**Administrative Measures for the Open Project of the Sino-UK Joint Center for Earth & Planetary Sciences**

**Chapter 1 General Provisions**

**Article 1** These Measures are enacted with the primary aims of promoting the development of the Sino-UK Joint Center for Earth & Planetary Sciences(hereinafter referred to as the Sino-UK Center), Strengthening cooperation between the two sides, and strengthening the administration of the funds of the Sino-UK Center.

**Article 2** For the purpose of these Measures, the Open Project of the Sino-UK Center are scientific research projects that provide funding for researchers in the field of Earth Sciences from the Institute of Geology and Geophysics, Chinese Academy of Sciences, University of Cambridge, and University of Leeds. The center director assumes overall responsibility for the management of Open Project.

**Chapter 2 Principles of Funding**

**Article 3** The Open Project needs to be based on the medium and long-term research goals of the Sino-UK Center.

**Article 4** Priority funding will be allocated to projects that align with the positioning of the Sino-UK Center and demonstrate significance in terms of free innovation and exploration. Researchers are encouraged to engage in interdisciplinary integration and undertake forward-looking and original collaborative research addressing major cutting-edge scientific issues.

**Article 5** In accordance with the overarching objectives of the Sino-UK Center, the center director is empowered to establish forward-looking and time-critical projects.

**Chapter 3 Beneficiaries of Funding**

**Article 6** Eligibility Requirements for Open Project Applicants:

1. Possession of a doctoral degree or equivalent senior professional title.

2. Applicants for Open projects are limited to researchers from the Institute of Geology and Geophysics, University of Cambridge, and University of Leeds in the field of Earth Sciences (applicants from outside the Institute of Geology and Geophysics must have at least one collaborator from the Institute). In principle, each individual can only undertake one ongoing open research project.

**Chapter 4 Project Application**

**Article 7** Applicants may submit an “Application Form” at any time. Upon successful review, the Sino-UK Center will organize an evaluation and submit it for approval by the center director.

**Article 8** The funded project is required to submit a “Research Plan” within a period of two weeks. Upon successful review and approval, the project will be formally initiated.

**Chapter 5 Project Implementation**

**Article 9** The project shall have a general duration of 1 to 3 years, with the responsibility for project numbering, fund allocation, and execution review lying with the Sino-UK Center.

**Article 10** Upon commencement of the project, an “Annual Progress Report” must be submitted each year. For selected cutting-edge projects subject to annual assessment, the project duration shall be determined based on the annual progress.

**Article 11** The project shall be executed strictly within the approved timeframe and no extensions are permitted. In the event of unforeseen circumstances that require an extension, prior approval from the Sino-UK Center must be obtained and promptly reported.

**Article 12** The research outcomes published by the project must be labeled with the project number. The Sino-British Center reserves the right to suspend funding for projects that intentionally violate this requirement.

**Article 13** The project is required to submit a “Final Report” within one month following its conclusion.

**Article 14** As a general principle, project leaders who receive an unfavorable evaluation for the completion review of their previous project or engage in severe violations during project execution will be temporarily suspended from applying for a period of three years.

**Chapter 6 Utilization of Funds**

**Article 15** Upon the disbursement of project funds, the China-UK Center shall process the project initiation procedures, ensuring that the funds are accounted for separately and utilized exclusively for the designated purpose.

**Article 16** The project shall be executed in strict accordance with the planned tasks outlined in the project proposal. The allocated funds should be utilized solely for direct expenses related to materials, testing and processing fees, fuel and power expenses, travel expenses, conference expenses, international cooperation and communication expenses, publication / documentation / information dissemination / intellectual property affairs expenses, and other relevant expenditures. Expenditures without prior budgetary allocation are strictly prohibited, and each expenditure item should not exceed 10% of the allocated budget.

**Article 17** The utilization of funds for personnel salaries, bonuses, allowances, and welfare expenses is strictly prohibited. Furthermore, funds shall not be allocated for fines, donations, sponsorships, or investments. Reimbursement for hospitality expenses, local transportation expenses, office supplies, and book purchases is strictly prohibited. Any form of commission or withdrawal of service fees is strictly prohibited as well.

**Article 18** During the reimbursement of expenses, it is required that each invoice is matched with its corresponding payment voucher. Settlement should primarily be conducted through corporate bank transfers or official government cards, while cash settlement should be avoided.

**Article 19** In the event that vehicle rental is required for field research operations, settlement must be exclusively conducted through corporate bank transfers or official government cards. Cash settlement is strictly prohibited and not permitted under any circumstances.

**Article 20** In the case of concluded projects, any surplus funds will be retrieved.

**Article 21** In the event that a project fails to achieve a budget execution rate of 90% for the fiscal year, the Sino-UK Center shall reclaim the relevant funds in proportion and make corresponding deductions from the budget for the subsequent year. Projects found to be in serious violation of financial regulations will be subject to immediate cancellation by the Sino-UK Center.

**Chapter 6 Supplementary Provisions**

**Article 22** The interpretation of these measures is the responsibility of the Management Committee of the Sino-UK Center.

**Article 23** These measures shall be implemented as of the date of issuance.

Annex 1: Application form for open fund project Sino-UK Joint Center for Earth & Planetary Sciences

Annex 2: Research plan for the funded open project Sino-UK Joint Center for Earth & Planetary Sciences

Annex 3: Final report of open fund project Sino-UK Joint Center for Earth & Planetary Sciences

**Sino-UK Joint Center for Earth & Planetary Sciences, Institute of Geology and Geophysics, Chinese Academy of Sciences**

**November 11, 2023**