**昆山杜克大学教育发展基金会**

**项目管理制度（试行）**

**Duke Kunshan University**

**Education Development Foundation**

**Project Management Policy (Trial)**

**一、总则General Principles**

 为规范和加强昆山杜克大学教育发展基金会（简称“基金会”）的项目管理，根据《中华人民共和国慈善法》和国家有关法规，特制定本制度。

 昆山杜克大学教育发展基金会承诺采用标准的项目管理方法，并坚持按照项目管理程序，推动学校及基金会项目的实施。基金会的项目是指按照本基金会的宗旨致力于促进昆山杜克大学的发展，为昆山杜克大学募集办学资金，奖励、资助昆山杜克大学师生而设立的专项项目。

In order to standardize and strengthen project management of the Duke Kunshan University Education Development Foundation (hereinafter referred to as “the Foundation”), the present regulations are hereby formulated after "The Charity Law of the People's Republic of China" and other related laws.

The Foundation is committed to the adoption of a standard approach to project management and the consistent use of project management procedures to facilitate the execution of strategic priorities that well reflects the Mission and Values of Duke Kunshan University and the Foundation. “Project” in this policy refers to project serving a valid purpose of fulfilling the Foundation’s mission of promoting the development of Duke Kunshan University, raising funds for running the university as well as rewarding and subsidizing faculty and students.

 **二、组织与实施Coordination and Execution**

1. 项目设立 Initiation of Project

根据昆山杜克大学、各学术项目及研究中心等部门、基金会的发展需要与捐赠者的意愿，由基金会与捐赠者签订捐赠协议，设立项目。 In accordance with development needs of Duke Kunshan University, academic programs and research centers, and DKU Foundation, the Foundation signs donation agreement with a donor and initiates the project.

2. 资金管理Fund Management

1）非限定性资金进入昆山杜克大学发展基金，由基金会理事会决定其用途。非限定性资金的日常使用和管理，基金会理事会授权由秘书处负责，按照财务授权审批制度管理。

Unrestricted fund will be pooled into Duke Kunshan Development Fund. DKU Foundation Board shall decide the use of the fund. Authorized by the Foundation board, the secretariat is responsible for the daily management of the fund following the guidance of Financial Authorization Schedule.

2）捐赠资金到位后，基金会项目部根据协议入账，财务部设立专门项目科目、独立核算。

Upon receiving the donation, Project team work with finance team to create a fund code at the Foundation. Finance team should performs independent accounting on the fund and the project.

3）基金会财务部需跟进捐赠资金的财务转账进度，并为捐赠者开具法定捐赠收据。 基金会项目部颁发捐赠证书，并就项目实施计划与捐赠者沟通。

 Finance team tracks the donation payment transfers and issues legitimate receipts to the donor. The Foundation project team delivers donor recognition certificate and communicates with the donor on project execution plan.

3. 项目执行Execution

基金会项目由专人负责，在项目执行过程中，项目负责人应及时向基金会和捐赠人报告项目执行情况，及时提交年度工作报告。

 A project should be managed by a designated employee, who is responsible for reporting to the Foundation and the donor on project execution, and submit annual work report in a timely manner.

2）基金会项目应严格按照项目计划执行。项目计划需经由基金会秘书处及项目部审核方能执行。

Project/research team(s) should execute the project in accordance to an execution plan and budget. Both the plan and the budget need to be reviewed and approved by he Foundation secretariat and the project team.

3）项目计划由各具体执行部门（如昆山杜克大学的的各学术项目、研究中心及其他职能部门）负责编写，需包含以下内容：

a.项目资助申请表（见附录I）一份；

b.昆山杜克大学与基金会签署的捐赠合同（见附录III）一份。

The project or research team(s) should prepare project execution plan and submit the following documents:

a. A signed project funding application form (attachment I);

b. A contract (attachment II).

 4. 结项Close

在项目完成后，基金会项目部需提供项目结项报告，并向捐赠者提交项目完成反馈。

When finishing the project, the program team should prepare project summary report. The Foundation should submit a project completion report to the donor.

三、**本制度修订Revision of the Policy**

本制度将根据理事会的委托由基金会财务与运营委员会的要求修订。

This policy will be revised by the Finance and Operation Committee upon request of the Board of Directors

**附录I：项目资助申请表**

**昆山杜克大学教育发展基金会**

**项目资助申请表**

|  |  |  |  |
| --- | --- | --- | --- |
| **资金代码** |  | **部门** |  |
| **联系人** |  | **项目时长** |  |
| **总额** |  | **项目名称** |  |
| **项目实施计划：**请提供：a. 详细的项目实施计划 b. 昆山杜克大学与基金会签订的合同草案（样本附于下页） c.如有奖学金，需提供获提名学生的名单 |
| **预算：** |
| **昆山杜克大学：** |
| **项目经理：** | 签名 | 日期 |
| **审核：****院长/主任** | 签名 | 日期 |
| **首席商务官** | 签名 | 日期 |
| **学术事务副校长** | 签名 | 日期 |
| **基金会批复** |
| **秘书长** | 签名 | 日期 |
| **常务副理事长** | 签名 | 日期 |

**Attachment I: Funding Application Form**

**DKU Education Development Foundation**

**Project Funding Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund code** | **Leave it blank** | **Department** |  |
| **Contact person** |  | **Duration** |  |
| **Total Amount**  |  | **Project name** |  |
| **Project execution plan:**Please provide: a. a detailed project execution plan. b. a draft contract between DKU and the foundation ( Sample enclosed on next page)c. for scholarship, a list of nominated students is required. |
| **Budget:** |
| **Signatures from DKU**  |
| **Project Manager:** | Signature | Date  |
| **Concurrence:****Dean/Director** | Signature | Date |
| **Chief Business Officer**  | Signature | Date |
| **Vice Chancellor of Academic Affairs**  | Signature | Date |
| **Approval from the Foundation** |
| **Secretary General**  | Signature | Date |
| **Executive Vice Chairman** | Signature | Date |

**附录II：组织结构图**

**组织结构图**