**Guidelines for the use of research funds**

**(Ministry of Science and Technology)**

1. The management of the outsourcing contract

Step 1: Specify the rights and obligations of both parties.

Step 2: Sign and seal the outsourcing contract in accordance with relevant laws and requirements.

Step 3: Keep an copy of the outsourcing contract with department seal on file in the Scientific Research Institute.

1. Audit and approval of the use of research funds

Use research funds in accordance with financial budgets. Sign and seal the contract by both parties, and keep a copy on file in the Scientific Research Institute.

1. Annual audit plan

Work out the annual audit plan in accordance with relevant requirements

Approve

Work out the annual audit plan in accordance with relevant requirements

N

Y