**项目结题报告**

**Final Project Report**

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| 项目编号 Program Number： |   |
| 项目名称 Program Name： |   |
| 项目负责人 Project Leader |   |
| 依托单位 Support Organization： |   |
| 联系人 Contacts： |   | 电话Telephone： |   |
| 邮箱 Mail： |   |
| 资助金额 Funding Amount： |   |
| 执行年限 Execution Period： |   |

填表日期： 年 月 日

广东省长隆慈善基金会制（2023年）

1. **项目摘要（800-1000字）**

**Project Abstract (800-1000 words)**

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1. **项目进展情况**

**Development of the Project**

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1. **代表性成果和创新点**

**Representative Achievements and Innovations**

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1. **成果**

**Achievements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 成果编号Number | 作者/主编Author/Editor | 标题Title | 来源Source | 成果类别Results Category |
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1. **项目资金使用明细表**

**Detailed use of the project funds**

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| --- | --- | --- | --- | --- |
| 序号NO. | 预算类别Items  | 发生日期Date | 用途说明Description | 金额/元Amount/Yuan |
| 范例 Example  | 交通费Travel Expenses | 2021.10.17 | \*\*往返交通费Round-trip to XX | 1000.00 USD |
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| **合计Total** |  |

1. **项目负责人签字及审核意见表**

**Signature of Project Leader and Audit Opinion Form**

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| **项目负责人承诺:****Commitment letter of project leader：**项目负责人（签章）： 日期：  |
| **项目依托单位科研管理部门审查和对今后工作的意见:****Review by the scientific research management department of the project supporting unit and opinions on future work:**经办人（签章） 单位公章： 日期：  |
| **基金会审核意见:****Audit opinion of the Foundation:**负责人（签章）： 日期：  |

1. **项目佐证材料清单**

**List of Supporting Materials**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号NO. | 日期Date | 说明Description | 材料类型Type | 备注Note |
| 范例Example | 2021.6.7 | \*\*\* | 活动记录Activity records | 附件第\*页Page \* |
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注：佐证材料包括项目活动的照片、视频、档案、完整活动记录及人员签到记录等。会议或活动类的，要求能提供会议或活动通知、相关活动记录（附人员签到记录）、图片资料（需带有基金会资助字样和会标）；科研类的，要求有项目论文、是否有专利、项目成果等。

Note: Supporting materials including photos, videos, archives, complete activity records, and attendance records, etc. For meetings or activities, it is required to provide notice of the meeting or activity, relevant activity records (with attendance records), and image materials (which shall acknowledge the foundation as conservation funder with name or logo affixed); For scientific research projects, papers, patents, or other achievements are required as proof materials.

1. **附件材料（请按第8项的项目佐证材料清单的顺序附上佐证材料，附件材料需包括一个有本基金会LOGO及致谢的五分钟项目总结视频、项目结项PPT）**

**Attachments（Please attach the supporting materials in the order of the list of supporting materials in Item 8, attachments should include a five-minute video to show the achievements of the project, which shall acknowledge the foundation as conservation funder with name or logo affixed, PPT Summarizing the project）**

**附件1：**

**Exhibit A**

**附件2：**

**Exhibit B**