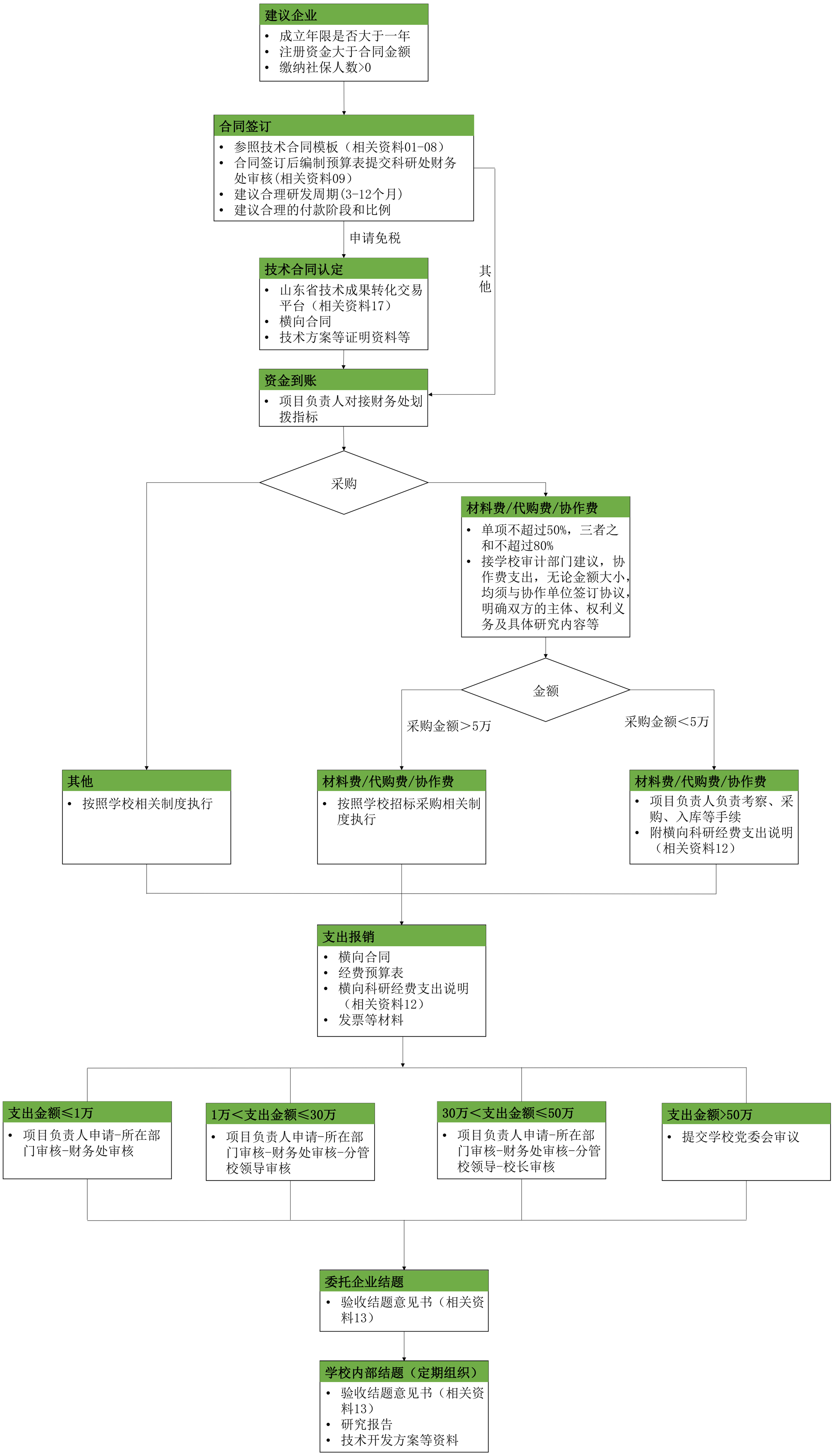横向科研项目流程明白纸