

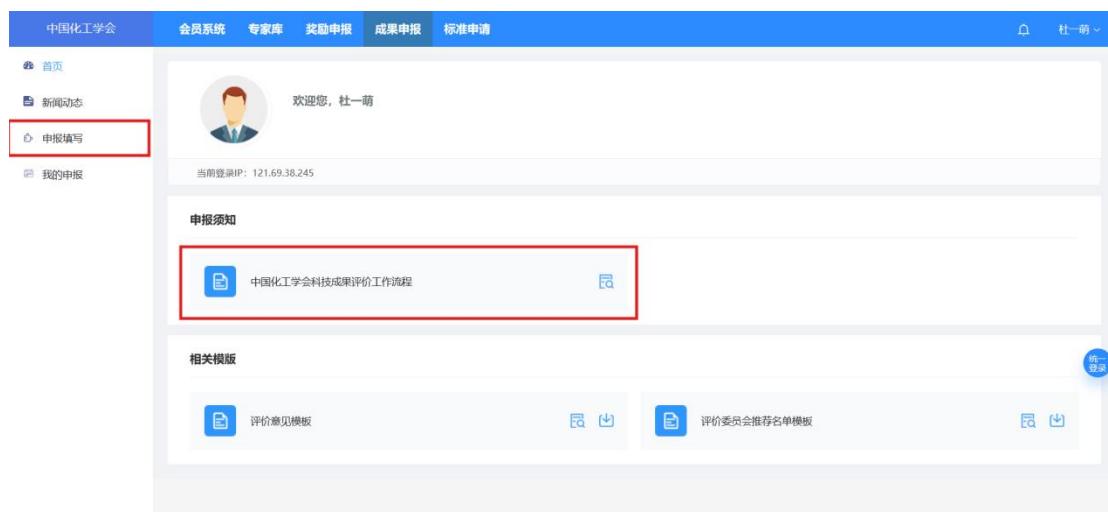
中国化工学会成果评价申报系统使用说明

登录学会会员系统 <https://sso.ciesc.cn/dist/login>，进入“成果申报”页面



一、申报书填写

1. 申请人可下载工作流程了解具体情况，点击“申报填写”开始申报



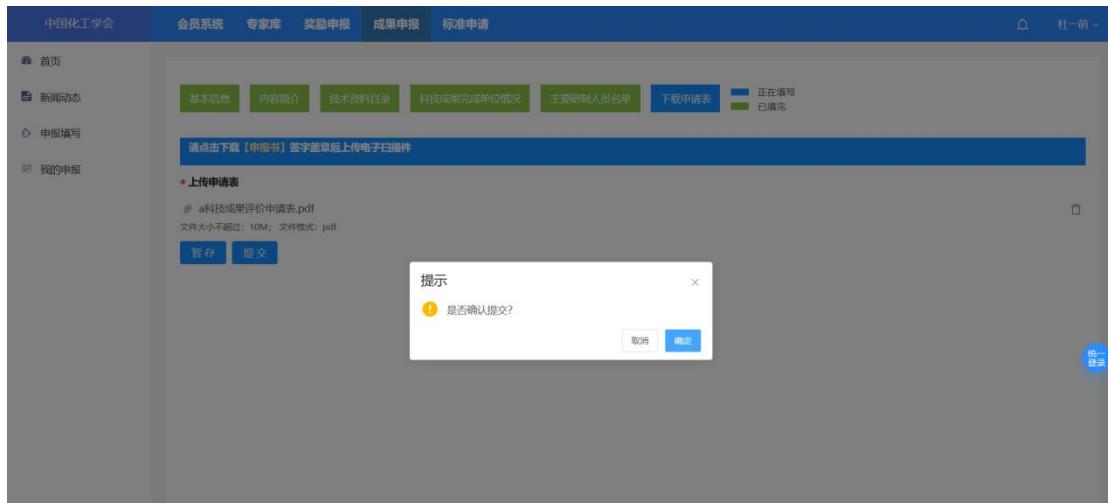
2. 在申报页面依次填写：基本信息、内容简介、技术资料目录、科技成果完成单位情况及主要研制人员名单，可根据页面提示提交相关资料。

The screenshot shows the 'Basic Information' tab selected in a top navigation bar. The page contains fields for '科技成果名称' (Technology Achievement Name), '研究起始时间' (Research Start Time), '研究终止时间' (Research End Time), '单位名称' (Unit Name), '单位属性' (Unit Attribute), '联系人' (Contact Person), '电话' (Phone), '电子邮箱' (Email), '通信地址' (Communication Address), '邮政编码' (Postcode), '申请评价单位' (Evaluation Unit), '任务来源' (Task Source), '成果有无密级' (Whether there is a confidentiality level), and '成果方向' (Achievement Direction). A table below lists a single entry:序号 (Sequence Number) 1, 完成单位名称 (Name of Completing Unit) [empty input field]. Buttons at the bottom include '+ 增加' (Add), '暂存' (Save Draft), and '下一步' (Next Step).

所有必要资料提交完毕后，项目会图标显示为绿色，可进入下载申报书页面。

3. 点击申报书进行下载，在封面页及申请评价单位意见页盖章后扫描上传 pdf 版本，提交系统完成申请。

The screenshot shows a download page for the application form. It features a prominent red box around the '请点击查看【申报书】文字盖章后上传电子扫描件' (Please click to view the [Application Form] after stamping with text and upload the electronic scanned copy) button. Below this, another red box surrounds the '上傳申請表' (Upload Application Form) button. A note specifies a file size limit of 10M and PDF format. At the bottom are '暂存' (Save Draft) and '提交' (Submit) buttons.

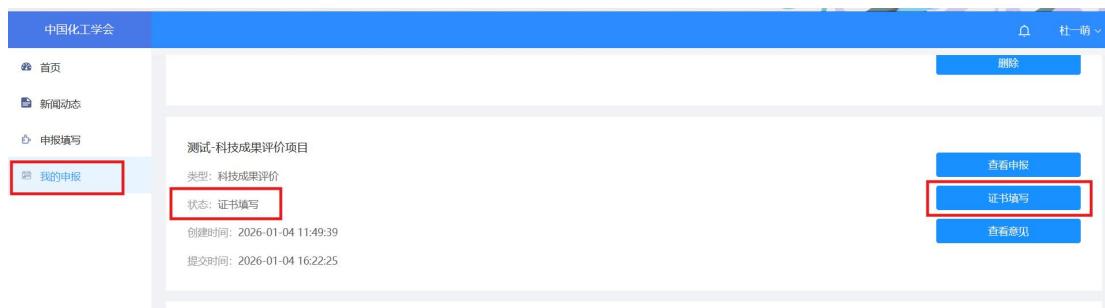


4. 成果申报状态显示“审批中”，学会工作人员将对项目情况进行初审，反馈意见可以在“查看意见”处查看。



二、评价证书填写

1. 成果申报审批通过后，申请评价单位可通过成果申报系统进行证书内容的填写。在“我的申报”中，点击“证书填写”进入填写页面。



2. 根据证书内容要求填写成果基本信息、简要技术说明

即主要性能指标、主要技术文件目录及来源、科技成果完成单位情况、主要研制人员名单，并上传评价委员会主任签字的评价意见和评价委员会签字的评价委员会名单。

The screenshot shows the 'Basic Information' tab of a project application form. The form includes fields for project title, research start and end times, contact information, and organization details. A red box highlights the 'Download Report' button at the top left of the form area.

3. 下载报告确认内容后，点击提交

The screenshot shows a confirmation message: 'Please click to download [Report] to view'. Below the message are two buttons: 'Save' and 'Submit', with 'Submit' being highlighted by a red box.