**Guidelines for the transaction of appropriation of International Cooperation Projects**

**(Ministry of Science and Technology)**

The transaction of appropriation

Complete the application of research project approval online (<http://kjc.seu.edu.cn/>)

Submit supporting documents (notification of project approval and contract/agreement with seal)

Approved by each school/department

Approved by the Scientific Research Institute

Go to Project Management Office of the Scientific Research Institute to transact the appropriation

N

Y

N

Y