 19389 yuan/mon to calculate "five plus one" payment. So if you join in the China social insurance, you will pay $19389 \times 10.2\% + 3 = 1980.68$ yuan/mon for the "five insurances", and $19389 \times 12\% = 2327$ yuan for your public house subsidy.

Tip: Peking University's medical plan will not cover the faculty's family member.

4, Children's education

Faculty's children (both Chinese faculty and foreign faculty) are eligible to be enrolled in Peking University's kindergarten, elementary school and junior section of the Affiliated High School of Peking University (北大附中初中部) or Beida Resources Middle School (北达资源中学).

Tip: Please remember that all schools have the registration time once in a year, the notification will be released on Peking University's website. Sometimes PKU Office of Human Recourse will send E-mails to inform the related time. For the kindergarten, the registration time is usually in May. Please do not miss it.

5, PKU apartment renting and buying

Both Chinese and foreign faculty can apply for an apartment from Peking University, but now, the apartment resources are quite limited. It is difficult to rent an apartment from Peking University. If you have *the thousand talents* title, you have more possibility to apply for the talent apartment in Peking University. The rent is 7000—10000 Yuan per month in 2016.

Chinese national faculty are eligible to buy welfare houses from PKU if Peking University have resources. The foreigner is not eligible to buy the welfare houses according to the current China Housing Policy.

6, The public housing subsidy

You are unable to use the public housing subsidy until you buy an apartment in China. When you buy an apartment in China, you can withdraw all the money from your public housing subsidy account. And every month, both the money you and Peking University paid for the public housing subsidy will be transferred to your own bank account. This policy is applied to both Chinese and foreign faculty.

7. Income tax

Personal income exemption: 3500 yuan for Chinese nationals; 4800 yuan for internationals.

Tax payable	Tax rate (%)	Quick calculation deduction
<=1500 yuan	3	0
1,500 yuan< amount <=4,500yuan	10	105 yuan
4,500 yuan< amount <=9,000yuan	20	555 yuan
9,000 yuan< amount <=35,000yuan	25	1,005 yuan
35,000 yuan< amount <=55,000yuan	30	2,755 yuan
55,000 yuan< amount <=80,000yuan	35	5,505 yuan
80,000 yuan<amount	45	13,505 yuan

For your salary, the five insurances and public housing subsidy you have paid will not charge income tax.

Chapter 3 *The thousand Talents Plan*

China initiated “the Recruitment Program of Global Experts” (known as “*The thousand Talents Plan*”) since the end of 2008. The aim is to bring in overseas top talents or foreign top talents to China for the next five to ten years. Relying upon National Key Innovation Projects, this plan recruits talents who have potential to make breakthroughs in scientific research and key technology field.

“*The thousand Talents Plan*” awardees will enjoy the preferential policies in terms of exit and entrance, residence, medical care, insurance, housing, tax, salary, etc.

Our faculty are eligible to apply for the following two types:

- *The Youth Thousand Talents Plan*
- *The Senior Thousand Talents Plan*

We strongly suggest new faculty apply for *The youth thousand talents plan*. If you win the title, you will obtain sufficient grant to support your research, a big sum of subsidy, special route to solve you and your family’s residence, privilege on social insurance and house purchase.

1, Policy for *The Youth Thousand Talents Plan* awardees:

Besides the salary and subsidy, the awardees will obtain research grant of 200, 0000---300, 0000yuan, which requires to be used out within 3 years. Other welfare as following:

1) Children’s education

The thousand talents plan green pass will help your children to be enrolled into your desired school.

2) The apartment renting and buying

The awardees of *the youth thousand talents plan* can apply for the apartment from Peking University real estate Management office. The month renting fee is 7000 Yuan per month.

The Youth Thousand Talents Plan awardees can purchase a commercial house not subject to any policy restrictions on working and residence time span in China.

3) Beijing Residence(北京户口) for Chinese national awardees and their family.

If you, your spouse and your children have China nationality before leaving China, but you do not have Beijing Residence, all of you can apply for Beijing Residence through *the thousand talents plan* green pass. It will be much easier and faster for your spouse and children to get Beijing residence comparing to the normal process we mentioned in Chapter 2.

4) China permanent residence certificate (China green card) for the foreign awardees and their family

If you are foreign faculty, you, your accompanying spouse and children (less than 18 year old) can apply for China certificate of permanent residence (China green card) or 3-5 years multiple entries visa *the thousand talents plan* green pass.

2, The policy for *The Senior Thousand Talents Plan* awardees:

Most benefits for *The Senior Thousand Talents Plan* awardees are the same as *The Youth Thousand Talents Plan* awardees. Besides, *The Senior Thousand Talents Plan* awardees will have the privilege for the special medical treatment.

National Treasury will not provide research grant for *The Senior Thousand Talents Plan* awardees. Please discuss with PKU to acquire the research grant.

Chapter 4 Work Visa Application

The work "Z" visa application always takes about two months. For example, if you plan to start work on Oct 1, the application process and information collection are supposed to begin from the beginning of August, but our summer vacation will start from middle of July to the end of August, it is better you start the application process from the beginning of July.

1, Information and documents collection

Six items of information should be provided:

- 1) the place where you will receive your "Z" visa form and work permit
- 2) the place where you will apply for your visa
- 3) your digital picture in the recent 6 months (about 150-200 KB, 640×480 pixels, white background)
- 4) scanned copy of the first page of your passport and your accompany family member's passports.
- 5) scanned copy of your Ph. D. certificate : It is your highest academic qualification, which proves you have been issued a Ph.D.
- 6) if your spouse and children will come, please provide your marriage certificate you're your children's birth certificate in English.

You will be asked to scan and send KIAA administrative staffs these six items by email.

2, Medical examination (a document to apply for your residence permit in China)

1) Take physical examination abroad

- You may take the exam at a medical institution approved by the Chinese Embassy. The Chinese Embassy/consulate in your country has a list of approved medical institutions and the form is both in Chinese and English.

- Afterwards, take all originals of the medical examination reports to China; especially, make sure take your X-Ray, electrocardiogram and blood test reports with you. Then you could submit all your test reports to Beijing International Travel Healthcare Centre Hai Dian Clinic when you arrive in China and request the local clinic to issue a China's body check certificate to you.

- Clinic to go: Beijing International Travel Healthcare Centre Hai Dian Clinic.

- Distance: in northwest of Peking University (40 minutes, take a taxi)

- Opening hours: Mon.-Fri. 8:30-11:00

- Materials to take: passport and two two-inch pictures

2) Fees:

- Body check: RMB 650 (for employees) ; RMB 400 (for students)
- Express delivery: RMB20
- Order a taxi ahead for round trip: RMB150

3)Get the report: after four working days

Tips:

- 1) On the morning of the examination, neither eat food nor drink water.
- 2) The process of the physical exam costs about one hour and a half.

3, Visa Application

When you receive the posted visa form and work permit from KIAA, you can fix a date to go to the embassy and apply for the visa. Then book your flight and notify KIAA administrative staff of your arrival date.

Tips:

- 1) Post your luggage to KIAA before your departure if you have more than two bags.

KIAA address:

The Kavli Institute for Astronomy and Astrophysics,
Peking University YiHe Yuan Lu 5, Hai Dian District,
Beijing, P. R. China
Postal code:100871

Contact: Ms. Jie Yao

Tel: +86 (010) 6275 6692

Fax: +86 (010) 6276 7900

Email: yaojie@pku.edu.cn

- 2) Taxi fee from Beijing Capital Airport to KIAA is about 150 yuan. Don't forget to ask for one taxi ticket when you get off the taxi.

Chapter 5 Duty-Report Day

Step 1: Individual information submission

After you accept Peking University's offer, you will get an E-mail from Peking University, please login on "Peking University Human Recourse Information Management System" to fill your personal Information, if you are the foreign faculty, you can transfer the E-mail to KIAA administrative staff to help you fill the information for you.

Step 2 Response to the Peking University offer

After you receive the Peking University's offer, please sign it if you accept it and send the scanned offer to KAA administrative staff and take the original offer on the report duty day.

Step 3 Documents preparation

Chinese faculty move to KIAA from other Chinese working unit:

If you transferred from other Chinese units, please bring "Administrative letter"(行政介绍信) and "Salary Declaration letter" (工资关系介绍信) with you on the report duty day.

Chinese faculty move to KIAA from Overseas:

If you got your PhD abroad, please get foreign education certification verification from Overseas Student Service at the Ministry of Education. The process will take more than one month, please prepare it as quickly as possible.

The foreign faculty:

The foreign faculty does not need to prepare foreign education certification.

1, The materials you need to submit in the report duty day:

Foreign Faculty:

Peking University Offer letter, your passport, your original diploma.

KIAA administrative staff will help you prepare the contracts and other documents for you, and will take you to or ask a student volunteer to take you to different offices.

Overseas talent and faculty transferring from other Chinese unit:

Please read the detailed information here: <http://hr.pku.edu.cn/fwzn/bdrz/12579.htm>, please discuss your residence issue with KIAA administrative staff first.

2, Several places the new faculty need to go on the Report duty day

1) Human Resource Department

Please bring your contract(北京大学聘用合同), “the faculty registration form”(《教职工登记表》) “the form for the second standard employee's agency”(《二级人事代理表格》) Social Insurance registration form”(《社会保险个人信息登记表》) with the stamps of KIAA, please check with KIAA administrative staff first.

2) Campus ID Card Center

You need to go there to obtain your campus card. The material you need to bring: your ID or passport, the recommendation letter issued by Peking University Human Resource Office.

Address: RoomB117, New Sun student Center (新太阳学生中心 B117)

3) Computer Center

Please go there to open your Internet account. Please bring the internal check with you, which the administrative staff will prepare for you.

Address: The third floor of No. 1 Natural Science Building (理科一号楼三层大厅 (网络运行值班室))

The user name is your faculty ID number which is on your campus card. The original password is your 8-digital birth date, i.e. 19860226. You could change your password by yourself after you log in your PKU internet account. These user name and password could be used to login your internet account, your PKU mailbox and your personal information page to check salary and research fund balance. Please check the attached appendix to find the instruction to open a PKU mailbox.

4) Financial Office and ICBC bank Peking University Branch

You will go to two places to apply for an ICBC bank card. You are supposed to apply for an ICBC bank card as your PKU salary card. The application and waiting line always costs one hour and half.

Step 1: Please take your ID and the campus card to the Financial Office to get the recommendation letter to open Peking University Salary Card account.

Address: Room 112, the first floor of South Chemistry Building (Salary Section) 化学南楼一楼 112 (工薪办公室)

Step 2: Take the recommendation letter, the campus card and your ID or passport to apply for your Peking University Salary card at Peking University branch of ICBC Bank in the campus.

Step 3: Make a copy of ICBC card, campus card, bank contract, passport on the same piece of paper, and sign on it. Then submit it to the PKU Financial Office. Since then, your salary will be on this ICBC card automatically every month.

This could be done in two weeks after your starting position. Not urgent.

5) **Peking University Real Estate Management Office**

You will go there to apply for the Faculty apartment and get the form back to fill to apply for no apartment subsidy.

For foreign faculty, KIAA administrative will help you to do this.

For Chinese faculty, you can get the form back to fill it by yourself.

You can call them for your apartment application. Peking University cannot guarantee you will be allocated an apartment, as the teachers' apartments are limited in recent several years.

The materials you need to bring: your campus ID, your contract with Peking University.

Address: Room 413 (公寓服务中心教师公寓办公室) , No.43 Building

Room 407 (房改办公室) , No. 43 Building

Tel: 010-62751596 (Apartment) 、 62751091 (Apartment subsidy)

Please see <http://hr.pku.edu.cn/fwzn/bdrz/12579.htm> for information in Chinese.

Chapter 6 After Duty-Report Day

1, Check salary online

<http://portal.pku.edu.cn/infoPortal/>
username: your faculty ID number
Password: your birthday for example: 19870312
please see the instructions in *Appendix I*.

Your salary will arrive before the 5th of each month.

2, Apply for a PKU mail box

Once you get your internet account, you could set up your own PKU mailbox.
Please see the instructions in *Appendix II*.

3, Connect the printers

Instructions to connect the color printer on the second and third floor:

Name of the color printers: HP LaserJet 500 color M551

IP address: 162.105.156.236(2nd floor)

162.105.156.236(3rd floor)

Please borrow the CD to install programs from Shuo or Lili, or download the printer software from HP's website (the model is M551dn):

<http://h20000.www2.hp.com/bizsupport/TechSupport/DriverDownload.jsp?prodNameId=4184891&lang=en&cc=us&prodTypeId=18972&prodSeriesId=4184772&taskId=135>

4, Apply for a Medical prepaid card

Faculty could apply for this card a month later after your starting position. Not urgent.

The Medical prepaid card is used to pay the checking and medicine fee at campus hospital. Chinese national faculty only needs to pay 20% medical fee in the campus hospital as they have public medical care welfare. Foreign faculty will reimburse the fee according to the “Five plus one” policy. See more details in Chapter 2.

Chapter 7 Expert Certificate and Residence Permit Application

If you are the foreign faculty, you must apply for and obtain your foreign expert certificate and Residence permit within the first month of your arrival.

Foreign expert certificate is an official document to prove your identity in China as an expert.

1, Apply for Foreign expert certificate (It takes five working days.)

Documents needed to submit to PKU Office of International Relations:

- 1) printed online application form (KIAA staff will do)
- 2) copy of your work permit
- 3) copy of your passport
- 4) copy of your visa
- 5) one two-inch photo

2, Apply for Residency permit (It takes five workingdays.)

Documents requested by the Beijing Municipal Public Security Bureau:

- 1)"*Foreign Experts Certificate*" and the copy of the first, second and renewal pages;
- 2)"Visa or Residence Permit Application Form" stamped by the Office of International Affair at PKU, with a two-inch color photo, pale blue or white background on;
- 3) Passport and the copy of the first page;
- 4)Registration form of temporary residence issued by the local police station in Beijing and the copy;
- 5) Physical check report;
- 6) The copy of working permit;
- 7) The copy of Invitation Letter of Duly Authorized Unit;
- 8) Residence permit and the copy.

Tip: Please remember that you need to renew Foreign expert certificate and Residency permit every year, please remember the due date and remind the administrative staff two month before the due day.

Chapter 8 Equipment Purchasing

When you start to work, you need to purchase equipment as laptop, computer, and monitor etc. Generally, faculty shall buy the equipment with his/her grant. But if you don't have your own grant when you start to work at KIAA, you can discuss with the director or associated director to buy the equipment and furniture with KIAA operation fund. When you get your own grant, please return it to KIAA.

Please note:

- 1, All the equipment over 1000RMB are not allowed to buy yourself. You need to buy from Peking University certain permitted suppliers.
- 2, You need to buy the equipment through Peking University bidding system. The link is: ebuy.pku.edu.cn. You can buy the equipment from the system by yourself, or ask help from Shuo. Tell Shuo the model, the configuration and the price you prefer.
- 3, All equipment over 1000RMB bought by faculty's grant belong to Peking University. When you leave position, you shall return all the equipment to KIAA.

Chapter 9 International Travel

Faculty's business trip applications are divided into two categories: domestic and international. For domestic trips, you can go directly; for the international trips, your application needs to walk through the following processes:

Step 1: Send an E-mail to ask permission from KIAA director and associate Director, tell the directors your trip's time, place, purpose and fund resources. Please attach the invitation letter and cc the e-mail to Jie and Lili.

Step 2: Fill the form online. Login your personal portal (个人门户) -Business handling (业务办理)-go aboard (出境业务)- check /apply (查看申请 (90 天以下) 因公出境) . Please fill the form and submit it online. Then print the hard copy. If you are the foreign faculty, you can ask Lili for help.

Step 3: Lili will help you get the approval document from Peking University Office of International Relations.

You need to pay attention to the following issues:

1, Your international trip fee can be reimbursed only if you get the approval document from Peking University before your departure. The trip requests shall be submitted at least two months before departure.

2, New regulations about International trips:

For Chinese teachers, please make sure:

- apply for an official passport
- hold your official passport to apply for an international business trip's visa, otherwise your trip expenditure will not be reimbursed by PKU.
- do not leave through electronic customs tunnel (因公出访不能电子通关)
- official passports shall be submitted to KIAA administration office and be centralized stored when you return.

For the international teachers, make sure:

- leave and return within the approved trip period
- during the trip, all expenditure shall follow the PKU financial rules.
- do not leave the airport when you have a transfer.

Chapter 10 Finance

1, General Rules

You can only get the reimbursement with invoices (Fapiao) titled Peking University (北京大学), informal receipts or the invoices titled your personal name will not be accepted.

The deadline of Fapiao reimbursement of the previous year is before the March 15th of next year.

You can pay stuff when its price is less than 1000 RMB in cash by yourself. When it is over 1000RMB, you shall pay by check or your business bank card (公务卡)

The faculty are required to use business bank card in the future, please contact Shuo if you have not apply for it yet.

2, Rules for Different Items

1) Taxi invoices in Beijing

- Only the recent three months' taxi invoices can be reimbursed. For example: in Dec, only the taxi invoices from Oct. to Dec. can be reimbursed.
- Please indicate where you go, from where to where and purposes on one A4 paper or on the back of each of taxi invoices. It means: only taxi costs for work can be reimbursed.
- The total amount for each time should be no more than 1000 RMB.

2) Printing & Postage in BJ

Please provide Fapiao to require the reimbursement. If the amount is over 100 RMB, it's better to provide a printing or postage itemized statement.

3) Book & Office Supplier & Computer Accessories

Please provide Fapiao (the title must be “北京大学”) and shopping details to require the reimbursement.

4) Publication Fee & Membership payment & Books (on foreign websites)

- Small amounts can be paid by yourself; please provide an invoice and credit card statement to get the reimbursement.
- Large amounts are not allowed to be paid by yourself. Shuo can help you to pay directly

from you fund.

5) Internet

It only can be paid by internal check, please ask Shuo for details.

6) Dinner and Lunch

1. You are not allowed to get the reimbursement for your dinner and lunch's Fapiao from your 985, 973, NSFC, *The Thousand talents plan* grants, you can only get the reimbursement for your dinner and lunch Fapiao from your conference account (会议账号) or Development Grant (发展基金) account.

Tip: When your NSFC concluding reports have passed the check by NSFC, your left grants may be transferred to the Development Grants which can be used more flexible.

2. If you want to invite visitors to have lunch or dinner, please go to the restaurants on campus, the restaurants outside campus are not allowed.

Tips: you must use internal check to pay the bills. If KIAA shall pay, please contact Jie ahead. If the bill shall be paid by your grant, you need to pay cash first, and ask Shuo's help to apply for an internal check. You may take the internal check to refund your cash back.

3. The lunch and dinner reimbursement topline:

Categories	Topline
Table dinner	100 yuan/ person
Buffet	80 yuan/ person
Lunch or dinner box	50 yuan/ person

Tip: Alcohols and drinks are not permitted to be reimbursed.

4. If you have conference budget in your 985、973、NSFC、*The Thousand talents plan* proposal, your lunch and dinner Fapiao can be reimbursed from these grants when you hold a conference or a workshop. You shall provide with your stamped notification, name list of the participants, and the detailed budget.

7) Domestic travel

By flight

- First/Business Class is not permitted.
- Keep the boarding pass
- If over 1000 RMB, please provide credit card statement when you require reimbursement.

By train

- Only professors (教授) and research fellows (研究员) can take First Class train.
- If over 1000 RMB, please provide credit card statement when you require reimbursement.

For the domestic travel, besides the transportation fee and the conference registration fee, what can be reimbursed consists of two parts: hotel fee and per diem. The per diem consists of two parts: food(meal) subsidy/day and city transportation subsidy/day, Peking University have the standards for each type in different cities, please find it in *Appendix III*.

Hotel

For the hotel expenditure reimbursement, please provide Fapiao and accommodation details (means: when you checkout, please let the hotel provide the accommodation details(酒店入住明细单) which shows your name, how many people stay in a room and the room charge, etc..) Please note that if it shows the hotel provides breakfast in the accommodation details, you cannot get the food subsidy.

Taxi from/to the airport will be included into the city transportation subsidies.

Conference registration fee

Conference notification or website need to indicate the amount of the registration fee clearly. Then you require the reimbursement with the Fapiao.

Tips:

- a . If the inviter pays for the airfare or train tickets, you cannot get the subsidies;
- b . If the inviter pays for the accommodation, but the proof letter, which you shall ask from the inviter, does not clearly indicate that the other charges (including meals and traffic expenses) will be paid by yourself(往返交通费和伙食费用需自理), you cannot get the subsidies;
- c. The conference notification must clearly indicate that the accommodation & meals will be paid by yourself(食宿自理), then you can require for subsidies.
- d. If the conference was held at your accommodation hotel, you can only get 2 days' city transportation subsidies (the arrival day and departure day);
- e. If it shows in the accommodation details that the hotel provides breakfast, you cannot get the food subsidy.

8)International travel

Please get approval from PKU before you leave, see the detailed information in Chapter 9 (International travelling). Please note that the date on the invitation letter must cover all the dates of your trip. Earlier departure or late return is not allowed.

By flight

- First/Business Class is not permitted.
- Keep the boarding pass.
- ELECTRONIC TICKET can be regarded as a reimbursement vouchers.

- Please provide the credit card statement when you require the reimbursement.

Hotel

- Please provide an invoice and credit card statement when you require the reimbursement.
- Standard hotel fee means: the daily maximum expenditure limit.

Conference registration fee

Please provide an invoice and credit card statement when you require the reimbursement.

Per Diem

- Meals and traffic expense (inside the city) will be included into the subsidies.
 - Taxi from/to the airport will be included into the subsidies.
- (Please find the standard for hotel fee and per diem in different countries and areas in *Appendix IV*.)

Others

When you require the reimbursement, please provide:

- Expenditure itemized statement (for example: airfare\$1350+3days subsidies.)
- Copy of your passport (the first page and the entry & exit record page).

Chapter 11 Grants

1, National Natural Science Fund of China(NSFC)

1) Application

Time: Every February-March. The science secretary will send notice and instructions when it's open for application.

Application website: <http://www.nsf.gov.cn/nsfc/cen/2016sqsl/index.html>

(The science secretary will open an account for the newly-coming faculty.)

NSFC information system: <https://isisn.nsf.gov.cn/egrantweb/>

More information: Please see *Appendix V* for categories, eligibility, duration and amount of the 2016 NSFC.

2) Progress Report

You shall fill the progress report in the NSFC system every year. The National Natural Science Foundation of China will assess the reports to decide if you are qualified to continue the program. The science secretary will notify you about the report submission.

3) Final Report

Please fill the final report when the program finishes. If you leave the position before the program ends, please manage the grant properly. Please see Chapter 15 for more details.

2, Other Grants

There are other grants like National Science and Technology Major Projects, International Cooperation Projects, Natural Science Foundation of Beijing etc. The science secretary will inform you about the details when it's open for application.

Chapter 12 Visiting Scholars

1, Inviting Visiting Scholars

The application process of inviting collaborators or students from other institutes to visit KIAA is as following:

Step 1: Ask for the permission of KIAA director. Please indicate the visiting names/time/purpose, and the required support/resource from KIAA. Please check the office room with the administrative staff beforehand if you will ask for office space as well.

Step 2: The administrative staff will book hotel rooms for visitors.

Step 3: Inform the administrative staff 2-3 days before the visitors come, administrative staff will get the office room, welcome package and the transportation information prepared.

Step 4: Arrival, KIAA will provide the welcome package to visitors.

2, Policy for Colloquium Speakers

- 1) KIAA will cover 1-3 days' accommodation expenses for colloquium speakers.
- 2) KIAA will provide the lecture fee of 800RMB.
- 3) Domestic transportation fees are upon request.

3, Policy for KIAA Visiting Scholar Program

The Kavli Foundation initiated the Kavli Visiting Scholars program. The program supports astrophysicists from the Kavli institutes network to spend a meaningful period of time (2 to 4 weeks) in residence at the KIAA on the campus of Peking University (PKU). During the visit, the Kavli Visiting Scholar is expected to give a KIAA/PKU colloquium and he or she is encouraged to participate in various formal and informal activities to facilitate interaction with members and students at the KIAA and the PKU Department of Astronomy.

The policy for KIAA visiting scholars is as following:

- 1) KIAA will help the visiting scholar to apply for the Chinese visa
- 2) KIAA will cover the international flight tickets (economical class)
- 3) KIAA will provide 4 stars' hotel room for the visiting scholars
- 4) KIAA will provide an independent office room for the visiting scholars
- 5) KIAA will provide 300 yuan /day living allowance for the visiting scholars

Chapter 13 Assessment

The middle-term assessment will be initiated in the spring semester (before March 1) of the fourth year of your contract, the first year you sign the contract will be calculated as one year.

The Expiration assessment will be initiated one year ago before the contract expiring time. Please find the materials you need to prepare here: <http://hr.pku.edu.cn/xzzx/khpg/>

Chapter 14 Position-leaving

Before you leave the position, please pay attention to the following:

1, Letter of Resignation/Contract-termination

If it is your personal reason to leave the position. Please send a formal hardcopy letter of resignation to the director three month ahead before your leave the position.

If Peking University or KIAA wants to terminate the contract with you, Peking University or KIAA needs to send the hard copy of the terminate contract letter to you three months before termination time.

2, Position-leaving Form

Before you leave, please get the position-leaving form (转单) from Jie, you need to go to the library, network office, real estate office etc. , each office will stamp on the form after you settle everything with them, after you got all stamps from the different offices, you can return the form to Jie.

3, Human Resource Relation (人事关系) and Personal Records (人事档案) Transfer

If you will work in another institute in China, after you return the completed leaving position form, please transfer your Human Resource Relation (人事关系) and personal records (人事档案) to the new institute within 10 days of stopping salary.

4, Equipment Return

Please remember that all the equipment (of which the value is over 1000 Yuan) you bought from the grants of Peking university need to be returned to KIAA and should not be taken away. If your new unit is a university or a research institute in China, you may take your equipment to your new unit after finishing the application process.

2, Public House Fund Transfer/Withdraw

For Chinese faculty, if you will work in other institute in China, PKU will transfer your public house fund to your new university's account. Please find the detailed information about the public house fund transfer here: <http://cwb.pku.edu.cn/fuwu/关于博士后出站、在职及合同制人员离职住房公积金的处理.htm>

For international faculty, your account will be audited and closed when you leave the position. The public house fund both paid by PKU and yourself will be refund to your salary account. Please keep your salary bank account alive before you receive the money. Generally speaking,

your public house fund will transfer to your bank account within two months after you leave the position.

3, Social Insurance Transfer/Withdraw

For Chinese faculty, if you will work in the other institute in China, we will help you to transfer your social insurance to your new institute' social insurance account.

If you decide to leave China and will not come back to work in China, we can help you withdraw the pension insurance you paid yourself to your ICBC Salary bank card.

The social insurance policy change frequently, please check the details with Jie when you need the relevant information.

4, Grant Transfer

About your remaining grant, if you will leave China or go to a company or institute which is not eligible to apply for the certain type of grant, you cannot request to transfer your grant to your next working unit. You can transfer it to KIAA or any faculty at KIAA, but you still have responsibility to complete or help to complete the final report. The science secretary of KIAA will notify you via email when and how will you need to finish the final report.

If you will work in another institute in China, and the new unit can accept NSFC fund, you can transfer your NSFC grant to your new unit, the process is as following:

Step 1: Fill the transfer application form (please ask Jie for it), two copies.

Step 2: Send the forms to the new unit and get them sealed, and post them back to PKU.

Step 3: Get seals from PKU and KIAA in the current unit column, and submit the form to the research department of PKU.

The whole procedure will take about two months.

For other grants like 985, 973 or the thousand talents grants, it is impossible to transfer them to your new unit; PKU research office suggests leave the grant here.

Chapter 15 Responsibilities of Administrative Staff

In the daily work, the administrative staff will assist you to handle various kinds of work. In order to let you know clearly who you will ask for help, we list the responsibilities of each staff here:

Jie Yao:

Human Resources: salary and benefits, position-starting and position-leaving procedure

Coordination: with management offices of PKU

Others: building maintenance, security etc.

Tel: 62756692

E-mail: yaojie@pku.edu.cn

Lili Liu:

Foreign affairs: travel approval, visas, invitation letters

Recruitment: recruitment of postdocs and faculty

Assessment: term assessment for postdocs and faculty

Tel: 62756630

E-mail: lililiu86826@gmail.com

Shuyan Liu:

Grants: application and management

Academic activities: visitors, lunch talks, colloquium, conferences

Outreach: website updates, news release

Tel: 62756630

E-mail: shuyan@pku.edu.cn

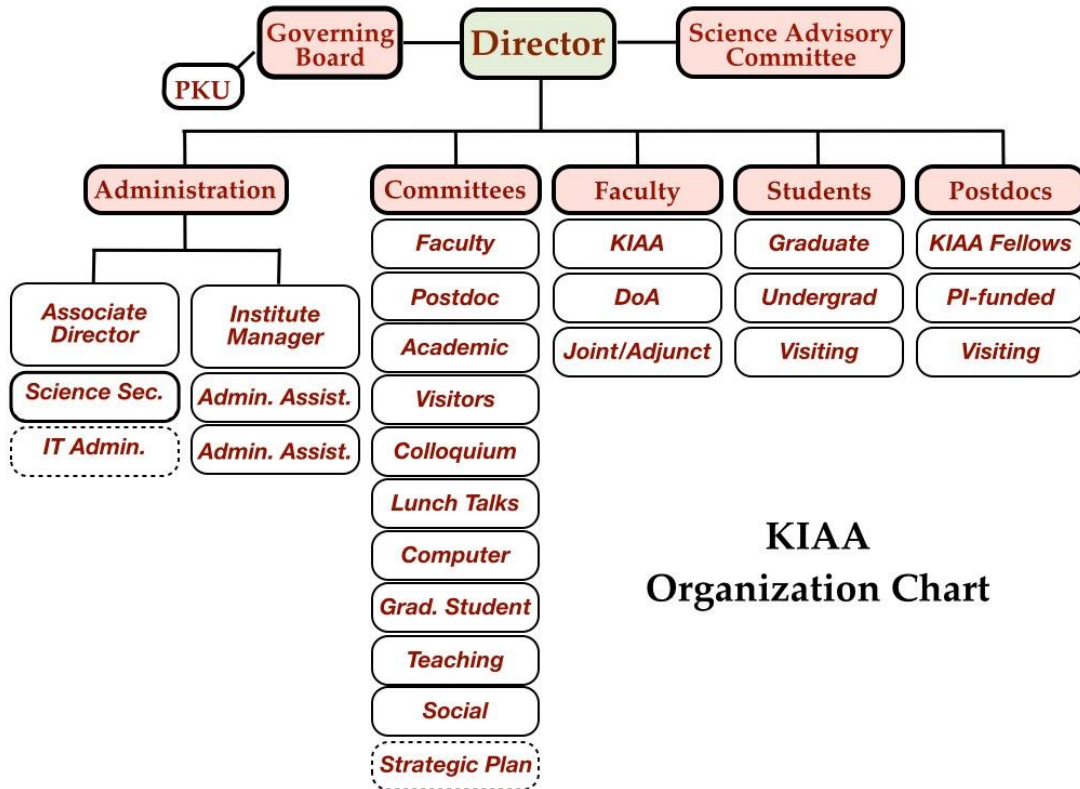
Shuo Zhang:

Finance: reimbursements, purchasing and procurement

Tel:62756630

E-mail: z.shuo77@gmail.com

Chapter 16 Organization Chart of KIAA



Appendix I

Instructions to check you salary

1 ,Please click www.pku.edu.cn ,choose *Portal*



2, log in



The screenshot shows the Peking University Portal website. The browser tab is titled '北京大学校内信息门户'. The navigation bar includes '您好, 请登录' (highlighted with a blue circle), '北大主页', '网络服务', '北大邮箱', '图书馆', and '新闻网'. The main banner features the Peking University logo and the text '北京大学校内信息门户 Portal of Peking University'. Below the banner, there are two columns of news items:

学校公告	更多	学校动态
2015年11月5日校领导接待日安排通知	10-28	“北大学子天津行”第二期活动成功举办
关于开展2015年度党风廉政建设责任制贯彻落实情况暨“三...	10-28	俞敏洪回母校招聘毕业生, 启动北大20...
关于印发《北京大学教职工处分暂行规定》的通知	10-23	学生服务总队举办第七届“薪火相传北...
2015北京大学“大学堂”顶尖学者讲学计划: 莱斯利·兰伯特	10-23	未名BBS 15周年进站图片展亮相 为首...
关于开展无偿献血活动的通知	10-23	北京大学召开安全管理业务工作会议

- 3, input your ID No. and Password.
The initial password is your birthday,like 19880213.



 用户登录

Campus card NO. [账号说明](#)

Password [忘记密码?](#)

记住我的账号

登录

4,click Personal information

The screenshot shows the Peking University Portal interface. At the top, a navigation bar includes links for '刘树岩 [退出]', '修改密码', '我在北大', '首页', '北大主页', '网络服务', '北大邮箱', '图书馆', and '新闻'. Below this, a banner features the university's logo and the text '北京大学校内信息门户' and 'Portal of Peking University'. A secondary navigation bar contains '功能', '个人信息', '业务办理', '公共查询', and '专题服务'. The main content area is titled '消息' and contains a table with the following data:

校园卡余额(元)	22.92 [支付宝充值]
网络账号余额(元)	0 [网上缴费]
PKU邮箱未读邮件	NoAccount[查看]
近期课表信息	
本学期没有上课信息	
图书借阅信息	

Annotations on the image include red arrows pointing to 'change password' (under '修改密码'), 'personal information' (under '个人信息'), 'campus card balance' (under '校园卡余额'), and 'unread mail message' (under 'PKU邮箱未读邮件'). Blue circles highlight the '修改密码', '个人信息', '校园卡余额', and 'PKU邮箱未读邮件' elements.

5,click financial info--personal income

The screenshot shows a university portal interface. At the top, there are navigation tabs: 个人信息 (Personal Information), 业务办理 (Business Processing), 公共查询 (Public Query), and 专题服务 (Special Services). Below these, a sidebar menu on the left contains: 基本信息 (Basic Information), 教学信息 (Teaching Information), 财务信息 (Financial Information), and 个人日历 (Personal Calendar). The '财务信息' menu item is circled in red, with a red arrow pointing to it from the text 'financial information' below. The '个人收入' (Personal Income) item in the sub-menu is also circled in red, with a red arrow pointing to it from the text 'personal income' above. The main content area displays a table with the following data:

个人收入	22.92 [支付宝充值]
个税统计	0 [网上缴费]
各类经费	NoAccount[查看]

Below the table, there is a section for '近期课表信息' (Recent Class Schedule Information) which states '本学期没有上课信息' (No class information for this semester).

7, details of your salary

个人收入

201510 至 201510 查询 说明：双击显示该笔发放的详细项目，更多的财务信息服务，请访问<http://cw.pku.edu.cn>。

发放年月	批次号	发放项目	发放单位	发放方式	发放小计	校发工资	校发奖金、津贴、补贴等	校发其他	其他发放	代扣小计	个税	住房公积金	保险	其他	实发金额
合计 date		program			0.00	0.00 salary	0.00 rewards, allowance etc.	0.00 others	0.00	0.00	0.00	0.00	0.00 pension	0.00	0.00

public housing fund

tax

others

amount

8,log out



Appendix II

Instructions for registering a @PKU mailbox

Due to the unstable server of KIAA, we suggest you to register a NEW mailbox with the address @pku.edu.cn

It's very easy, here are some instructions,

Open the link: <https://its.pku.edu.cn/index.htm>

OR link the homepage of PKU, then click the symbol.

北京大學
PEKING UNIVERSITY

新闻资讯 | 北大概况 | 教育教学 | 科学研究 | 招生就业 | 合作交流 | 图书档案

北大新闻

详细 >>

- ▶ 北大近期接连发表《Nature》、《PNAS》文章 2010-04-21
- ▶ 学生资助中心对我校青海玉树地震灾区学生开展慰问工作 2010-04-21
- ▶ 中央和国家机关司局级干部自主选学北大首个专题班开班 2010-04-21
- ▶ “中华诵·经典诵、写、讲”课堂在北大开讲 2010-04-21
- ▶ 俄罗斯纳米技术集团公司代表团访问北大 2010-04-21
- ▶ 【百年中文】温儒敏：北大中文系诞生100年摭谈 2010-04-21

搜索北大 [LSE-PKU暑期学校](#)

通知公告

详细 >>

- ▶ 关于设立向玉树地震灾区捐款箱的通知 2010-04-21
- ▶ 关于为青海玉树地震遇难同胞举行哀悼活动的通知 2010-04-20
- ▶ 停电通知 2010-04-20

➔ **北大校内信息** 今天有9条新通知 [详细 >>](#)

院系设置	医学
管理服务	基金
人才招聘	校友
校园文化	产学

校内门户 | **网络服务** | 未名BBS | 北大故事 | 相关链接 | 本站地图

You will get this page. Just do the same as when you try to connect the web as usual.
Input your user ID and password then sign in.



北京大學
网络服务 IT Service@Peking University

网上缴费

首页 | 上网指南 | 网络安全 | 常用设置 | 使用规范 | 常见问题 | 网络服务 | 网络导航 | 下载专区 | 用户管理 | 联系我们

校园网公告

- > 校园网出口路由器维护通知 2010.02.01
- > 校园网IPv6出口路由器维护通知 2010.01.28
- > 北京大学邮件系统维护升级通知 2010.01.25
- > 蓝旗营家属区网络升级改造施工通知 2009.12.28
- > 教职工校园网账号升级通知 2009.12.24
- > 新生可免费使用北大邮箱 2009.09.08
- > 更多...

计算中心动态 News

- 北大桌面视频会议系
统 new

欢迎使用校园网
Sign in to PKU

账号 User ID

密码 Password

Help 使用证书 Based PKI

上网范围 IP Range:

- 免费地址 CERNET Free IP
- 收费地址 Global IP

E-mail: 4G 容量

Set up the account first,
You can set up your
main email name and
other names of the
box(as long as the
names are not used)

Settings, Click

我的网络

- 邮箱
 - 邮箱(点击进入)
- IP网关
 - 重新连接免费地址
 - 重新连接收费地址
 - 断开本机连接
 - 断开全部连接
 - IP网关认证客户端
- 账户管理
 - 查网费
 - 账户信息
 - 邮件设置
 - 修改密码

网络连接成功
Connect successfully

用户名: 天文所访问学者12
当前地址: 162.105.156.130
包月状态: 90元不限时包月
访问范围: 收费地址、免费地址
欠费断网: 是
当前连接: 1个
当前时间: 2010/04/21 14:20:53
账户余额: 1065.0 元

我的网络

- 邮箱
 - 邮箱(点击进入)
- IP网关
 - 重新连接免费地址
 - 重新连接收费地址
 - 断开本机连接
 - 断开全部连接
 - IP网关认证客户端
- 账户管理
 - 查网费
 - 账户信息
 - 邮件设置
 - 修改密码
 - 修改二次密码
 - 修改连网权限
 - 网费标准
- 反映网络问题
 - 反映问题
 - 查看给我的回复
 - 查看别人的问题

邮件设置

账号:	gtwsv12
姓名:	天文所访问学者12
邮件服务器:	mail.pku.edu.cn
主邮件地址:	<input type="text"/> @pku.edu.cn (必需) 收发邮件的主要地址
邮件别名1:	<input type="text"/> @pku.edu.cn (可选) 可接收邮件的其他地址
邮件别名2:	<input type="text"/> @pku.edu.cn (可选) 可接收邮件的其他地址
邮件转发:	<input type="text"/> (可选) 将邮件转发到这个地址

Save → 保存

email (required)

Forward to Address(optional)

After setting accounts, enter the mailbox, then page below will appear. First, update to an advanced version (the default version is standard), just click “Advanced Version” in the up right corner.

北京大學 网络服务 IT Service@Peking University 网上缴费

首页 我的网络 上网指南 网络安全 常用设置 使用规范 常见问题 网络服务 网络导航 下载专区 联系我们

2010年4月21日星期三 天文所访问学者12 pub 来自校内162.105.156.130 退出 Logout 退出并断网

我的网络

- 邮箱
邮箱(点击进入) ← Enter mailbox
- IP网大
 - 重新连接免费地址
 - 重新连接收费地址
 - 断开本机连接
 - 断开全部连接
 - IP网关认证客户端
- 账户管理
 - 查网费
 - 账户信息
 - 邮件设置
 - 修改密码
 - 修改二次密码

网络连接成功
Connect successfully

用户名:	天文所访问学者12
当前地址:	162.105.156.130
包月状态:	90元不限时包月
访问范围:	收费地址、免费地址
欠费断网:	是
当前连接:	1个
当前时间:	2010/04/21 14:20:53
账户余额:	1065.0 元

北京大學 PEKING UNIVERSITY

查找: _____ 于 电子邮件 搜索

高级版本

您使用的是标准版本 关闭

天文所访问学者12 0 B / 4 GB

邮件 地址簿 日程管理 网络硬盘 设置 写信

刷新 写信 删除 移至... 移动 操作项 执行 垃圾邮件 查看: 按邮件 执行 0 of 0

发件人 主题 大小 收到日期

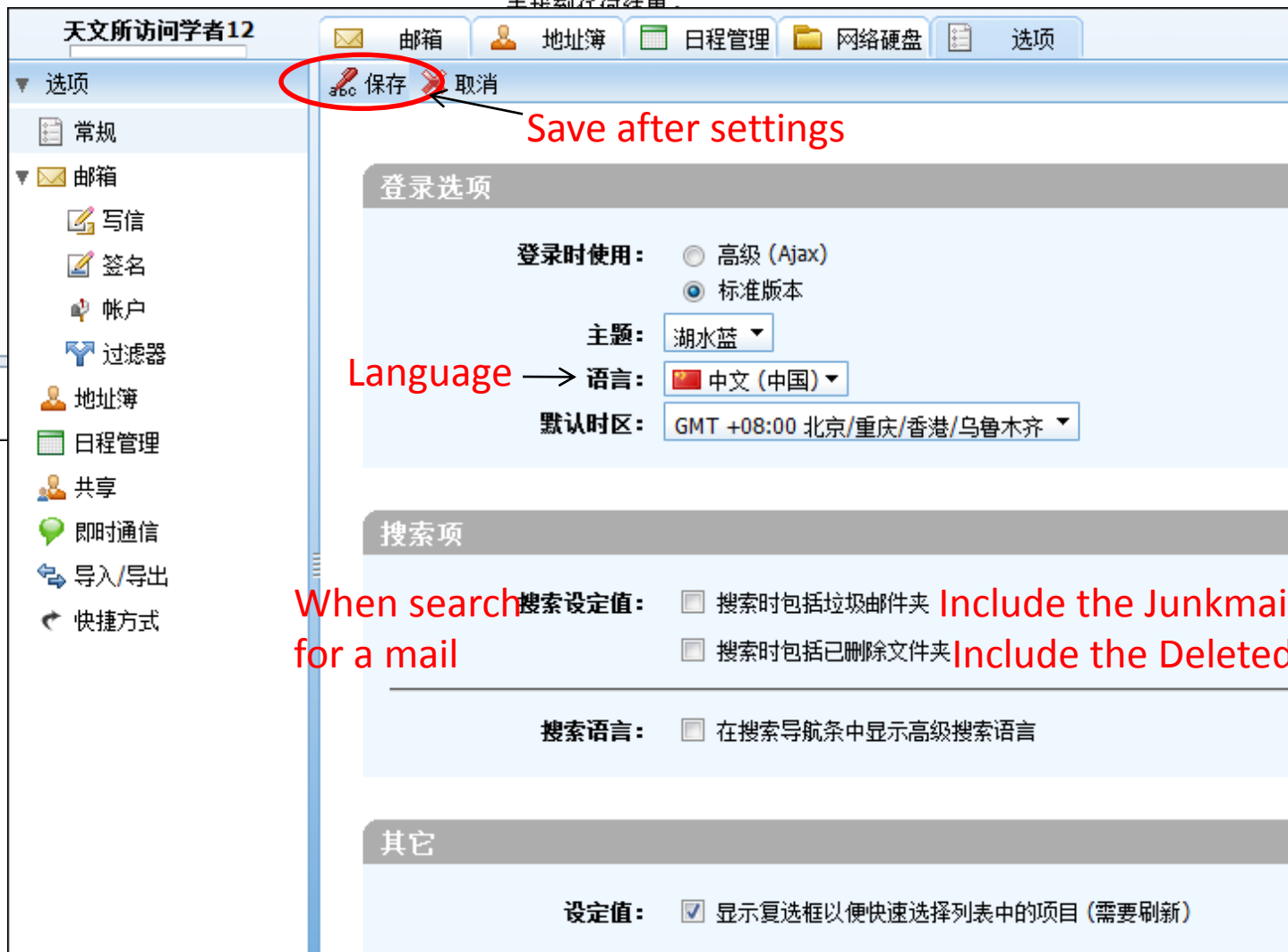
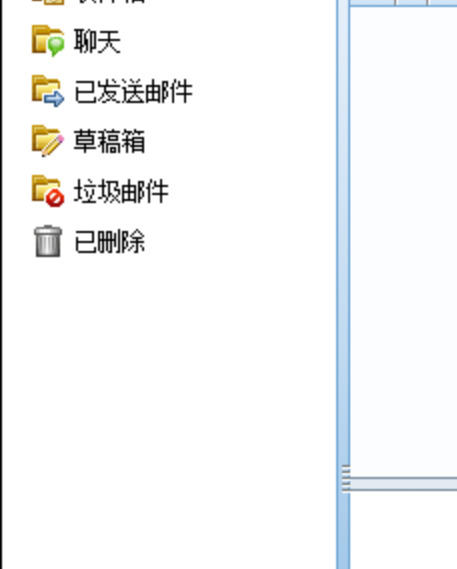
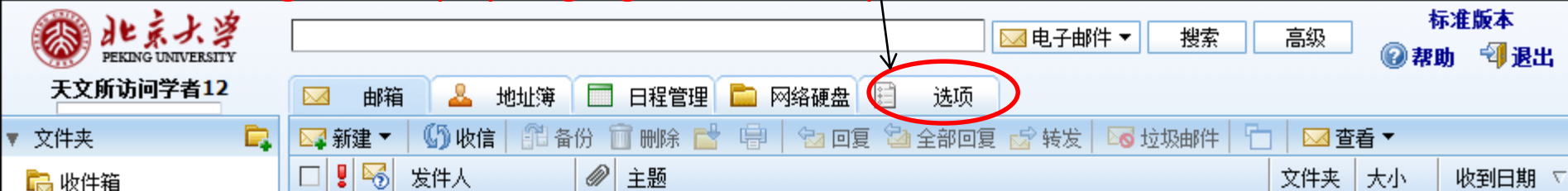
未找到任何结果。

刷新 写信 删除 移至... 移动 操作项 执行 垃圾邮件 查看: 按邮件 执行 0 of 0

文件夹 编辑

- 收件箱
- 已发送邮件
- 草稿
- 垃圾邮件
- 已删除

Second, change the display language. Click the "Options"



Don't forget to save all your settings, the button is in the up left corner.

After this step, this PKU mailbox is under your command!

Next time, you can log in the box directly! Good luck~~

登录选项

登录时使用：
 高级 (Ajax)
 标准版本

主题： 中文
Language 语言： 中文 (中国) 中文 (香港)

默认时区： 乌鲁木齐

搜索项

搜索设定值：

搜索语言：

其它

设定值：

English

ice@Peking University

网上缴费

设置 使用规范 常见问题 网络服务 网络导航 下载专区 用户管理 联系我们

公告

2010.02.01
2010.01.28
2010.01.25
2009.12.28
2009.12.24
2009.09.08



欢迎使用校园网
Sign in to PKU

账号 User ID 请输入校园网账号

密码 Password 密码

Help 使用证书 Based PKI

上网范围 IP Range:

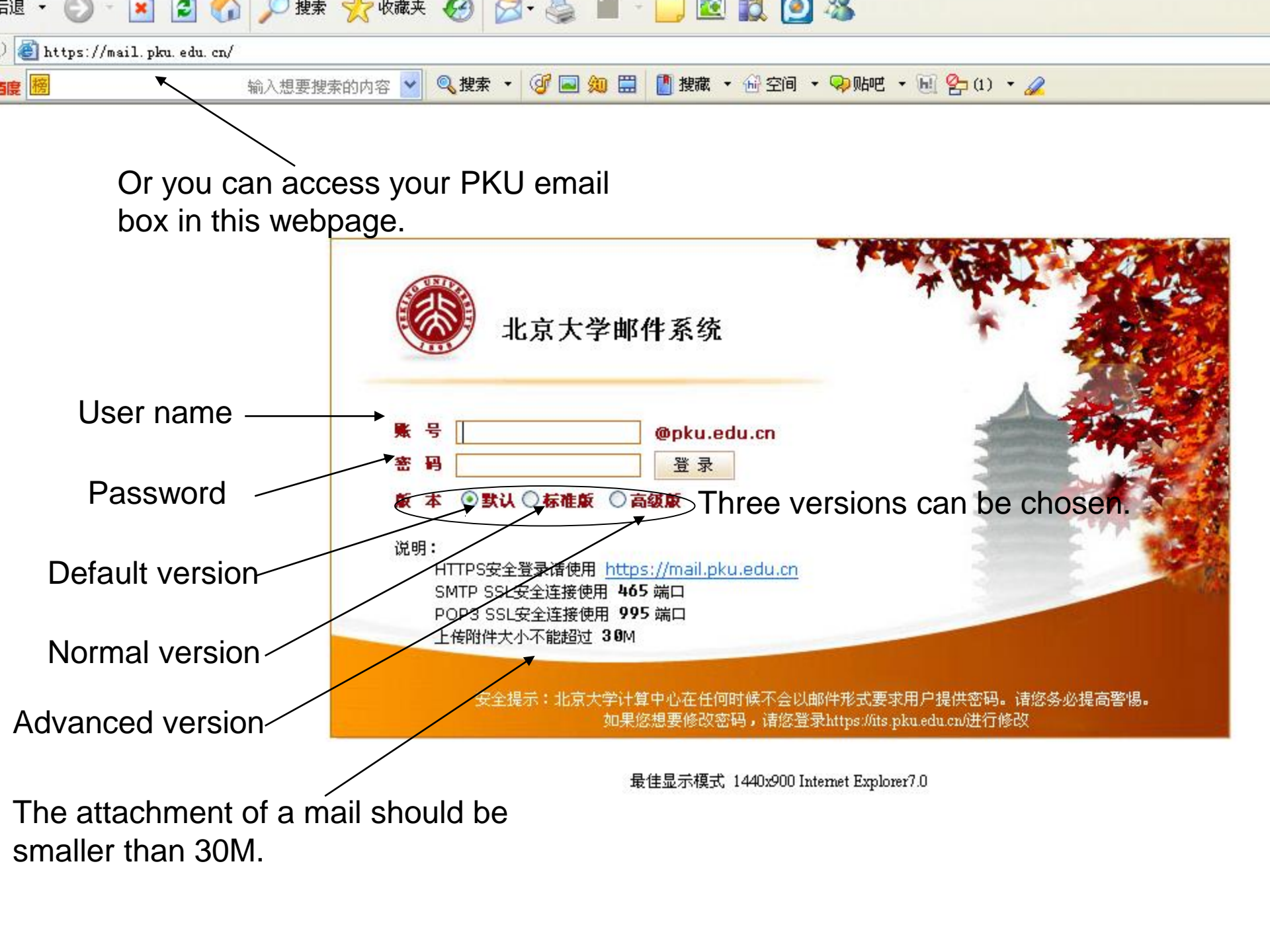
免费地址 CERNET Free IP

收费地址 Global IP

上网登录 Sign In

E-mail: 4G 容量

邮件登录 Sign In



Or you can access your PKU email box in this webpage.

User name →

Password →

Default version →

Normal version →

Advanced version →

Three versions can be chosen.

The attachment of a mail should be smaller than 30M.

最佳显示模式 1440x900 Internet Explorer7.0

Appendix III

Standard Hotel Fee and Per Diem for Domestic Travel Reimbursement

省份 Province	住宿费标准 Standard		旺季住宿标准 Standard for busy season			Per diem	
	教授 Professor (单间或标准间) (Single/Standard)	博士后、学生及其他人员 Postdoc/Student/Other (单间或标准间) (Single/Standard)	月份 Months	教授 Professor (单间或标准间) (Single/Standard)	博士后、学生及其他人员 Postdoc/Student/Other (单间或标准间) (Single/Standard)	伙食 Food (per person per day)	交通费 Traffic expense (per person per day)
北京 Beijing	650 RMB	500 RMB				100 RMB	80 RMB
天津 Tianjing	480 RMB	380 RMB				100 RMB	
河北 Hebei (石家庄 Shijiazhuang)	450 RMB	350 RMB				100 RMB	
山西 Shanxi (太原 Taiyuan)	480 RMB	350 RMB				100 RMB	
内蒙古 Inner Mongolia (呼和浩特 Hohhot)	460 RMB	350 RMB				100 RMB	
辽宁 Liaoning (沈阳 Shenyang)	480 RMB	350 RMB				100 RMB	
大连 Dalian	490 RMB	350 RMB	Jul. to Sept.	590 RMB	420 RMB	100 RMB	
吉林 Jilin (长春 Changchun)	450 RMB	350 RMB				100 RMB	
黑龙江 Heilongjiang (哈尔滨 Harbin)	450 RMB	350 RMB	Jul. to Sept.	540 RMB	420 RMB	100 RMB	

上海 Shanghai	600 RMB	500 RMB				100 RMB	80 RMB
江苏 Jiangsu (南京 Nankin)	490 RMB	380 RMB				100 RMB	
浙江 Zhejiang (杭州 Hangzhou)	500 RMB	400 RMB				100 RMB	
宁波 Ningbo	450 RMB	350 RMB				100 RMB	
安徽 Anhui (合肥 Hefei)	460 RMB	350 RMB				100 RMB	
福建 Fujian (福州 Fuzhou)	480 RMB	380 RMB				100 RMB	
厦门 Xiamen	500 RMB	400 RMB				100 RMB	
江西 Jiangxi (南昌 Nanchang)	470 RMB	350 RMB				100 RMB	
山东 Shandong (济南 Jinan)	480 RMB	380 RMB				100 RMB	
青岛 Qingdao	490 RMB	380 RMB	Jul. to Sept.	590 RMB	450 RMB	100 RMB	
河南 Henan (郑州 Zhengzhou)	480 RMB	380 RMB				100 RMB	
湖北 Hubei (武汉 Wuhan)	480 RMB	350 RMB				100 RMB	
湖南 Hunan (长沙 Changsha)	450 RMB	350 RMB				100 RMB	
广东 Guangdong (广州 Guangzhou)	550 RMB	450 RMB				100 RMB	
深圳 Shenzhen	550 RMB	450 RMB				100 RMB	
广西 Guangxi (南宁 Nanning)	470 RMB	350 RMB				100 RMB	
海南 Hainan (海口 Haikou)	500 RMB	350 RMB	Nov. to Feb.	650 RMB	450 RMB	100 RMB	

重庆 Chongqing	480 RMB	370 RMB				100 RMB	80 RMB
四川 Sichuan (成都 Chengtu)	470 RMB	370 RMB				100 RMB	
贵州 Guizhou (贵阳 Guiyang)	470 RMB	370 RMB				100 RMB	
云南 Yunnan (昆明 Kunming)	480 RMB	380 RMB				100 RMB	
西藏 Tibet (拉萨 Lhasa)	500 RMB	350 RMB	Jun. to Sept.	750 RMB	530 RMB	120 RMB	
陕西 Shanaxi (西安 Xi'an)	460 RMB	350 RMB				100 RMB	
甘肃 Gansu (兰州 Lanzhou)	470 RMB	350 RMB				100 RMB	
青海 Qinghai (西宁 Sining)	500 RMB	350 RMB	Jun. to Sept.	750 RMB	530 RMB	120 RMB	
宁夏 Ningxia (银川 Yinchuan)	470 RMB	350 RMB				100 RMB	
新疆 Xinjiang (乌鲁木齐 Urumqi)	480 RMB	350 RMB				120 RMB	

Appendix IV

Standard Per Diem for International Trip Reimbursement

No.	Countries and Regions	City	Currency	Accommodation (per person per day)	Food (per person per day)	Incidentals (per person per day)
1.	Asia					
01	Mongolia		USD	90	50	35
02	North Korea		USD	90	40	30
03	South Korea	Seoul Busan Jeju	USD	180	70	35
04		Gwangju Seogwipo	USD	160	70	35
05		Other city	USD	150	70	35
06	Japan	Tokyo	JPY	20000	10000	5000
07		Osaka Kyoto	JPY	18000	10000	5000
08		Fukuoka Sapporo Nagasaki Nagoya	JPY	14000	10000	5000
09		Other city	JPY	9000	10000	5000
10	Myanmar		USD	90	50	35
11	Pakistan	Islamabad Lahore Karachi	USD	135	30	30
12		Quetta	USD	70	30	30
13		Other city	USD	60	30	30
14	Sri Lanka		USD	110	40	30
15	Maldives		USD	160	50	30
16	Bengal		USD	150	50	40
17	Iraq		USD	170	50	40
18	United Arab Emirates		USD	200	50	40
19	Yemen	Sana'a	USD	110	50	35
20		Aden	USD	90	50	35

21		Other city	USD	80	50	35
22	Oman		USD	150	50	40
23	Iran		USD	95	50	40
24	Kuwait		USD	200	70	40
25	Saudi Arabia	Riyadh	USD	200	70	40
26		Jeddah	USD	140	70	40
27		Other city	USD	120	70	40
28	Bahrain		USD	160	55	40
29	Israel		USD	200	70	40
30	Palestine		USD	180	70	40
31	Brunei		USD	130	40	35
32	India	New Delhi Kolkata	USD	175	50	35
33		Mumbai	USD	200	50	35
34		Other city	USD	155	50	35
35	Bhutan		USD	160	50	35
36	Vietnam	Hanoi	USD	90	40	30
37		Ho Chi Minh	USD	80	40	30
38		Other city	USD	70	40	30
39	Cambodia		USD	100	40	30
40	Laos		USD	90	40	30
41	Malaysia		USD	110	50	35
42	Philippines		USD	130	50	35
43	Indonesia		USD	125	50	35
44	East Timor		USD	130	40	35
45	Thailand	Bangkok	USD	140	50	35
46		Songkhla	USD	110	50	35
47		Chiang Mai Khon Kaen	USD	90	50	35
48		Other city	USD	80	50	35
49	Singapore		USD	220	55	40
50	Afghanistan		USD	100	38	30
51	Nepal		USD	140	50	35
52	Lebanon		USD	150	50	35

53	Cyprus		USD	100	40	35
54	Jordan		USD	120	50	35
55	Turkey	Ankara	USD	105	45	30
56		Istanbul	USD	150	45	30
57		Other city	USD	90	45	30
58	Syria		USD	110	50	35
59	Qatar		USD	160	60	40
60	Hong Kong		HKD	1500	500	300
61	Macau		HKD	1200	500	300
62	Taiwan		USD	150	60	40
2.	Africa					
63	Madagascar	Antananarivo	USD	130	38	30
64		Tamatave	USD	100	38	30
65		Other city	USD	90	38	30
66	Cameroon		USD	120	50	35
67	Togo		USD	110	48	35
68	Cote d'Ivoire		USD	120	50	35
69	Morocco		USD	130	50	40
70	Algeria		USD	180	55	35
71	Rwanda		USD	130	32	30
72	Republic of Guinea		USD	130	55	35
73	Ethiopia		USD	210	50	35
74	Eritrea		USD	110	50	35
75	Mozambique		USD	170	50	35
76	Seychelles		USD	240	50	35
77	Kenya		USD	195	50	35
78	Libya		USD	160	50	35
79	Angola		USD	400	60	40
80	Zambia		USD	150	45	35
81	Guinea-Bissau		USD	135	45	35
82	Tunisia		USD	100	40	35
83	Burundi		USD	150	40	35

84	Lesotho		USD	100	35	30
85	Zimbabwe		USD	120	45	33
86	Nigeria	Abuja	USD	270	60	35
87		Lagos	USD	300	60	35
88		Other city	USD	250	60	35
89	Mauritius		USD	155	50	35
90	Somalia		USD	180	50	35
91	Sudan		USD	130	40	32
92	Benin		USD	150	35	30
93	Mali		USD	150	50	35
94	Uganda		USD	170	50	35
95	Sierra Leone		USD	155	50	35
96	Djibouti		USD	160	60	35
97	Senegal		USD	165	50	35
98	Gambia		USD	170	50	35
99	Gabon		USD	180	60	35
100	Central Africa		USD	140	50	35
101	Burkina Faso		USD	140	50	35
102	Mauritania		USD	130	55	35
103	Niger		USD	145	50	35
104	Chad		USD	220	50	35
105	Equatorial Guinea		USD	200	50	35
106	Ghana		USD	200	50	35
107	Tanzania	Dar es Salaam	USD	180	50	35
108		Zanzibar	USD	210	50	35
109		Other city	USD	160	50	35
110	Congo(Kinshasa)		USD	220	50	35
111	Congo(Brazzaville)		USD	170	50	35
112	Egypt		USD	170	50	35
113	Sao Tome and Principe		USD	170	50	35
114	Botswana		USD	170	50	35
115	South Africa	Pretoria Johannesburg	USD	170	50	35

116		Cape Town	USD	210	50	35
117		Durban	USD	150	50	35
118		Other city	USD	130	50	35
119	Namibia		USD	140	35	30
120	Swaziland		USD	150	50	35
121	Liberia		USD	195	50	35
122	Cape Verde		USD	120	50	35
123	Comoros		USD	120	40	35
124	South Sudan		USD	160	40	32
125	Malawi		USD	130	50	35
3.	Europe					
126	Romania	Bucharest	USD	120	45	40
127		Constanta	USD	90	50	40
128		Other city	USD	80	50	40
129	Macedonia		USD	120	50	35
130	Slovenia		EUR	90	30	25
131	Bosnia and Herzegovina		USD	100	40	35
132	Croatia		USD	120	40	35
133	Albania		USD	150	35	30
134	Bulgaria		USD	110	45	35
135	Russian Federation	Moscow	USD	285	45	40
136		Khabarovsk	USD	200	45	40
137		Yekaterinburg Sankt Petersburg	USD	170	45	40
138		Irkutsk	USD	150	45	40
139		Other city	USD	140	45	40
140	Lithuania		USD	120	45	35
141	Latvia		EUR	90	35	25
142	Estonia		EUR	90	35	25
143	Ukraine	Kiev	USD	100	45	40
144		Odessa	USD	130	45	40
145		Other city	USD	80	45	40
146	Azerbaijan		USD	150	45	40

147	Armenia		USD	120	45	40
148	Georgia		USD	150	45	40
149	Kyrgyzstan	Bishkek	USD	230	45	40
150		Other city	USD	80	45	40
151	Tajikistan		USD	210	45	40
152	Turkmenistan		USD	120	45	40
153	Uzbekistan	Tashkent	USD	120	40	32
154		Samarkand	USD	100	40	32
155		Other city	USD	90	40	32
156	Belarus		USD	180	45	40
157	Kazakhstan	Astana	USD	160	45	40
158		Alma-Ata	USD	200	45	40
159		Other city	USD	140	45	40
160	Moldova		USD	90	45	40
161	Poland	Warsaw	USD	150	50	40
162		Gdansk	USD	130	50	40
163		Other city	USD	120	50	40
164	Germany	Berlin Hamburg	EUR	150	60	38
165		Munich	EUR	130	60	38
166		Frankfurt	EUR	180	60	38
167		Other city	EUR	120	60	38
168	Netherlands	Hague	EUR	150	60	38
169		Amsterdam	EUR	170	60	38
170		Other city	EUR	130	60	38
171	Italy	Roman	EUR	160	65	38
172		Milan	EUR	140	65	38
173		Florence	EUR	120	65	38
174		Other city	EUR	110	65	38
175	Belgium		EUR	160	60	38
176	Austria		EUR	140	60	38
177	Greece		EUR	110	55	35
178	France	Paris	EUR	150	60	40

179		Marseilles Strasbourg Nice Lyon	EUR	130	60	40
180		Other city	EUR	120	60	40
181	Spain		EUR	125	60	38
182	Luxembourg		EUR	160	55	38
183	Ireland		EUR	120	60	38
184	Portugal		EUR	130	60	38
185	Finland		EUR	145	60	40
186	Czech Republic		USD	160	45	50
187	Slovakia		EUR	90	35	30
188	Hungary		USD	180	45	45
189	Sweden		USD	280	80	50
190	Denmark		USD	200	80	50
191	Norway		USD	200	80	50
192	Switzerland		USD	200	70	50
193	Iceland		USD	200	65	50
194	Malta		EUR	90	38	25
195	Serbia		USD	120	40	30
196	Montenegro		EUR	90	30	22
197	Britain	London	GBP	160	45	35
198		Manchester Edinburgh	GBP	140	45	35
199		Other city	GBP	125	45	35
4.	America					
200	United States	Washington D.C.	USD	210	55	45
201		San Francisco	USD	250	55	45
202		Houston	USD	180	55	45
203		Boston	USD	230	55	45
204		New York	USD	245	55	45
205		Chicago	USD	220	55	45
206		Los Angeles	USD	200	55	45

207		Hawaii	USD	195	55	45
208		Other city	USD	160	55	45
209	Canada	Ottawa Toronto Calgary Montreal	USD	210	55	45
210		Vancouver	USD	240	55	45
211		Other city	USD	190	55	45
212	Mexico	Mexico	USD	150	50	45
213		Tijuana	USD	120	50	45
214	Brazil	Other city	USD	100	50	45
215		Brasilia	USD	160	50	45
216		Sao Paulo	USD	240	50	45
217		Rio de Janeiro	USD	260	50	45
218		Other city	USD	150	50	45
219	Jamaica		USD	160	50	45
220	Trinidad and Tobago		USD	180	50	45
221	Ecuador		USD	120	40	32
222	Argentina		USD	130	50	45
223	Uruguay		USD	135	50	45
224	Chile	San Diego	USD	135	47	45
225		Iquique	USD	120	47	45
226		Antofagasta Arica	USD	110	47	45
227		Other city	USD	100	47	45
228	Columbia	Bogota	USD	190	40	35
229		Medellin	USD	110	40	35
230		Cartagena	USD	120	40	35
231		Other city	USD	100	40	35
232	Barbados		USD	250	60	45
233	Guyana		USD	160	50	45
234	Cuba		USD	135	40	37
235	Panama		USD	135	45	45
236	Grenada		USD	190	45	45

237	Antigua and Barbuda		USD	150	60	45
238	Peru		USD	140	40	40
239	Bolivia		USD	110	36	30
240	Nicaragua		USD	120	45	45
241	Suriname		USD	110	50	45
242	Venezuela		USD	230	45	45
243	Haiti		USD	180	45	43
244	Puerto Rico		USD	150	45	45
245	Dominican Republic		USD	150	45	45
246	Commonwealth of Dominica		USD	120	45	45
247	Bahamas		USD	220	45	45
248	Saint Lucia		USD	200	45	45
249	Aruba		USD	200	45	45
250	Costa Rica		USD	120	45	40
5.	Oceania and the Pacific Islands					
251	Australia	Canberra Perth Brisbane	USD	180	60	50
252		Melbourne Sydney	USD	200	60	50
253		Other city	USD	160	60	50
254	New Zealand		USD	180	60	45
255	Samoa		USD	170	47	45
256	Fiji	Suva	USD	190	45	50
257		Nadi	USD	120	45	50
258		Other city	USD	110	45	50
259	Papua New Guinea		USD	350	55	50
260	States of Micronesia		USD	120	40	30
261	Marshall Islands		USD	120	55	35
262	Vanuatu		USD	150	55	35
263	Kiribati		USD	195	55	35
264	Tonga		USD	160	60	35

265	Palau		USD	180	60	35
266	Cook Islands		USD	180	60	35
267	Solomon Islands		USD	200	60	35
268	French Reunion		USD	140	60	35
269	French Polynesia		USD	240	60	35

Appendix V

2016 National Natural Science Foundation of China			
Category	Eligibility	Duration & Amount (Unit:10 thousand yuan/project)	Notes
General Program (面上项目)	1, have experience on undertaking or participating in basic research projects. 2, have a senior professional title (position) or have a PhD degree or recommended by two scholars with senior professional title (position) and in the same research field.	4 years; 80-90.	1, People who applied for two consistent years unsuccessfully shall not apply this year. 2, Collaborated units≤2
Key Program (重点项目)	1, have experience on undertaking basic research projects. 2, have a senior professional title (position). 3, postdocs are not permitted to apply.	5 years; 300-400.	No more than two cooperative units
Significant Research Plan Program (重大研究计划项目)	1, have experience on undertaking basic research projects. 2, have a senior professional title (position) or have a PhD degree or recommended by two scholars with senior professional title (position) and in the same research field.		
Young Scientist Program (青年科学基金项目)	1, have participated in basic research projects. 2, have a senior professional title (position). 3, male who are under age 35, female under 40.	3 years; 25	
Outstanding Young Scientist Program (You Qing)	1, Chinese citizenship or ethnic Chinese. 2, male who are under age 38, female under 40. 3, have experience on undertaking or participating in basic	3 years; 150	

<p>(优秀青年科学基金项目)</p>	<p>research projects. 4, have a senior professional title (position) or have a PhD degree. 5, postdocs are not permitted to apply. 6, those who are officially hired by overseas units shall not apply. 7, work at affiliation unit for more than 9 months per year.</p>		
<p>National Distinguished Young Scientists Program (Jie Qing) (国家杰出青年科学基金项目)</p>	<p>1, Chinese citizenship or ethnic Chinese. 2, under age 45. 3, have experiences on undertaking or participating in basic research projects. 4, have a senior professional title (position) or have a PhD degree. 5, postdocs are not permitted to apply. 6, those who are officially hired by overseas units shall not apply. 7, work at affiliation unit for more than 9 months per year.</p>	<p>5 years, 400.</p>	
<p>Innovative Research Group Program (创新研究群体项目)</p>	<p>1, have experiences on undertaking or participating in basic research projects. 2, guarantees more than 6 months (per year) of work time in the affiliation units. 3, have a research group based on long-term cooperation, including one academic leader and less than 5 key researchers. 4, the academic leader, who is also the applicant, shall have a senior professional title, and under age 55 until Jan.1,2016.</p>	<p>6 years, 1050.</p>	<p>Those who hosted innovative research group projects before shall not apply. Those who are hosting innovative research group projects and participants with a senior professional title shall not apply or participate. Those who have a senior</p>

	<p>4, key researchers, as participants, shall have a senior professional title or a PhD degree.</p> <p>5, applicants and participants shall belong to the same affiliation unit.</p>		<p>professional title shall apply or participate no more than 1 innovative research group project in one year.</p>
<p>Overseas/Hong Kong/Macau Scholars Cooperative Research Fund (海外及港澳学者合作研究基金项目)</p>	<p>1, overseas/Hong Kong/Macau Scholars (the applicants) shall be ethnic Chinese who are under age 50 till Jan.1, 2016.</p> <p>2, have a professional title equivalent to associate professor in the host country.</p> <p>3, hosting a laboratory or key projects independently overseas/in Hong Kong/in Macau, and have made achievements admitted by international colleagues.</p> <p>4, have found domestic collaborators with a senior professional title, and signed cooperative agreements with the affiliation units.</p> <p>5, guarantees 2 months (per year) of work time in the affiliation units.</p>	<p>2 years, 18.</p>	
<p>Foreign Young Scholar Research Fund (外国青年学者研究基金项目)</p>	<p>1, foreign youth scholars who are under age 35, have obtained PhD degree, and will work in universities or institutes of China mainland for continuous half a year or a year</p> <p>2, had basic research or postdoc experiences in well-known universities or research institutes.</p>	<p>1, half a year, 10. 2, one year, 20.</p>	<p>Instructions: http://www.nsf.gov.cn/publish/portal2/tab189/info47945.htm</p>
<p>Key International (Regional) Cooperative Program</p>	<p>1, have a senior professional title (position).</p> <p>2, those are in charge of or were in charge of NSFC projects, of which the time span is more than 3 years, shall apply.</p> <p>3, the collaborator shall host a laboratory or key projects</p>	<p>5 years, 300.</p>	<p>Required materials: 1, Application (both in Chinese and English) 2, Collaborative Research</p>

<p>(重点国际 (地区) 合作研究项目)</p>	<p>independently overseas, and have a professional title equivalent as associate professor in the host country. 4, post doctors shall not apply.</p>			<p>Agreement signed by both parties. Template: http://www.nsf.gov.cn/nsfc/cen/gjhz/cjwt/cjwt2011-10-26-06.html 3, Materials of projects the collaborators are hosting/hosted, or relevant papers in latest 3 years.</p>
<p>NSFC-CAS Joint Fund (CAS: Chinese Academy of Sciences) (天文联合基金)</p>	<p>Foster Project</p>	<p>1, have experiences on undertaking or participating in basic research projects. 2, have a senior professional title (position) or have a PhD degree or recommended by two scholars with senior professional title (position) and in the same research field.</p>	<p>3 years, 50.</p>	
	<p>Key Project</p>	<p>3, applicants shall only apply for one joint project in one category. Those who were in charge of the joint project last year shall not apply for the projects in the same category this year. 4, postdocs shall not apply.</p>	<p>4 years, 250.</p>	<p>Applicants should have a senior professional title /position.</p>

National Major Scientific Instruments Development Program(国家重大科研仪器研制项目) -Free Application(自由申请)	1, have experiences on undertaking basic research projects. 2, have a senior professional title (position). 3, post doctors shall not apply.	5 years, 620.	Direct expense shall be less than 10 million RMB/project.
--	--	------------------	---