**附件二**

**上海工程技术大学校级科研机构**

**评估报告**

**（2025版）**

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| 科研机构名称： |  |
| 科研机构负责人： |  |
| 依托二级单位： |  |
| 联系人： |  |
| 联系电话： |  |
| E-mail地址： |  |
| 填报时间： |  |

上海工程技术大学科研处制

填 写 说 明

一、本说明供编写上海工程技术大学校级科研机构评估总结报告使用。

二、机构负责人应根据本说明要求，逐项认真填报，表达要明确严谨。表格栏目不得空缺，如果某栏目内容没有，请填无。

三、本报告所填数据范围为202XX年1月1日至20XX年12月31日。同一研究成果只能归属一个科研机构，不得重复填报。

四、本总结报告一式一份，经依托二级单位审核签字盖章后提交。必须确保材料一致性。

一、基本信息

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| **机构名称** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **机构类别**  **（请复制**☑**到所需位置）** | | | | | | | | 理工类□ 人文类□ | | | | | | | | | | | | | | | | | | | | | |
| **研究类型**  **（请复制**☑**到所需位置）** | | | 基础研究□ | | | | 瞄准的科技前沿 | | | | | | | | | | |  | | | | | | | | | | | |
| 应用研究□ | | | | 服务的行业 | | | | | | | | | | |  | | | | | | | | | | | |
| 服务的主要企业 | | | | | | | | | | |  | | | | | | | | | | | |
| 解决的关键共性问题 | | | | | | | | | | |  | | | | | | | | | | | |
| **机构未来升级目标** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 主管部门 | | | | 平台类型 | | | | | | | | | | | | 平台名称 | | | | | | | | | | | | | |
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| **研究方向**  （据实增删） | | | 研究方向1 | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 研究方向2 | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 研究方向3 | | |  | | | | | | | | | | | | | | | | | | | | | | | |
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| **科研机构负责人** | | | 姓 名 | | |  | | | | | | | | 出生年月 | | | | | | | | |  | | | | | | |
| 职 称 | | |  | | | | | | | | 专业领域 | | | | | | | | |  | | | | | | |
| 任职时间 | | |  | | | | | | | | 职 务 | | | | | | | | |  | | | | | | |
| **学术/专家**  **委员会主任** | | | 姓 名 | | |  | | | | | | | | 出生年月 | | | | | | | | |  | | | | | | |
| 职 称 | | |  | | | | | | | | 专业领域 | | | | | | | | |  | | | | | | |
| 任职时间 | | |  | | | | | | | | 所在单位及职务 | | | | | | | | |  | | | | | | |
| **基本情况** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **机构经费**  （20XX年—20XX年**合计**） | | 经费构成 | | | 科研经费  （万元） | | | | | | | | | | | | | | | 仪器设备购置费  （万元） | | | | | | | | | |
| 纵向项目 | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |
| 企事业单位委托项目（到账经费） | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |
| 合 计 | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |
| **科研条件**  （当前  情况） | | 机构面积 | | | | | | | | | | | | | 平方米 | | | | | | | | | | | | | | |
| 科研仪器、设备累计 | | | | | | | | | | | | | 台（套） | | | | | | | | | 万元（原值） | | | | | |
| 大型仪器、设备（50万元以上）累计 | | | | | | | | | | | | | 台（套） | | | | | | | | | 万元（原值） | | | | | |
| **科研情况**  （20XX年—20XX年合计） | | 国家级项目 | | | | | | | | | | | | | 项 | | | | | | 获批经费 | | | | | | 万元 | | |
| 省部级项目 | | | | | | | | | | | | | 项 | | | | | | 获批经费 | | | | | | 万元 | | |
| 其他级别纵向项目 | | | | | | | | | | | | | 项 | | | | | | 获批经费 | | | | | | 万元 | | |
| 横向项目 | | | | | | | | | | | | | 项 | | | | | | 到账经费 | | | | | | 万元 | | |
| **获奖情况**（20XX年—20XX年合计） | | 国家级科技奖励 | | | | | | | 一等奖 | | | 项 | | | | | | | | | 二等奖 | | | | | | 项 | | |
| 省部级科技奖励 | | | | | | | 一等奖 | | | 项 | | | | | 二等奖 | | | | 项 | | | | | 三等奖 | | | 项 |
| 行业类科技奖励 | | | | | | | 一等奖 | | | 项 | | | | | 二等奖 | | | | 项 | | | | | 三等奖 | | | 项 |
| **论文专著**（20XX年—20XX年合计） | | 发表论文 | | | | | | | 共计 | | | 篇 | | | | | SCI | | | | 篇 | | | | | EI | | | 篇 |
| 专著 | | | | | | | 国内出版 | | | 部 | | | | | | | | | 国外出版 | | | | | 部 | | | |
| **知识产权**  （20XX年—20XX年合计） | | 发明专利 | | | | | | | 国际 | | | 项 | | | | | | | | | 国内 | | | | | 项 | | | |
| 其它专利 | | | | | | | 国际 | | | 项 | | | | | | | | | 国内 | | | | | 项 | | | |
| 成果转移转化 | | | | | | | 项 | | | | | | | 转移转化收入 | | | | | | | | | 万元 | | | | |
| **行业支撑**  （20XX年—20XX年合计） | | 标准规范 | | | | 国际标准 | | | | | 个 | | | | | 国家标准 | | | | | | | | | 个 | | | | |
| 行业标准 | | | | | 个 | | | | | 团体标准 | | | | | | | | | 个 | | | | |
| **人才队伍**  （当前  情况） | | 固定人员 | | | | | | | | | | | 人 | | | | | | | | | | | | | | | | |
| 高级职称 | | | | | | | 人 | | | | 中级职称 | | | | | | 人 | | | 初级职称 | | | | | | 人 | |
| 流动人员 | | | | | | | | | | | 人 | | | | | | | | | | | | | | | | |
| 高级职称 | | | | | | | | 人 | | | 中级职称 | | | | | | 人 | | | 初级职称 | | | | 人 | | | |
| 国家级人才 | | | | | | | | | | | 固定 | | | | | | | | | 人 | | | | | | | |
| 流动 | | | | | | | | | 人 | | | | | | | |
| 省部级人才计划 | | | | | | | | | | | 固定 | | | | | | | | | 人 | | | | | | | |
| 流动 | | | | | | | | | 人 | | | | | | | |
| **运行管理**  （当前  情况） | | 管理制度 | | | | | | | | | | | 项 | | | | | | 是否全部实施 | | | | | | | 是□否□ | | | |
| 组建学术（专家）委员会 | | | | | | | | | | | 是□否□ | | | | | | 召开次数 | | | | | | | 次 | | | |
| 是否召开学术研讨会 | | | | | | | | | | | 是□否□ | | | | | | 召开次数 | | | | | | | 次 | | | |
| **开放共享**（20XX年—20XX年合计） | | 仪器设施对外开放机时 | | | | | | | | | | | 小时 | | | | | | 开展科普活动 | | | | | | | 次 | | | |
| 是否学术报告会 | | | | | | | | | | | 是□否□ | | | | | | 组织次数 | | | | | | | 次 | | | |

二、三年建设期内科研机构取得的标志性成果

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| **（以解决“卡脖子”技术难题，重大共性关键技术和前沿重大技术和服务区域发展战略为目标，总结凝练 1-3 项标志性成果，介绍成果水平、产出与贡献，每个成果限 500 字，图文并茂）**  1.  2.  3. |

三、三年建设期内科研机构取得的代表性科研成果

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| 表1：承担的省部级及以上科研项目 | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **项目名称** | | | | | | **编号** | | | **主持人** | | | **起止时间** | | **项目类别** | | | | **经费**  **（万元）** | | | | **经费**  **来源** |
| 1 | |  | | | | | |  | | |  | | |  | |  | | | |  | | | |  |
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| 表2： 代表性横向科研项目（限10项） | | | | | | | | | | | | | | | | | | | | | | | | |
| **注：理工类合同金额不低于50万元，人文类合同金额不低于25万元。** | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 项目编号 | | 项目名称 | | | | | | | | 负责人 | | | 合同执行期 | | | | 合同金额  （万元） | | | | 本周期到款（万元） | | |
| 1 |  | |  | | | | | | | |  | | |  | | | |  | | | |  | | |
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| 表3：代表性论文（限10篇） | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **论文题目** | | | | | | | **科研机构作者及排序** | | | | **刊物名称** | | | | **年、卷、期、页** | | | | **收录情况** | | | |
| 1 | |  | | | | | | | Zhangsan（2）或zhangsan（2T）T指通讯作者 | | | |  | | | |  | | | | SCI（IF6.5，二区）指数据上报当年的影响因子和分区 | | | |
| 2 | |  | | | | | | |  | | | |  | | | |  | | | |  | | | |
| 3 | |  | | | | | | |  | | | |  | | | |  | | | |  | | | |
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| 表4：代表性出版专著和教材 | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **名称** | | | | | | | **作者** | | | | **承担字数** | | | | **出版时间** | | | | **出版社名称** | | | |
| 1 | |  | | | | | | |  | | | |  | | | |  | | | |  | | | |
| 2 | |  | | | | | | |  | | | |  | | | |  | | | |  | | | |
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| 表5：制（修）订的标准 | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **标准名称** | | | | **编号** | | | | | | **起草人** | | | | **发布时间** | | | | | **类别** | | | |
| 1 | |  | | | |  | | | | | |  | | | |  | | | | |  | | | |
| 2 | |  | | | |  | | | | | |  | | | |  | | | | |  | | | |
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| 注：类别是国际标准、国家标准、行业标准、地方/团体标准。 | | | | | | | | | | | | | | | | | | | | | | | | |
| 表6：代表性专利申请、授权情况（限10项） | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **专利名称** | | | | **授权号或申请号** | | | | | | **发明人** | | | | **专利权人** | | | | | **申请或授权时间** | | | |
| 1 | |  | | | |  | | | | | |  | | | |  | | | | |  | | | |
| 2 | |  | | | |  | | | | | |  | | | |  | | | | |  | | | |
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| 表7：获科技奖项情况 | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **奖项名称** | | | | | **获得时间** | | | **获奖人** | | | | | **授予单位** | | | | **级别** | | | | | **国内/国际** |
| 1 | |  | | | | |  | | |  | | | | |  | | | |  | | | | |  |
| 2 | |  | | | | |  | | |  | | | | |  | | | |  | | | | |  |
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| 表8：新药证书或软件登记（限10项） | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **成果名称** | | | **成果登记号** | | | | | **成果类型** | | | | | **完成情况** | | | | **完成人员** | | | | | |
| 1 | |  | | |  | | | | |  | | | | |  | | | |  | | | | | |
| 2 | |  | | |  | | | | |  | | | | |  | | | |  | | | | | |
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| 10 | |  | | |  | | | | |  | | | | |  | | | |  | | | | | |
| 表9：新产品、新技术、新工艺（限10项） | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **名称** | | **类型** | | | | | **认定部门** | | | | **认定日期** | | | **完成情况** | | | | | **完成人员** | | | |
| 1 | |  | |  | | | | |  | | | |  | | |  | | | | |  | | | |
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| 表10：代表性技术成果转让（限10项） | | | | | | | | | | | | | | | | | | | | | | | | |
| **注：理工类合同金额不低于10万元，人文类合同金额不低于5万元。** | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **成果编号** | | | | | **成果名称** | | | **完成情况** | | | | **完成人员** | | **转让企业** | | | | | | | **合同金额(万元)** | |
| 1 | |  | | | | |  | | |  | | | |  | |  | | | | | | |  | |
| 2 | |  | | | | |  | | |  | | | |  | |  | | | | | | |  | |
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四、科研机构定位及研发条件

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| 科研机构功能定位；**理工类：**重点对实验设施的建设情况，仪器设备总台数、总价值，原值50万元以上的大型仪器设备数量和价值，科研机构仪器设备研制、改装的设备等情况介绍。**人文类：**重点突出决策咨询服务情况，被采纳单位等情况介绍。 | | | | | | | |
| 表10：重大科研基础设施和大型科研仪器（20XX年—20XX年合计） | | | | | | | |
| **序号** | **大型仪器、科研设施（50万以上）名称** | **仪器原值或设施建设投入（万元）** | | **使用机时数** | | **对外服务机时数** | **仪器、设施**  **主要功能** |
| 1 |  |  | |  | |  |  |
| 2 |  |  | |  | |  |  |
| 3 |  |  | |  | |  |  |
| … |  |  | |  | |  |  |
| 表11：科研机构仪器设备研制、改装 | | | | | | | |
| **序号** | **类别** | | **仪器名称** | | **研制人员** | | **开发功能和用途** |
| 1 |  | |  | |  | |  |
| 2 |  | |  | |  | |  |
| 3 |  | |  | |  | |  |
| … |  | |  | |  | |  |

五、团队建设和人才培养

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| 科研机构规模和队伍的基本情况。 总结科研机构团队建设和人才培养、引进的措施与取得的成绩。吸引和培养的优秀人才介绍（以固定人员为主）；固定人员及岗位设置、人才梯队建设；各类人才计划人员的拥有及工作情况；专业技术人员培养、培训情况；科研机构人员的激励政策与实施效果等介绍。 | | | | | | |
| 表12：核心成员信息 | | | | | | |
| **序号** | **姓名** | **性别** | **出生**  **日期** | **职称** | **最后**  **学位** | **研究方向** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| 表13：其他成员信息 | | | | | | |
| **序号** | **姓名** | **性别** | **出生**  **日期** | **职称** | **最后**  **学位** | **研究方向** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |

六、开放交流

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| 科研机构日常运行管理、管理制度建设及实施效果；科研机构主任聘任及履职情况、专家（学术）委员会开展工作情况与效果、年度报告编制与档案管理；科研设施、仪器设备管理、大型仪器设备的开放和共享情况；与高等院校、科研院所和企业的合作情况，在产学研合作方面的成效，科研机构作为本领域公共研究机构的作用；学术交流、国际合作、社会开放、科学普及情况与效果；科学道德和学风建设与成效等情况介绍。 |

七、依托学院的条件保障

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| 机构依托学院投入的经费和固定场所情况；建立健全科研机构建设工作推进机制情况；协助开展机构专家委员会的相关工作开展情况；提供机构日常运行的条件保障情况。 |

八、科研机构未来三年发展规划

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| 简要介绍科研机构的未来发展目标、重点任务、实施路径以及预期成果。 |

九、审核意见

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| 机构承诺所填内容属实，数据准确可靠。  科研机构负责人：    年 月 日 |
| 依托二级单位意见：    依托二级单位负责人签字：  （单位公章）  年 月 日 |
| 科研处意见：  负责人签字:  （单位公章）  年 月 日 |