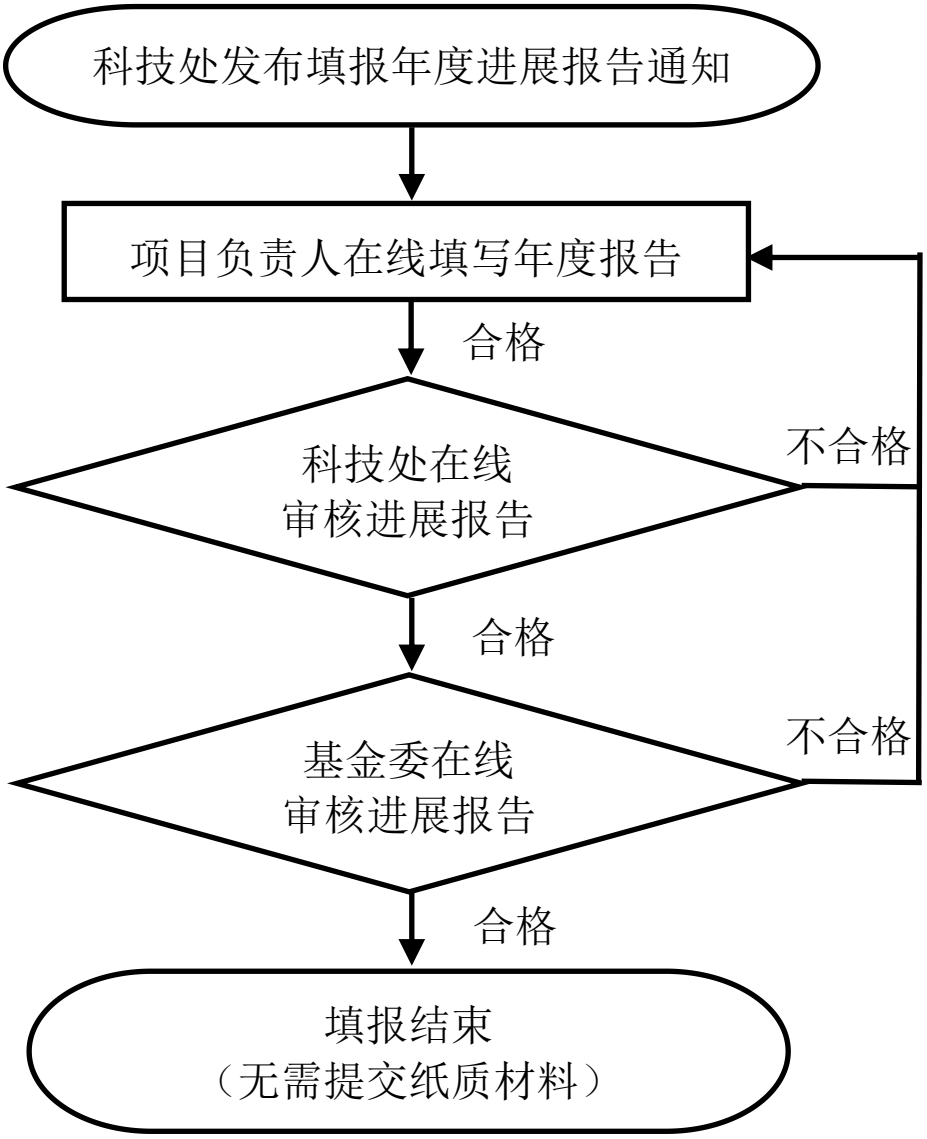国基金进展报告填写流程