Research Administration Integrated System Research Director Manual

- State University of New York, Korea R&BDF -

User Manual (For Research Director)

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GETTING STARTED

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◎ Login (Direct Login to the Integrated Research Administration System)

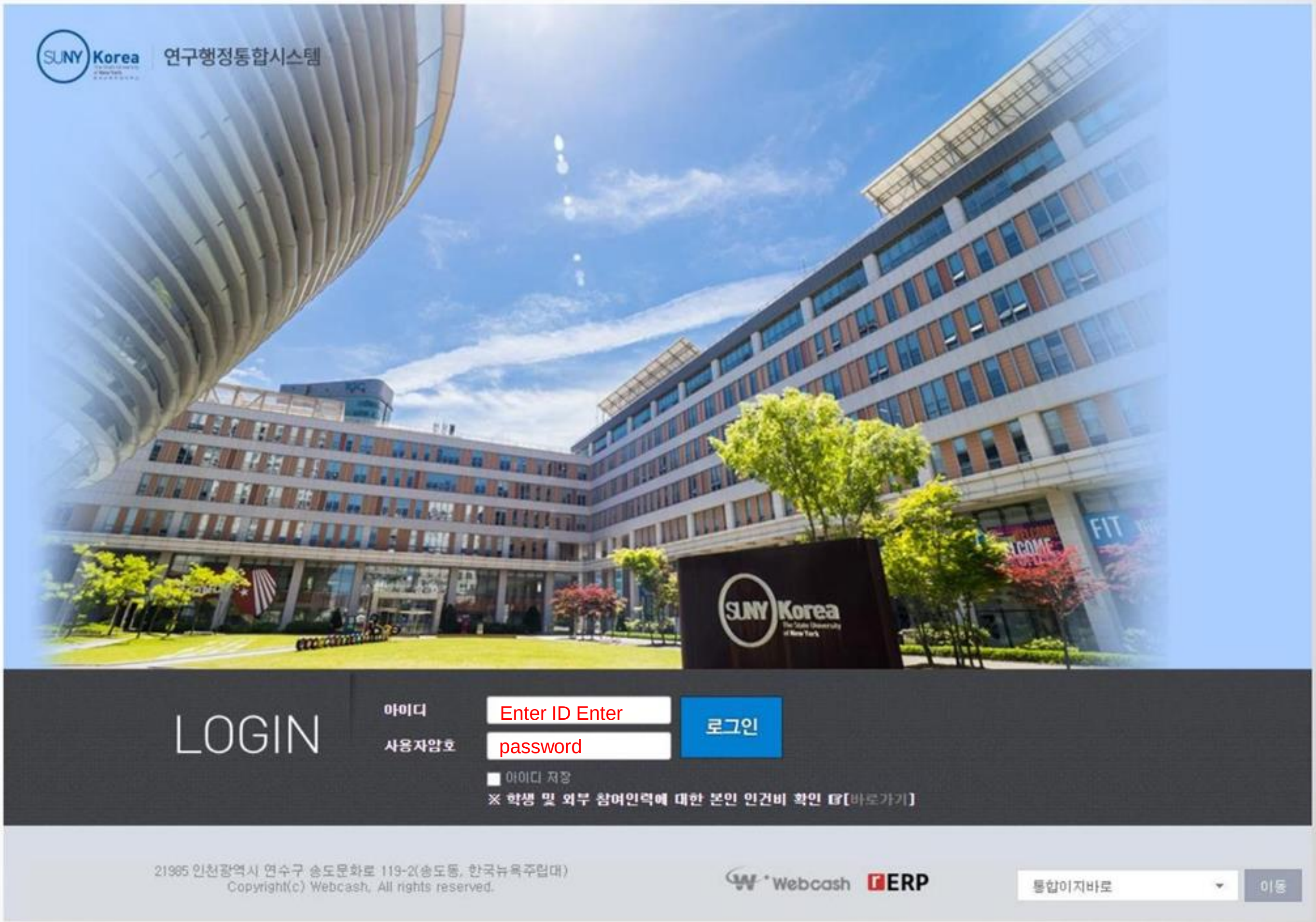
Detail of Function

1) Connect with https://sunykorea.smartrnd.co.kr which is the Integrated research administration system.

2) Enter the login information as below.

- ID: Job number or employee number, Password: 111111 (change after logging in)

- Researchers, outsiders, etc. can access after registering as an external member (refer to the separate manual for outside member registration)



아이디: Enter ID Enter
사용자암호: password
☐ 아이디 저장
※ 학생 및 외부 참여인력에 대한 본인 인건비 확인 ☞[바로가기]

21985 인천광역시 연수구 송도문화로 119-2(송도동, 한국뉴욕주립대)
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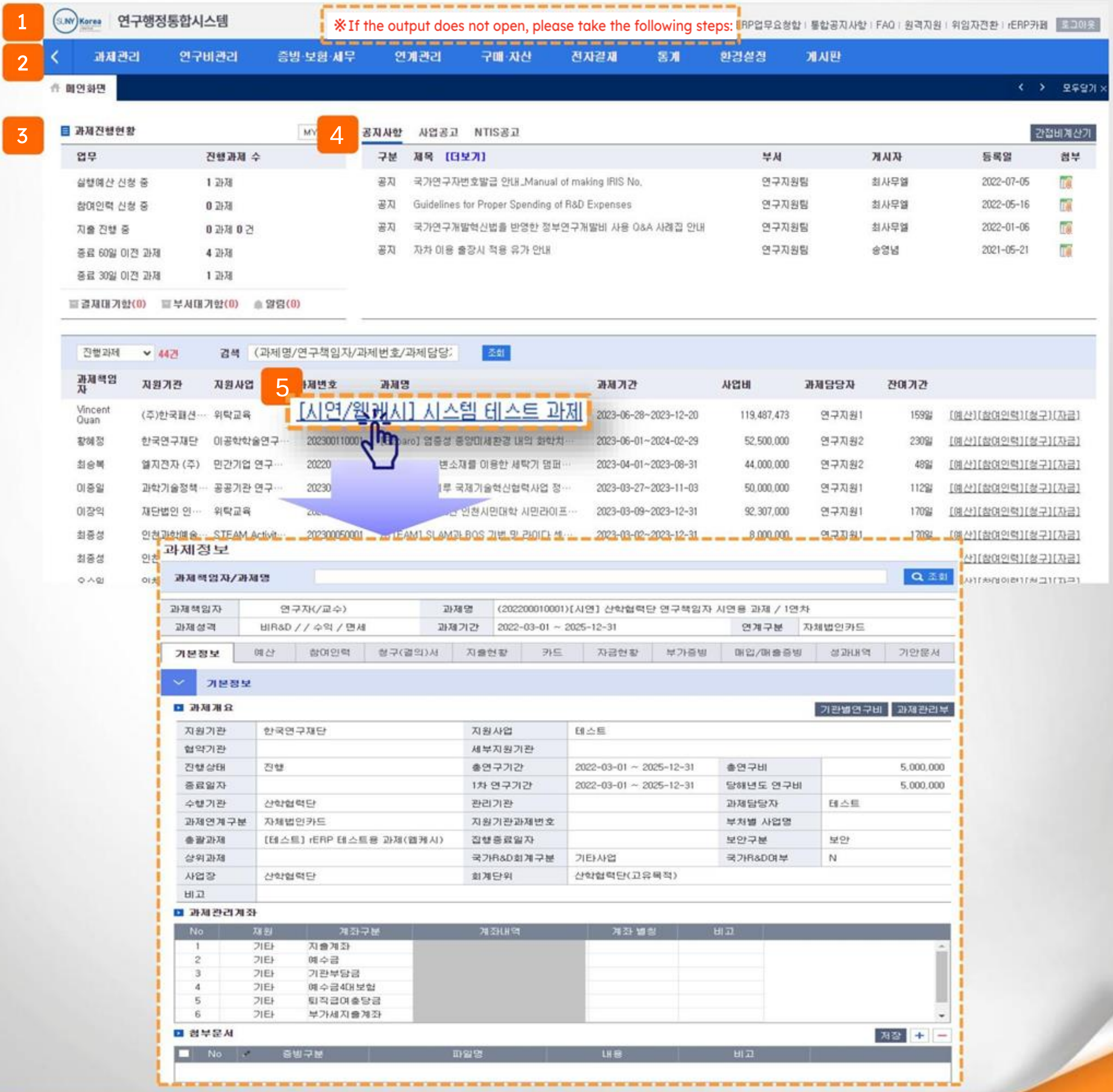
통합이지바로

◎ Main screen (comprehensively view work progress status, announcements, and progress task status for each user)

Detail of Function

1) Click on the school logo to go to the main screen.
2) A menu for each task is displayed and clicking moves to the corresponding menu.
3) Information such as the progress status (payment) of the assignment is displayed.
4) Check the notices registered by the industrial complex.
5) The task currently in progress is displayed, and clicking on the task name moves to task information.
  - Search for assignments by entering the assignment name/assignment number, etc. in the search box.
  - You can search for complete/completed assignments in addition to ongoing assignments using the search conditions on the left.

※ If the printout does not open, you can click on the action to install the printout viewer and view the printout.



업무	진행과제 수
실행예산 신청 중	1 과제
참여인력 신청 중	0 과제
지출 진행 중	0 과제 0 건
종료 60일 이전 과제	4 과제
종료 30일 이전 과제	1 과제

구분	제목 [더보기]	부서	게시자	등록일	첨부
공지	국가연구자번호발급 안내_Manual of making IRIS No.	연구지원팀	최사무엘	2022-07-05	📎
공지	Guidelines for Proper Spending of R&D Expenses	연구지원팀	최사무엘	2022-05-16	📎
공지	국가연구개발혁신법을 반영한 정부연구개발비 사용 Q&A 사례집 안내	연구지원팀	최사무엘	2022-01-06	📎
공지	자차 이용 출장시 적용 유가 안내	연구지원팀	송영님	2021-05-21	📎

진행과제 44건 검색 (과제명/연구책임자/과제번호/과제담당자

과제책임자	지원기관	지원사업	과제번호	과제명	과제기간	사업비	과제담당자	잔여기간	
Vincent Quan	(주)한국패션…	위탁교육		[시연/웹케시] 시스템 테스트 과제	2023-06-28~2023-12-20	119,487,473	연구지원1	159일	[예산][참여인력][청구][자금]
황혜정	한국연구재단	이공학학술연구…	20230011000	aro] 염증성 중앙미세환경 내의 화학치…	2023-06-01~2024-02-29	52,500,000	연구지원2	230일	[예산][참여인력][청구][자금]
최승복	엘지전자 (주)	민간기업 연구…	20220	변소재를 이용한 세탁기 댐퍼…	2023-04-01~2023-08-31	44,000,000	연구지원2	48일	[예산][참여인력][청구][자금]
이종일	과학기술정책…	공공기관 연구…	20230	루 국제기술혁신협력사업 정…	2023-03-27~2023-11-03	50,000,000	연구지원1	112일	[예산][참여인력][청구][자금]
이장익	재단법인 인…	위탁교육		인천시민대학 시민라이프…	2023-03-09~2023-12-31	92,307,000	연구지원1	170일	[예산][참여인력][청구][자금]
최종성	인천과학예술…	STEAM Activit…	202300050001	EAM] SLAM과 ROS 기반 및 라이다 센…	2023-03-02~2023-12-31	8,000,000	연구지원1	170일	[예산][참여인력][청구][자금]
최종성	인천								산][참여인력][청구][자금]

과제정보

과제책임자/과제명

과제책임자	연구자(/교수)	과제명	(202200010001)[시연] 산학협력단 연구책임자 시연용 과제 / 1연차		
과제성격	BIR&D / / 수익 / 면세	과제기간	2022-03-01 ~ 2025-12-31	연계구분	자체법인카드

기본정보 | 예산 | 참여인력 | 청구(결의)서 | 지출현황 | 카드 | 자금현황 | 부가증빙 | 매입/매출증빙 | 성과내역 | 기안문서

기본정보

과제개요 (기관별연구비 | 과제관리부)

지원기관	한국연구재단	지원사업	테스트		
협약기관		세부지원기관			
진행상태	진행	총연구기간	2022-03-01 ~ 2025-12-31	총연구비	5,000,000
종료일자		1차 연구기간	2022-03-01 ~ 2025-12-31	당해년도 연구비	5,000,000
수행기관	산학협력단	관리기관		과제담당자	테스트
과제연계구분	자체법인카드	지원기관과제번호		부처별 사업명	
총괄과제	[테스트] rERP 테스트용 과제(웹케시)	집행종료일자		보안구분	보안
상위과제		국가R&D회계구분	기타사업	국가R&D여부	N
사업장	산학협력단	회계단위	산학협력단(고유목적)		
비고					

과제관리계좌

No	재원	계좌구분	계좌내역	계좌 별칭	비고
1	기타	지출계좌	[redacted]		
2	기타	예수금	[redacted]		
3	기타	기관부담금	[redacted]		
4	기타	예수금4대보험	[redacted]		
5	기타	퇴직급여충당금	[redacted]		
6	기타	부가세지출계좌	[redacted]		

첨부문서 (저장 + −)

☐	No		증빙구분	파일명	내용	비고

I. Assignment Inquiry

1. Assignment Information

1) Basic information 7P
2) Budget 8P
3) Participating personnel 9P
4) Invoice 10P
5) Expenditure status 11P
6) Card 12P
7) Funding Status 13P

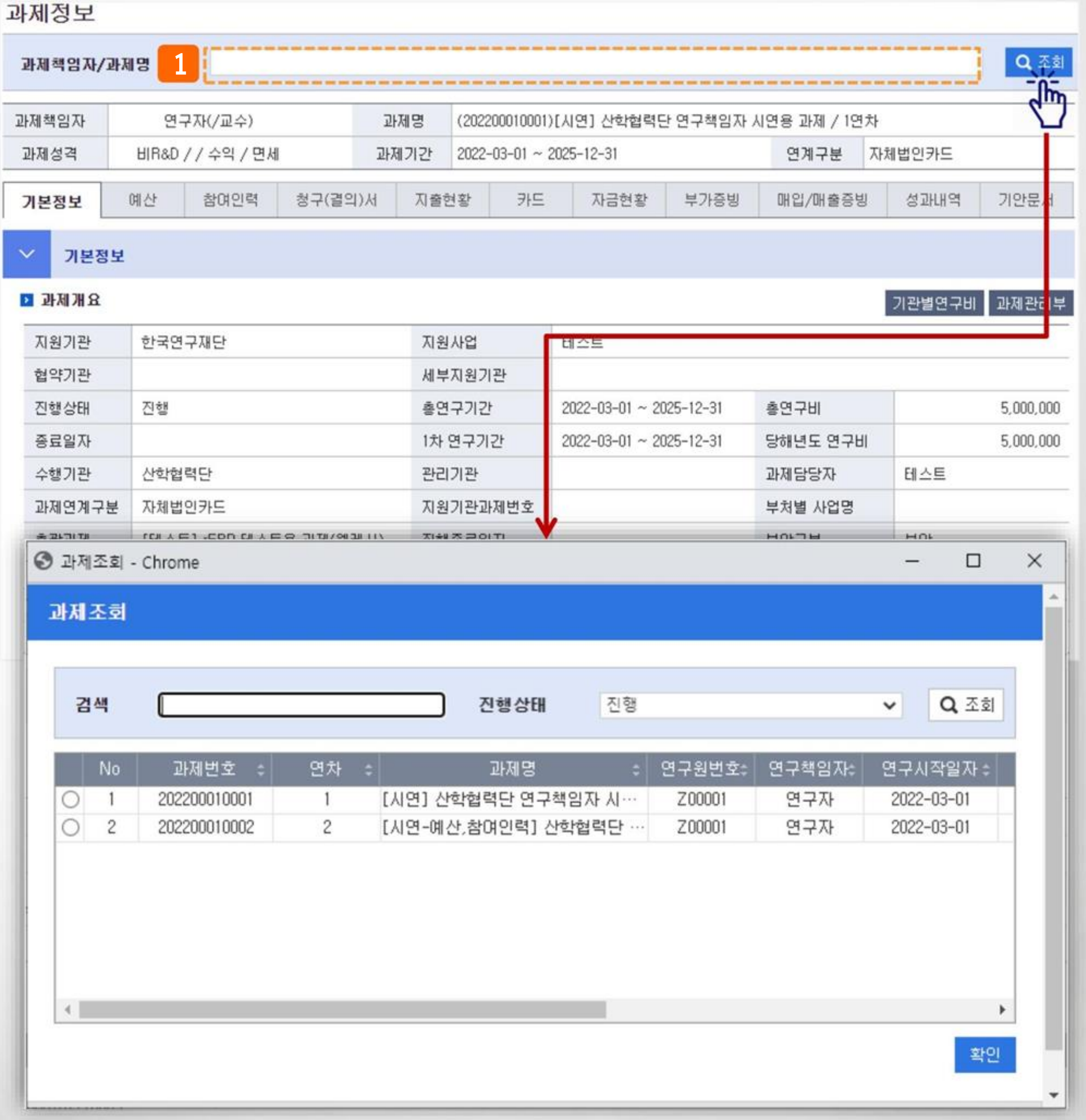
◎ Menu name: Assignment management > Assignment information > Basic information tab (displays assignment-related information)

Detail of Function

▶ Example: Search the assignment and check the assignment information.

1) Enter the task name/task number and press ENTER or click 🔍 조회 to select the task.

2) The basic information tab allows you to check the assignment overview, management account, and related attached files.


과제정보
과제책임자/과제명
1
🔍 조회
기본정보
예산
참여인력
청구(결의)서
지출현황
카드
자금현황
부가증빙
매입/매출증빙
성과내역
기안문서
기본정보
과제개요
기관별연구비
과제관리부
과제조회 - Chrome
과제조회
🔍 조회
확인

과제책임자	연구자(/교수)	과제명	(202200010001)[시연] 산학협력단 연구책임자 시연용 과제 / 1연차
과제성격	비R&D / / 수익 / 면세	과제기간	2022-03-01 ~ 2025-12-31
연계구분	자체법인카드		

지원기관	한국연구재단	지원사업	테스트		
협약기관		세부지원기관			
진행상태	진행	총연구기간	2022-03-01 ~ 2025-12-31	총연구비	5,000,000
종료일자		1차 연구기간	2022-03-01 ~ 2025-12-31	당해년도 연구비	5,000,000
수행기관	산학협력단	관리기관		과제담당자	테스트
과제연계구분	자체법인카드	지원기관과제번호		부처별 사업명	

검색

진행상태: 진행

	No	과제번호	연차	과제명	연구원번호	연구책임자	연구시작일자
○	1	202200010001	1	[시연] 산학협력단 연구책임자 시…	Z00001	연구자	2022-03-01
○	2	202200010002	2	[시연-예산,참여인력] 산학협력단 …	Z00001	연구자	2022-03-01

I. Assignment Inquiry > 1. Assignment Information > 2) Budget

◎ Menu name: Assignment management > Assignment information > Budget tab (displays assignment budget details)

Detail of Function

▶ Example: Register the original budget of the viewed task or change the registered budget.

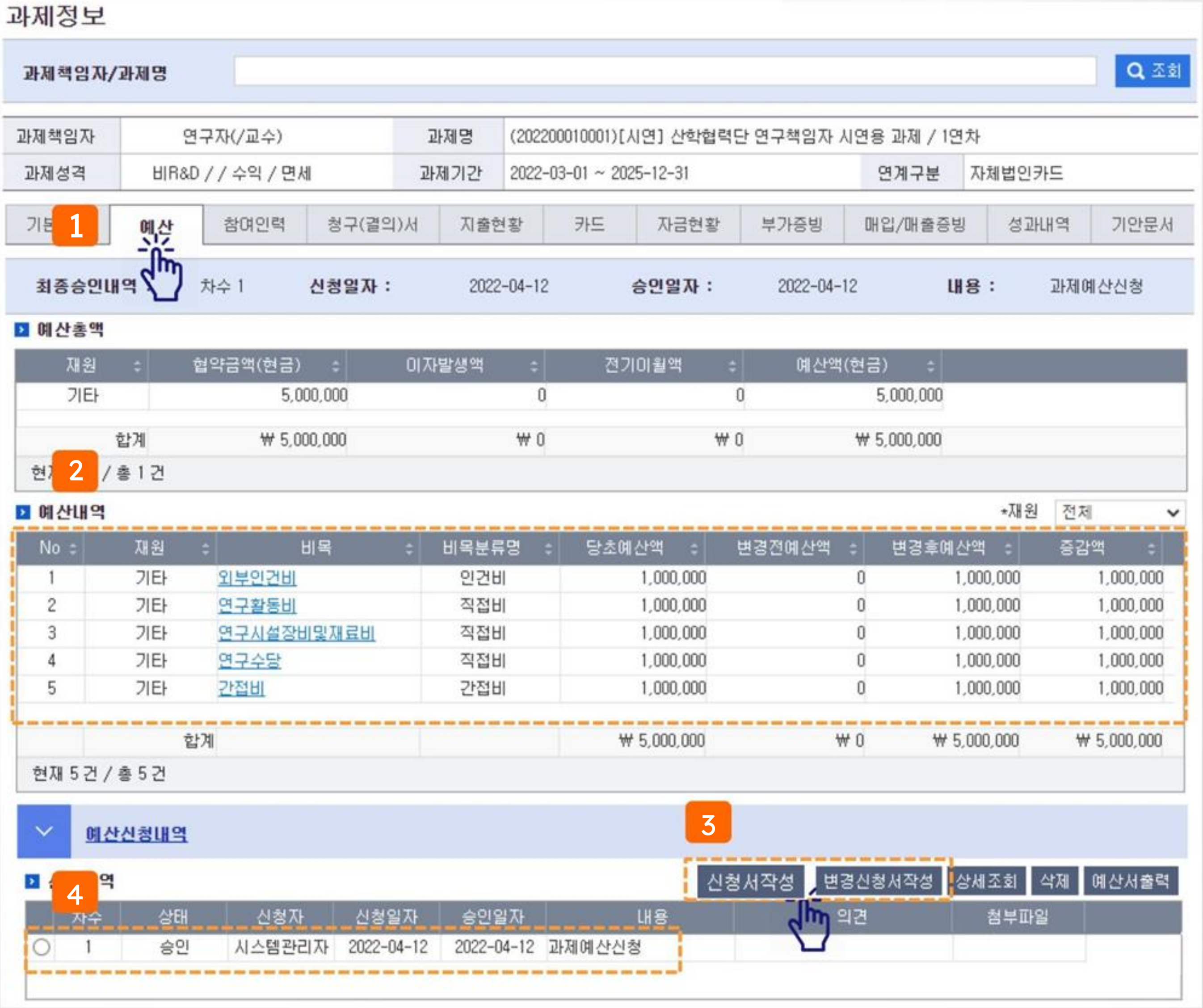
1) If you click the budget tab, you can see the original budget details and the number of budget changes.

2) Budget details display the budget details that have been finally approved and are currently being applied.

3) When applying for the original budget, click 신청서작성 . If you click 변경신청서작성 , go to the screen to request a project budget.

4)The number of budget applications is displayed and the progress can be checked. [Status value description]

- Temporary storage: Budget being prepared (can be changed, detailed view, deleted)
- Application: Status awaiting approval after budget application (changes possible after cancellation of application, detailed inquiry possible)
- Approval: Final approval status after budget application (detailed inquiry possible)
- Supplementation request: The budget application has been rejected and is a request for supplementation (can be changed, detailed inquiry, or deleted)



과제정보

과제책임자/과제명

과제책임자	연구자(/교수)	과제명	(202200010001)[시연] 산학협력단 연구책임자 시연용 과제 / 1년차		
과제성격	비R&D / / 수익 / 면세	과제기간	2022-03-01 ~ 2025-12-31	연계구분	자체법인카드

최종승인내역 차수 1 신청일자 : 2022-04-12 승인일자 : 2022-04-12 내용 : 과제예산신청

예산총액

재원	협약금액(현금)	이자발생액	전기이월액	예산액(현금)
기타	5,000,000	0	0	5,000,000
합계	₩ 5,000,000	₩ 0	₩ 0	₩ 5,000,000

현 / 총 1 건

예산내역 *재원 전체

No	재원	비목	비목분류명	당초예산액	변경전예산액	변경후예산액	증감액
1	기타	외부인건비	인건비	1,000,000	0	1,000,000	1,000,000
2	기타	연구활동비	직접비	1,000,000	0	1,000,000	1,000,000
3	기타	연구시설장비및재료비	직접비	1,000,000	0	1,000,000	1,000,000
4	기타	연구수당	직접비	1,000,000	0	1,000,000	1,000,000
5	기타	간접비	간접비	1,000,000	0	1,000,000	1,000,000
	합계			₩ 5,000,000	₩ 0	₩ 5,000,000	₩ 5,000,000

현재 5 건 / 총 5 건

예산신청내역

역

	차수	상태	신청자	신청일자	승인일자	내용	의견	첨부파일
○	1	승인	시스템관리자	2022-04-12	2022-04-12	과제예산신청		

I. Assignment Inquiry > 1. Assignment Information > 3) Participating Personnel

◎Menu name: Assignment management >Assignment information >Participating personnel tab (displays information on participating personnel)

Detail of Function

▶ Example: Register the original budget of the viewed task or change the registered budget.

1) If you click the budget tab, you can see the original budget details and the number of budget changes.

2) Budget details display the budget details that have been finally approved and are currently being applied.

3) When applying for the original budget, click 신청서작성 . If you click 변경신청서작성 , go to the screen to request a project budget.

4)The number of budget applications is displayed and the progress can be checked. [Status value description]

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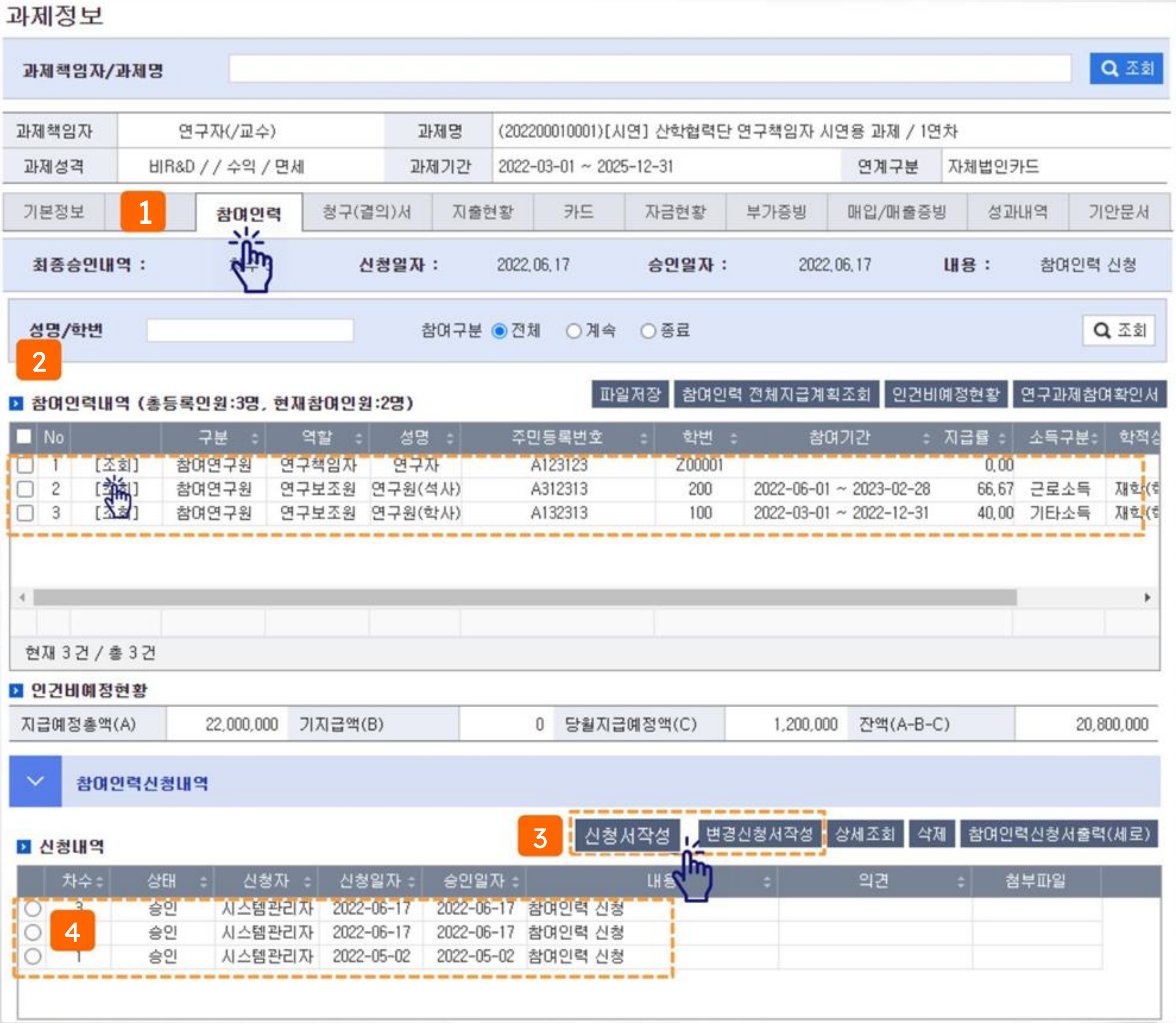
- Application: Status awaiting approval after budget application (changes possible after cancellation of application, detailed inquiry possible)
- Approval: Final approval status after budget application (detailed inquiry possible)
- Supplementation request: The budget application has been rejected and is a request for supplementation (can be changed, detailed inquiry, or deleted)



과제책임자	연구자(/교수)	과제명	(202200010001)[시연] 산학협력단 연구책임자 시연용 과제 / 1연차
과제성격	비R&D / / 수익 / 면세	과제기간	2022-03-01 ~ 2025-12-31
연계구분	자체법인카드		

최종승인내역 : 신청일자 : 2022.06.17 승인일자 : 2022.06.17 내용 : 참여인력 신청

성명/학번 참여구분 ● 전체 ○ 계속 ○ 종료

참여인력내역 (총등록인원:3명, 현재참여인원:2명)

☐	No		구분	역할	성명	주민등록번호	학번	참여기간	지급률	소득구분	학적상
☐	1	[조회]	참여연구원	연구책임자	연구자	A123123	Z00001		0.00		
☐	2	[조회]	참여연구원	연구보조원	연구원(석사)	A312313	200	2022-06-01 ~ 2023-02-28	66.67	근로소득	재학(
☐	3	[조회]	참여연구원	연구보조원	연구원(학사)	A132313	100	2022-03-01 ~ 2022-12-31	40.00	기타소득	재학(

현재 3 건 / 총 3 건

인건비예정현황

지급예정총액(A)	22,000,000	기지급액(B)	0	당월지급예정액(C)	1,200,000	잔액(A-B-C)	20,800,000

신청내역

	차수	상태	신청자	신청일자	승인일자	내용	의견	첨부파일
○	3	승인	시스템관리자	2022-06-17	2022-06-17	참여인력 신청		
○		승인	시스템관리자	2022-06-17	2022-06-17	참여인력 신청		
○	1	승인	시스템관리자	2022-05-02	2022-05-02	참여인력 신청		

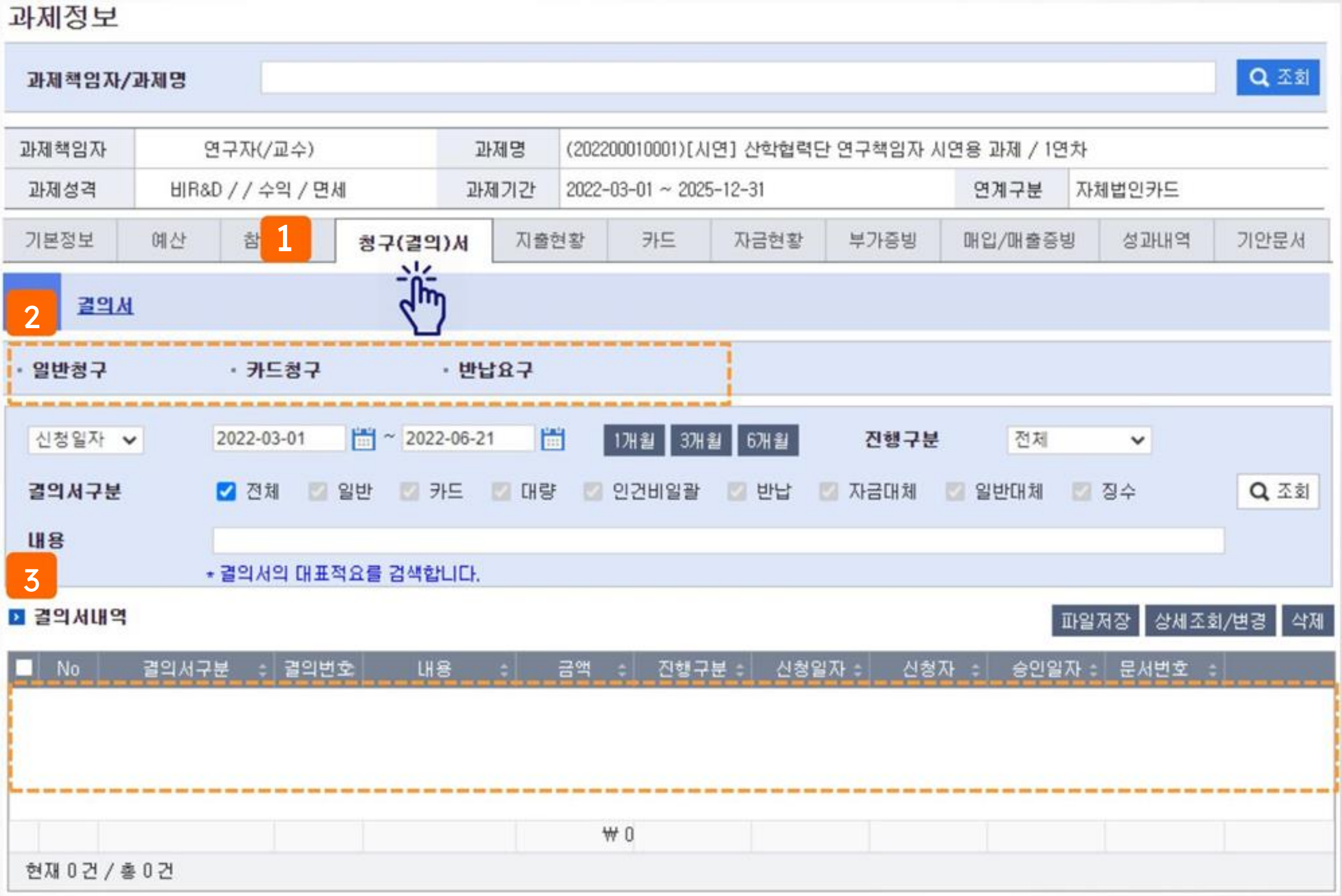
◎ Menu name: Assignment management > Assignment information > Claim (resolution) tab (fill out the research grant payment application form)

Detail of Function

▶ Example: Fill out the research grant payment application (cash/card) from the viewed assignment.

1) Click the Claim (Resolution) tab
2) When you click the general claim or card claim button, you will be taken to the corresponding creation screen.
3) The details of the request can be viewed by resolution, select the resolution and double-click it or click the 'View Details/Change' button. Go to the screen where you created the resolution and view or edit the details (the progress category is 'temporary storage, supplement request').

(Only the details can be edited/deleted).



과제정보

과제책임자/과제명

과제책임자	연구자(/교수)	과제명	(202200010001)[시연] 산학협력단 연구책임자 시연용 과제 / 1연차		
과제성격	비R&D / / 수익 / 면세	과제기간	2022-03-01 ~ 2025-12-31	연계구분	자체법인카드

신청일자 2022-03-01 ~ 2022-06-21 진행구분 전체

결의서구분 ☑ 전체 ☐ 일반 ☐ 카드 ☐ 대량 ☐ 인건비일괄 ☐ 반납 ☐ 자금대체 ☐ 일반대체 ☐ 징수

내용

* 결의서의 대표적요를 검색합니다.

결의서내역

☐	No	결의서구분	결의번호	내용	금액	진행구분	신청일자	신청자	승인일자	문서번호
					₩ 0					

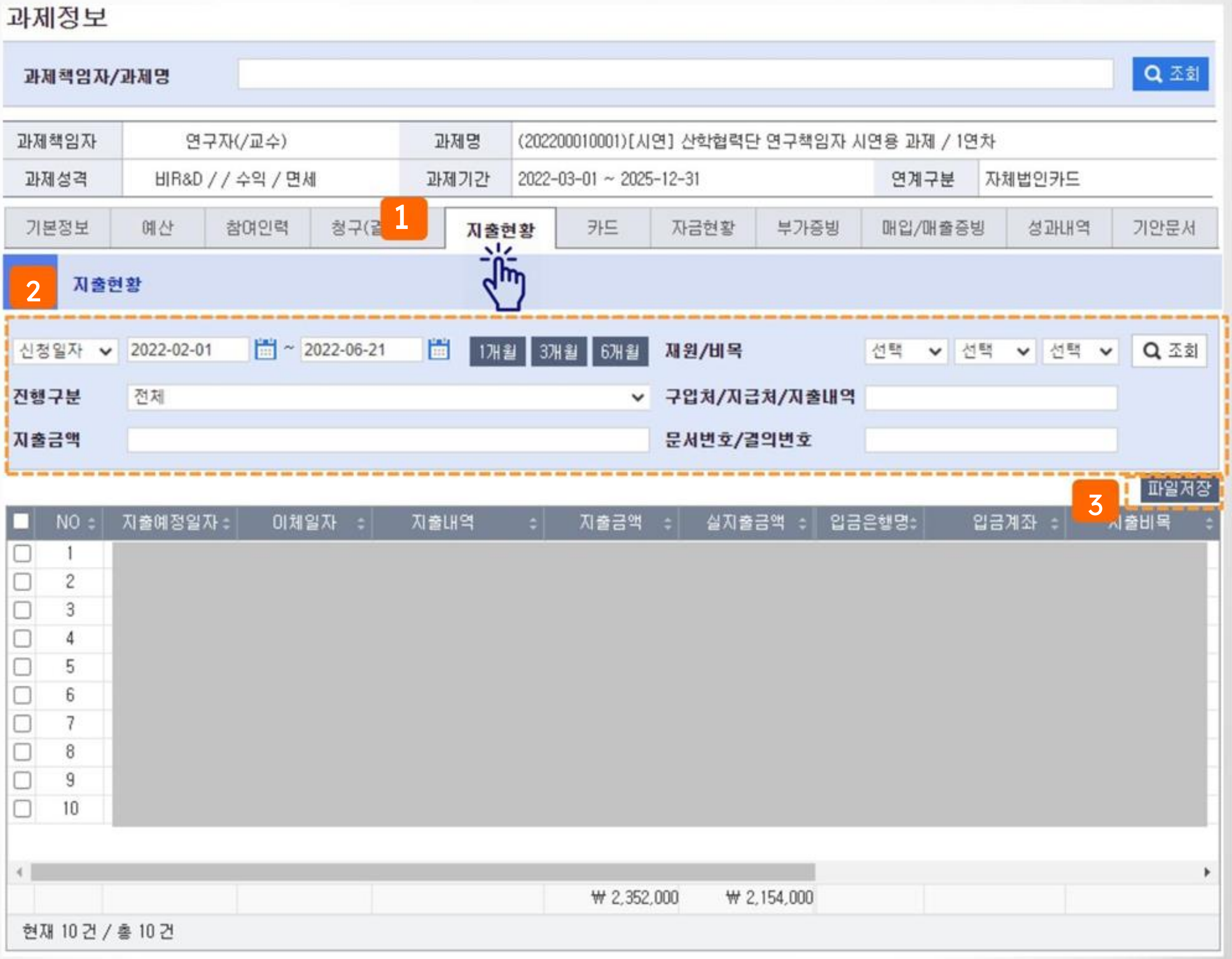
현재 0 건 / 총 0 건

◎ Menu name: Assignment management > Assignment information > Expenditure status tab (search by expenditure)

Detail of Function

▶ Example: View the expenditure details of the viewed assignment by case or download them in Excel.

1) Click the Expenditure Status tab
2) Set search conditions such as financial resources/expenses name, etc. to view expenditure details.
3) Click the [Save File] button to save the searched details as an Excel file.



과제정보

과제책임자	연구자(/교수)	과제명	(202200010001)[시연] 산학협력단 연구책임자 시연용 과제 / 1연차		
과제성격	BIR&D / / 수익 / 면세	과제기간	2022-03-01 ~ 2025-12-31	연계구분	자체법인카드

지출현황

신청일자 2022-02-01 ~ 2022-06-21

진행구분: 전체

☐	NO	지출예정일자	이체일자	지출내역	지출금액	실지출금액	입금은행명	입금계좌	지출비목
☐	1								
☐	2								
☐	3								
☐	4								
☐	5								
☐	6								
☐	7								
☐	8								
☐	9								
☐	10								
					₩ 2,352,000	₩ 2,154,000			

현재 10 건 / 총 10 건

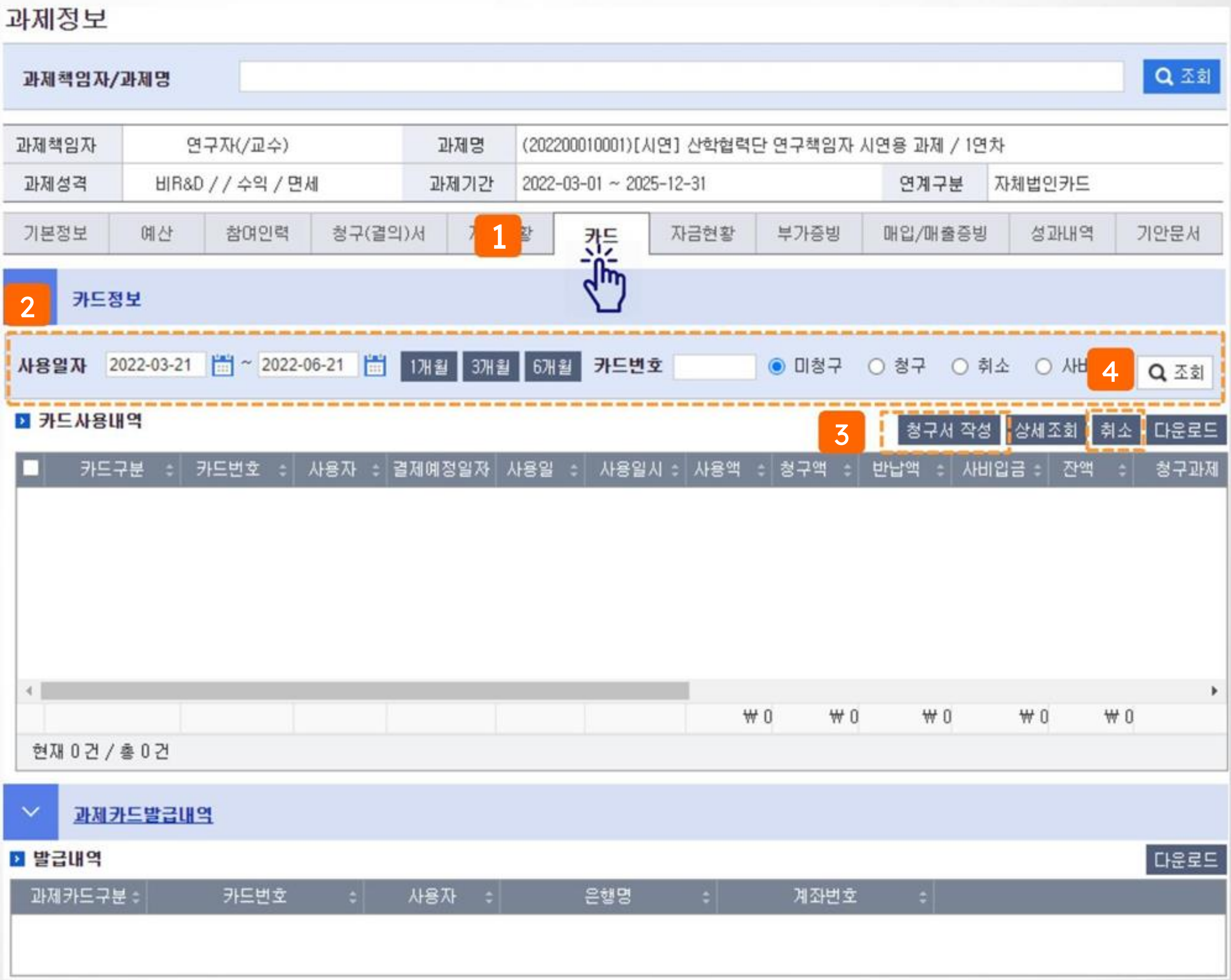
과제책임자/과제명
조회
기본정보
예산
참여인력
청구(결
지출현황
카드
자금현황
부가증빙
매입/매출증빙
성과내역
기안문서
1
2
3
1개월
3개월
6개월
재원/비목
선택
선택
선택
조회
구입처/지급처/지출내역
지출금액
문서번호/결의번호
파일저장

◎ Menu name: Assignment management > Assignment information > Card tab (assignment card management)

Detail of Function

▶ Example: Check the card number and card usage history linked to the viewed assignment.

1) Click the card tab
2) Set search conditions such as card usage period to view card usage history.
3) When you click the 'Create Claim' button, you will be taken to the card billing screen and enter the relevant usage details. You can create an invoice by selecting one of the invoice details.
4) You can exclude yourself from billing by clicking the cancel button (approval cancellation cases, etc.)


과제정보
과제책임자/과제명
조회
기본정보
예산
참여인력
청구(결의)서
카드
자금현황
부가증빙
매입/매출증빙
성과내역
기안문서
1
2
카드정보
3
4
1개월
3개월
6개월
카드번호
조회
카드사용내역
청구서 작성
상세조회
취소
다운로드
과제카드발급내역
발급내역
다운로드

과제책임자	연구자(/교수)	과제명	(202200010001)[시연] 산학협력단 연구책임자 시연용 과제 / 1연차		
과제성격	비R&D / / 수익 / 면세	과제기간	2022-03-01 ~ 2025-12-31	연계구분	자체법인카드

사용일자 2022-03-21 ~ 2022-06-21

● 미청구 ○ 청구 ○ 취소 ○ 사비

☐	카드구분	카드번호	사용자	결제예정일자	사용일	사용일시	사용액	청구액	반납액	사비입금	잔액	청구과제
							₩ 0	₩ 0	₩ 0	₩ 0	₩ 0	

현재 0 건 / 총 0 건

과제카드구분	카드번호	사용자	은행명	계좌번호

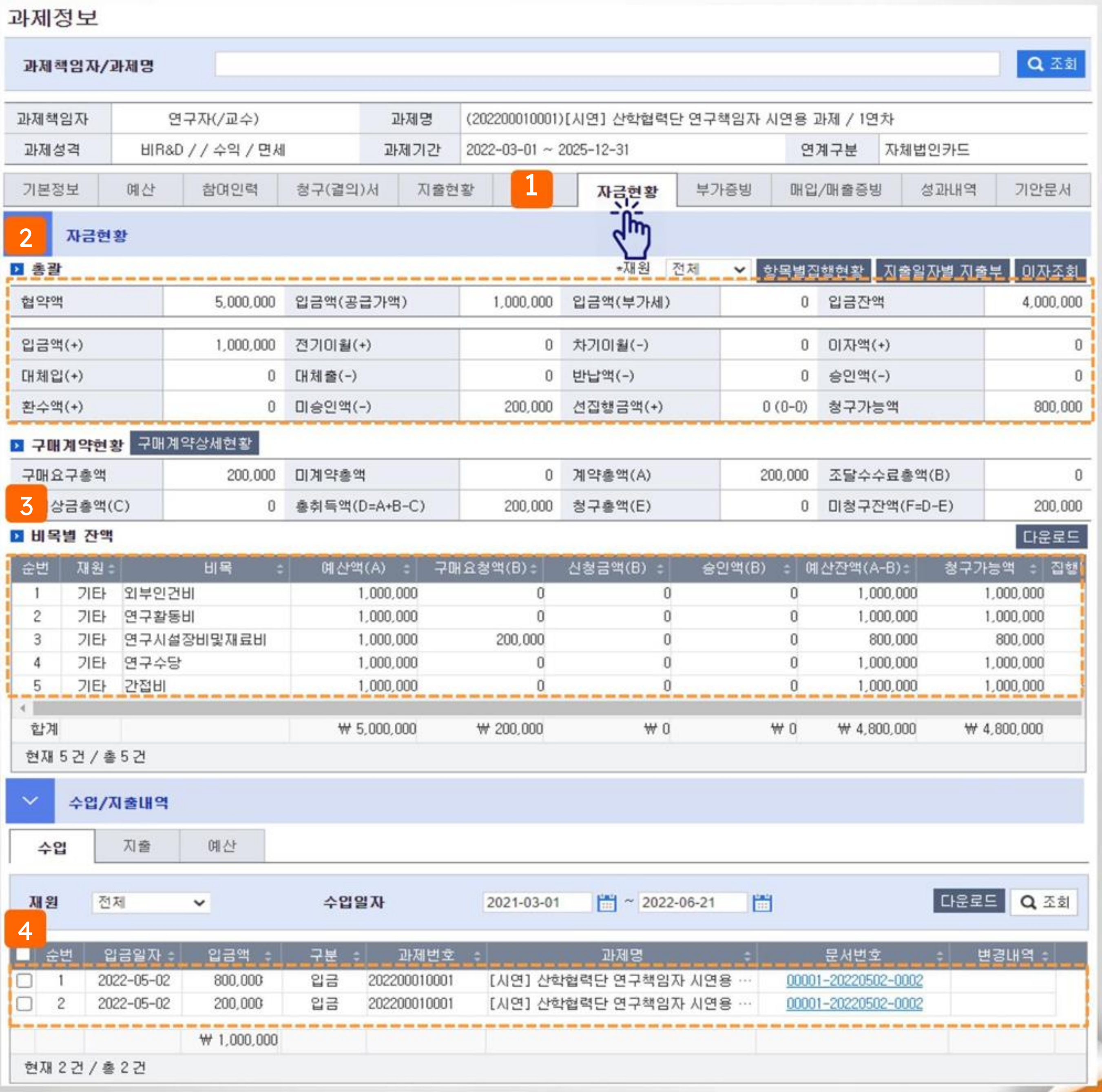
I. Assignment Inquiry > 1. Assignment Information > 7) Funding Status

◎ Menu name: Assignment management > Assignment information > Fund status tab (check income/expenditure/balance)

Detail of Function

▶ Example: Check the research fund deposit/expenditure/balance of the viewed assignment

1) Click the Funds Status tab.
2) You can check the overall fund status and balance by expense item.
- Agreement amount: Total research funds for the year
- Deposit amount: Research fund deposit completed amount, Deposit balance: Undeposited amount (agreement amount - deposit amount)
- Carryover/carryover from previous year: Carryover amount
- Approved amount: Research, Billable amount: Balance of research fee fund expenditure amount
1) Budget amount/approved amount/budget balance is displayed for each expense item.
2) You can check the income (deposit) and expenditure details of the assignment, or download them as an Excel file.



과제책임자	연구자(/교수)	과제명	(202200010001)[시연] 산학협력단 연구책임자 시연용 과제 / 1연차
과제성격	비R&D / / 수익 / 면세	과제기간	2022-03-01 ~ 2025-12-31
연계구분	자체법인카드		

총괄

협약액	5,000,000	입금액(공급가액)	1,000,000	입금액(부가세)	0	입금잔액	4,000,000
입금액(+)	1,000,000	전기이월(+)	0	차기이월(-)	0	이자액(+)	0
대체입(+)	0	대체출(-)	0	반납액(-)	0	승인액(-)	0
환수액(+)	0	미승인액(-)	200,000	선집행금액(+)	0 (0-0)	청구가능액	800,000

구매계약현황

구매요구총액	200,000	미계약총액	0	계약총액(A)	200,000	조달수수료총액(B)	0
상금총액(C)	0	총취득액(D=A+B-C)	200,000	청구총액(E)	0	미청구잔액(F=D-E)	200,000

비목별 잔액

순번	재원	비목	예산액(A)	구매요청액(B)	신청금액(B)	승인액(B)	예산잔액(A-B)	청구가능액	집행
1	기타	외부인건비	1,000,000	0	0	0	1,000,000	1,000,000	
2	기타	연구활동비	1,000,000	0	0	0	1,000,000	1,000,000	
3	기타	연구시설장비및재료비	1,000,000	200,000	0	0	800,000	800,000	
4	기타	연구수당	1,000,000	0	0	0	1,000,000	1,000,000	
5	기타	간접비	1,000,000	0	0	0	1,000,000	1,000,000	
합계			₩ 5,000,000	₩ 200,000	₩ 0	₩ 0	₩ 4,800,000	₩ 4,800,000	

현재 5 건 / 총 5 건

재원: 전체 수입일자: 2021-03-01 ~ 2022-06-21

☐	순번	입금일자	입금액	구분	과제번호	과제명	문서번호	변경내역
☐	1	2022-05-02	800,000	입금	202200010001	[시연] 산학협력단 연구책임자 시연용 ···	00001-20220502-0002	
☐	2	2022-05-02	200,000	입금	202200010001	[시연] 산학협력단 연구책임자 시연용 ···	00001-20220502-0002	
			₩ 1,000,000					

현재 2 건 / 총 2 건

II. Budget/Participating Human Resources Management

1. Application for Original Budget 15P

2. Request for Budget Change 17P

3. Application for Participation 19P

◎ Menu name: Assignment Management > Assignment Information > Budget Tab

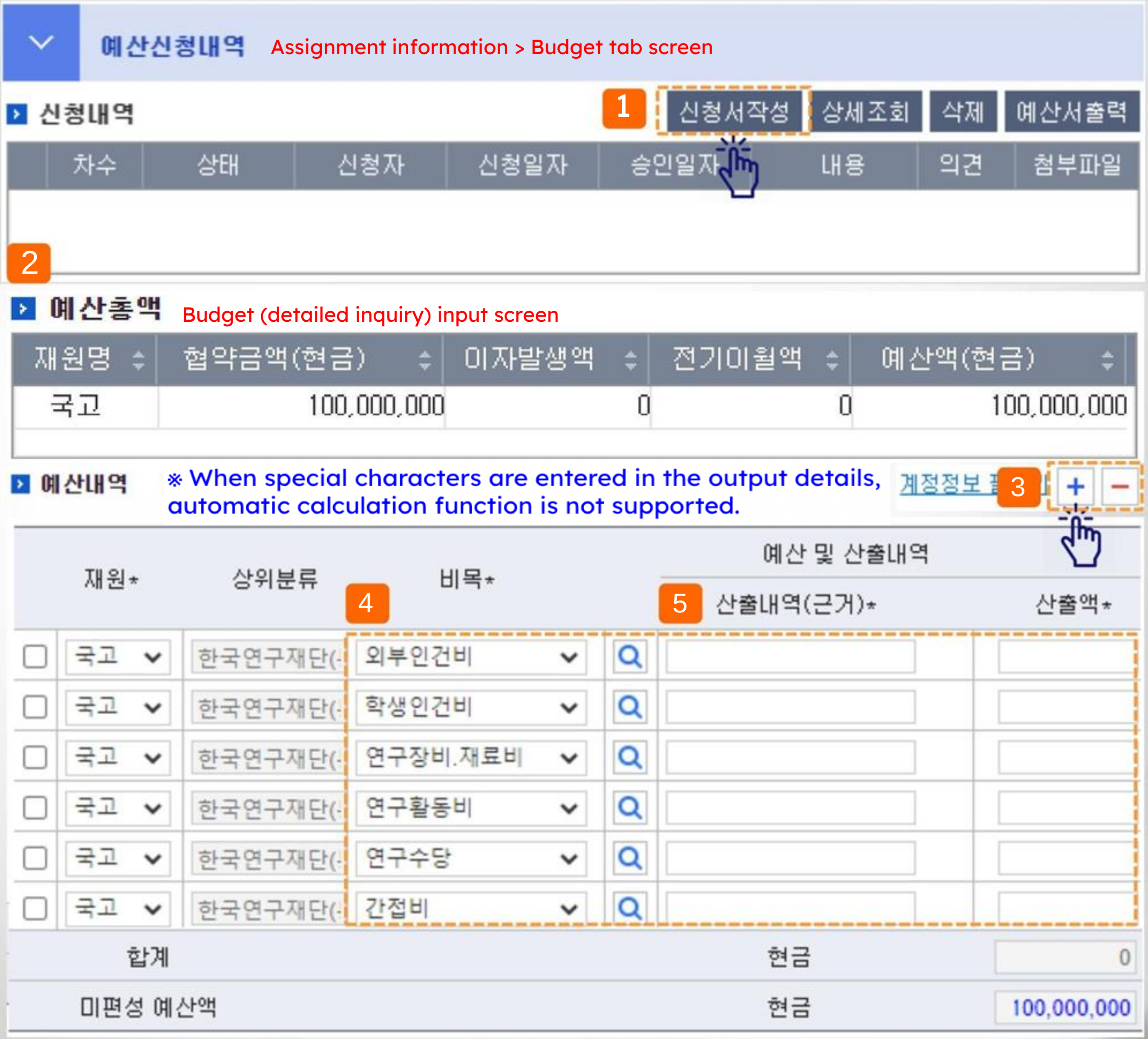
Detail of Function

Example: Enter a new budget into the task.

1) Click [Complete Application] at the bottom of the Project Information > Budget tab screen.
2) The budget input screen is displayed and the original budget is entered in the budget details. (Based on total budget)
3) When you click the button + , a row is added at the bottom and you can add a new expense item.
4) Click on the expense item and select the expense item you want to add.
5) Enter text (content), amount, etc. in the calculation details, and when numbers and arithmetic operations are entered together, it is automatically calculated and added to the calculated amount.It is entered automatically.

- Enter the unallocated budget amount until it becomes '0' won.

[Continued on next page]



Assignment information > Budget tab screen

Budget (detailed inquiry) input screen

※ When special characters are entered in the output details, automatic calculation function is not supported.

차수	상태	신청자	신청일자	승인일자	내용	의견	첨부파일

재원명	협약금액(현금)	이자발생액	전기이월액	예산액(현금)
국고	100,000,000	0	0	100,000,000

	재원*	상위분류	비목*		예산 및 산출내역 산출내역(근거)*	산출액*
☐	국고	한국연구재단(-	외부인건비			
☐	국고	한국연구재단(-	학생인건비			
☐	국고	한국연구재단(-	연구장비.재료비			
☐	국고	한국연구재단(-	연구활동비			
☐	국고	한국연구재단(-	연구수당			
☐	국고	한국연구재단(-	간접비			
합계					현금	0
미편성 예산액					현금	100,000,000

II. Budget/Participating Human Resources Management > 1. Initial Budget Application

◎ Menu name: Assignment Management > Assignment Information > Budget Tab

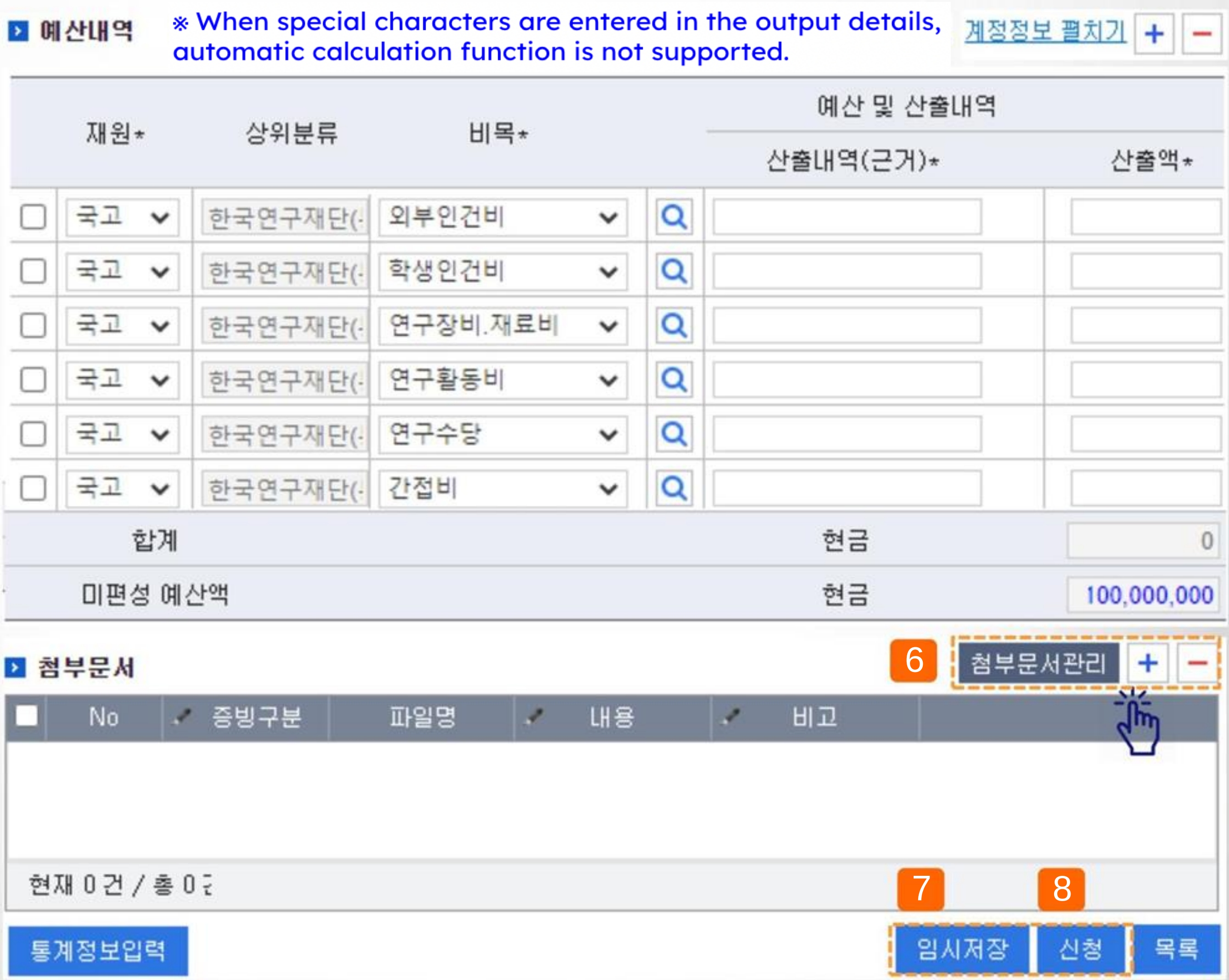
Detail of Function

▶ Example: Enter a new budget into the task.

6) Add attached documents required for budget application.
- You can add attached documents even after approval by clicking the Manage Attached Documents button.

7) You can save the currently entered information by clicking the [Temporary Save] button.

8) After completing the input, click the [Apply] button.
- When applying, a pop-up for the person in charge of the assignment will appear and click [Confirm] to apply.



예산내역

※ When special characters are entered in the output details, automatic calculation function is not supported.

	재원*	상위분류	비목*		예산 및 산출내역	
					산출내역(근거)*	산출액*
☐	국고	한국연구재단(-	외부인건비	🔍		
☐	국고	한국연구재단(-	학생인건비	🔍		
☐	국고	한국연구재단(-	연구장비.재료비	🔍		
☐	국고	한국연구재단(-	연구활동비	🔍		
☐	국고	한국연구재단(-	연구수당	🔍		
☐	국고	한국연구재단(-	간접비	🔍		
	합계				현금	0
	미편성 예산액				현금	100,000,000

첨부문서

☐	No	증빙구분	파일명	내용	비고

현재 0 건 / 총 0

◎ Menu name: Assignment Management > Assignment Information > Budget Tab

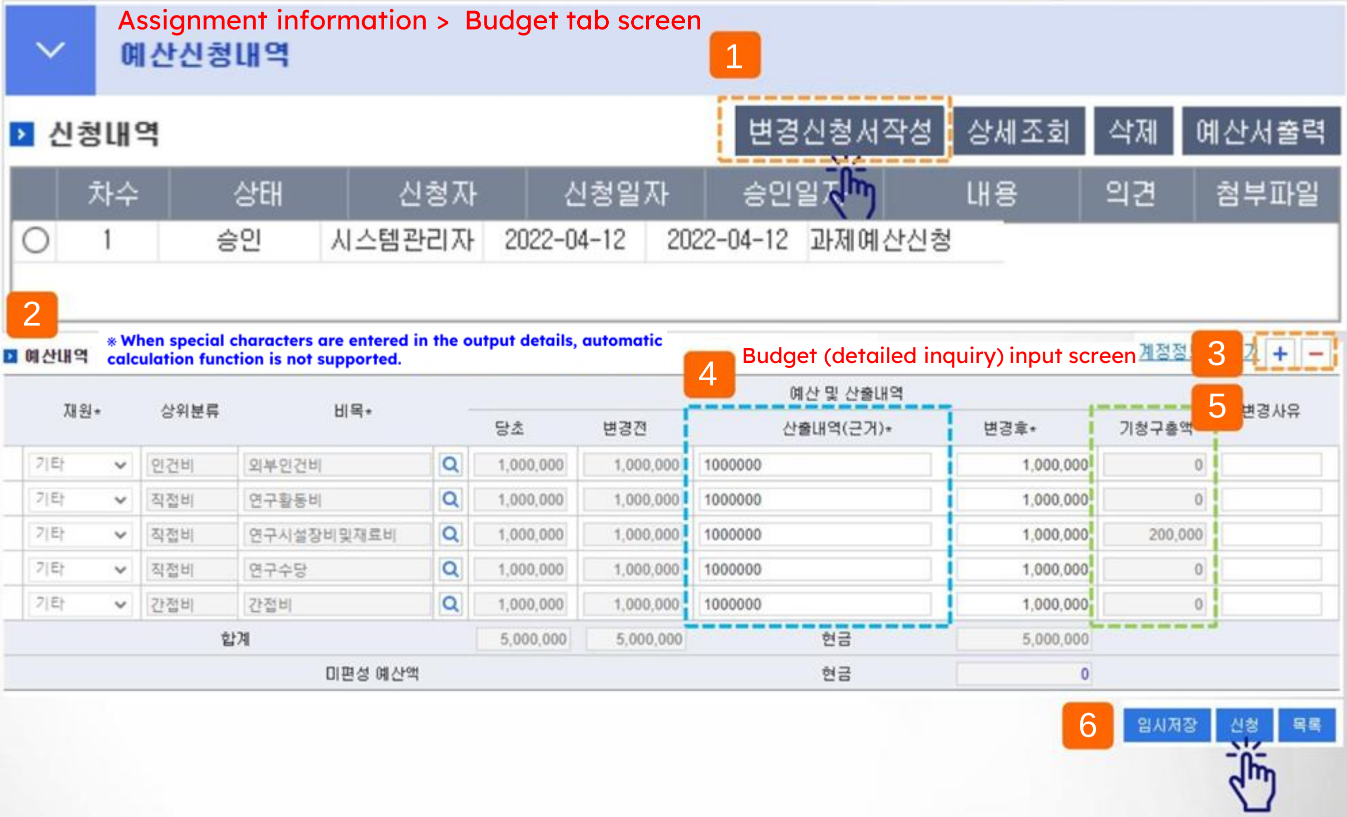
Detail of Function

▶ Example: Change the budget registered in the assignment (add/delete/change amount, etc).

1) Click [Create change request form] at the bottom of the Project Information > Budget tab screen.

2) The original (first order) budget amount and the budget amount before changes are displayed.
3) When you click the button, a row is added at the bottom and you can add a new expense item.
   - Approved expenses cannot be deleted from the tank count.

4) Enter the change amount in the calculation details column of the expense item you wish to change, or enter the amount in the after change column.
   - If you enter the amount in the calculation details (indicated in blue), the change will be automatically reflected in the amount.
   - The total amount previously claimed (indicated in light green) indicates the amount of research funds already paid for the corresponding expense item.
5) Enter the reason for change of the added or changed expenses.
6) When the input is complete, click [Request].



Assignment information > Budget tab screen

예산신청내역

신청내역

	차수	상태	신청자	신청일자	승인일자	내용	의견	첨부파일
○	1	승인	시스템관리자	2022-04-12	2022-04-12	과제예산신청		

예산내역

※ When special characters are entered in the output details, automatic calculation function is not supported.

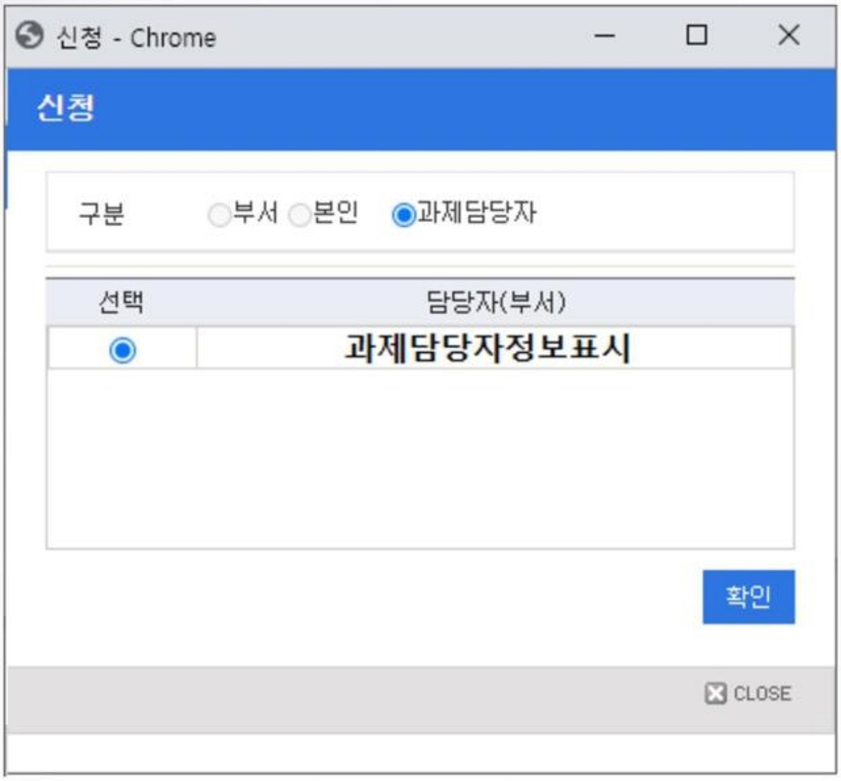
Budget (detailed inquiry) input screen

재원*	상위분류	비목*		예산 및 산출내역					변경사유
				당초	변경전	산출내역(근거)*	변경후*	기청구출액	
기타	인건비	외부인건비	🔍	1,000,000	1,000,000	1000000	1,000,000	0	
기타	직접비	연구활동비	🔍	1,000,000	1,000,000	1000000	1,000,000	0	
기타	직접비	연구시설장비및재료비	🔍	1,000,000	1,000,000	1000000	1,000,000	200,000	
기타	직접비	연구수당	🔍	1,000,000	1,000,000	1000000	1,000,000	0	
기타	간접비	간접비	🔍	1,000,000	1,000,000	1000000	1,000,000	0	
	합계			5,000,000	5,000,000	현금	5,000,000		
	미편성 예산액					현금	0		

◎ Menu name: Assignment Management > Assignment Information > Budget Tab

Pop-Up Description (1)

Project budget (change) request pop-up



구분 ○부서 ○본인 ●과제담당자

선택	담당자(부서)
●	과제담당자정보표시

- Pop-up that occurs when you click apply. The person in charge of the task is displayed as.
- Select the name of the person in charge of the assignment (department or name) and click the [Confirm] button.

◎ Menu name: Assignment Management > Assignment Information > Participating Personnel Tab

Detail of Function

▶Example: Add new participants to a task or modify registered participants.

1) Click the [Complete Application] button in the Task Information > Participating Personnel tab.

[Edit already registered information]

2) Research director information is automatically registered, and if you want to edit the contents, click on the registered participant details.

- Basic information is displayed at the bottom (linked to school), edit missing information (national researcher number, account information, mobile phone, email, participation period, role, etc.) and click the [Save] button.

[New researcher registration procedure]

3) Click the [Copy Participating Personnel] button to copy the participating personnel registered in the previous number of tasks.

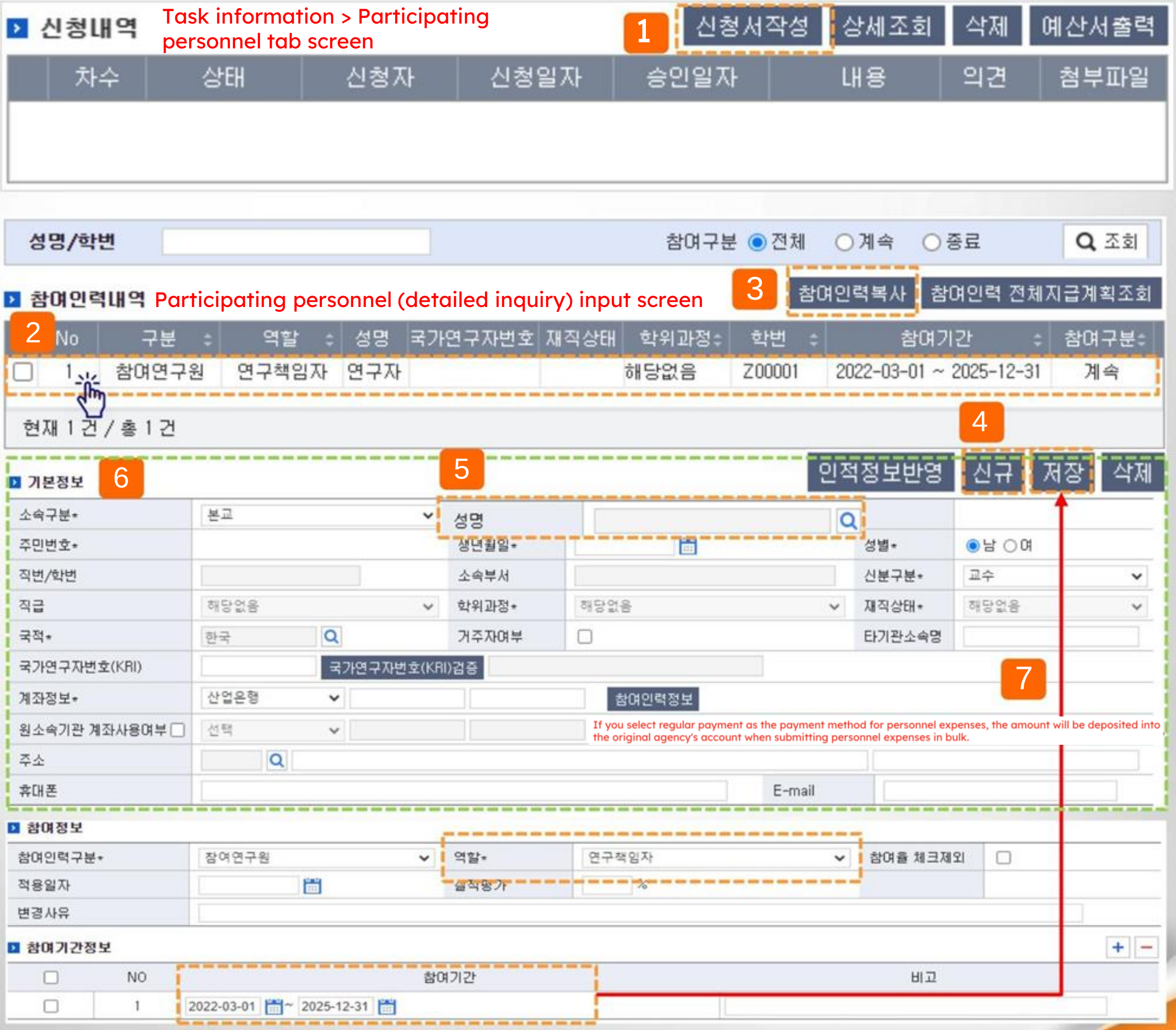
4) Click the [New] button to register a new participant. (Reset the screen)

5) Click the button 🔍 next to the name to search for and select the participant you wish to register.

6) The basic information (indicated in light green) of participating personnel linked to the school is displayed and the contents can be added/edited.

7) Add/edit the role, participation period, etc. and click the [Save] button when the input is complete.

[Continued on next page - Add detailed explanation]



Task information > Participating personnel tab screen

차수	상태	신청자	신청일자	승인일자	내용	의견	첨부파일

성명/학번 참여구분 ● 전체 ○ 계속 ○ 종료 조회

참여인력내역 Participating personnel (detailed inquiry) input screen

☐	No	구분	역할	성명	국가연구자번호	재직상태	학위과정	학번	참여기간	참여구분
☐	1	참여연구원	연구책임자	연구자			해당없음	Z00001	2022-03-01 ~ 2025-12-31	계속

현재 1 건 / 총 1 건

기본정보

소속구분*	본교	성명			
주민번호*		생년월일*		성별*	● 남 ○ 여
직번/학번		소속부서		신분구분*	교수
직급	해당없음	학위과정*	해당없음	재직상태*	해당없음
국적*	한국	거주자여부	☐	타기관소속명	
국가연구자번호(KRI)					
계좌정보*	산업은행				
원소속기관 계좌사용여부 ☐	선택				
주소					
휴대폰		E-mail			

If you select regular payment as the payment method for personnel expenses, the amount will be deposited into the original agency's account when submitting personnel expenses in bulk.

참여정보

참여인력구분*	참여연구원	역할*	연구책임자	참여율 체크제외	☐
적용일자		실적평가	%		
변경사유					

참여기간정보

☐	NO	참여기간	비고
☐	1	2022-03-01 ~ 2025-12-31	

◎ Menu name: Assignment Management > Assignment Information > Participating Personnel Tab

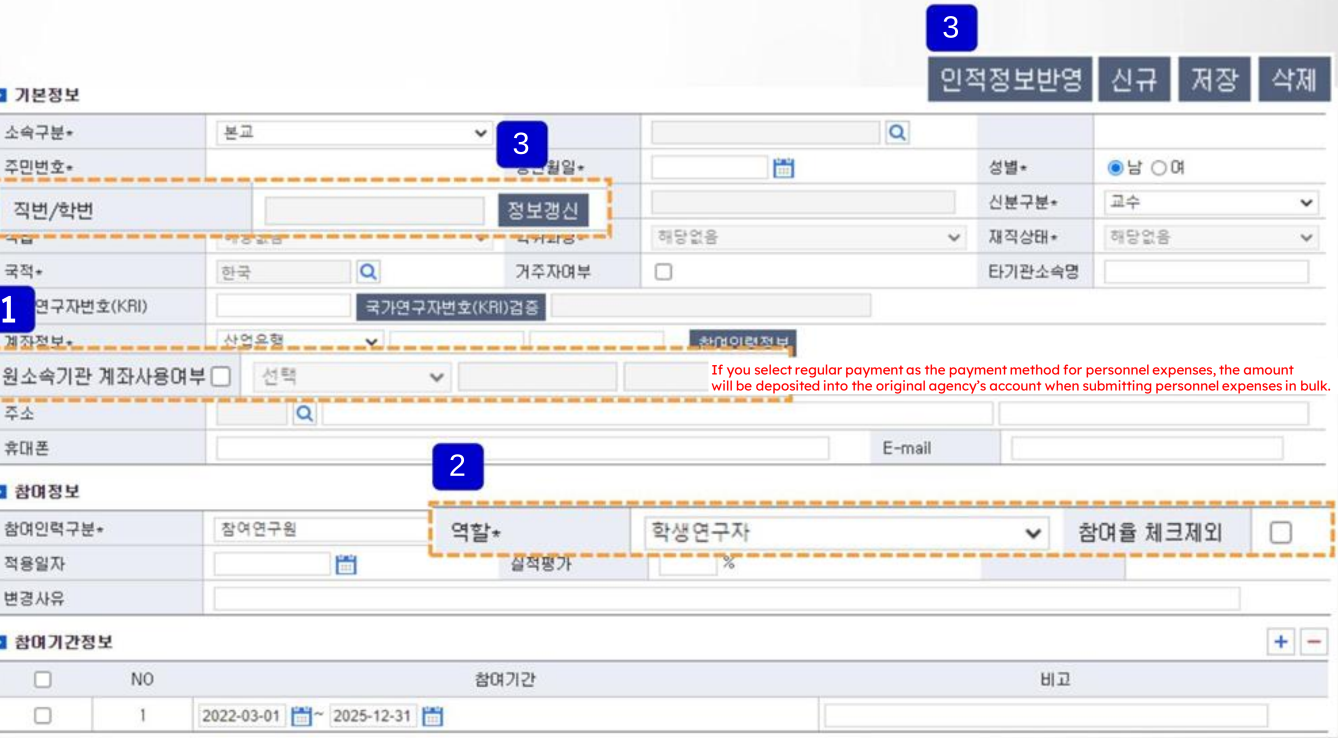
Detail of Function

▶ Example: Add new participants to a task or modify registered participants. [Detailed description of items]

1) Whether or not to use an account of the original affiliated organization: When labor expenses are transferred to a school, company, etc. rather than paid to an individual Use (by entering account information at the same time, other expenses (such as travel expenses) other than labor costs can be paid by the individual, and labor costs can be transferred to the original institution.)

2) In the case of a project subject to integrated student labor cost management, the role of the student researcher must be 'student researcher'. ' and select Be sure to check except for the participation rate check.

3) When you click the Reflect personal information button, you can update the information entered in the participating personnel (only some items) to the personal information, and by clicking the [Update Information] button next to the job number/student number, the personal information contents are updated to the participating personnel (some items) only) can be updated.



소속구분* 본교

성별* ● 남 ○ 여

신분구분* 교수

재직상태* 해당없음

국적* 한국

거주자여부 ☐

계좌정보* 산업은행

원소속기관 계좌사용여부 ☐ 선택

If you select regular payment as the payment method for personnel expenses, the amount will be deposited into the original agency's account when submitting personnel expenses in bulk.

참여인력구분* 참여연구원

역할* 학생연구자

참여율 체크제외 ☐

☐	NO	참여기간	비고
☐	1	2022-03-01 ~ 2025-12-31	

◎ Menu name: Assignment Management > Assignment Information > Participating Personnel Tab

Detail of Function

▶ Example: Create a labor cost payment plan for registered participating personnel.

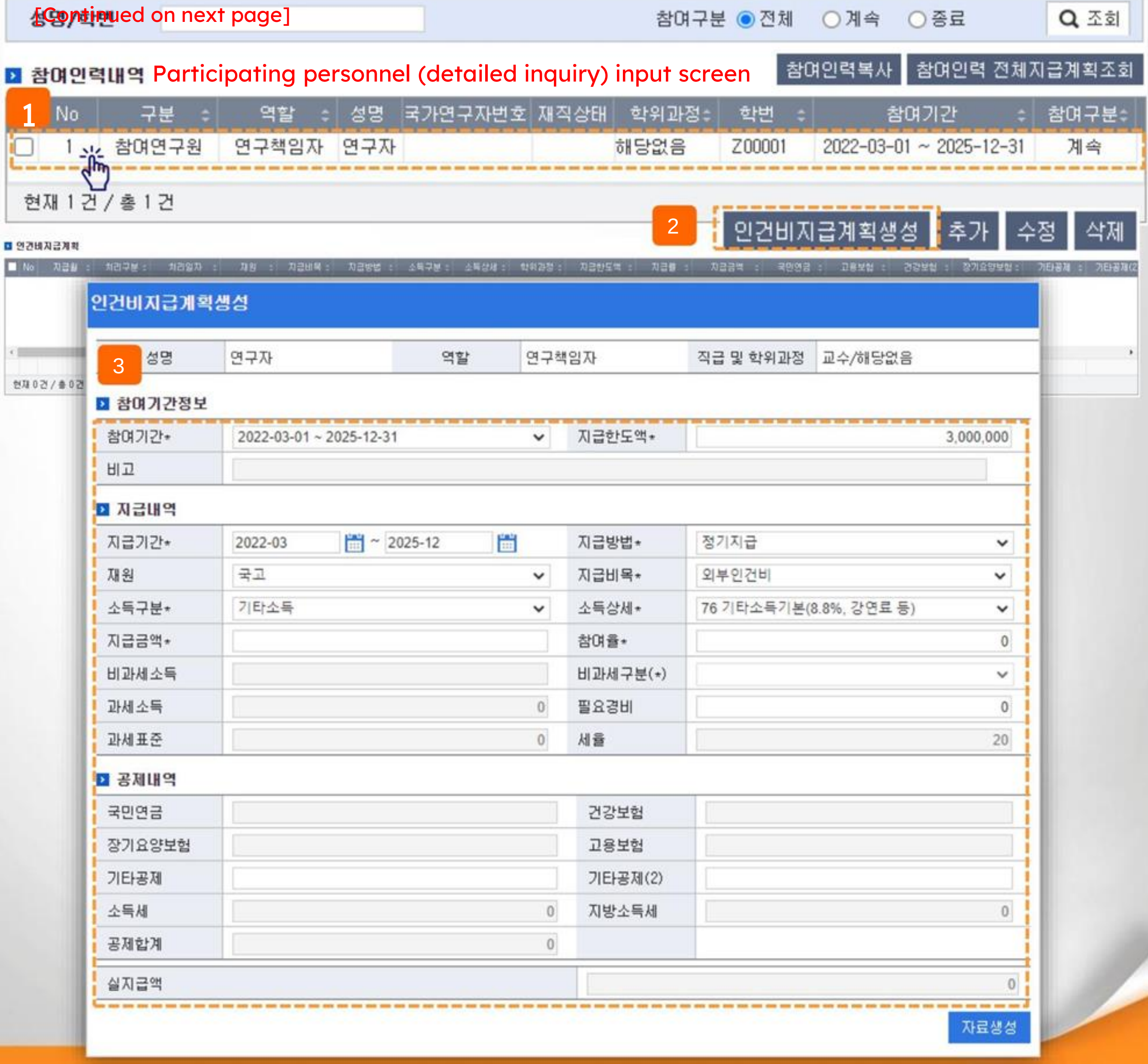
1) Select (click) the participating workforce for which you want to create a participating workforce payment plan.

2) Click the [Create Labor Cost Payment Plan] button.

3) Enter the labor cost payment plan details.

- Select participation period, enter payment limit (if not entered, participation rate will not be automatically calculated, so manual entry is possible)
- Payment period: Automatically entered when participation period is selected (can be modified) -
- Payment method: Select regular payment (select regular payment for lump sum payment of labor costs)
- Resources/Payment expenses: Select the resources and payment expenses to pay for labor costs
- Income classification: Select the type and detailed classification of income. (If the income classification is other income, the income details are automatically entered as '76'. power)
- Payment amount/participation rate: Enter payment amount and participation rate (automatically entered if payment limit is set) - Deduction details: Automatically enter deduction amount according to selected income category.

[Continued on next page]



성명/학번 ☐ 참여구분 ● 전체 ○ 계속 ○ 종료 조회

참여인력내역 Participating personnel (detailed inquiry) input screen

☐	No	구분	역할	성명	국가연구자번호	재직상태	학위과정	학번	참여기간	참여구분
☐	1	참여연구원	연구책임자	연구자			해당없음	Z00001	2022-03-01 ~ 2025-12-31	계속

현재 1 건 / 총 1 건

인건비지급계획

☐ No	지급월	처리구분	처리일자	재원	지급비목	지급방법	소득구분	소득상세	학위과정	지급한도액	지급률	지급금액	국민연금	고용보험	건강보험	장기요양보험	기타공제	기타공제(2

현재 0 건 / 총 0 건

인건비지급계획생성

성명	연구자	역할	연구책임자	직급 및 학위과정	교수/해당없음

참여기간정보

참여기간*	2022-03-01 ~ 2025-12-31	지급한도액*	3,000,000
비고			

지급내역

지급기간*	2022-03 ~ 2025-12	지급방법*	정기지급
재원	국고	지급비목*	외부인건비
소득구분*	기타소득	소득상세*	76 기타소득기본(8.8%, 강연료 등)
지급금액*		참여율*	0
비과세소득		비과세구분(*)	
과세소득	0	필요경비	0
과세표준	0	세율	20

공제내역

국민연금		건강보험	
장기요양보험		고용보험	
기타공제		기타공제(2)	
소득세	0	지방소득세	0
공제합계	0		

실지급액	0

◎ Menu name: Assignment Management > Assignment Information > Participating Personnel Tab

Detail of Function

▶ Example: Create a labor cost payment plan for registered participating personnel.

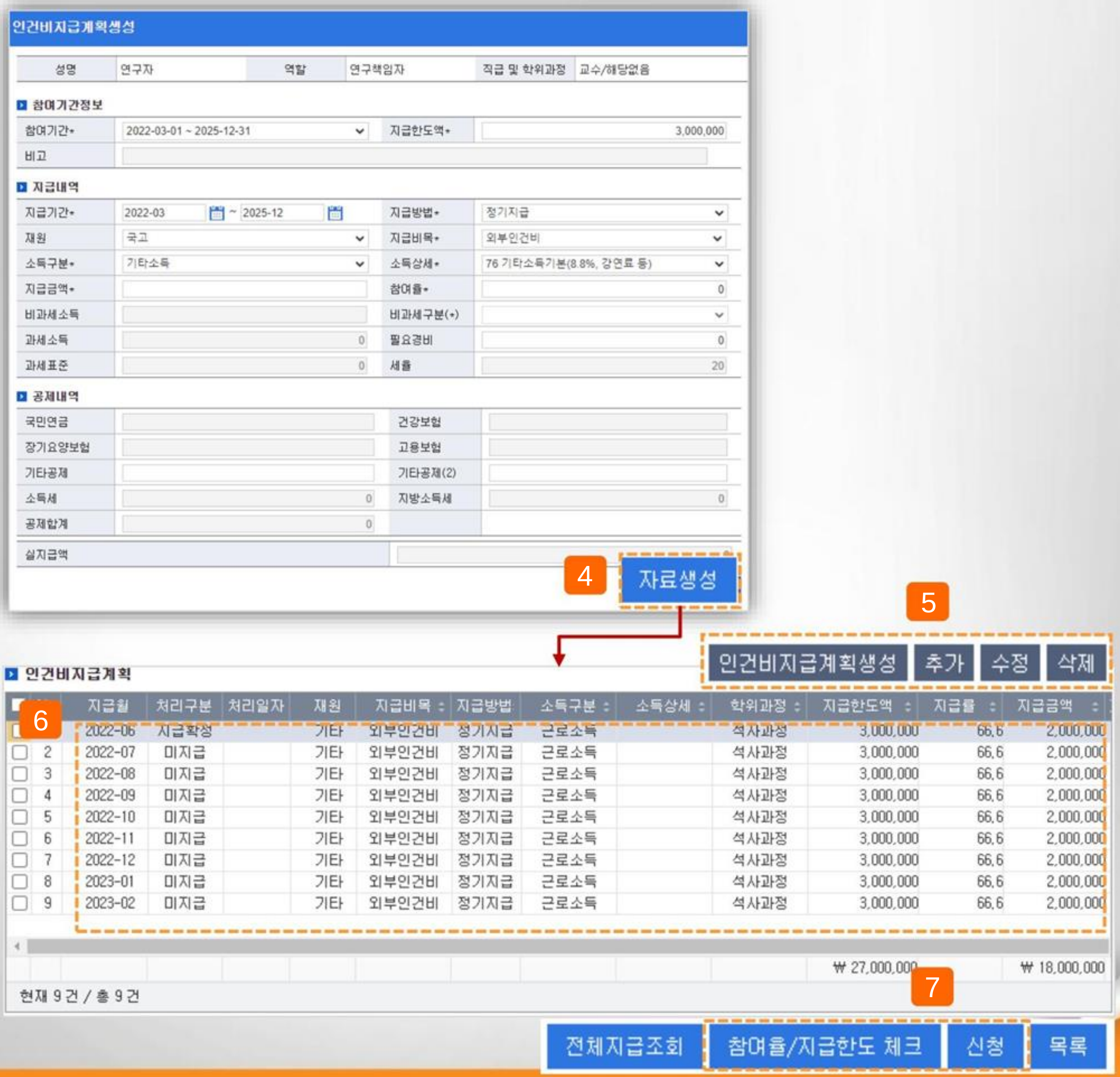
4) After completing the input, click the [Generate data] button.

5) If you click the [Add] button, you can create a payment plan by month (per case), and if the processing category is 'non-payment' You can edit the contents by selecting only one case and clicking the [Edit] button, and you can delete the payment plan by clicking the [Delete] button. can do.

The payment plan created is displayed on the Participating Workforce Payment Plan screen.

- Labor expenses are paid every month according to the payment plan you entered. (Must be changed when changing academic status, such as degree program, employment status, etc.)

- Salary income earners do not need to enter deduction details accurately. (Tax information updated upon payment)
Work the same way for each participant you wish to create a payment plan for, and then click [Apply}
when you have completed the input.
- Depending on the assignment, you can apply after [checking participation rate/payment limit].



인건비지급계획생성

성명	연구자	역할	연구책임자	직급 및 학위과정	교수/해당없음

■ 참여기간정보

참여기간•	2022-03-01 ~ 2025-12-31	지급한도액•	3,000,000
비고			

■ 지급내역

지급기간•	2022-03 ~ 2025-12	지급방법•	정기지급
재원	국고	지급비목•	외부인건비
소득구분•	기타소득	소득상세•	76 기타소득기본(8.8%, 강연료 등)
지급금액•		참여율•	0
비과세소득		비과세구분(+)	
과세소득	0	필요경비	0
과세표준	0	세율	20

■ 공제내역

국민연금		건강보험	
장기요양보험		고용보험	
기타공제		기타공제(2)	
소득세	0	지방소득세	0
공제합계	0		
실지급액			

■ 인건비지급계획

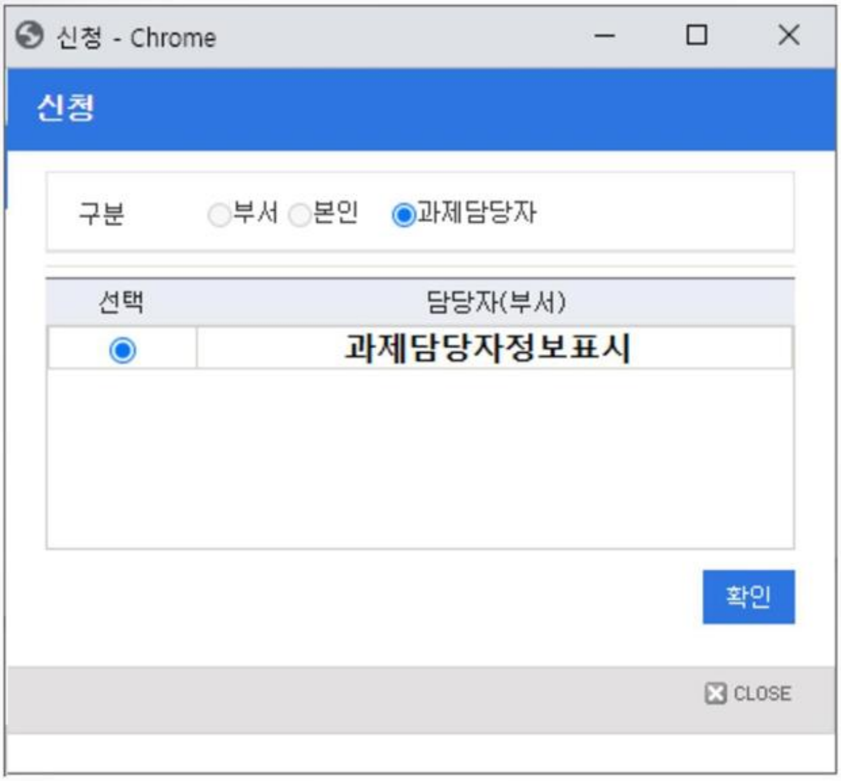
☐		지급월	처리구분	처리일자	재원	지급비목	지급방법	소득구분	소득상세	학위과정	지급한도액	지급률	지급금액
☐		2022-06	지급확정		기타	외부인건비	정기지급	근로소득		석사과정	3,000,000	66.6	2,000,000
☐	2	2022-07	미지급		기타	외부인건비	정기지급	근로소득		석사과정	3,000,000	66.6	2,000,000
☐	3	2022-08	미지급		기타	외부인건비	정기지급	근로소득		석사과정	3,000,000	66.6	2,000,000
☐	4	2022-09	미지급		기타	외부인건비	정기지급	근로소득		석사과정	3,000,000	66.6	2,000,000
☐	5	2022-10	미지급		기타	외부인건비	정기지급	근로소득		석사과정	3,000,000	66.6	2,000,000
☐	6	2022-11	미지급		기타	외부인건비	정기지급	근로소득		석사과정	3,000,000	66.6	2,000,000
☐	7	2022-12	미지급		기타	외부인건비	정기지급	근로소득		석사과정	3,000,000	66.6	2,000,000
☐	8	2023-01	미지급		기타	외부인건비	정기지급	근로소득		석사과정	3,000,000	66.6	2,000,000
☐	9	2023-02	미지급		기타	외부인건비	정기지급	근로소득		석사과정	3,000,000	66.6	2,000,000
											₩ 27,000,000		₩ 18,000,000

현재 9 건 / 총 9 건

◎ Menu name: Assignment Management > Assignment Information > Participating Personnel Tab

Pop-up description (1)

Participating personnel (change) application pop-up



구분 ○부서 ○본인 ●과제담당자

선택	담당자(부서)
●	과제담당자정보표시

- Pop-up that occurs when you click apply. The person in charge of the task is displayed as .
- Select the name of the person in charge of the assignment (department or name) and click the [Confirm] button.

III. Claiming Research Funds

1. General billing (cash usage) 25P

2. Card billing (for research expenses card use) 30P

3. Detailed description of claim type (additional evidence) 31P

III. Research funding claim > 1. General Claim (cash use)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Invoice

Detail of Function

▶ Example: Fill out an application for research funds to be paid in cash (including labor costs)

1) Click the 'General Claim' button in the Project Information > Invoice tab (refer to page 10)

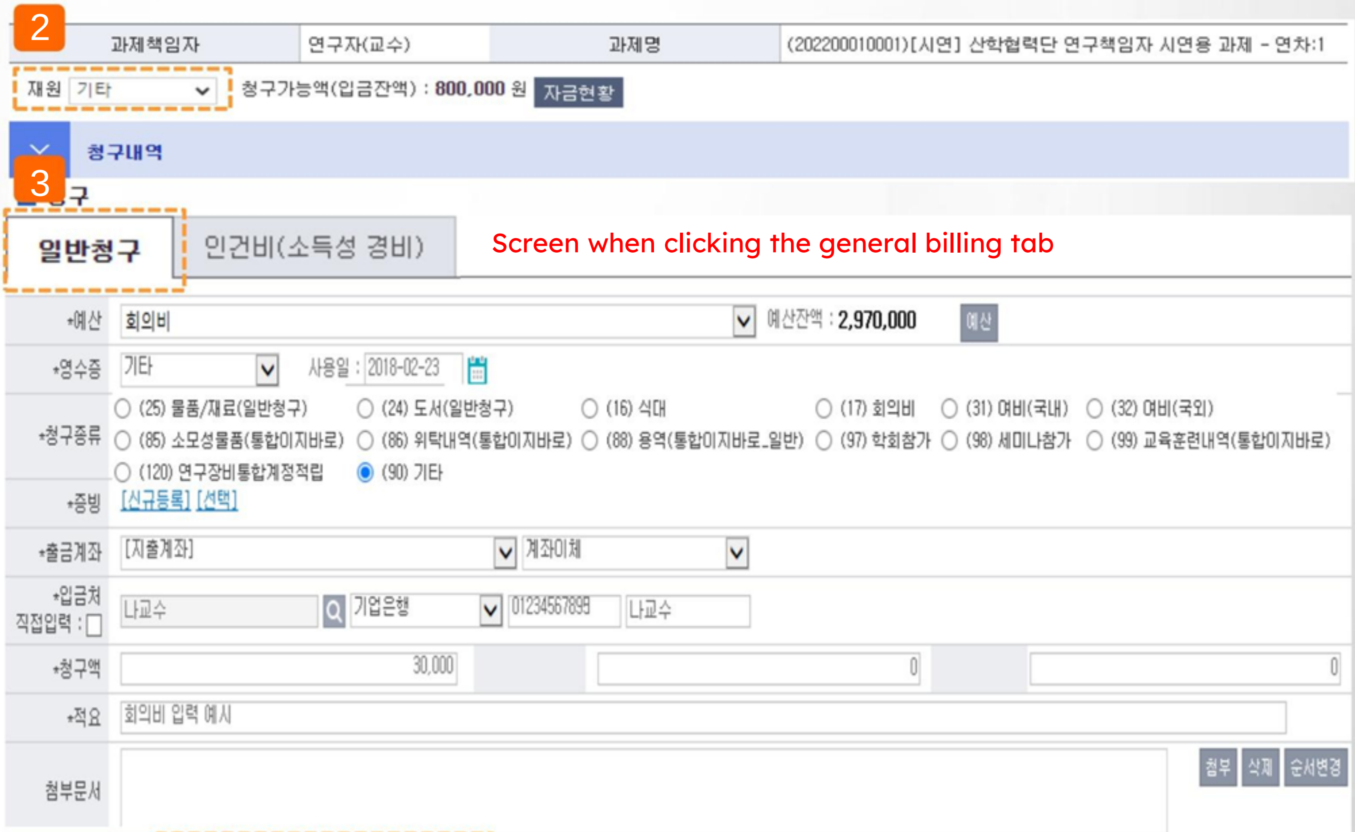
2) Select a funding source to claim the corresponding funding source The available balance is displayed.

- There is no need to select a task that uses only one resource.
- Even if there is a budget balance, you cannot apply if there is no billable amount.

3) Depending on the claim type, select the General Claims/Labor Expenses (Income Expenses) tab.

- General claims: Select when applying for business trip orders, purchases of goods/consumables/books, conference fees, etc.
- Labor expenses (income expense): Cases where labor expenses are paid (regular labor expenses, research allowances, expert utilization expenses, etc.)

※ Register in the Labor Expenses (Income Expenses) tab only if you are subject to an income tax return subject to withholding tax.

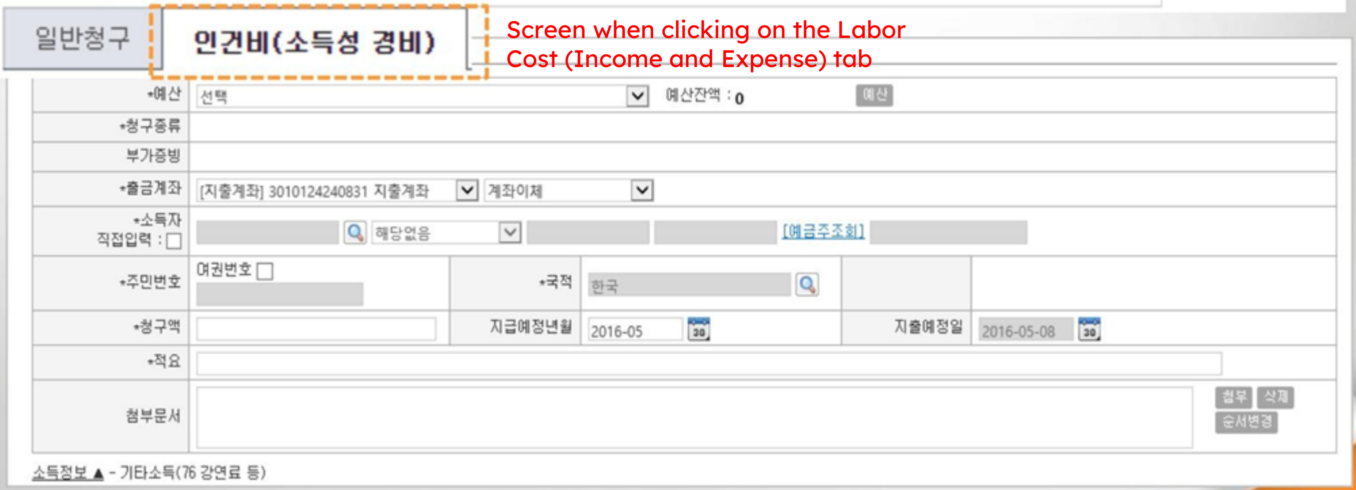


Screen when clicking the general billing tab

과제책임자	연구자(교수)	과제명	(202200010001)[시연] 산학협력단 연구책임자 시연용 과제 - 연차:1

재원: 기타 ▾ 청구가능액(입금잔액) : 800,000 원

*예산	회의비 ▾ 예산잔액 : 2,970,000
*영수증	기타 ▾ 사용일 : 2018-02-23
*청구종류	○ (25) 물품/재료(일반청구) ○ (24) 도서(일반청구) ○ (16) 식대 ○ (17) 회의비 ○ (31) 여비(국내) ○ (32) 여비(국외) ○ (85) 소모성물품(통합이지바로) ○ (86) 위탁내역(통합이지바로) ○ (88) 용역(통합이지바로_일반) ○ (97) 학회참가 ○ (98) 세미나참가 ○ (99) 교육훈련내역(통합이지바로) ○ (120) 연구장비통합계정적립 ● (90) 기타
*증빙	[신규등록] [선택]
*출금계좌	[지출계좌] ▾ 계좌이체 ▾
*입금처 직접입력 : ☐	나교수 기업은행 ▾ 01234567899 나교수
*청구액	30,000 0 0
*적요	회의비 입력 예시
첨부문서	



Screen when clicking on the Labor Cost (Income and Expense) tab

*예산	선택 ▾ 예산잔액 : 0				
*청구종류					
부가증빙					
*출금계좌	[지출계좌] 3010124240831 지출계좌 ▾ 계좌이체 ▾				
*소득자 직접입력 : ☐	해당없음 ▾ [예금주조회]				
*주민번호	여권번호 ☐	*국적	한국		
*청구액		지급예정년월	2016-05	지출예정일	2016-05-08
*적요					
첨부문서					

소득정보 ▲ - 기타소득(76 강연료 등)

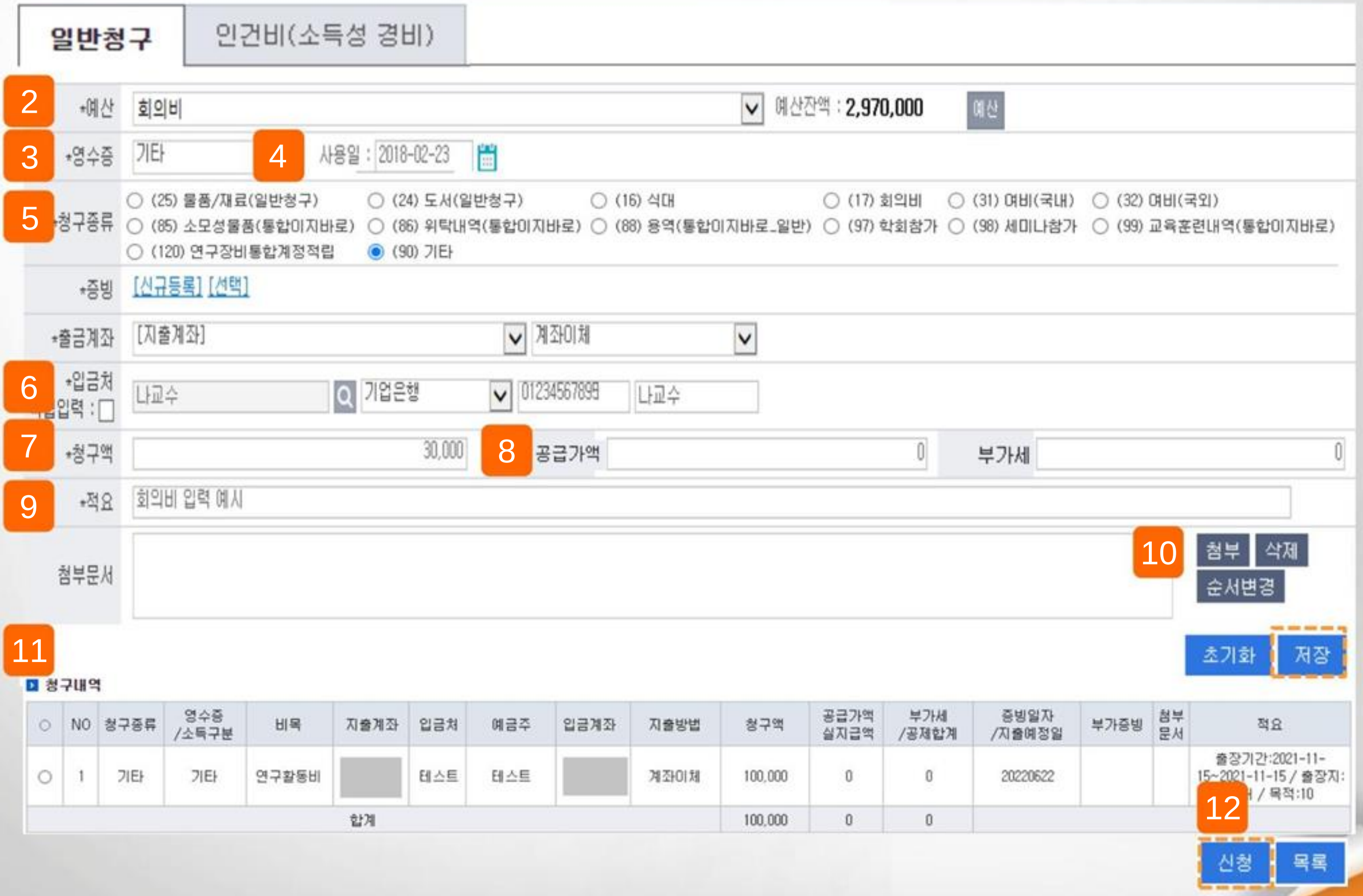
III. Research funding claim > 1. General Claim (cash use)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > General Billing Tab

Detail of Function

▶ Example: Fill out an application for research funds to be paid in cash.

1) Click the ‘General Billing’ button in the Task Information > Invoice tab (refer to task information on page 10).
2) Select a budget item (expense item).
3) Select a receipt.
   - Tax invoice, invoice: Click ‘Import proof’ ÿ Search for purchase tax (invoice) issued by searching for business partners, etc. and select it (if there is no tax invoice you wish to register, please contact the person in charge of the project.) - Other: Receipt Select if not present.
4) The usage date is entered automatically. (Issuance date when selecting a receipt (tax invoice, etc.))
5) Select the claim type (select 'meeting fee', 'travel expense', 'goods', etc. depending on the nature of the claim, If you select 'Other', it is not registered)
6) Select the deposit destination (click the magnifying glass button) (If you enter it directly without searching, select 'Direct input')
   - Detailed explanation of deposit destination pop-up: Refer to the next page.
7) Enter the billing amount (amount to be paid).
8) Enter the supply price and VAT accurately down to the unit price. (Automatically entered when selecting receipt as tax invoice or invoice)
9) Summary: Enter a detailed summary of the registration case.
10) Attached documents: Additional documents and files other than the claim type registered in the system can be attached.
11) After entering and saving, you can register multiple claim details at once (in one resolution) by repeating steps 2) to 10) on the current screen.
12) After completing the input, click the application button and it will be delivered to the person in charge. After applying, you can cancel your application before it is received by the person in charge.



*예산: 회의비 예산잔액 : 2,970,000

*영수증: 기타 사용일 : 2018-02-23

*청구종류:
○ (25) 물품/재료(일반청구) ○ (24) 도서(일반청구) ○ (16) 식대 ○ (17) 회의비 ○ (31) 여비(국내) ○ (32) 여비(국외)
○ (85) 소모성물품(통합이지바로) ○ (86) 위탁내역(통합이지바로) ○ (88) 용역(통합이지바로_일반) ○ (97) 학회참가 ○ (98) 세미나참가 ○ (99) 교육훈련내역(통합이지바로)
○ (120) 연구장비통합계정적립 ● (90) 기타

*증빙: [신규등록] [선택]

*출금계좌: [지출계좌] 계좌이체

*입금처 입력 : ☐ 나교수 기업은행 01234567899 나교수

*청구액: 30,000 공급가액: 0 부가세: 0

*적요: 회의비 입력 예시

첨부문서:

■ 청구내역

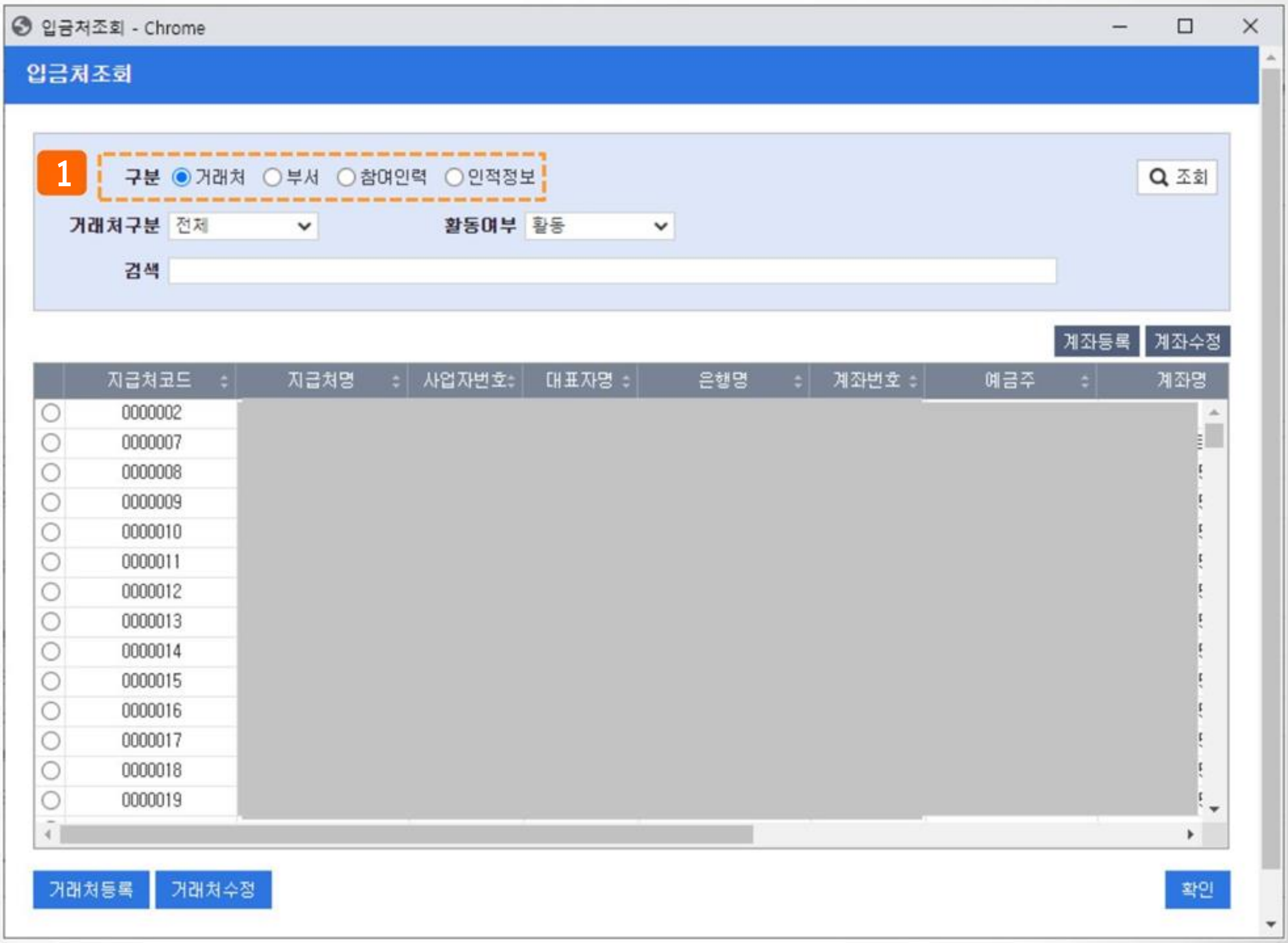
○	NO	청구종류	영수증/소득구분	비목	지출계좌	입금처	예금주	입금계좌	지출방법	청구액	공급가액 실지급액	부가세/공제합계	증빙일자/지출예정일	부가증빙	첨부문서	적요
○	1	기타	기타	연구활동비	[redacted]	테스트	테스트	[redacted]	계좌이체	100,000	0	0	20220622			출장기간:2021-11-15~2021-11-15 / 출장지:[illegible] / 목적:10
합계										100,000	0	0				

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > General Billing Tab

Pop-up Description (1) Deposit Destination Pop up

1) Search and select the deposit destination. (Use after entering the name of the customer in the search field to search)

- Customer: Select when the deposit destination is a general customer (company, individual, etc.)
  - If there is no registered business partner, you can register and use it by clicking the [Register Business Partner] button at the bottom.
- Department: Not used
- Participating personnel: Select when the depositor is a participating personnel registered in the assignment
- Personal information: Select when the depositor is a faculty member or student belonging to the Chonnam National University Industrial Complex.



구분 ● 거래처 ○ 부서 ○ 참여인력 ○ 인적정보

거래처구분: 전체

활동여부: 활동

검색:

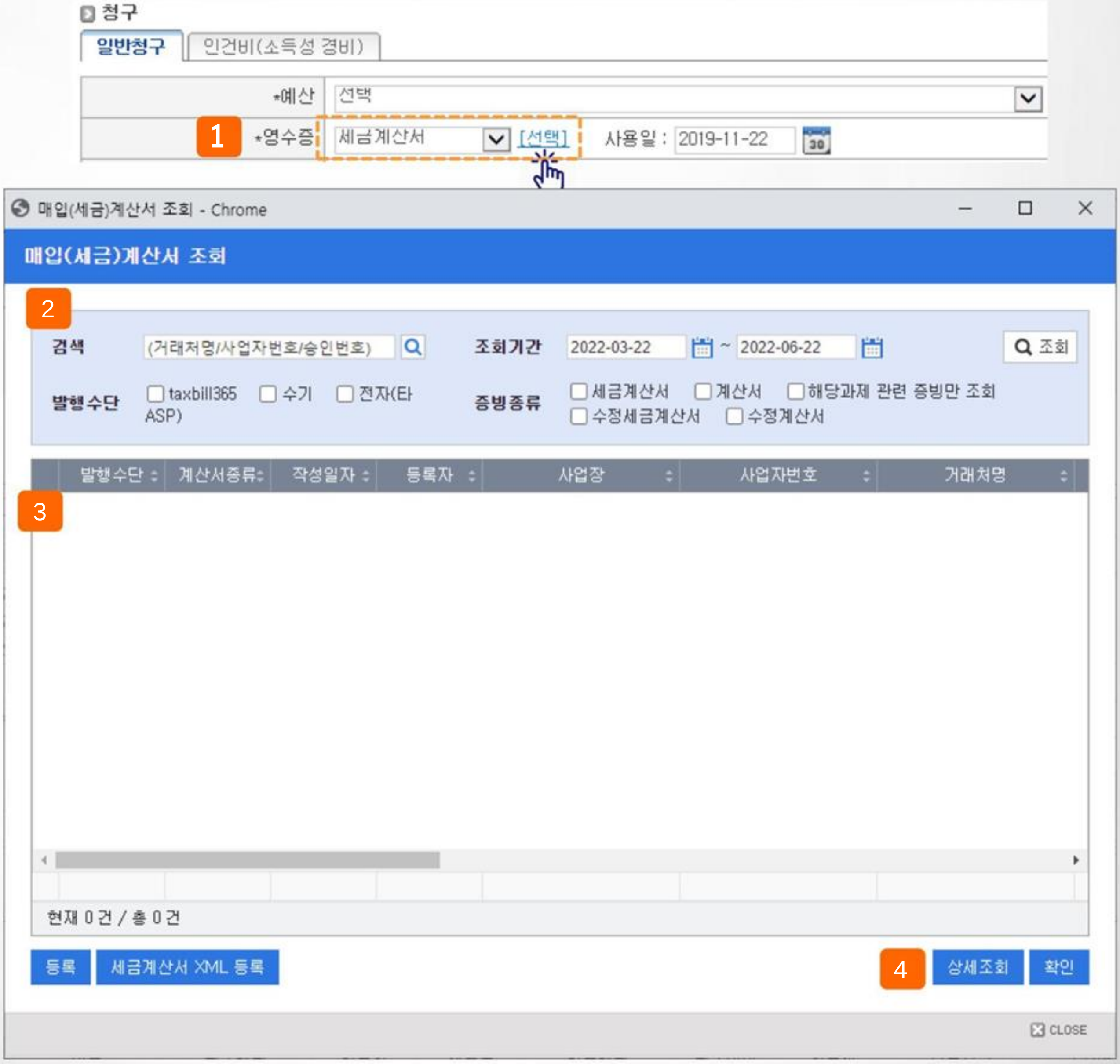
	지급처코드	지급처명	사업자번호	대표자명	은행명	계좌번호	예금주	계좌명
○	0000002	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000007	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000008	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000009	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000010	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000011	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000012	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000013	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000014	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000015	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000016	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000017	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000018	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
○	0000019	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > General Billing Tab

Pop-up Description (2)

• Receipt Type: (Tax) Invoice

1) If you select the receipt as the (tax) invoice, you can view the purchase (tax) invoice details by clicking the [Select] link.
2) Purchase (tax) invoices are linked to the National Tax Service and are searched after entering search conditions.
3) Select the viewed tax invoice by clicking '•'.
4) Click the [Confirm] button and it will be reflected in your invoice.



*예산: 선택
*영수증: 세금계산서 [선택]
사용일 : 2019-11-22

검색: (거래처명/사업자번호/승인번호)
조회기간: 2022-03-22 ~ 2022-06-22
발행수단: ☐ taxbill365 ☐ 수기 ☐ 전자(타ASP)
증빙종류: ☐ 세금계산서 ☐ 계산서 ☐ 해당과제 관련 증빙만 조회 ☐ 수정세금계산서 ☐ 수정계산서

발행수단	계산서종류	작성일자	등록자	사업장	사업자번호	거래처명

현재 0 건 / 총 0 건

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Labor Cost Tab (Labor Cost Claim)

Detail of Function

▶ Example: Fill out an application for research funds to be paid in cash.

1) Click the 'General Billing' button in the Assignment Information > Invoice tab (refer to Assignment Information on page 10).

2) Select the Labor Expenses (Income Expenses) tab.

※ Register in the labor cost tab only if you are subject to income tax reporting.

3) Select the expenditure budget item for which you want to claim labor costs.

4) The balance of the selected budget is displayed. (Click the budget button to view the entire budget balance.)

5) Register the claim type and related claim types (meeting minutes, business trip, etc.).

- Refer to page 31 for detailed explanation of claim types.

6) Select the income earner in the pop-up (click the magnifying glass button)

- If you check Direct Input, you can enter directly without looking up in the pop-up.

7) For labor expenses, you must enter your resident registration number or passport number for income tax reporting.

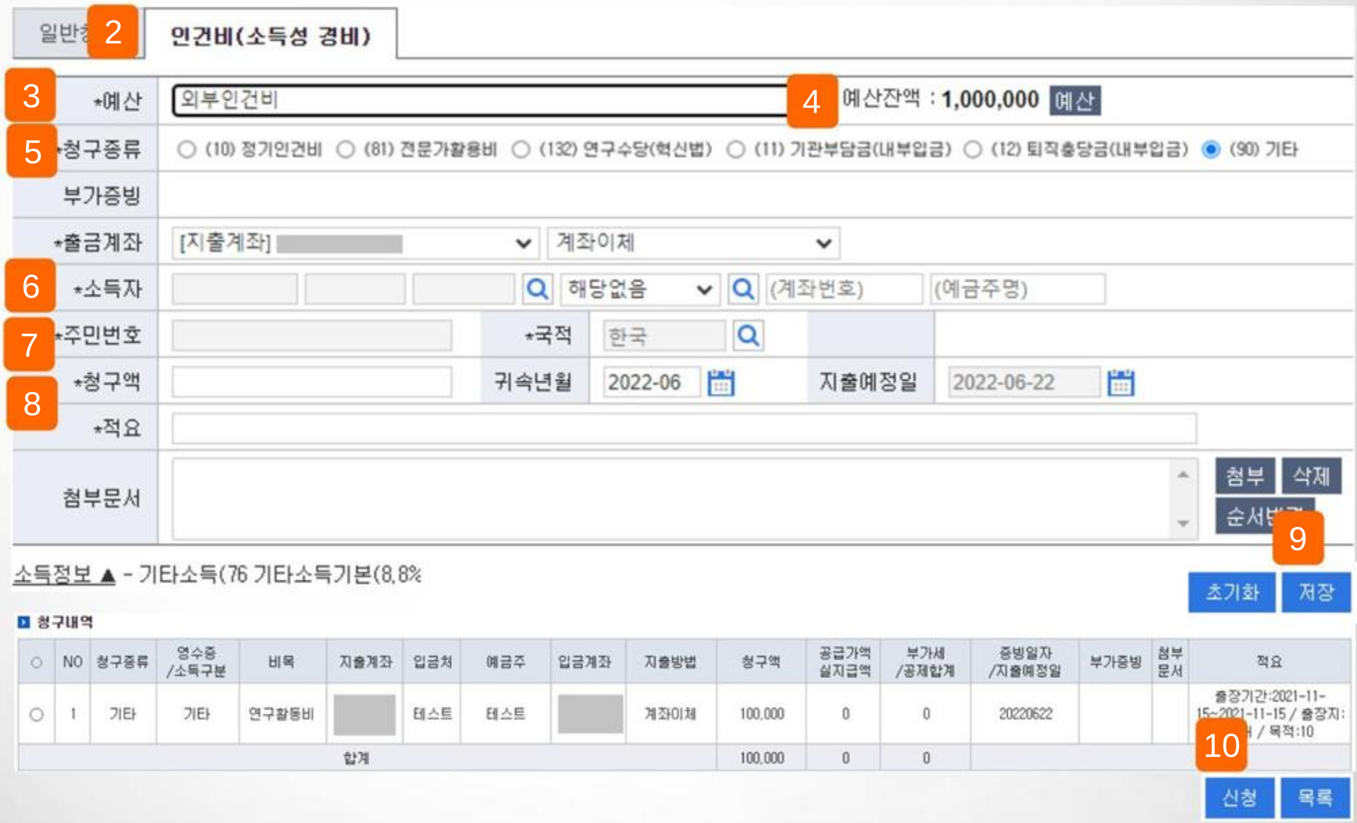
8) When you enter the claim amount, the tax amount is automatically calculated based on other income, and details about the tax amount can be checked by clicking '**Income Information ▲**' . (Edit only if the recipient of payment is earned income)

9) Save button Click to save the contents, and repeat steps 2) to 8) on the current screen to enter multiple payment details.

You can enter the station (in one resolution)

10) Once the input is complete, click the application button and submit it to the person in charge.

- Application can be canceled before the assignment is processed by the person in charge.



*예산	외부인건비 — 예산잔액 : 1,000,000
*청구종류	○ (10) 정기인건비 ○ (81) 전문가활용비 ○ (132) 연구수당(혁신법) ○ (11) 기관부담금(내부입금) ○ (12) 퇴직충당금(내부입금) ● (90) 기타
부가증빙	
*출금계좌	[지출계좌] [redacted] — 계좌이체
*소득자	해당없음 (계좌번호) (예금주명)
*주민번호	*국적 한국
*청구액	귀속년월 2022-06 — 지출예정일 2022-06-22
*적요	
첨부문서	

소득정보 ▲ - 기타소득(76 기타소득기본(8.8%

청구내역

○	NO	청구종류	영수증 /소득구분	비목	지출계좌	입금처	예금주	입금계좌	지출방법	청구액	공급가액 실지급액	부가세 /공제합계	증빙일자 /지출예정일	부가증빙	첨부 문서	적요
○	1	기타	기타	연구활동비	[redacted]	테스트	테스트	[redacted]	계좌이체	100,000	0	0	20220622			출장기간:2021-11-15~2021-11-15 / 출장지:[illegible] / 목적:10
합계										100,000	0	0				

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

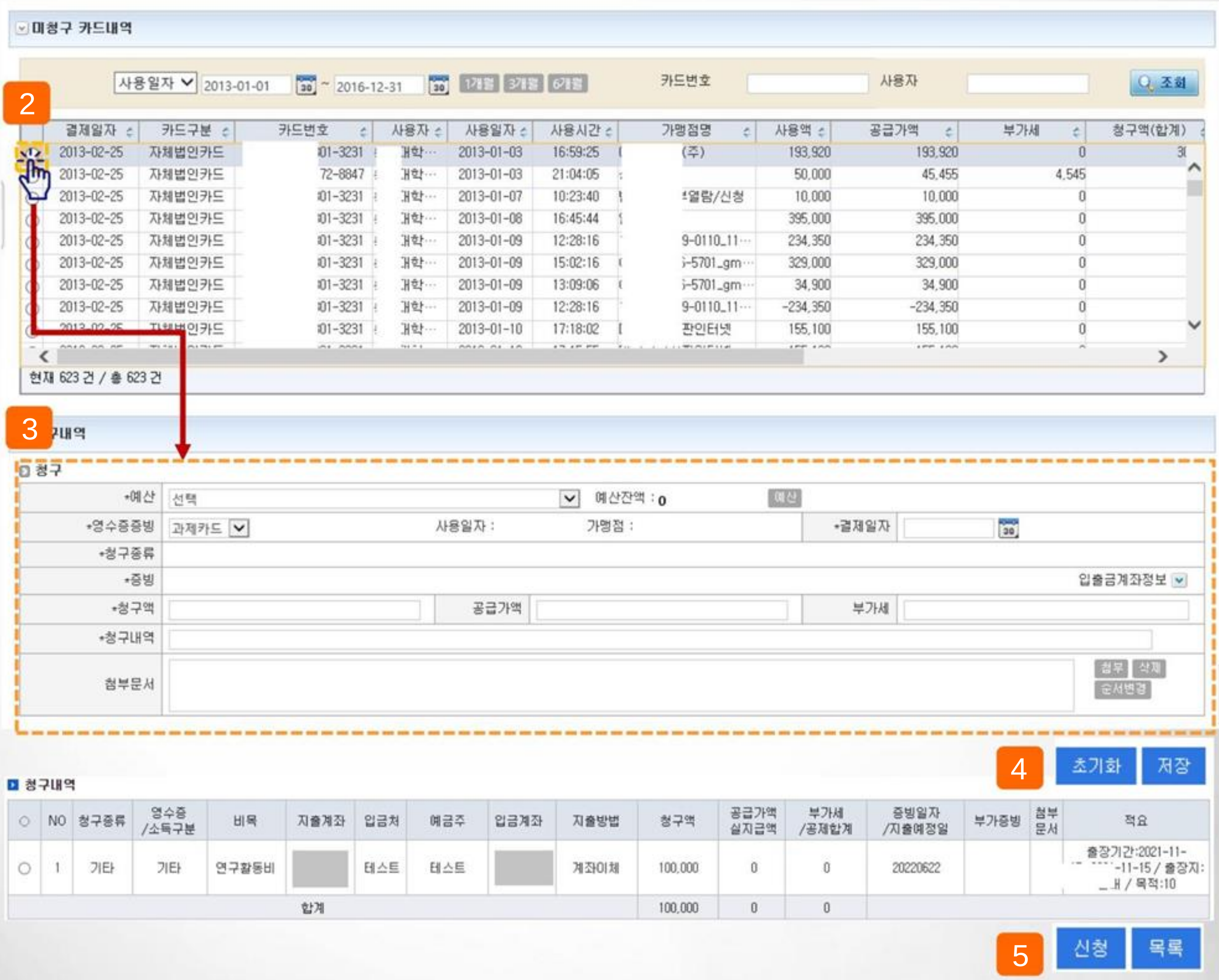
▶ Example: Fill out an application for research funding using a credit card.

1) Click the 'Card Billing' button in the Assignment Information > Invoice tab (refer to Assignment Information on page 10)

2) If you click 'O' in the card unclaimed history, the basic details (amount, affiliated store, etc.) are automatically entered in the billing history.

3) Register the claim type and related claim types (meeting minutes, business trip, etc.). - Refer to page 34 for detailed explanation of claim types.

4) Click the Save button to save the contents, and repeat steps 2) to 4) on the current screen to enter multiple payment details (in one resolution). 5) Once the input is complete, click the Apply button. Submit to the person in charge. It is possible to cancel the application before it is processed by the project manager.



미청구 카드내역

사용일자 2013-01-01 ~ 2016-12-31 카드번호 사용자

	결제일자	카드구분	카드번호	사용자	사용일자	사용시간	가맹점명	사용액	공급가액	부가세	청구액(합계)
○	2013-02-25	자체법인카드	[redacted]01-3231	[redacted]학···	2013-01-03	16:59:25	[redacted](주)	193,920	193,920	0	3
○	2013-02-25	자체법인카드	[redacted]72-8847	[redacted]학···	2013-01-03	21:04:05	[redacted]	50,000	45,455	4,545	
○	2013-02-25	자체법인카드	[redacted]01-3231	[redacted]학···	2013-01-07	10:23:40	[redacted]열람/신청	10,000	10,000	0	
○	2013-02-25	자체법인카드	[redacted]01-3231	[redacted]학···	2013-01-08	16:45:44	[redacted]	395,000	395,000	0	
○	2013-02-25	자체법인카드	[redacted]01-3231	[redacted]학···	2013-01-09	12:28:16	[redacted]9-0110_11···	234,350	234,350	0	
○	2013-02-25	자체법인카드	[redacted]01-3231	[redacted]학···	2013-01-09	15:02:16	[redacted]-5701_gm···	329,000	329,000	0	
○	2013-02-25	자체법인카드	[redacted]01-3231	[redacted]학···	2013-01-09	13:09:06	[redacted]-5701_gm···	34,900	34,900	0	
○	2013-02-25	자체법인카드	[redacted]01-3231	[redacted]학···	2013-01-09	12:28:16	[redacted]9-0110_11···	-234,350	-234,350	0	
○	2013-02-25	자체법인카드	[redacted]01-3231	[redacted]학···	2013-01-10	17:18:02	[redacted]판인터넷	155,100	155,100	0	

현재 623 건 / 총 623 건

청구내역

청구

•예산	선택	예산잔액 : 0			
•영수증증빙	과제카드	사용일자 :	가맹점 :	•결제일자	
•청구종류					
•증빙	입출금계좌정보				
•청구액		공급가액		부가세	
•청구내역					
첨부문서					

청구내역

○	NO	청구종류	영수증 /소득구분	비목	지출계좌	입금처	예금주	입금계좌	지출방법	청구액	공급가액 실지급액	부가세 /공제합계	증빙일자 /지출예정일	부가증빙	첨부 문서	적요
○	1	기타	기타	연구활동비	[redacted]	테스트	테스트	[redacted]	계좌이체	100,000	0	0	20220622			출장기간:2021-11-[redacted]-11-15 / 출장지:[redacted] / 목적:10
					합계					100,000	0	0				

III. Research funding claim > Claim type (additional evidence) detailed description > Goods (1)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

Type of claim (additional evidence): Purchase of goods

▶ Example: Fill out when purchasing goods (property) (same as general claim and card claim)

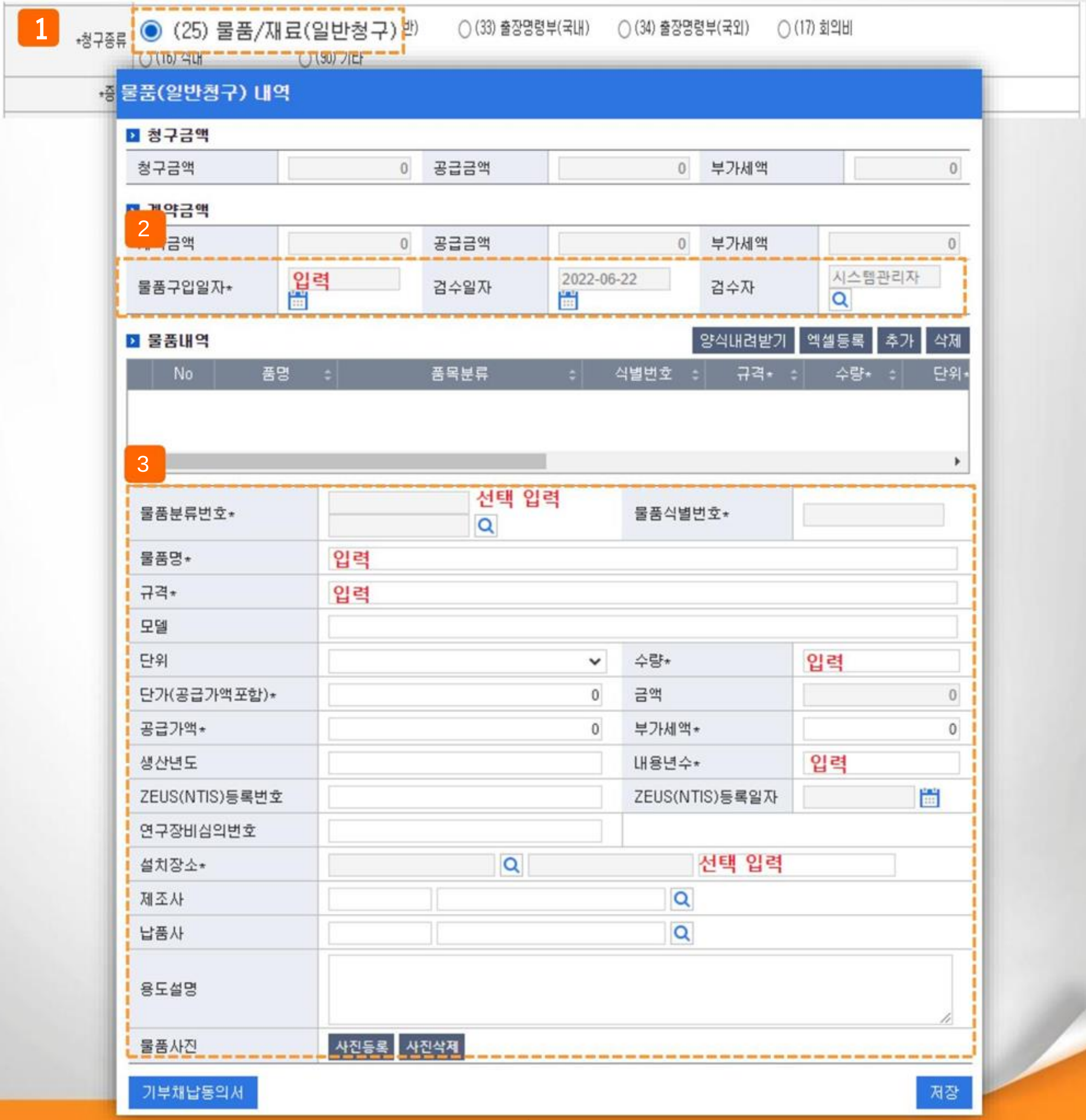
1) Select '(25) Purchase of goods/materials' in the claim type and click [Register] . A pop-up for product registration will appear.

2) Enter the date of purchase of the product, the date of creation is set as the default for the inspection date, and the inspector is the person who logged in. Set automatically. (Can be modified)

3) Enter product detail information.

- Click on the product classification number and search to select
- Enter the product name, specifications, quantity and unit price, and the total amount, supply price and value-added tax will be automatically entered
- Enter required information such as installation location, donation payment, useful life, etc.

[Continued on next page]


1
*청구종류
● (25) 물품/재료(일반청구)
○ (33) 출장명령부(국내)
○ (34) 출장명령부(국외)
○ (17) 회의비
○ (16) 식대
○ (90) 기타
물품(일반청구) 내역
청구금액
청구금액 0
공급금액 0
부가세액 0
계약금액
2
계약금액 0
공급금액 0
부가세액 0
물품구입일자* 입력
검수일자 2022-06-22
검수자 시스템관리자
물품내역
양식내려받기
엑셀등록
추가
삭제
No
품명
품목분류
식별번호
규격*
수량*
단위*
3
물품분류번호* 선택 입력
물품식별번호*
물품명* 입력
규격* 입력
모델
단위
수량* 입력
단가(공급가액포함)* 0
금액 0
공급가액* 0
부가세액* 0
생산년도
내용년수* 입력
ZEUS(NTIS)등록번호
ZEUS(NTIS)등록일자
연구장비심의번호
설치장소* 선택 입력
제조사
납품사
용도설명
물품사진
사진등록
사진삭제
기부채납동의서
저장

III. Research funding claim > Claim type (additional evidence) detailed description > Goods (2)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

Type of claim (additional evidence): Purchase of goods

▶ Example: Fill out when purchasing a product (property) (same for general billing and credit card billing)

4) Enter the information below according to the nature of the product.

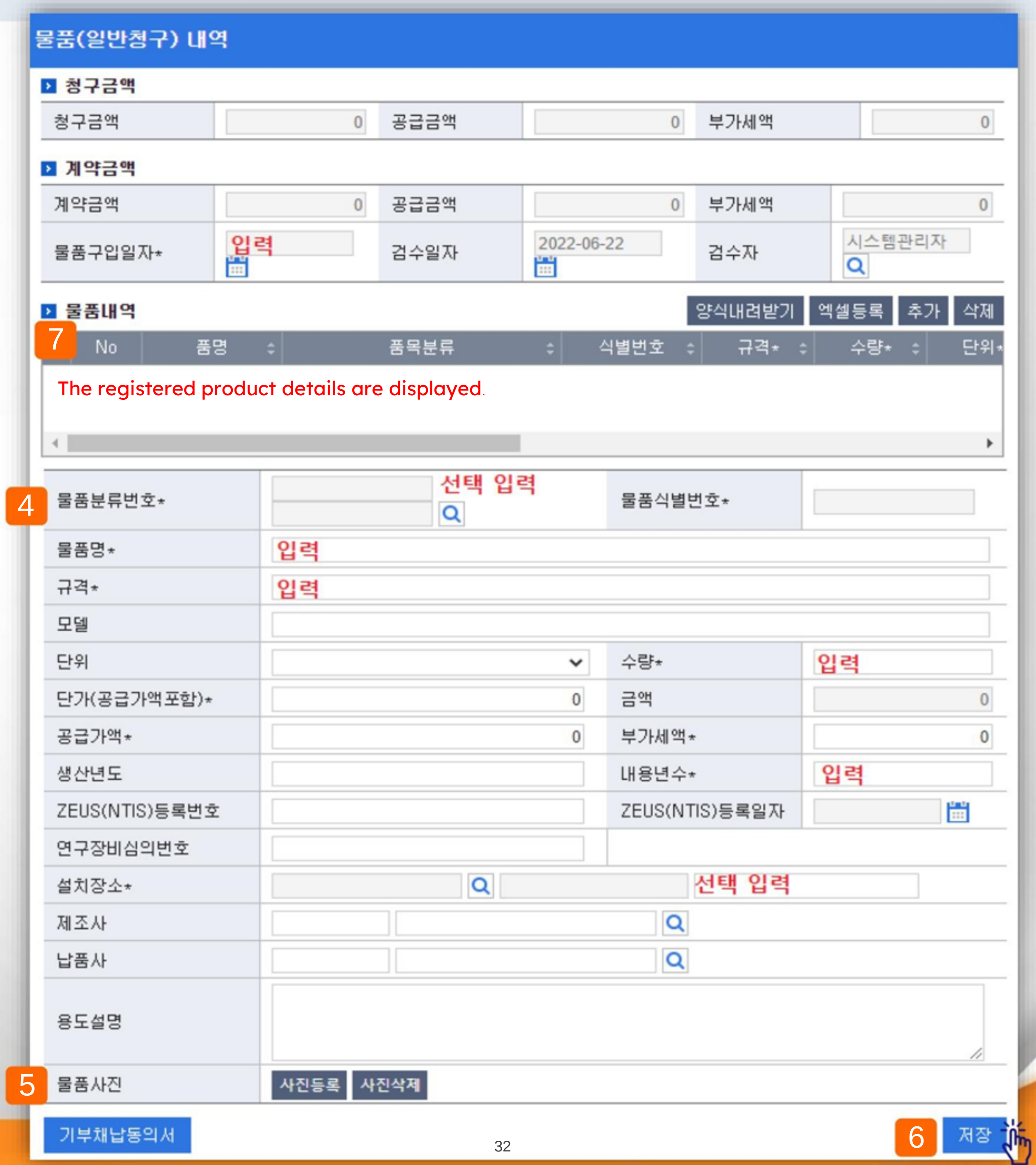
- Enter whether or not the research equipment has been reviewed, enter the research equipment review number, etc.
- Select whether or not to register the product, enter the contact information for the person in charge of the product
- The operating manager, operating department, and product management agency are automatically set.

5) Click the [Register Photo] button to register a photo of the installation item.

6) After completing the input, click the [Save] button.

7) One saved item is added.

8) If you want to register another item, repeat 2)~6) and close the item pop-up window. It is connected to the resolution being written.



물품(일반청구) 내역

청구금액

청구금액	0	공급금액	0	부가세액	0

계약금액

계약금액	0	공급금액	0	부가세액	0
물품구입일자*	입력	검수일자	2022-06-22	검수자	시스템관리자

물품내역

7

No	품명	품목분류	식별번호	규격*	수량*	단위*

The registered product details are displayed.

4

물품분류번호*	선택 입력	물품식별번호*	
물품명*	입력		
규격*	입력		
모델			
단위		수량*	입력
단가(공급가액포함)*	0	금액	0
공급가액*	0	부가세액*	0
생산년도		내용년수*	입력
ZEUS(NTIS)등록번호		ZEUS(NTIS)등록일자	
연구장비심의번호			
설치장소*	선택 입력		
제조사			
납품사			
용도설명			

5 물품사진

III. Research grant claim > Detailed explanation of claim type (additional evidence) > Book (1)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

Type of claim (additional proof): Book purchase

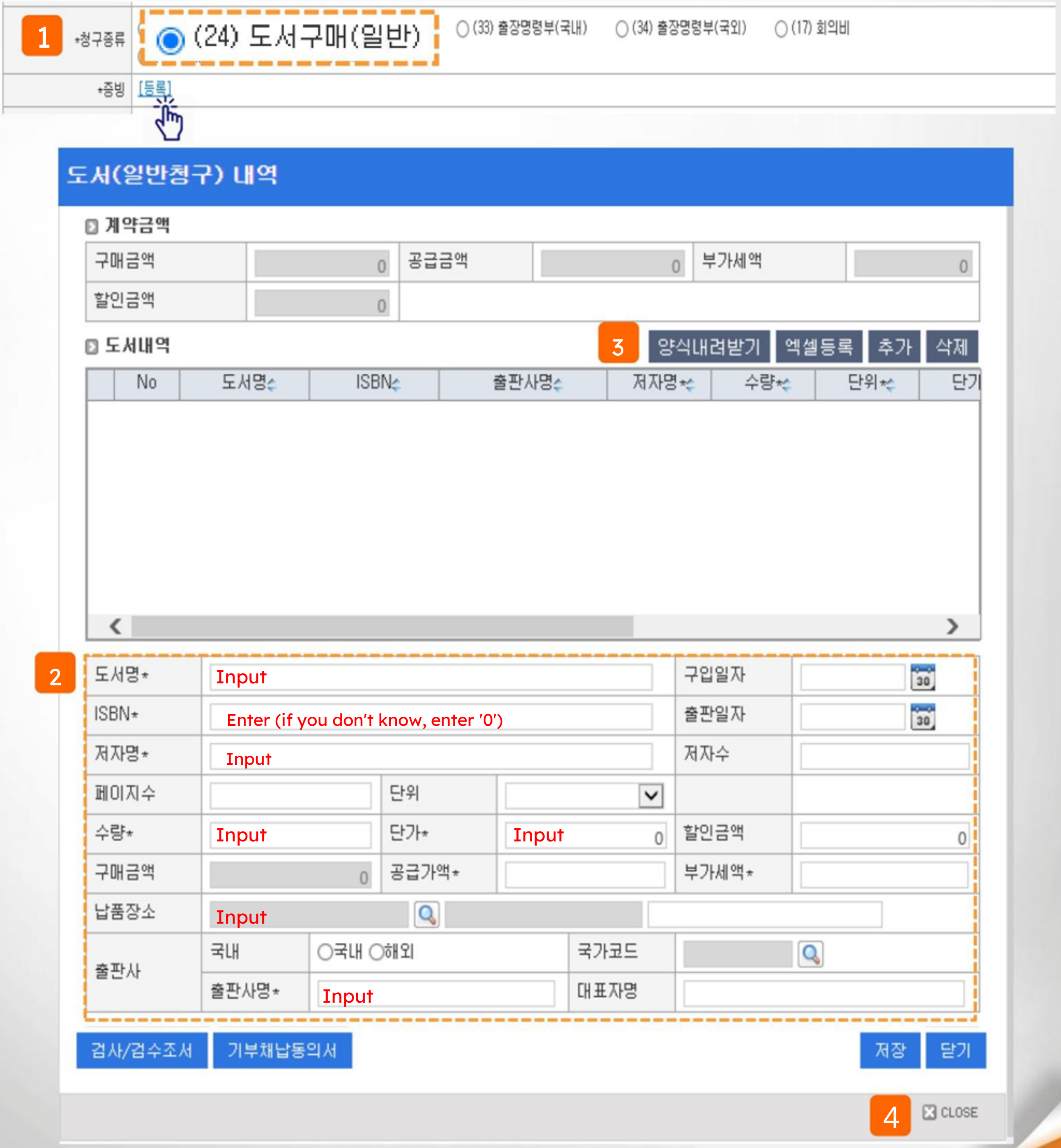
▶ Example: Fill out when purchasing a book (same as general billing and card billing)

1) Select ‘Book Purchase (General)’ in the billing type and click [Register] to open a pop-up for book registration.

2) Enter required values such as book name, ISBN, author name, quantity, and unit price.

3) You can upload the contents entered in the Excel file at once by downloading the form.

4) After entering all the book details, close the book pop-up window (exit) and it will be connected to the resolution being written.



*청구종류	● (24) 도서구매(일반) ○ (33) 출장명령부(국내) ○ (34) 출장명령부(국외) ○ (17) 회의비
*증빙	[등록]

도서(일반청구) 내역

계약금액

구매금액	0	공급금액	0	부가세액	0
할인금액	0				

도서내역

	No	도서명	ISBN	출판사명	저자명*	수량*	단위*	단기

도서명*	Input			구입일자	
ISBN*	Enter (if you don’t know, enter ‘0’)			출판일자	
저자명*	Input			저자수	
페이지수		단위			
수량*	Input	단가*	Input 0	할인금액	0
구매금액	0	공급가액*		부가세액*	
납품장소	Input				
출판사	국내	○국내 ○해외		국가코드	
	출판사명*	Input		대표자명	

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

Expense Type (Additional documentation required): Domestic Travel

▶ Example: Fill out when applying for domestic business trip expenses (regular billing for system expenses paid in cash, credit card billing for card use)
(processed in and input method is the same)

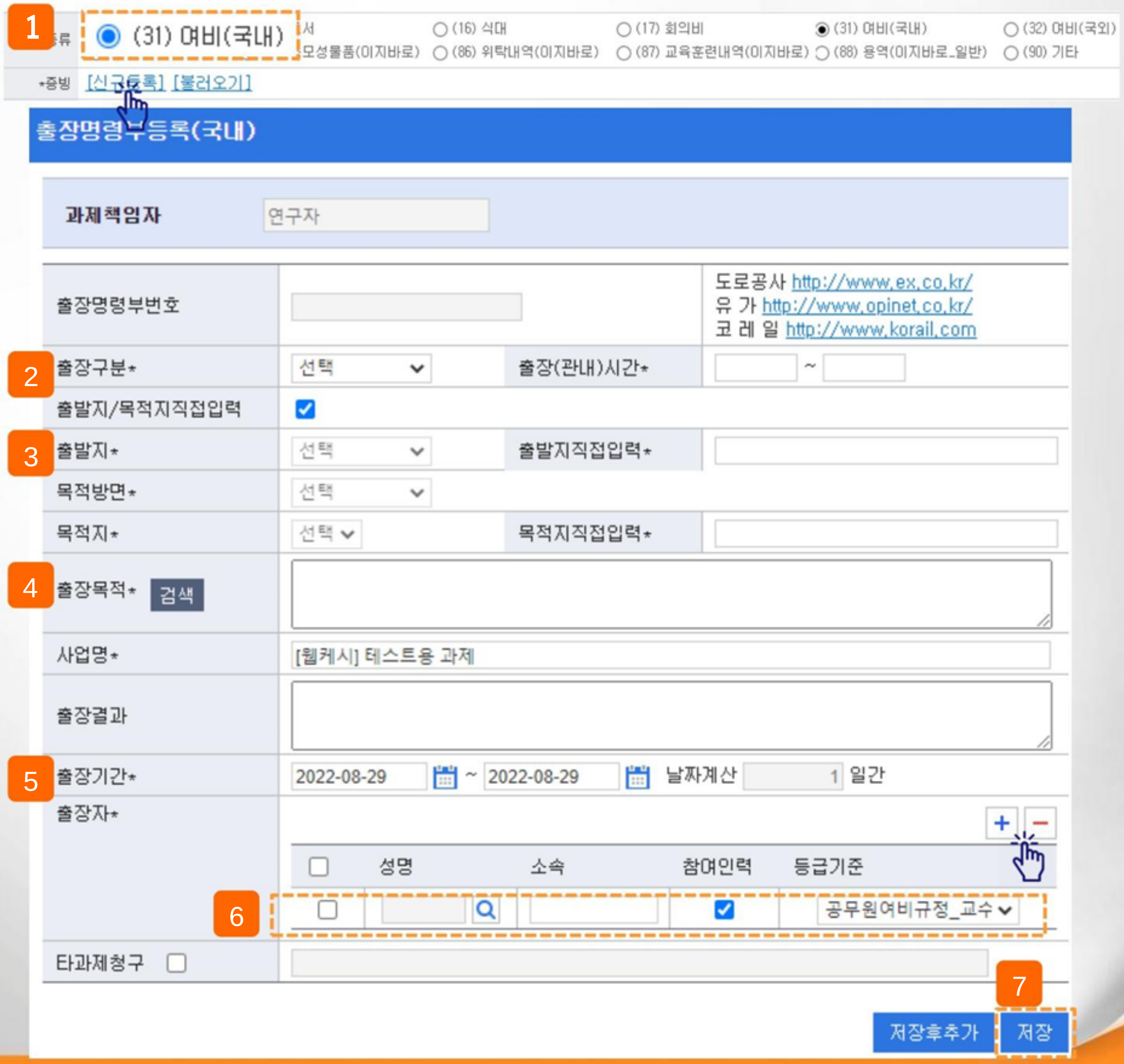
1) Select 'Travel Expenses (Domestic)' in the claim type and click [New Registration]

- Click [Load] to view the already registered business trip order. - In case of a business trip on the same date, apply by loading the business trip order prepared in general claim (cash payment case) from card claim (card use case).

2) Select the business trip category. (Inside/Outside the area) When entering within the area, time is required.
3) Enter the departure point and destination directly. (Enterable when checking direct entry of departure point/destination.)
4) Enter the purpose of the business trip and the results of the business trip. (For applications made after a business trip, enter the business trip results)
5) Select the business trip period.
6) Click the button + to add a row, then click the button 🔍 next to the name to select the business traveler.

- The business traveler's grade criteria must be specified to calculate the accurate travel cost amount.
- If the business traveler is not a participating workforce, uncheck the participating workforce and then load it.

7) After entering the required information, click [Save].



류 … 서 | ○ (16) 식대 | ○ (17) 회의비 | ● (31) 여비(국내) | ○ (32) 여비(국외)
모성물품(이지바로) | ○ (86) 위탁내역(이지바로) | ○ (87) 교육훈련내역(이지바로) | ○ (88) 용역(이지바로_일반) | ○ (90) 기타

*증빙 [신규등록] [불러오기]

출장명령부등록(국내)

과제책임자	연구자		
출장명령부번호		도로공사 http://www.ex.co.kr/ 유 가 http://www.opinet.co.kr/ 코 레 일 http://www.korail.com	
출장구분*	선택	출장(관내)시간*	~
출발지/목적지직접입력	☑		
출발지*	선택	출발지직접입력*	
목적방면*	선택		
목적지*	선택	목적지직접입력*	
출장목적* 검색			
사업명*	[웹케시] 테스트용 과제		
출장결과			
출장기간*	2022-08-29 ~ 2022-08-29 날짜계산 1 일간		
출장자*	+ −		

☐	성명	소속	참여인력	등급기준
☐	🔍		☑	공무원여비규정_교수

타과제청구 ☐

저장후추가 저장

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

Expense Type (Additional documentation required): Travel Expenses (overseas)

▶ Example: Fill out when applying for overseas business trip expenses (regular billing for system expenses paid in cash, card billing for card use)

(processed in and input method is the same)

1) Select 'Travel Expenses (Overseas)' in the claim type and click [New Registration]

- Click [Load] to view the already registered business trip order. - In case of a business trip on the same date, the business trip order prepared in the general claim (cash payment case) must be retrieved from the card claim (card use case) to make the claim.

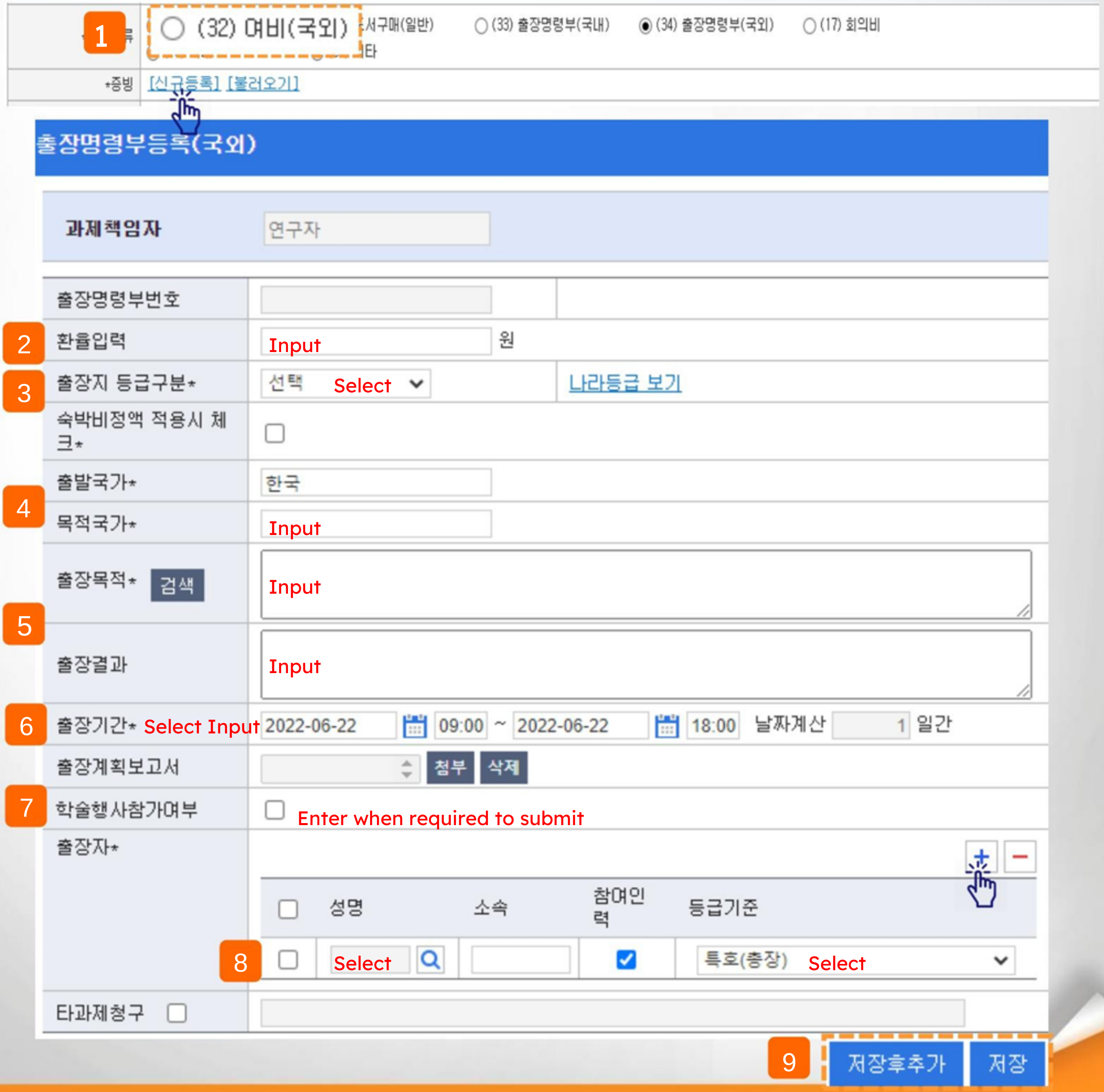
2) Enter the exchange rate

3) Enter the business trip level classification according to the business trip location

4) Select and enter departure country/destination country/business trip location/transportation.

5) Enter the purpose of the business trip and the results of the business trip. (For applications made after a business trip, enter the business trip result.

[Continued on next page]



1 ○ (32) 여비(국외) …서구매(일반) ○ (33) 출장명령부(국내) ● (34) 출장명령부(국외) ○ (17) 회의비 …타

*증빙 [신규등록] [불러오기]

출장명령부등록(국외)

과제책임자	연구자
출장명령부번호	
2 환율입력	Input 원
3 출장지 등급구분*	선택 Select · 나라등급 보기
숙박비정액 적용시 체크*	☐
4 출발국가*	한국
목적국가*	Input
5 출장목적* 검색	Input
출장결과	Input
6 출장기간* Select Input	2022-06-22 09:00 ~ 2022-06-22 18:00 날짜계산 1 일간
출장계획보고서	첨부 삭제
7 학술행사참가여부	☐ Enter when required to submit
출장자*	+ −

☐	성명	소속	참여인력	등급기준
8 ☐	Select		☑	특호(총장) Select

타과제청구 ☐

9 저장후추가 저장

III. Research grant claim > Detailed explanation of claim type (additional evidence) > Travel expenses (overseas) (2)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

Expense Type (Additional documentation required): Travel Expenses (overseas)

▶ Example: Fill out when applying for overseas business trip expenses (regular billing for system expenses paid in cash, card billing for card use)
(processed in and input method is the same)

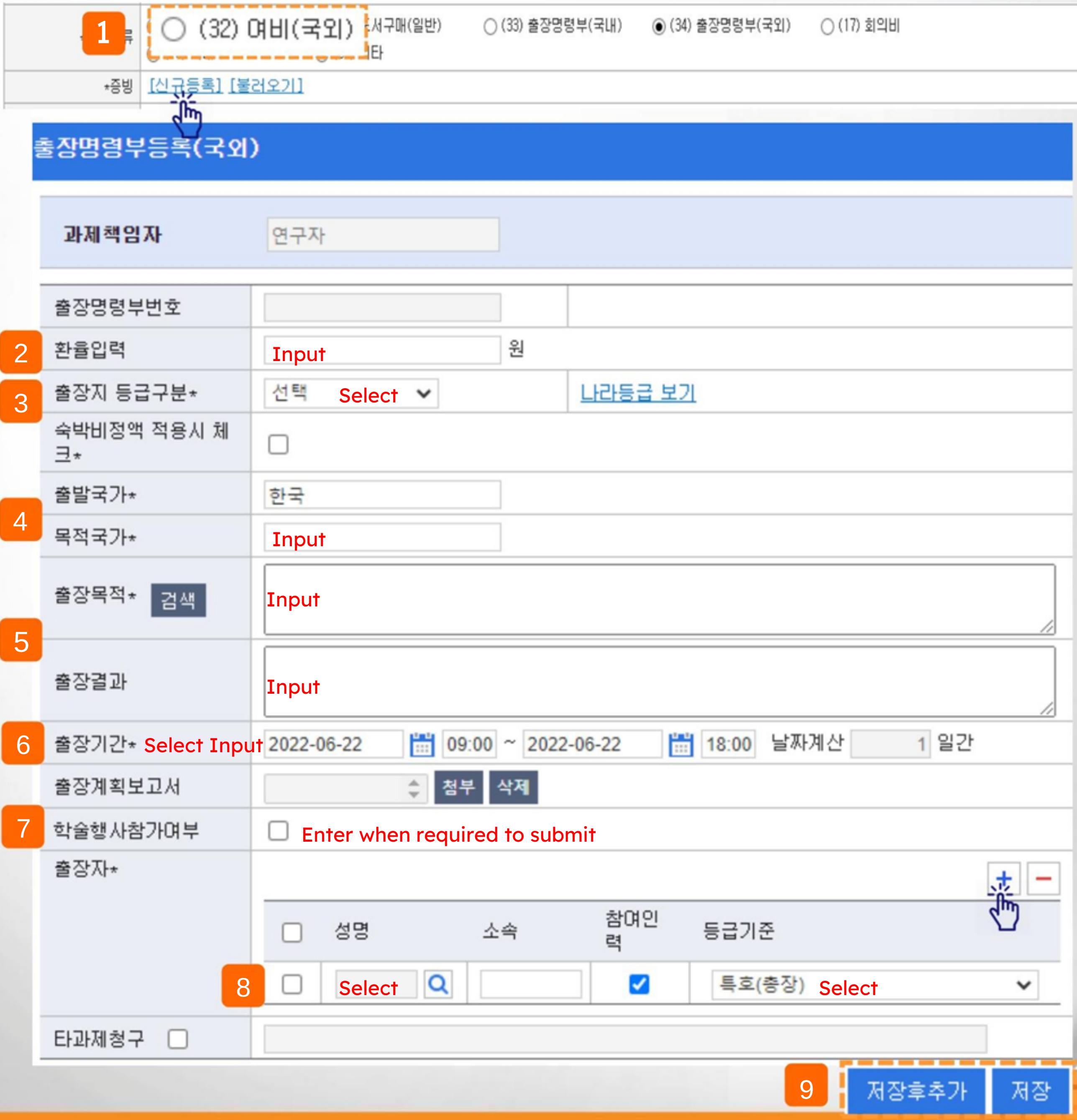
6) Enter the business trip period.

7) Register the business trip plan report and participation in academic events (if necessary)

8) Click the button + to add a row for the business traveler, then click the button 🔍 next to the name to select the business traveler.

- The business traveler's grade criteria must be specified to calculate the accurate travel cost amount.
- If the business traveler is not a participating workforce, uncheck the participating workforce and then load it.

9) After completing the input, click the [Save] button.



1 ○ (32) 여비(국외) …서구매(일반) ○ (33) 출장명령부(국내) ● (34) 출장명령부(국외) ○ (17) 회의비 …타

*증빙 [신규등록] [불러오기]

출장명령부등록(국외)

과제책임자: 연구자

출장명령부번호:

2 환율입력: Input 원

3 출장지 등급구분*: 선택 Select ⌄ 나라등급 보기

숙박비정액 적용시 체크*: ☐

4 출발국가*: 한국

목적국가*: Input

5 출장목적* 검색: Input

출장결과: Input

6 출장기간* Select Input: 2022-06-22 09:00 ~ 2022-06-22 18:00 날짜계산 1 일간

출장계획보고서: 첨부 삭제

7 학술행사참가여부: ☐ Enter when required to submit

출장자*: + −

☐	성명	소속	참여인력	등급기준
8 ☐	Select 🔍		☑	특호(총장) Select ⌄

타과제청구 ☐

9 저장후추가 저장

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

Type of claim (additional evidence): Travel expenses (domestic/international)

▶ Example: Additional explanation for entering travel expenses after filling out the claim type.

1) If multiple business travelers are entered, business traveler information will be displayed as shown below and select the person for whom business trip expenses will be claimed.

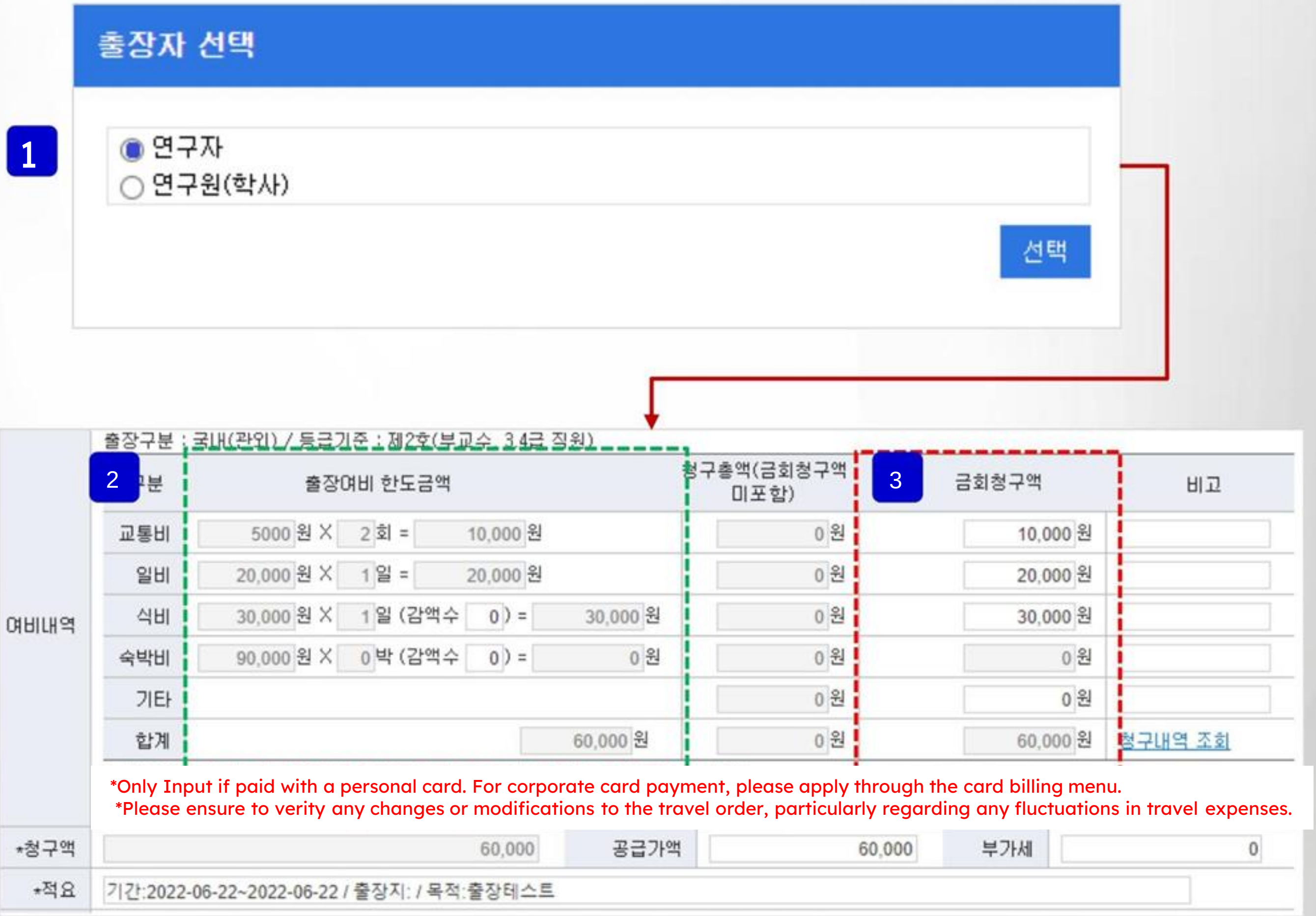
2) The limit amount according to the business trip class (indicated in light green) is displayed on the billing screen, and you can claim within the limit amount.

3) Modify the current billing amount (indicated in red) according to the classification of general billing (cash usage) and card billing (card usage). I would like to apply.

4) If the travel expenses limit amount remains, you can file a claim in installments (claiming from another project, etc.).

5) When requesting travel expenses for the next business traveler (e.g. when claiming travel expenses for a researcher (bachelor)), select the claim type and then you must click the [Import] button to load the previously created business trip order.

- Business trip registration for the same person on the same date is not possible.



출장구분 : 국내(관외) / 등급기준 : 제2호(부교수, 3.4급 직원)

	분	출장여비 한도금액	청구총액(금회청구액 미포함)	금회청구액	비고
여비내역	교통비	5000 원 X 2 회 = 10,000 원	0 원	10,000 원	
	일비	20,000 원 X 1 일 = 20,000 원	0 원	20,000 원	
	식비	30,000 원 X 1 일 (감액수 0) = 30,000 원	0 원	30,000 원	
	숙박비	90,000 원 X 0 박 (감액수 0) = 0 원	0 원	0 원	
	기타		0 원	0 원	
	합계	60,000 원	0 원	60,000 원	청구내역 조회

*Only Input if paid with a personal card. For corporate card payment, please apply through the card billing menu.
*Please ensure to verity any changes or modifications to the travel order, particularly regarding any fluctuations in travel expenses.

*청구액	60,000	공급가액	60,000	부가세	0
*적요	기간:2022-06-22~2022-06-22 / 출장지: / 목적:출장테스트				

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

Type of claim (additional proof): Meeting fee

▶ Example: Fill out when applying for meeting fees (same method for general billing and card billing)

1) Select 'Meeting fee' in the billing type and click [New Registration] to open the meeting minutes registration pop-up.

- Click [Load] to view already registered meeting minutes.

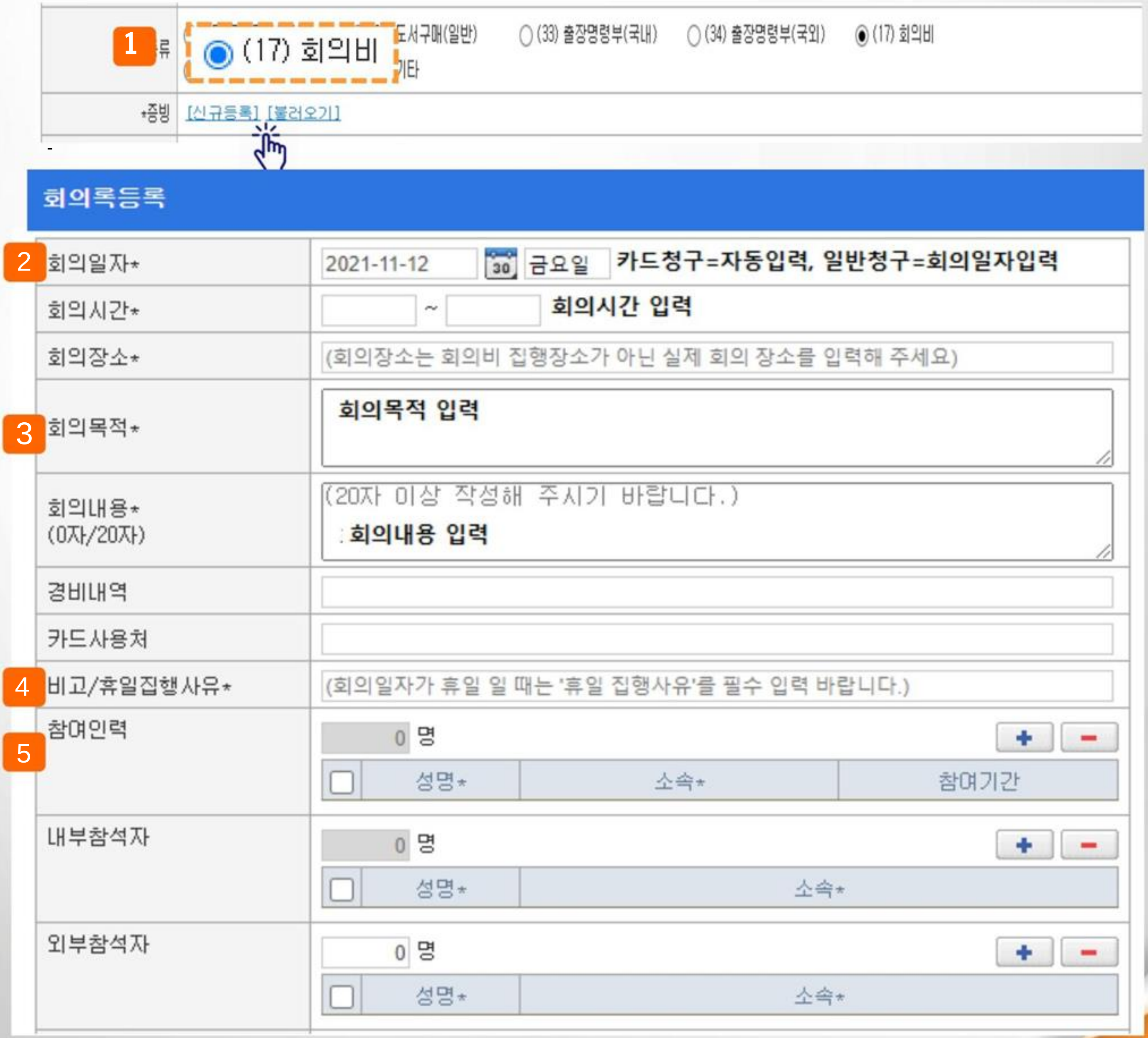
2) Enter the meeting date (meeting date is automatically entered when using a card)

3) Enter the meeting time, meeting location, meeting purpose, and meeting contents.

4) Remarks/reason for holiday execution are entered only during holiday meetings.

5) Participating personnel, internal attendees, and external attendees. Click to add or delete.
- Participating personnel: Select if the meeting attendees are registered participants in the Assignment
- Internal attendees: Select if the meeting attendees are faculty or staff members (students, etc.)
- External attendees: Select if they are outsiders

[Continued on next page]



류	● (17) 회의비 도서구매(일반) ○ (33) 출장명령부(국내) ○ (34) 출장명령부(국외) ● (17) 회의비 기타
*증빙	[신규등록] [불러오기]

-

회의록등록

회의일자*	2021-11-12 금요일 **카드청구=자동입력, 일반청구=회의일자입력**
회의시간*	~ **회의시간 입력**
회의장소*	(회의장소는 회의비 집행장소가 아닌 실제 회의 장소를 입력해 주세요)
회의목적*	**회의목적 입력**
회의내용* (0자/20자)	(20자 이상 작성해 주시기 바랍니다.) : **회의내용 입력**
경비내역	
카드사용처	
비고/휴일집행사유*	(회의일자가 휴일 일 때는 '휴일 집행사유'를 필수 입력 바랍니다.)
참여인력	0 명 ☐ 성명* 소속* 참여기간
내부참석자	0 명 ☐ 성명* 소속*
외부참석자	0 명 ☐ 성명* 소속*

III. Claim for research funds > Detailed explanation of claim type (additional evidence) > Meeting fee (1)

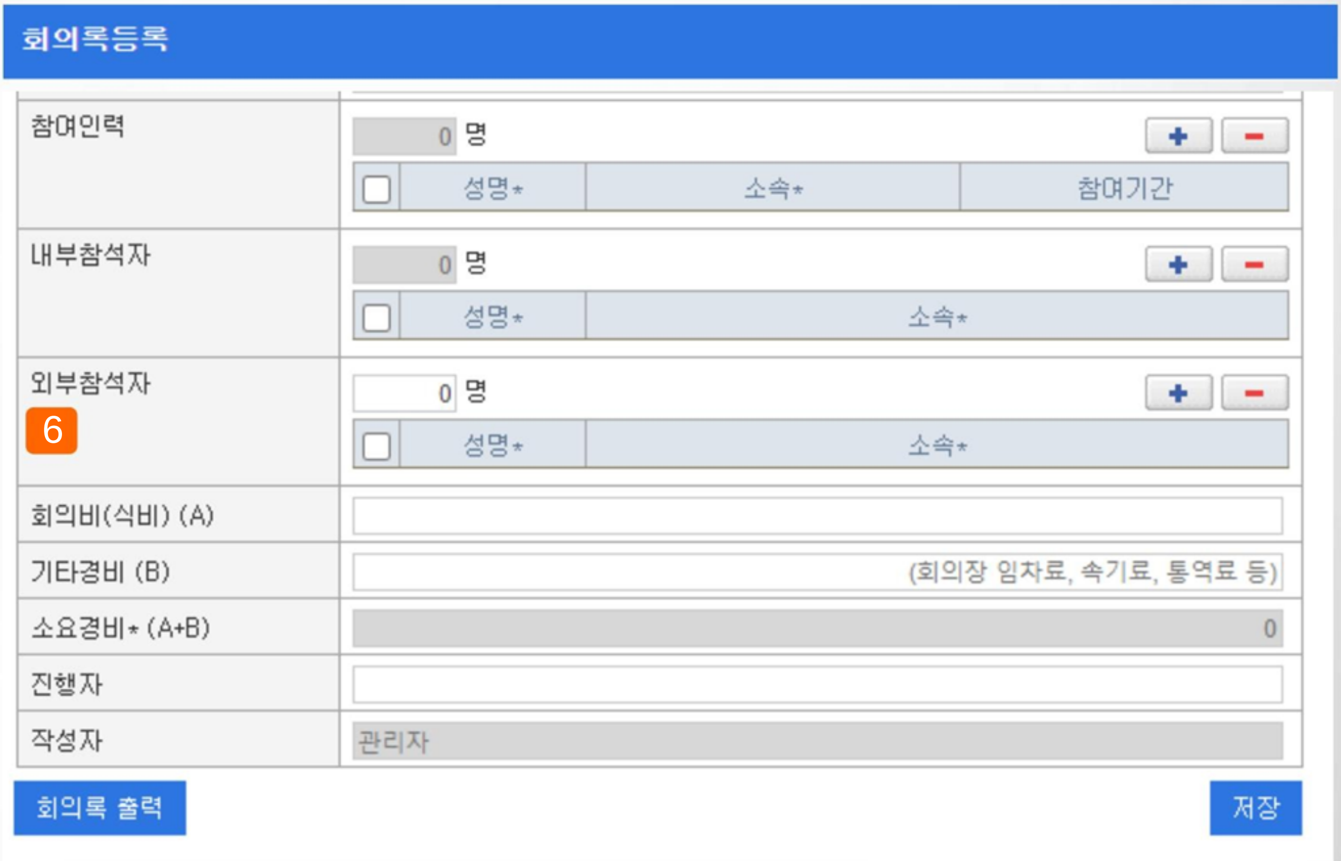
◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function | Type of claim (additional proof): Meeting fee

▶ Example: Fill out when applying for a meeting fee (same method for general billing and card billing)

6) Enter the meeting fee (meal fee) and other expenses (conference hall rent, stenography fee, interpretation fee, etc.)

7) When the input is complete, click the [Save] button Click . (Connected with the general billing and card billing resolution being prepared)



회의록등록

참여인력	0 명 ☐ 성명* | 소속* | 참여기간
내부참석자	0 명 ☐ 성명* | 소속*
외부참석자	0 명 ☐ 성명* | 소속*
회의비(식비) (A)	
기타경비 (B)	(회의장 임차료, 속기료, 통역료 등)
소요경비* (A+B)	0
진행자	
작성자	관리자

III. Claim for research funds > Detailed explanation of claim type (additional evidence) > Meals

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

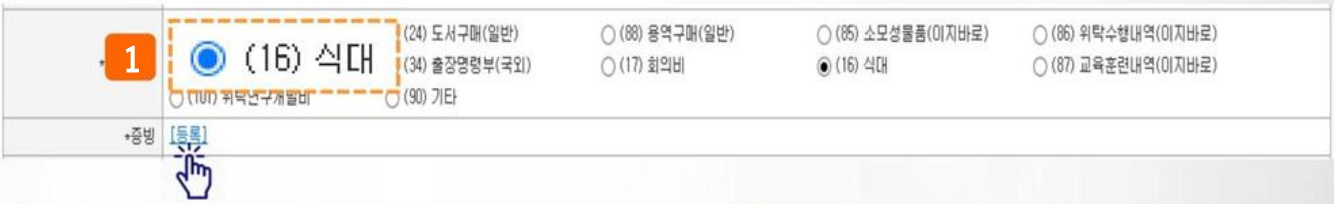
Detail of Function

Type of claim (additional proof): Meals

▶ Example: Fill out when applying for meal expenses, such as overtime meal allowance, weekend meal allowance, etc. (Same method for filling out general claim and card claim)

1) Select 'Meal allowance' in the claim type and click [Register] to open the meeting minutes registration pop-up.
2) Enter the purpose of meal use, overtime work date, and amount.
   - It is automatically entered when processing a credit card claim.
3) Enter the details of overtime work and overtime hours.

4) Attendees (participating personnel) are selected by clicking the magnifying glass button next to their names.
   - You can register multiple people by clicking + .
   - Enter the overtime end time, work details, etc.
5) After completing the input, click the [Save button]



● (16) 식대

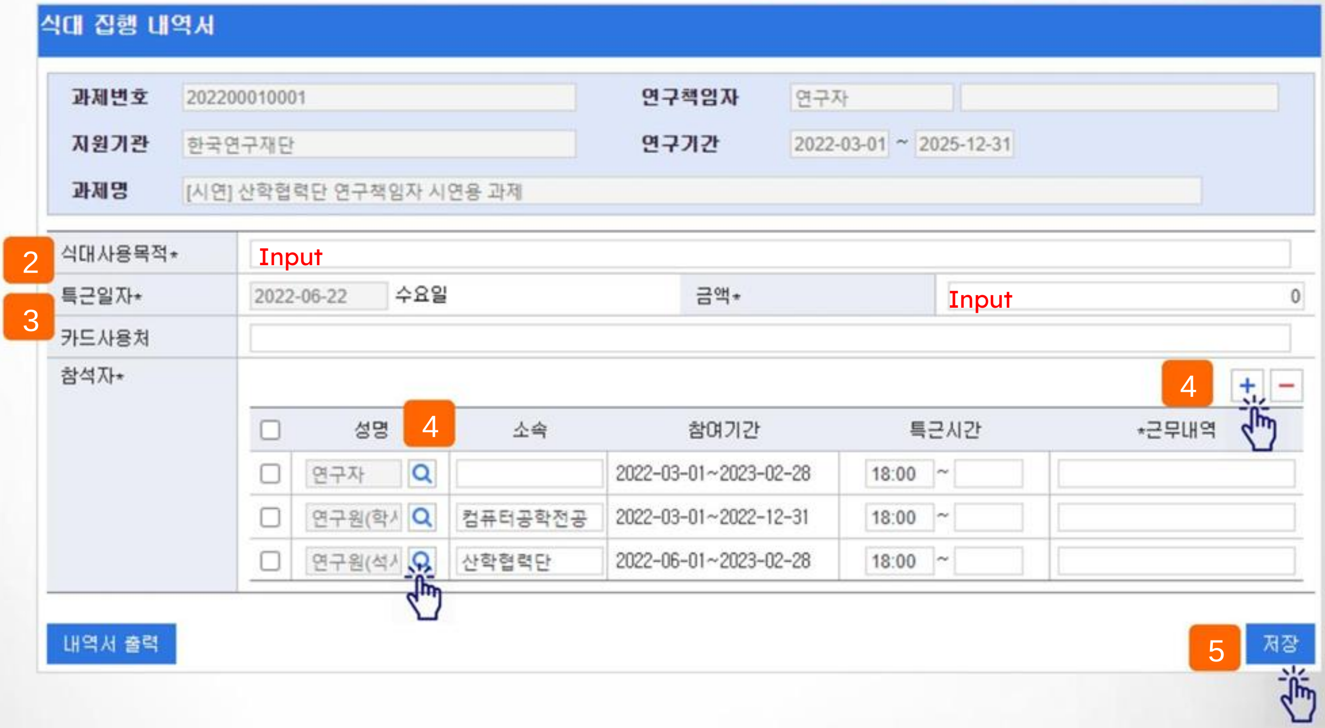
○ (101) 위탁연구개발비 ○ (24) 도서구매(일반) ○ (34) 출장명령부(국외) ○ (90) 기타

○ (88) 용역구매(일반) ○ (17) 회의비

○ (85) 소모성물품(이지바로) ● (16) 식대

○ (86) 위탁수행내역(이지바로) ○ (87) 교육훈련내역(이지바로)

*증빙 [등록]



식대 집행 내역서

과제번호	202200010001	연구책임자	연구자
지원기관	한국연구재단	연구기간	2022-03-01 ~ 2025-12-31
과제명	[시연] 산학협력단 연구책임자 시연용 과제		

식대사용목적*	Input		
특근일자*	2022-06-22 수요일	금액*	Input 0
카드사용처			
참석자*			

+ −

☐	성명	소속	참여기간	특근시간	*근무내역
☐	연구자 🔍		2022-03-01~2023-02-28	18:00 ~	
☐	연구원(학시 🔍	컴퓨터공학전공	2022-03-01~2022-12-31	18:00 ~	
☐	연구원(석시 🔍	산학협력단	2022-06-01~2023-02-28	18:00 ~	

내역서 출력 저장

III. Claim for research funds>Detailed explanation of claim type (additional evidence) > Consumable goods (1)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Detail of Function

Claim type (additional evidence): consumable goods

▶ Example: Fill out when applying for expenses for consumable goods, not assets (same method for filling out general claims and card claims)

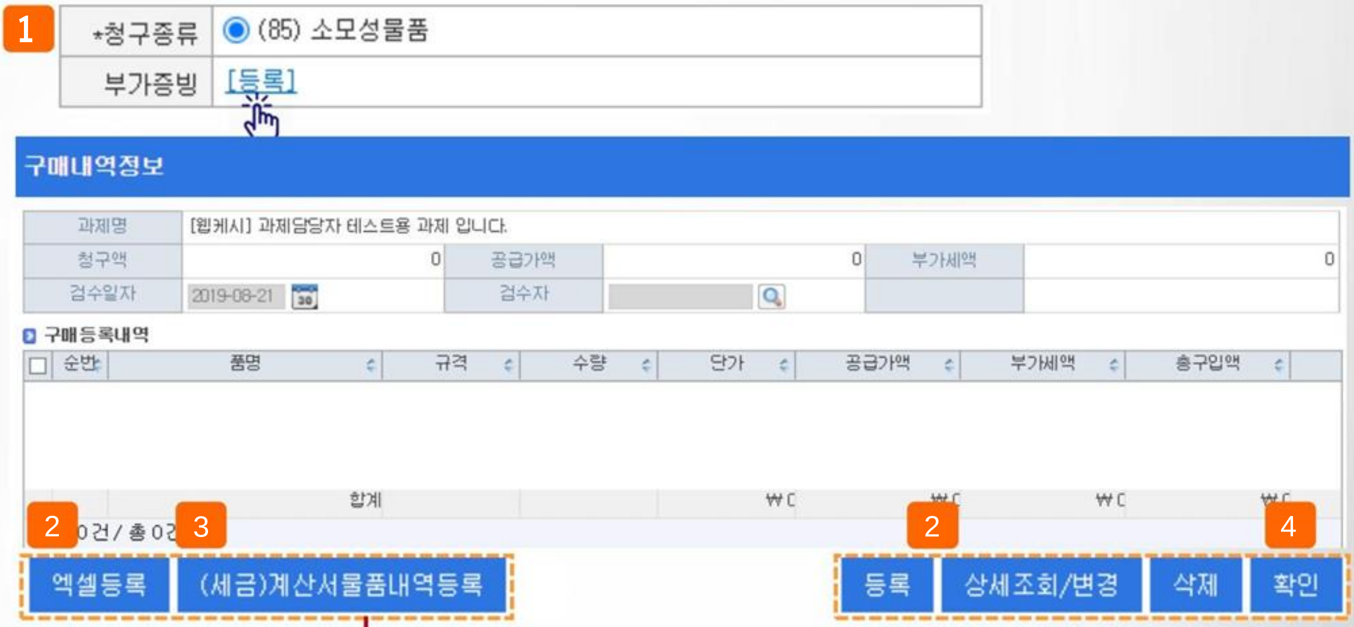
1) Select ‘Consumable Goods’ in the claim type and click [Register] to open the consumable goods registration pop-up.

2) You can register by case by clicking [Register], and you can register in bulk by clicking [Excel Registration].

- Refer to the next page for Excel registration method.

3) When you click the [Register tax invoice product details] button, the tax invoice information selected as the receipt is loaded. It is registered.

3) After completing the input, click the [Confirm] button to connect to the resolution claim details.



*청구종류	● (85) 소모성물품
부가증빙	[등록]

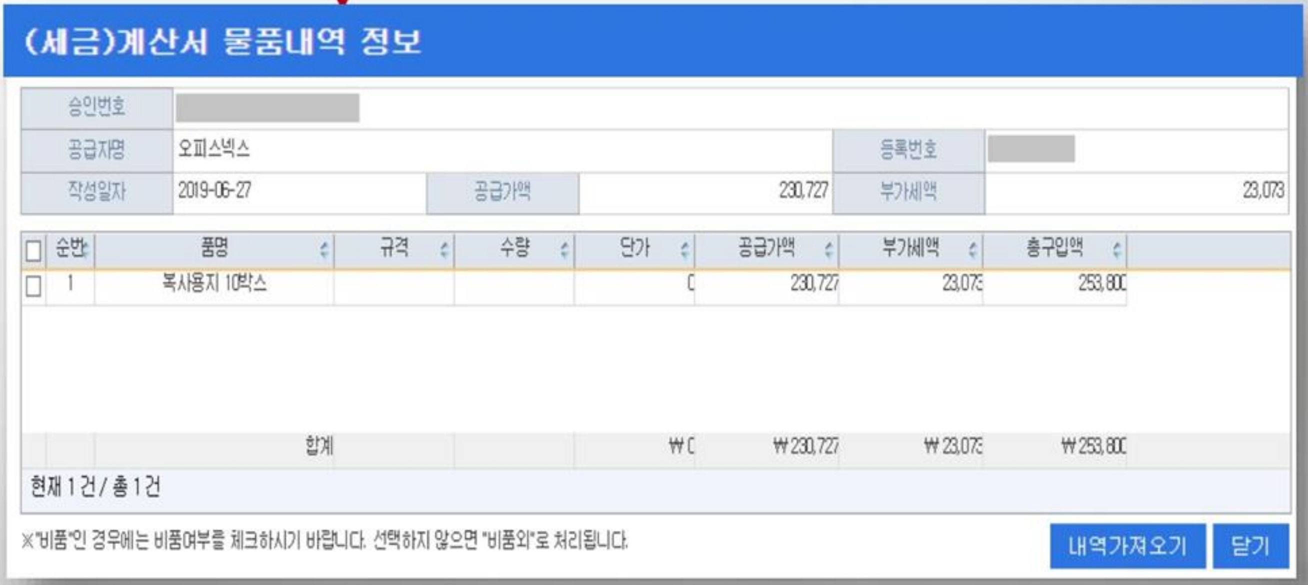
구매내역정보

과제명	[웹케시] 과제담당자 테스트용 과제 입니다.				
청구액	0	공급가액	0	부가세액	0
검수일자	2019-08-21	검수자			

구매등록내역

□	순번	품명	규격	수량	단가	공급가액	부가세액	총구입액
		합계			₩0	₩0	₩0	₩0

0건 / 총 0건



(세금)계산서 물품내역 정보

승인번호	[redacted]				
공급자명	오피스넥스			등록번호	[redacted]
작성일자	2019-06-27	공급가액	230,727	부가세액	23,073

□	순번	품명	규격	수량	단가	공급가액	부가세액	총구입액
□	1	복사용지 10박스			0	230,727	23,073	253,800
		합계			₩0	₩230,727	₩23,073	₩253,800

현재 1건 / 총 1건

※"비품"인 경우에는 비품여부를 체크하시기 바랍니다. 선택하지 않으면 "비품외"로 처리됩니다.

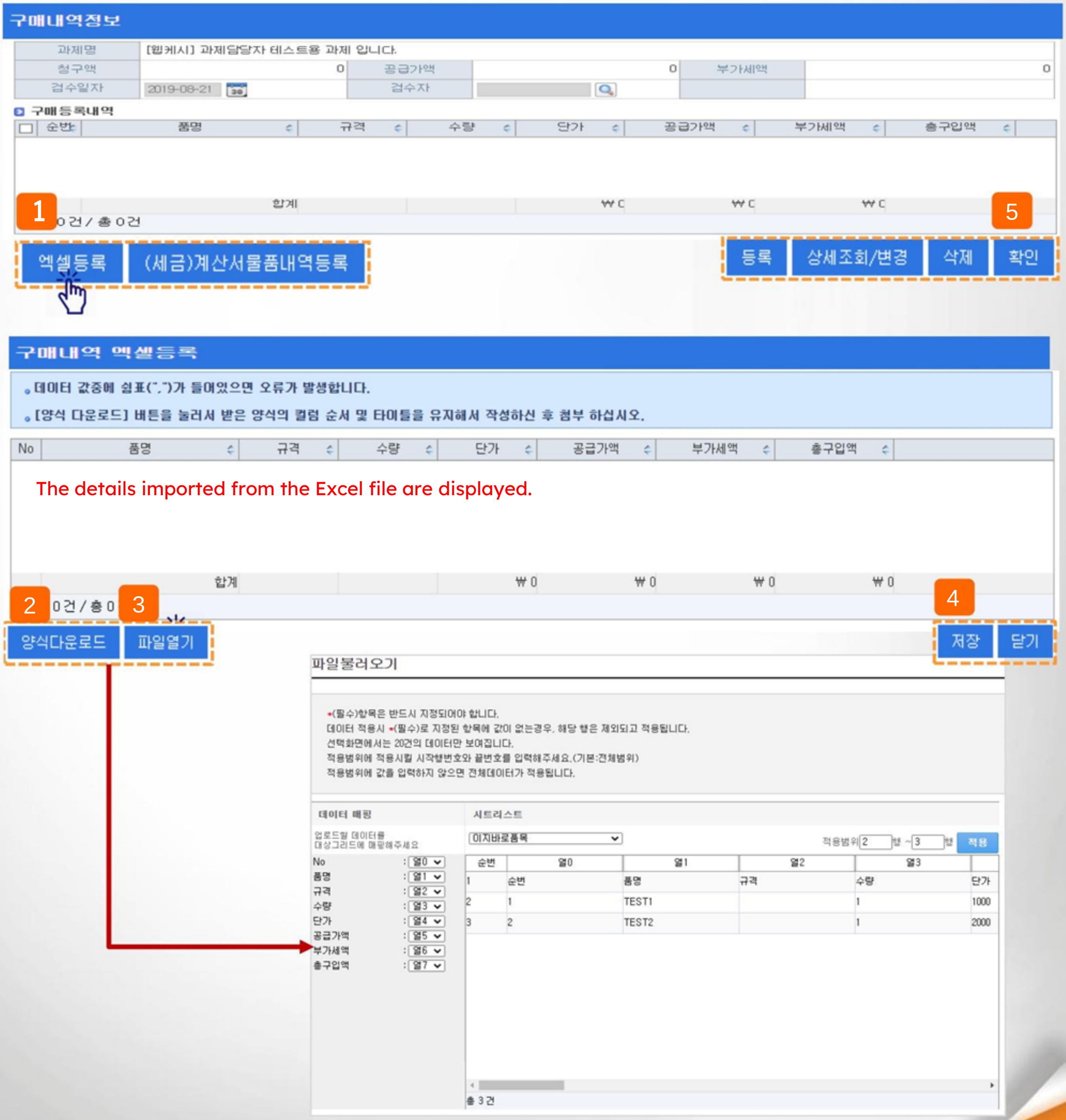
III. Claim for research funds>Detailed explanation of claim type (additional evidence) > Consumable goods (2)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Billing > Card Billing

Pop-up Description | Claim type (additional evidence): consumable goods

▶ This is a method of bulk uploading consumable product details through the Excel registration function.

1) Click the [Excel Registration] button in the consumable goods.
2) Click the [Download Form] button and write the contents in the Excel file.
3) Click the [Open File] button to load the created Excel file, check the contents, and click the [Apply] button.
4) When the written content is loaded on the screen, click [Save] and then click the [Close] button.
5) Once the input is complete, click the [Confirm] button.



과제명	[웹케시] 과제담당자 테스트용 과제 입니다.				
청구액	0	공급가액	0	부가세액	0
검수일자	2019-08-21	검수자			

구매등록내역

☐	순번	품명	규격	수량	단가	공급가액	부가세액	총구입액
		합계				₩ C	₩ C	₩ C

0 건 / 총 0 건

- 데이터 값중에 쉼표(",")가 들어있으면 오류가 발생합니다.
- [양식 다운로드] 버튼을 눌러서 받은 양식의 컬럼 순서 및 타이틀을 유지해서 작성하신 후 첨부 하십시오.

No	품명	규격	수량	단가	공급가액	부가세액	총구입액
	합계			₩ 0	₩ 0	₩ 0	₩ 0

The details imported from the Excel file are displayed.

0 건 / 총 0

•(필수)항목은 반드시 지정되어야 합니다.
데이터 적용시 •(필수)로 지정된 항목에 값이 없는경우, 해당 행은 제외되고 적용됩니다.
선택화면에서는 20건의 데이터만 보여집니다.
적용범위에 적용시킬 시작행번호와 끝번호를 입력해주세요.(기본:전체범위)
적용범위에 값을 입력하지 않으면 전체데이터가 적용됩니다.

업로드할 데이터를 대상그리드에 매핑해주세요

No : 열0
품명 : 열1
규격 : 열2
수량 : 열3
단가 : 열4
공급가액 : 열5
부가세액 : 열6
총구입액 : 열7

이지바로품목

적용범위 2 행 ~ 3 행

순번	열0	열1	열2	열3	
1	순번	품명	규격	수량	단가
2	1	TEST1		1	1000
3	2	TEST2		1	2000

총 3 건

III. Research grant claim > Detailed explanation of claim type (additional evidence) > Expert utilization fee

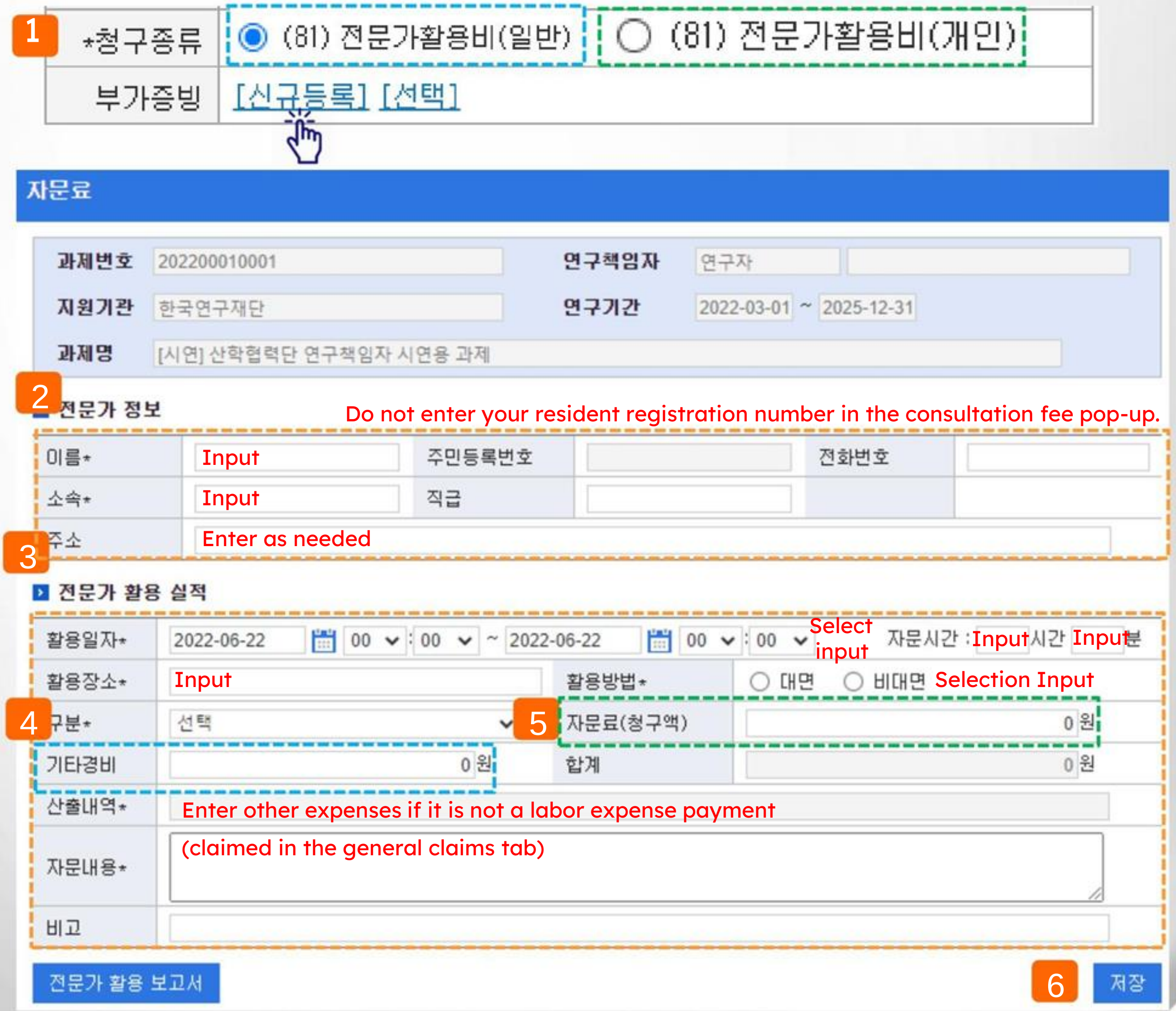
◎ Menu name: Assignment management > Assignment information > Invoice tab > General billing > General billing tab (company, etc.), Labor cost tab (individual)

Pop-up Description

Type of claim (additional evidence): Expert utilization fee

▶ Example: Completed when applying for expert use, such as consulting fees.

1) Select ‘Expert Utilization Fee’ in the billing type and click [New Registration] to open the consultation fee registration pop-up.
 - If the consulting fee is not paid as a labor cost to a company, etc., pay it to an individual, etc. in the general claims tab If withholding tax occurs, proceed in the labor cost tab.
2) Enter the required details of the expert information (name, affiliation)
3) Enter the expert utilization performance.
- Enter the date of use, consultation time, location of use, and method of use.
4) If you select a category, the payment amount is controlled according to the entered regulations.
5) When paying to an individual, enter the consultation fee (charge amount) (indicated in light green) and as necessary. Enter other personal expenses, etc.
- If consulting fees are paid to a business (not subject to reporting of labor costs), enter the amount in other expenses (indicated in blue) .
Apply through the general billing tab ‘(81) Expert utilization fee (general)’ .
6) Click the [Save] button to save.



1
*청구종류 ● (81) 전문가활용비(일반) ○ (81) 전문가활용비(개인)
부가증빙 [신규등록] [선택]

자문료

과제번호	202200010001	연구책임자	연구자
지원기관	한국연구재단	연구기간	2022-03-01 ~ 2025-12-31
과제명	[시연] 산학협력단 연구책임자 시연용 과제		

2 전문가 정보

Do not enter your resident registration number in the consultation fee pop-up.

이름*	Input	주민등록번호		전화번호	
소속*	Input	직급			
주소	Enter as needed				

3 전문가 활용 실적

활용일자*	2022-06-22 00 : 00 ~ 2022-06-22 00 : 00 Select input 자문시간 : Input 시간 Input 분		
활용장소*	Input	활용방법*	○ 대면 ○ 비대면 Selection Input
구분*	선택	자문료(청구액)	0 원
기타경비	0 원	합계	0 원
산출내역*	Enter other expenses if it is not a labor expense payment		
자문내용*	(claimed in the general claims tab)		
비고			

4 5 6

III. Claim for research funds>Detailed explanation of claim type (additional evidence)>Research allowance (Innovation Act) (1)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Invoice

Detail of Function

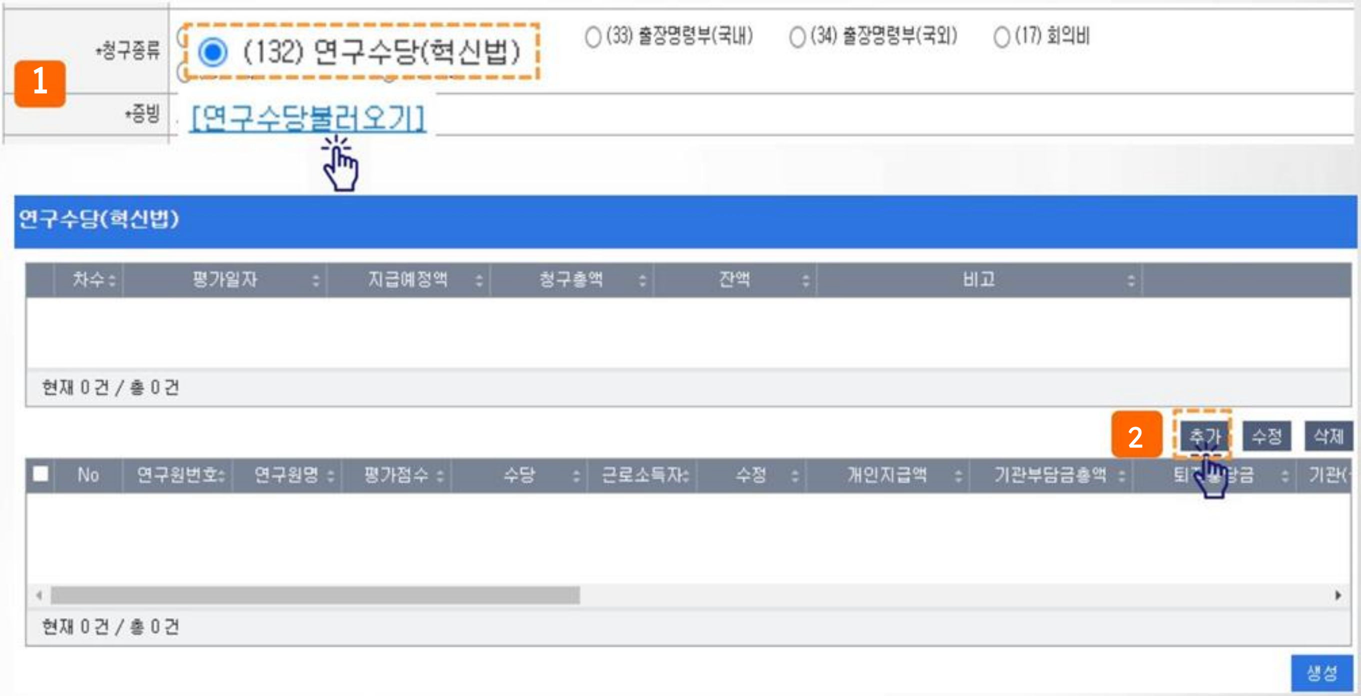
Type of claim (additional evidence): Research allowance

▶ Example: Fill out when applying for research allowance. (Only available in the General Claim > Labor Cost tab)

1) Select 'Research Allowance (Innovation Act)' in the Labor Cost tab > Claim Type and click [Load Research Allowance] to register the research allowance. A pop-up opens.

2) When the research allowance pop-up appears, click the [Add] button if it is new

[Continued on next page].



*청구종류 ● (132) 연구수당(혁신법) ○ (33) 출장명령부(국내) ○ (34) 출장명령부(국외) ○ (17) 회의비

*증빙 [연구수당불러오기]

연구수당(혁신법)

차수	평가일자	지급예정액	청구총액	잔액	비고

현재 0 건 / 총 0 건

☐	No	연구원번호	연구원명	평가점수	수당	근로소득자	수정	개인지급액	기관부담금총액	퇴[illegible]당금	기관(

현재 0 건 / 총 0 건

III. Claim for research funds>Detailed explanation of claim type (additional evidence)>Research allowance (Innovation Act) (2)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Invoice

Detail of Function

Type of claim (additional evidence): Research allowance

▶ Example: Fill out when applying for a research allowance. (Only available in the General Claim > Labor Cost tab)

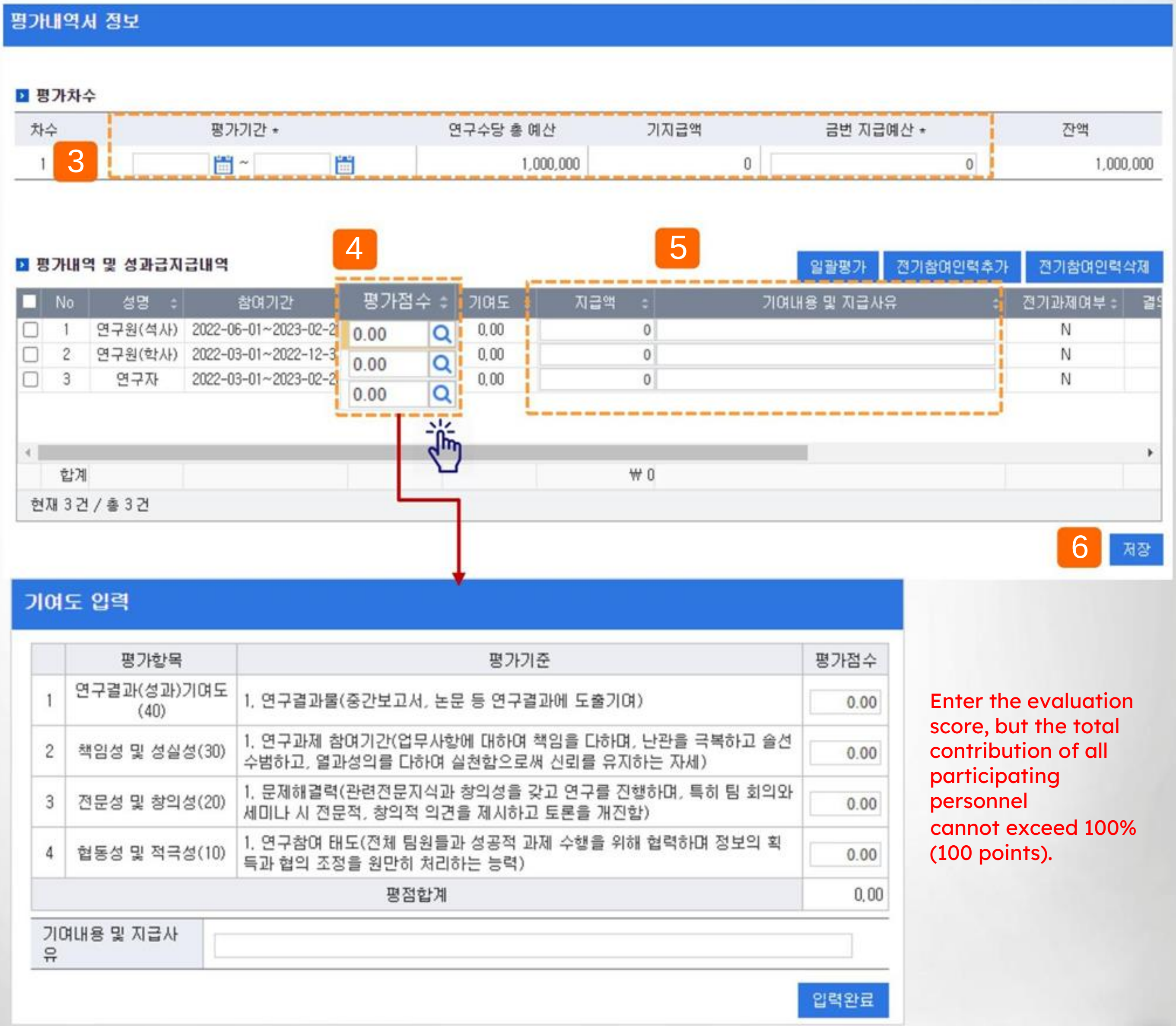
3) Enter the evaluation date and current payment budget (scheduled research allowance payment amount).

4) Click the button next to the evaluation score and enter the evaluation score for each evaluation item, and the payment amount will be calculated according to the level of contribution. calculated automatically

- The automatically calculated amount can be modified.
- Check the total score of each evaluation item in the evaluation history, and the total contribution cannot exceed 100%.
- All participants can be evaluated, and one person can also be given a score of 0.

5) Enter contribution details and reason for payment.

6) After completing the input, click the [Save] button.



평가내역서 정보

■ 평가차수

차수	평가기간 *	연구수당 총 예산	기지급액	금번 지급예산 *	잔액
1	~	1,000,000	0	0	1,000,000

■ 평가내역 및 성과급지급내역

☐	No	성명	참여기간	평가점수	기여도	지급액	기여내용 및 지급사유	전기과제여부	결
☐	1	연구원(석사)	2022-06-01~2023-02-2	0.00	0.00	0		N	
☐	2	연구원(학사)	2022-03-01~2022-12-3	0.00	0.00	0		N	
☐	3	연구자	2022-03-01~2023-02-2	0.00	0.00	0		N	
	합계					₩ 0			

현재 3 건 / 총 3 건

기여도 입력

	평가항목	평가기준	평가점수
1	연구결과(성과)기여도 (40)	1. 연구결과물(중간보고서, 논문 등 연구결과에 도출기여)	0.00
2	책임성 및 성실성(30)	1. 연구과제 참여기간(업무사항에 대하여 책임을 다하며, 난관을 극복하고 솔선수범하고, 열과성의를 다하여 실천함으로써 신뢰를 유지하는 자세)	0.00
3	전문성 및 창의성(20)	1. 문제해결력(관련전문지식과 창의성을 갖고 연구를 진행하며, 특히 팀 회의와 세미나 시 전문적, 창의적 의견을 제시하고 토론을 개진함)	0.00
4	협동성 및 적극성(10)	1. 연구참여 태도(전체 팀원들과 성공적 과제 수행을 위해 협력하며 정보의 획득과 협의 조정을 원만히 처리하는 능력)	0.00
	평점합계		0.00

기여내용 및 지급사유	

Enter the evaluation score, but the total contribution of all participating personnel cannot exceed 100% (100 points).

III. Claim for research funds>Detailed explanation of claim type (additional evidence)>Research allowance (Innovation Act) (2)

◎ Menu name: Assignment Management > Assignment Information > Invoice Tab > General Invoice

Detail of Function

Type of claim (additional evidence): Research allowance

▶ Example: Fill out when applying for research allowance. (Available only in General Claim > Labor Cost tab)

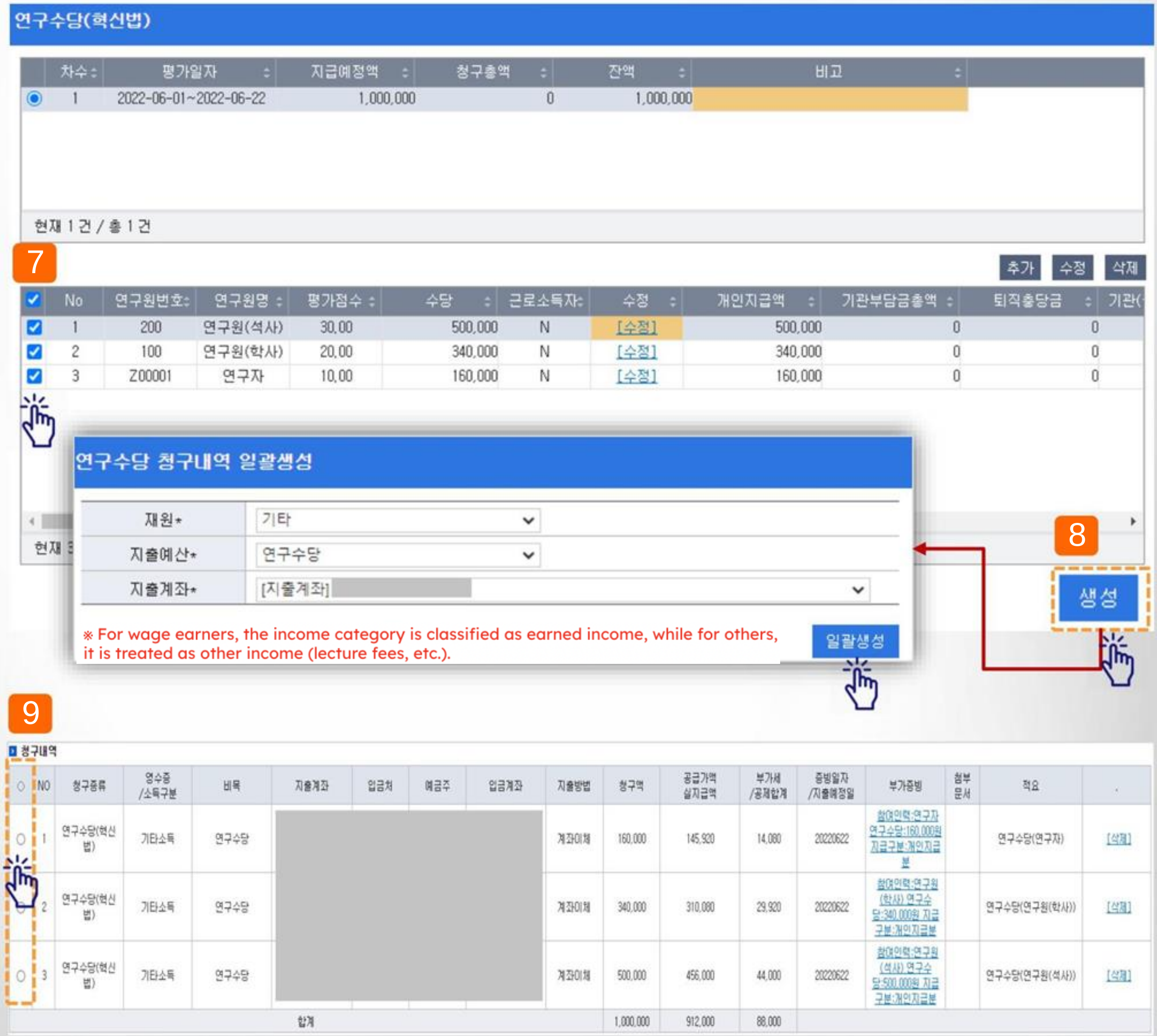
7) For evaluators who are eligible for payment, the account information to receive payment is automatically displayed in the performance payment details at the bottom.

8) When you click the [Create] button, a pop-up for batch creation of research allowance claim details will run.

- After checking the financial resources, budget, and expenditure account information for which to claim the research allowance, click the [Batch Creation] button.

9) Claim details are created in batches for each payee in the claim details, and if you click • in front of NO, you can edit the generated details (deposit account number, etc.).

- A payment case is created using the account information registered with the participating personnel.



연구수당(혁신법)

	차수	평가일자	지급예정액	청구총액	잔액	비고
●	1	2022-06-01~2022-06-22	1,000,000	0	1,000,000	

현재 1 건 / 총 1 건

7

☑	No	연구원번호	연구원명	평가점수	수당	근로소득자	수정	개인지급액	기관부담금총액	퇴직충당금	기관(
☑	1	200	연구원(석사)	30.00	500,000	N	[수정]	500,000	0	0	
☑	2	100	연구원(학사)	20.00	340,000	N	[수정]	340,000	0	0	
☑	3	Z00001	연구자	10.00	160,000	N	[수정]	160,000	0	0	

8

연구수당 청구내역 일괄생성

재원*	기타
지출예산*	연구수당
지출계좌*	[지출계좌] [redacted]

※ For wage earners, the income category is classified as earned income, while for others, it is treated as other income (lecture fees, etc.).

9

청구내역

○	NO	청구종류	영수증/소득구분	비목	지출계좌	입금처	예금주	입금계좌	지출방법	청구액	공급가액 실지급액	부가세/공제합계	증빙일자/지출예정일	부가증빙	첨부문서	적요	.
○	1	연구수당(혁신법)	기타소득	연구수당	[redacted]	[redacted]	[redacted]	[redacted]	계좌이체	160,000	145,920	14,080	20220622	참여인력:연구자 연구수당:160,000원 지급구분:개인지급분		연구수당(연구자)	[삭제]
○	2	연구수당(혁신법)	기타소득	연구수당	[redacted]	[redacted]	[redacted]	[redacted]	계좌이체	340,000	310,080	29,920	20220622	참여인력:연구원(학사) 연구수당:340,000원 지급구분:개인지급분		연구수당(연구원(학사))	[삭제]
○	3	연구수당(혁신법)	기타소득	연구수당	[redacted]	[redacted]	[redacted]	[redacted]	계좌이체	500,000	456,000	44,000	20220622	참여인력:연구원(석사) 연구수당:500,000원 지급구분:개인지급분		연구수당(연구원(석사))	[삭제]
합계										1,000,000	912,000	88,000					

IV. Other Tasks

1. Delegated Management 48P

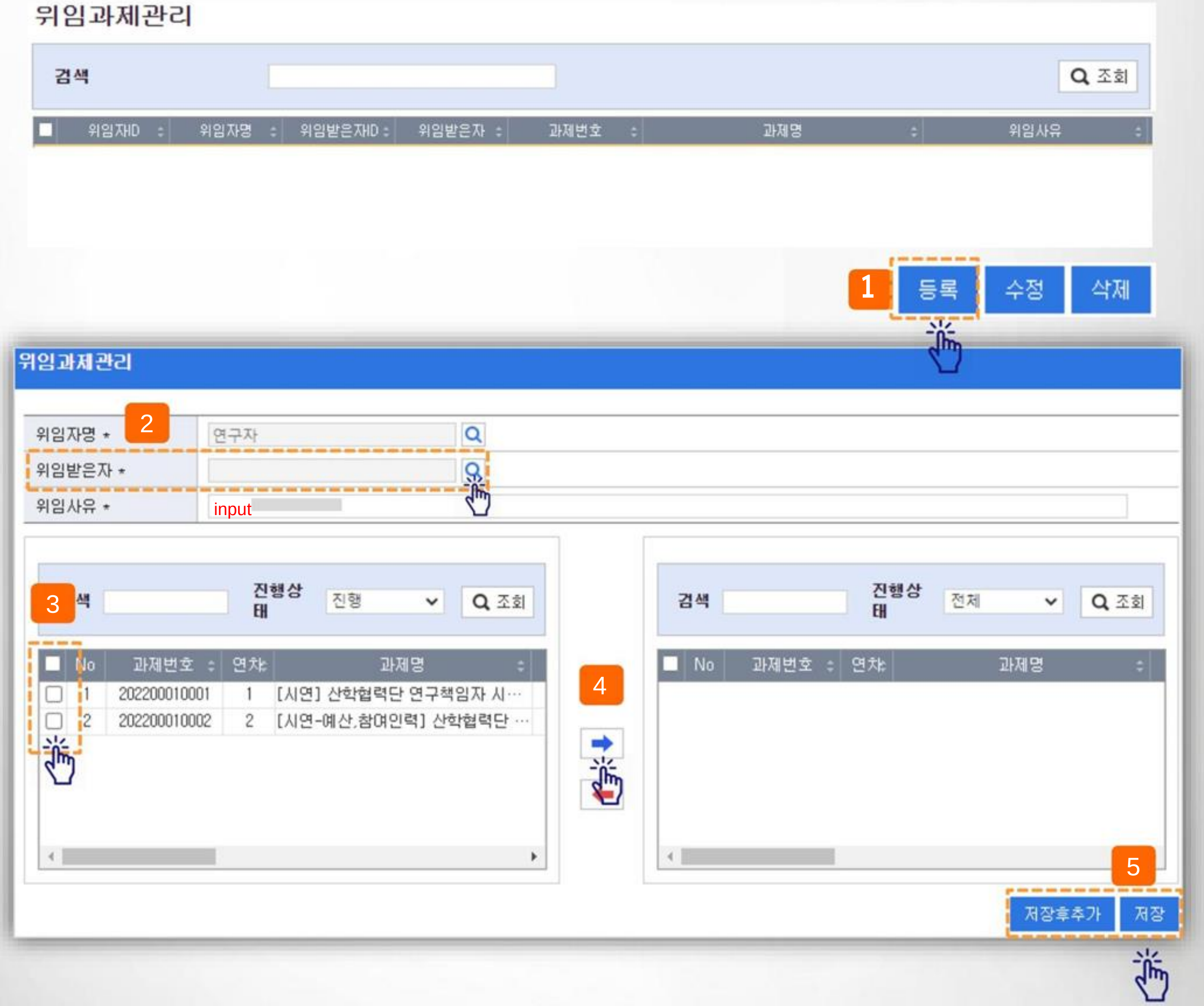
◎ Menu name: Preferences > Basic information management > Delegated task management (delegation of research director authority to researchers, etc.)

Detail of Function

1) Click the [Register] button to set delegation for each task.
2) Click the magnifying glass button in the delegate recipient field to search for and select the delegate.

- If the delegated person (researcher, etc.) cannot be found, please contact the industrial complex project manager.

3) When selecting a delegate, information on ongoing tasks is displayed on the left.
4) You can delegate or exclude the task by selecting the task and clicking the arrow button.
5) Click the [Save] button to save the delegation details.
6) When logging in with a researcher ID, the delegated task can be viewed.


위임과제관리
검색
조회
☐
위임자ID
위임자명
위임받은자ID
위임받은자
과제번호
과제명
위임사유
1
등록
수정
삭제
위임과제관리
2
위임자명 *
위임받은자 *
위임사유 *
3
검색
진행상태
조회
No
과제번호
연차
과제명
4
검색
진행상태
전체
조회
No
과제번호
연차
과제명
5
저장후추가
저장

위임자명 * 연구자

위임사유 * input

진행상태 진행

☐	No	과제번호	연차	과제명
☐	1	202200010001	1	[시연] 산학협력단 연구책임자 시…
☐	2	202200010002	2	[시연-예산,참여인력] 산학협력단 …

Thank You

User manual (for research director)