“外专百人计划”申报书填写说明

**1、请按照《填写说明》的要求填写完整信息，不得空项、漏项。**

**2、可根据内容适当调整字体及单元格高度，但请勿调整宽度、增加或删减表格内的项，或改动表格格式。**

一、封面

（一）申报人

指拟引进的外国专家。请填写与护照上显示一致的外文姓名。

（二）申报单位

指用人单位。填写时，请将单位的隶属关系写清楚。比如，作物科学研究所申报，需填写“中国农业科学院作物科学研究所”。

（三）专业领域

根据实际，填入对应专业。

（四） 专业方向

请填写具体的专业方向。例如，工程与材料科学领域的高性能结构材料。

（五）联系人、联系电话

指申报单位的联系人和联系电话。

联系人应为具体负责该项工作的人员，熟悉申报人、申报材料的相关情况。联系电话请同时填写办公电话和手机号码，保证联系畅通。

二、申报书正文

（一）姓名

请填写与护照显示一致的外文姓名及中文译名。

（二）照片

为近期小两寸正面免冠证件照。可以是胶质照片，也可以是直接打印的照片。请同时提供电子版。

（三）出生日期

请填写出生年、月、日。

（四）出生地

请填写出生国家、地区。

（五）国籍、护照号码

指申报人现在的国籍和护照号码。

（六）毕业院校及专业、学位

请填写申报人毕业院校、专业及学位的全称。请同时提供毕业证书复印件作为附件。

（七）来华前工作单位及职务

请填写申报人来华前工作单位及职务全称，应清楚显示国家、单位、部门、职务等信息。

（八）拟（现）任职单位及职务（岗位）

请填写申报人来华后的岗位安排情况；尚未安排的请填写拟安排职务。

（九）教育经历和工作经历

请按照时间顺序，简要、完整描述申报人的教育和工作经历。每一段经历均应有明确的起始和终止日期，具体到月份。

教育经历从大学本科填起。请写清楚每阶段经历的所在国家、院校、专业、学位。工作经历请写清楚每阶段经历的所在国家、单位、职务。兼职经历请注明。

（十）专长及代表性成果

请填写以下4项内容：1、个人专长，请概述本人的研究领域、方向，及取得的成就。2、请列出领导（参与）过的主要项目，包括项目的起止时间、项目性质和来源、经费总额、参与人数、申报人的具体职位和任务。3、主要成果，请列出最能体现申报人水平的代表性论著（论文），或专利，或产品，每类均不超过20项。其中，论著（论文）请列出日期、名称、发表载体、全部作者，通讯作者请用“\*”注明；专利请列出保护期、名称、授权国家、专利所有人等；产品请标明目前的产业化程度。4、其他，包括获得的重要奖项、在国际学术组织兼职情况、在重要学术会议上作大会报告或特邀报告情况等。

填写时请客观描述，突出重点，言简意赅。

请同时提供相关材料作为附件。

（十一）工作设想

请申报人描述来中国后从事的工作以及具体任务，包括工作目标、主要方式、预期贡献及现有基础、团队等。

（十二）竞业禁止问题

由申报人填写。请说明是否和其他任何单位签订过仍然有效的竞业禁止协议，如果有，请列出。

（十三）本人承诺

1.申报前已与用人单位签订工作合同的，本人填写承诺“正式入选省“百人计划”后，从申报之日起在鄂连续工作3年以上且每年不少于6个月”。

2.申报时未与用人单位签订正式工作合同，只签订意向协议的，本人填写承诺“正式入选省“百人计划”后，在半年内到岗工作，且从正式到岗工作开始起在鄂连续工作3年以上且每年不少于6个月”。

3.请申报人亲笔签字作为承诺。请勿空缺，请勿由他人代签。如申报人在国外，可单独传真承诺书和签字。

（十四）用人单位意见

由用人单位填写。请简要说明：1、推荐申报人的主要理由；2、对申报人的支持条件，即从用人单位的角度，为申报人提供的工作条件和生活条件。用人单位应对申报人有关信息进行必要的核实，并对支持条件做出承诺。由单位主要负责人签字，盖单位公章。

推荐理由应言简意赅，突出重点；支持条件应具体，避免笼统。

（十五）市（州）外侨办（局）、市（州）组织部意见

请简要说明以下内容：1、对申报材料的审核意见；2、从主管部门的角度，提出推荐理由；3、地方政府的支持措施。

Instruction

(Innovative Talents)

1. Please fill up the application form truly and completely in accordance with the following instruction.

2．You can adjust the font and the cell height, but please do not adjust the width, add or delete categories, or change the table format

**Ⅰ Front Cover**

**1.1 Name of Applicant**

Please fill in your name in your own language as in your passport.

**1.2 Name of Employer**

Please fill in your current or intended employer in China.

**1.3 Area of Specialty**

Please select your area of specialty from ‘Physical and Mathematical Science’, ‘Chemistry’, ‘Environment and Earth Science’, ‘Information Science’, ‘Engineering and Material Science’, ‘Life Science’, ‘Economics and Management’ and ‘Others’.

**1.4Professional Field**

Please specify your professional preference.

**1.5 Contact Person and Information**

Please fill in the name of contact person in your Chinese employing organization and contact information.

**Ⅱ Main Body**

**2.1 Name of Applicant**

Please fill in your name both in Chinese and in your own language as in your passport.

**2.2 Photo**

The photo is required to be a recent one and two inches in size, either gelatinous photo or directly printed one. Please also provide electronic version of your photo.

**2.3 Date of Birth**

Please fill in the date of your birth in numbers (year, month, date).

**2.4 Place of Birth**

Please fill in the name of your birth place (City, Province/State and country).

**2.5 Nationality and  Passport Number**

Please fill in your current nationality and passport number as in your passport

**2.6 Highest Degree Granted, Major, Institution Attended**

Please fill in the name of your graduate institution, major and degree. The copy of diploma should be enclosed.

**2.7 Former Employer and Position**

Please fill in the name of your former employer and position in foreign countries.

**2.8 Current or Expected Employer and Position**

Please fill in the name of your current or guaranteed employer and position in China.

**2.9 Educational and Work Experience**

Please fill in your educational and work experience in a timely, concise and comprehensive manner. The starting and ending time for each period should be specified.

Please list the beginning and ending dates (month, year) of each item. Educational experience shall start from undergraduate. Please name degree, major, institution and country of each item. For working experiences, please name the position, employer and country. Please also footnote any part-time positions.

**2.10 Field of Specialty and Representative Achievements**

1．Field of Specialty: Please generally describe your area of research and achievements. 2. Please list the projects led by you (or participated in), including beginning/ending dates, nature and source of the project, total amount of budget, number of participants, your position and task in the project. 3. Achievements: Please list your works, papers, patents or products (no more than 20 items for each kind) that best represent your studies and researches. For works and papers, please give publication date, title, publication media, authors (use \* to mark a corresponding author); for patents, please give patent length, name, country of granting, owner, etc.; for products, please describe the present industrialization level. 4. Others: important awards, part-time positions in international organizations, lectures delivered in international academic conferences.

Please make your statements objective, concise and comprehensive. Relevant documents should be enclosed.

**2.11 Work Plan**

Please describe your work contents and objectives, intended contributions as well as work teams.

**2.12 Non-Compete Agreement**

Please state whether you have ever signed Non-Compete Agreement with any other organizations that is still valid. If you have, please specify it.

**2.13 Commitment**

1. If you have signed an employment contract before the application, please make the commitment “I acknowledge that providing my application is approved, I shall work in Hubei Province for a minimum employment period of three years with no fewer than six months for each year starting from the date of application.”

2. If you have signed a letter of intent instead of an employment contract before the application, please make the commitment “I acknowledge that I shall start working in Hubei Province no later than six months after my application is approved. The minimum employment period shall be three years with no fewer than six months for each year.”

3. Please sign the commitment yourself. Please leave no blanks. Allograph is not allowed. If you are not in China, you can fax the signed commitment contracts.

**2.14 Opinion of Employer**

Hereunder to be completed, signed and sealed by your employer in China after careful review of application materials. Please fill in reason to recommend and intended support for applicants.

**2.15 Opinion of Municipal (Prefecture) Foreign Affairs Office (Bureau) and Organization Department**

Hereunder to be completed, signed and sealed by Municipal (Prefecture) Foreign Affairs Office (Bureau) and Organization Department after careful review of application materials. Please fill in examination opinion、reasons to recommend and intended support from local government for applicants.