

## FUNSOM & CNST日常办事指南

### FUNSOM & CNST Routine Matters

日常事项 Routine Matters		受理时间 Hours	负责人 Staff	备注 Notes
公章使用 Usage of Standardized Seals	研究院、学院公章 Standardized Seal of FUNSOM & CNST	工作日 10:30 am - 11:30 am, 4:00 - 5:00 pm (Mon. - Fri.)	周迎春 (Yingchun (Kevin) Zhou) 65880019 yczhou@suda.edu.cn	1. 先请负责人签字, 后盖章; Ask for the permission and signature of the person in charge; 2. 请自备复印件(首页和盖章 页)用于存档。 Bring a photocopy of the page.
	工会公章 Standardized Seal of CNST Labor Union			
	苏州大学苏州纳米研究 院公章 Standardized Seal of SUN-WIN Joint Research Institute			
	纳米科技协同创新中心 公章 Standardized Seal of NANO-CIC	工作日上午 8:00 am - 12:00 pm (Mon. - Fri.)	刘雅婧 (Yajing (Michelle) Liu) 65883947 yjliu@suda.edu.cn	
	CNST党委公章 Standardized Seal of CPC CNST Committee	工作日 8:00 am - 12:00 pm, 1:30 - 5:00 pm (Mon. - Fri.)	蔡梦婷 (Mengting Cai) 65882671 mtcai@suda.edu.cn	
	院团委公章 Standardized Seal of Youth League Committee			
院学生工作办公室公章 Standardized Seal of Student Affairs Office	工作日 8:00 am - 12:00 pm, 1:30 - 5:00 pm (Mon. - Fri.)	曾诚 (Cheng Zeng) 65882671 zengcheng@suda.edu.cn		
网页更新 FUNSOM / CNST Webpage Update	教师个人网页 Personal Webpage	按需 Upon Request	公共邮箱 (Public E-mail) funsom_cnst@163.com	网页更新总协调人 (General in Charge): 钟帅 (Groot) 65881159 sudalufe@126.com  请将各类网页更新材料直接发 送至公共邮箱, 相关行政人员 会随时查看。如有问题可随时 联系钟帅。 For all types of webpage update, you can send to the Public E- mail, and we will release them at the first time. If you have any problem, please contact Groot.
	科研项目、获奖新闻报 道 Research Achievements- Research Projects and Awards	按需 Upon Request		
	科研成果(文章发表) Research Achievements- Papers	按需 Upon Request		
	学术报告、学术活动通 知 Academic Seminars & Activities	按需 Upon Request		
网页更新 FUNSOM / CNST Webpage Update				

日常事项 Routine Matters		受理时间 Hours	负责人 Staff	备注 Notes
学术活动海报打印 Seminar Poster Service		按需 Upon Request	公共邮箱 (Public E-mail) funsom_cnst@163.com	请提前3天预定，未提前3天通知的请自行安排打印。 Please allow 3 days for printing and delivery. Otherwise, the request will not be responded.
会议室服务 Conference Room Service	会议室预约审核 Conference Room Reservation	按需 Upon Request	网上预约 Online booking system: <a href="http://reservation.nano.suda.edu.cn/">http://reservation.nano.suda.edu.cn/</a>	负责人: 张伶 (Ling Zhang) 65882146 zhangling10@suda.edu.cn
	会议室准备-A厅	按需 Upon Request	公共邮箱 (Public E-mail) funsom_cnst@163.com	非研究院层面的接待不提供瓶装水。 Bottled water will be supplied only for college-level reception.
	会议室准备-B厅	按需 Upon Request		
院商务车 MPV Service		按需 Upon Request	彭睿 (Rui Peng) 65880947 rpeng@suda.edu.cn 张辛皎 (Xinjiao (Carol) Zhang) 65880820 xinjiaozhang@suda.edu.cn	仅受理研究院公务、李院士用车及特需 All requests should be directed to Rui or Carol.
传真 Fax		工作日上午 8:00 am - 12:00 pm (Mon. - Fri.)	钟帅 (Groot) 65881159 sudalufei@126.com	0512-65880820 (Local/Long distance/International) (可接收、发送全部传真)
			韩玉兰 (Yulan Han) 65883521 yulanhan@suda.edu.cn	0512-65883521 (Local/Long distance) (可接收、发送国内传真)

日常事项 Routine Matters		受理时间 Hours	负责人 Staff	备注 Notes
设备维修 Maintenance of Network, Electronic Equipments and Key Card Access System	电话初装、移机 Installation (Telephone)	按需 Upon Request	公共邮箱 (Public E-mail) funsom_cnst@163.com	负责人: 张伶 (Ling Zhang) 65882146
	公共网络 Maintenance (Public Network / Telephone)	按需 Upon Request		负责人: 张伶 (Ling Zhang) 65882146
	电脑、投影仪、打印机等设备维修与网络连接 Maintenance of Electronic Equipments (Computers, Projectors, Printers, and etc.)	按需 Upon Request		由张伶联系IT外包公司上门服务, 响应时间为两小时。 Ling Zhang will contact the IT company and they will response the request within 2 hours.
	门禁开通、报修 Key Card Access System Management and Maintenance	周二下午 (新入职教职员工可在所有工作日办理。) 13:30 pm - 17:00 pm (Tue.) (Open to new faculty and staff on week days.)	张伶 (Ling Zhang) 65882146 zhangling10@suda.edu.cn	学生需持导师及技术员签字的“门禁开通申请表” ( <a href="http://funsom.suda.edu.cn/upload/file/20120106公用平台门禁开通申请表.doc">http://funsom.suda.edu.cn/upload/file/20120106公用平台门禁开通申请表.doc</a> ) For students, a filled application form signed by both the advisor and the platform technician in charge is required.
备用钥匙借用 Spare Key	工作日 8:00 am - 12:00 pm, 1:30 - 5:00 pm (Mon. - Fri.)	钟帅 (Groot) 65881159 sudalufei@126.com	钟帅外出时, 由张辛皎或向丹婷负责, 物业也有备用钥匙 You can also borrow the keys from Carol, Danting Xiang or the property management personnel.	
门牌更换 Door Plates Replacement	工作日 8:00 am - 12:00 pm, 1:30 - 5:00 pm (Mon. - Fri.)	费晓珺 (Xiaojun Fei) xjfei@suda.edu.cn 65880032	请将门牌号以及中英文名牌内容发至费晓珺邮箱。 Please send the door number and the contents both in Chinese & English to Xiaojun Fei's email.	
协议酒店预订 Hotel Reservation (Corporate Rate)	签单 Charge to FUNSOM Account	按需 Upon Request	彭睿 (Rui Peng) 65880947 rpeng@suda.edu.cn	请填写专用预订单并由彭睿签字后方可生效 Reservation Forms available, Rui's signiture required.
	自付 Pay at Front Desk	按需 Upon Request	钟帅 (Groot) 65881159 sudalufei@126.com	请领取酒店预订单自行填写并传真 Self-Reservation Forms available

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办公用品领用 Office Supplies		工作日上午（周四除外） 8:00 am - 12:00 pm (Mon.- Wed., Fri.)	赵伟勇 (Weiyong Zhao) 65880949 wyzhao@suda.edu.cn  朱耀亮 (Yaoliang Zhu) 65880949 1529403479@qq.com	1. 水票、实验记录本需登记课题组教师与领取人姓名，办公用品领用需教师本人签字 For students, advisor's signature required. 2. 活动、会议等用品领用，需提前两天预约；紧急任务来不及预约的，填写《办公用品紧急领取申请单》（可至 <a href="http://nano.suda.edu.cn/review.asp?id=2681">http://nano.suda.edu.cn/review.asp?id=2681</a> 下载），由彭睿签字批准后，交由赵师傅或朱师傅登记发放 For conferences and activities, the collection request should be made 2 days ahead. For tasks on short notice, please fill in the form ( <a href="http://nano.suda.edu.cn/review.asp?id=2681">http://nano.suda.edu.cn/review.asp?id=2681</a> ) and ask for Dr. Rui Peng's signature, and then provide it to Mr. Weiyong Zhao or Mr. Yaoliang Zhu,
固定资产登记 Fixed Assets Registration	FUNSOM、苏州大学苏州纳米研究院 固定资产登记 FUNSOM and SUN-WIN Joint Research Institute Fixed Assets Registration	工作日 8:00 am - 12:00 pm, 1:30 - 5:00 pm (Mon. - Fri.)	仪器设备类: (Instrument Equipment) 吴海华 (Haihua Wu) 65883196 hhwu@suda.edu.cn	请携带发票至116办公室 Please bring the invoice with you to Room 116.
			办公设备类: (Office Equipment) 费晓珺 (Xiaojun Fei) 65880032 xjfei@suda.edu.cn	请携带发票至909-2楼行政办公室 Please bring the invoice with you to 909-2F-Administrative Office.
	CNST 固定资产登记 CNST Fixed Assets Registration	工作日 8:00 am - 12:00 pm, 1:30 - 5:00 pm (Mon. - Fri.)	杨旭敏 (Xumin Yang) 65884226 xmyang@suda.edu.cn	请携带发票至600办公室 Please bring the invoice with you to Room 600.
	纳米科技协同创新中心 固定资产登记 NANO-CIC Fixed Assets Registration	工作日 8:00 am - 12:00 pm, 1:30 - 5:00 pm (Mon. - Fri.)	刘雅婧 (Yajing (Michelle) Liu) 65883947 yjliu@suda.edu.cn	请携带发票至909-2楼行政办公室 Please bring the invoice with you to 909-2F-Administrative Office.