

# 国家自然基金科研服务系统间接经费追加操作指南

1. 在国家自然科学基金信息系统选择查询与统计->批准项目综合查询->输入项目负责人姓名等筛选条件->点击项目名称进入该项目

The screenshot shows the 'Query and Statistics' section of the system. It includes fields for project number, name, year, and keyword. A red circle highlights the '姓名' (Name) field. Another red circle highlights the '金额总计' (Total Amount) section at the bottom.

点击间接费用用拨款计划即可查看项目间接费

The screenshot shows the 'Funding Plan for Indirect Costs' tab selected. A red circle highlights the '合计' (Total) row in the table below.

2. 在浙大科研服务系统选择项目->点击项目名称进入该项目

The screenshot shows the project management interface. A red circle highlights the '项目' (Project) icon in the sidebar. Another red circle highlights the '我主持的项目' (Projects I am in charge of) button.

选择右侧的操作->点击预算追加申请

The screenshot shows the project detail page. A red circle highlights the '操作' (Operation) dropdown menu. Another red circle highlights the '预算追加申请' (Budget Increase Application) option within the dropdown.

注：间接经费总额应与基金委核定金额一致，如前期已追加部分间接费预算，本次应追加剩余间接经费。