

# Bureaus and Offices

## General Office

**T**he General Office is responsible for assisting the leaders of NSFC with respective important work by coordinating the administrative affairs and routine work. In addition, it is in charge of secretarial work for president and vice presidents, public relations, and management of the information center, etc. The General Office shoulders the mission of publicity, release of the latest news at NSFC, and formulation of administrative rules and regulations. Subordinate divisions of the General Office include.

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|-----------------------------------|--|---------------------------------|-------------------|
| ▶ Division of General Affairs     | Tel: 010-62326875<br>Fax: 010-62326879 | ▶ Division of Assets Management | Tel: 010-62327081 |
| ▶ Secretariat                     | Tel: 010-62327079                      | ▶ NSFC Press Center             | Tel: 010-62327204 |
| ▶ Division of Document Processing | Tel: 010-62327188                      | ▶ NSFC Information Center       | Tel: 010-62327021 |

NSFC Information Center is affiliated to the General Office and operates independently.

## Bureau of Planning

**T**he main responsibility of the Bureau of Planning is to elaborate plans of the National Natural Science Fund, to comprehensively coordinate and direct the allocation of the funds, to compile the Guide to Programs and establish related criteria for compilation, to formulate guidelines for the application, evaluation and financing of the projects funded by the National Natural Science Fund, to make comprehensive statistics and analysis on the achievements of the funded projects, to manage NSFC's peer review system, to manage the archives of funded projects, to manage the local liaison units of NSFC, and to coordinate and complete every assignment from the leaders and other departments. The Bureau of Planning consists of:

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|------------------------------------|--|---|-------------------|
| ▶ Division of General Affairs      | Tel: 010-62326980<br>Fax: 010-62327216 | ▶ Division of Talent Programs   | Tel: 010-62325932 |
| ▶ Division of Development Planning | Tel: 010-62327019                      | ▶ Division of Interdisciplinary Programs  | Tel: 010-62327008 |
| ▶ Division of Research Programs    | Tel: 010-62327018                      | ▶ Division of Research Achievement and Evaluation (Office of Laboratory Management) | Tel: 010-62326978 |

## Bureau of Policy

**T**he responsibility of the Bureau of Policy is to analyze and study the trends and funding opportunities for basic research in natural sciences at home and abroad, and disciplinary policy, to study and establish strategies, guidelines and policies for the development of the National Natural Science Fund, to propose measures for perfecting the management system, operation mechanism and assessment system of the National Natural Science Fund, to verify NSFC's regulatory documents and coordinate the formulation of related policies. In addition, the Bureau of Policy is mandated to provide consultancy concerning significant S&T policies and to draft policy statements of NSFC. The Bureau of Policy is constituted by:

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|------------------------------------|--|------------------------------------|-------------------|
| ▶ Bureau Secretariat               | Tel: 010-62326986<br>Fax: 010-62326861 | ▶ Division of Disciplinary Policy  | Tel: 010-62326993 |
| ▶ Division of Development Strategy | Tel: 010-62326990                      | ▶ Division of Laws and Regulations | Tel: 010-62326937 |



## Bureau of Finance

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**T**he Bureau of Finance is responsible to draft rules, regulations and guidelines for the financial management of the National Natural Science Fund for regulating the financial operation at NSFC; manage the annual financial budgeting and final accounting of the National Natural Science Fund; appropriate funds for all categories of projects; inspect and supervise the use of the funds; undertake the maintenance and appreciation of state assets and the overall financial management at NSFC; direct and supervise the financial operation in the respective units directly under the jurisdiction of NSFC and expand financial resources for the National Natural Science Fund. Subordinate divisions of the Bureau of Finance are as follows:

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|----------------------|--|-------------------------------|-------------------|
| ▶ Bureau Secretariat | Tel: 010-62327016<br>Fax: 010-62327016 | ▶ Division of Fund Management | Tel: 010-62327229 |
| ▶ Division of Budget | Tel: 010-62327011                      | ▶ Division of Finance         | Tel: 010-62327076 |

## Bureau of International Cooperation

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**T**he Bureau of International Cooperation is responsible to propose the blueprint for foreign affairs, annual plans and management guidelines for international cooperation projects; coordinate the allocation of funds earmarked for foreign affairs; study and formulate policies for the National Natural Science Fund to further promote international cooperation; establish relationships with S&T agencies and international S&T organizations; manage the international exchange program; organize and coordinate bilateral and multilateral international exchange and research programs; examine and approve internal affairs for international collaboration at NSFC; and manage joint academic activities with Hong Kong, Macau and Taiwan. The Bureau of International Cooperation consists of the following divisions and an office:

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|---|-------------------|-------------------|--|-------------------|
| ▶ Division of Foreign Affairs Planning                              | Tel: 010-62327001 | Fax: 010-62327004 | ▶ Division of European Affairs   | Tel: 010-62327014 |
| ▶ Division of Asian, African and International Organization Affairs | Tel: 010-62326998 |                   | ▶ Office for Hong Kong, Macao and Taiwan Affairs (under the jurisdiction of the Bureau of International Cooperation) | Tel: 010-62327005 |
| ▶ Division of American and Australasian Affairs                     | Tel: 010-62327017 |                   |  |                   |

## Bureau of Personnel

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**T**he Bureau of Personnel takes the responsibilities of formulating rules and regulations concerning the working plan of human resources; taking charge of the management of the organization and personnel affairs including affiliated units and bodies; managing the salary, insurance and welfare of the staff. Subordinate divisions of the Bureau of Personnel include:

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|-------------------------|--|---|-------------------|
| ▶ Bureau Secretariat    | Tel: 010-62326983<br>Fax: 010-62326858 | ▶ Division of Labor and Salary  | Tel: 010-62326987 |
| ▶ Division of Personnel | Tel: 010-62326928                      | ▶ Office of Retirement Services (affiliated to the Bureau of Personnel) | Tel: 010-62326989 |

## Bureau of Inspection, Supervision and Auditing

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**T**he Bureau takes charge of the inspection, supervision and auditing works at NSFC. Subordinate divisions of the Bureau of Inspection, Supervision and Auditing include:

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| ▶ Bureau Secretariat | Tel: 010-62327092<br>Fax: 010-62327088 | ▶ Division of Inspection and Auditing | Tel: 010-62327089 |
|                      |  | ▶ Division of Supervision             | Tel: 010-62326349 |