USER MANUAL

ISTC Forum web site

Part 2: Create Institutions, Participants, Collaborators

September, 2023

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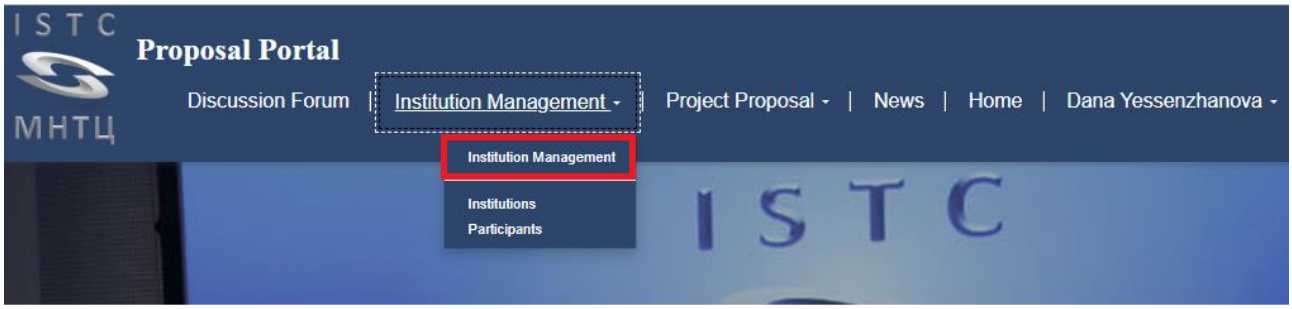
"Institution Management"

All information has to be entered in English transcription

When Administration give access to the next step, start to register Institute and Participants.

- Open the home page of the Forum website
- Go Main **"Institution Management",** Choose - Institutions
- This menu serves to create Institutions

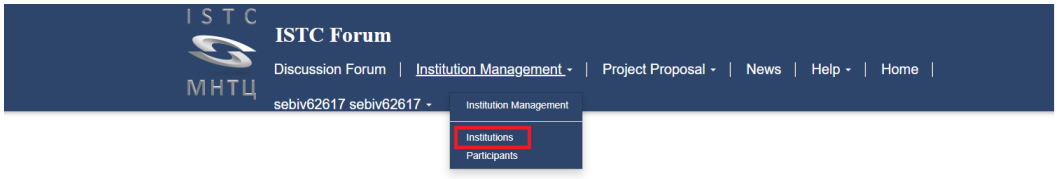
To add new Project Participants first you have to add a Participating Institution. You can add a new Participant only to an existing Institution.



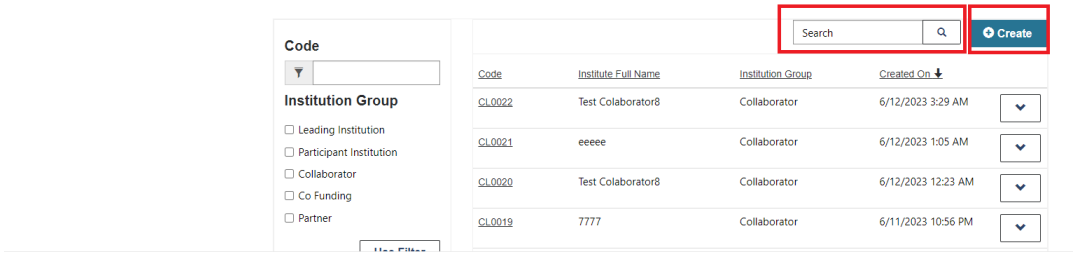
CREAT INSTITUTION.

Create Leading Institution.

- If your Institute already on the system you can search by clicking Button Search.
- Press **“Create”,** if your Institute is not on the system

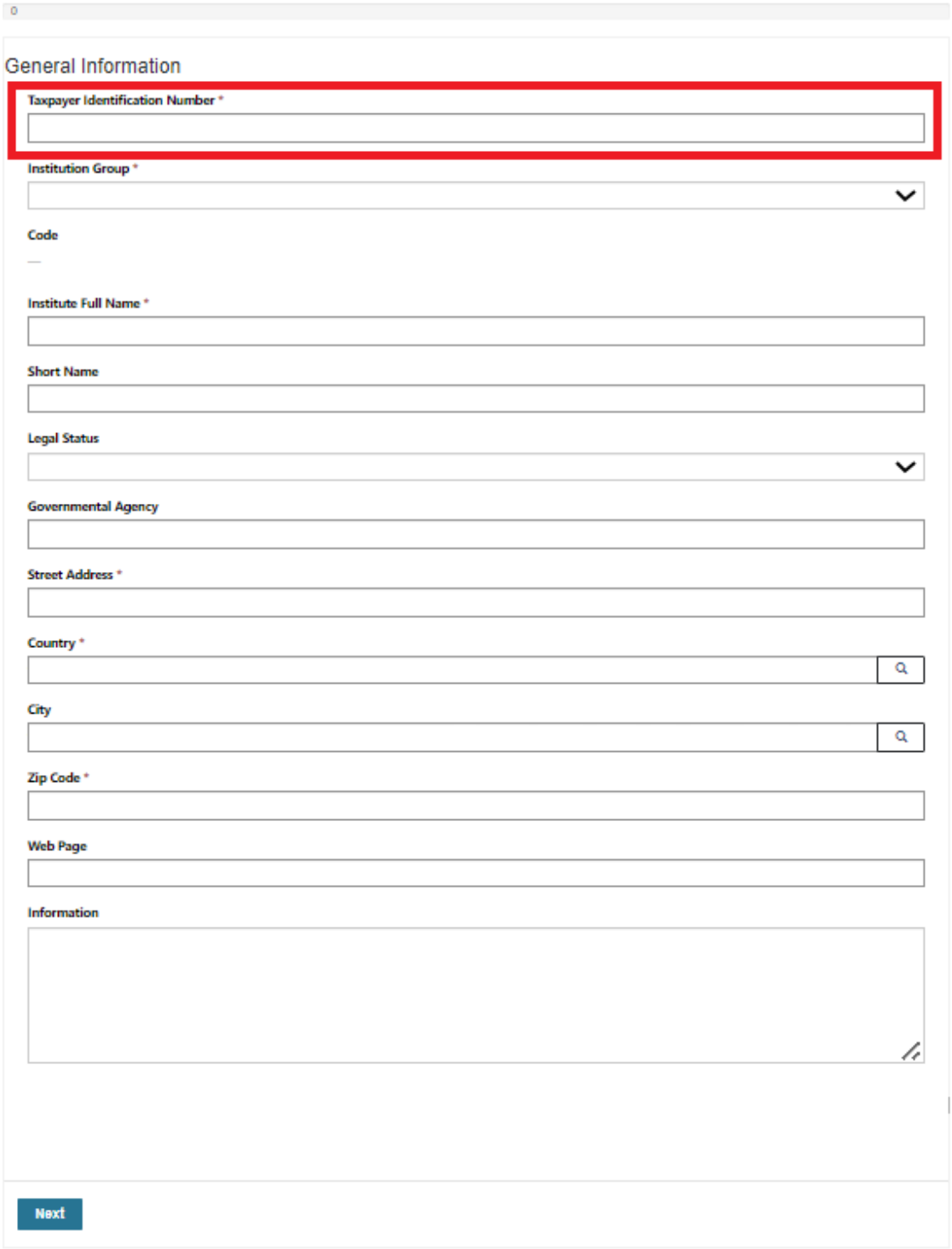


Create Institution



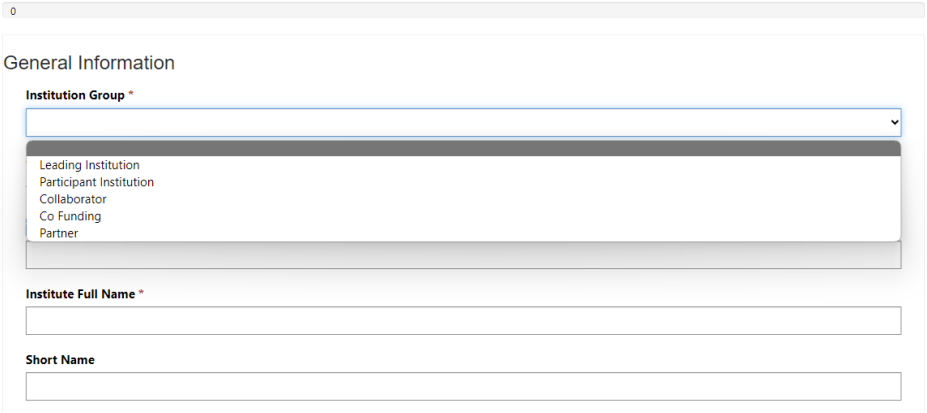
New window will appear which prompt you to select:

- **"Taxpayer Identification Number"** is an identification number of the institute. This number must be selected to avoid duplicates

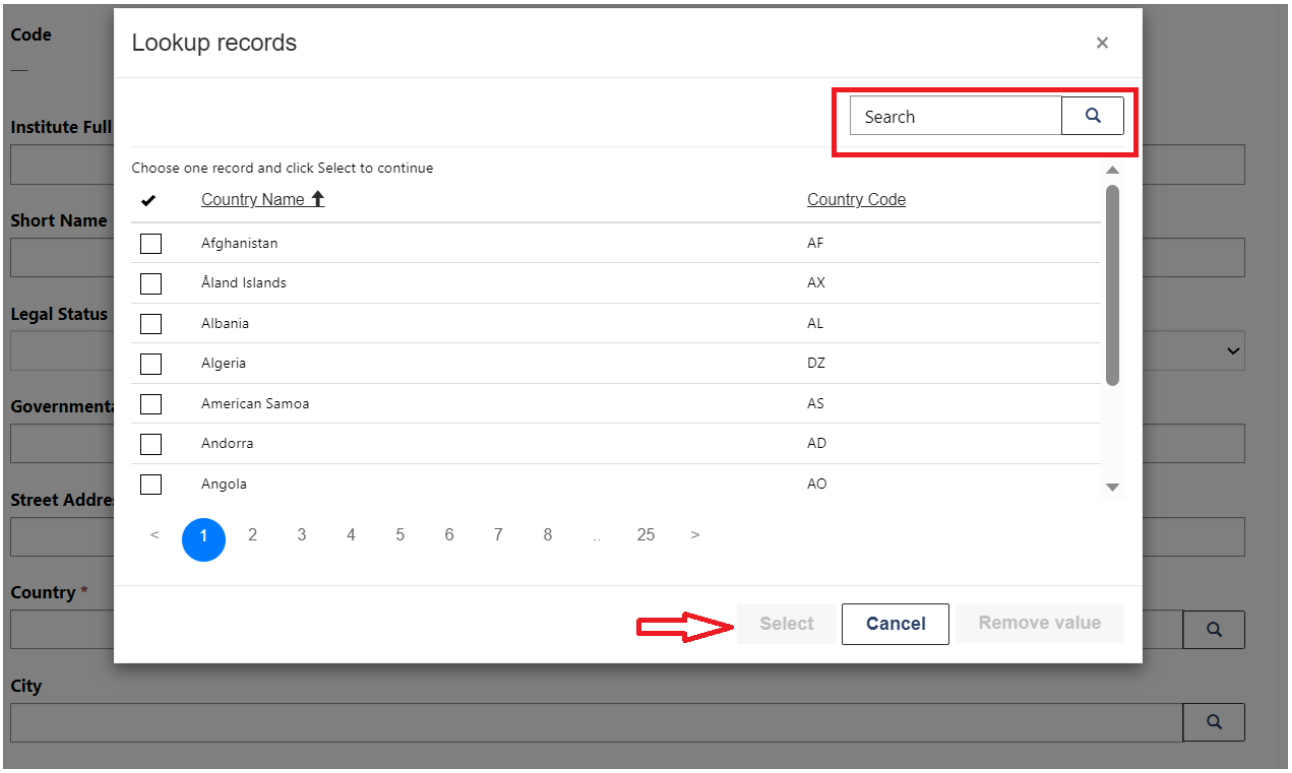


- Code will be generated automatically
- On the **"Institution Group"** choose **"Leading Institution"** from the list and start to fill information about Institute

Create
Institution



- Enter required the information on the table
- To fill the Country and City, please click on Search Icon
- Choose you country from the List or you can Search typing your country on the **"Search"**
- After "**SELECT"** the Country and City where your institution is located in.



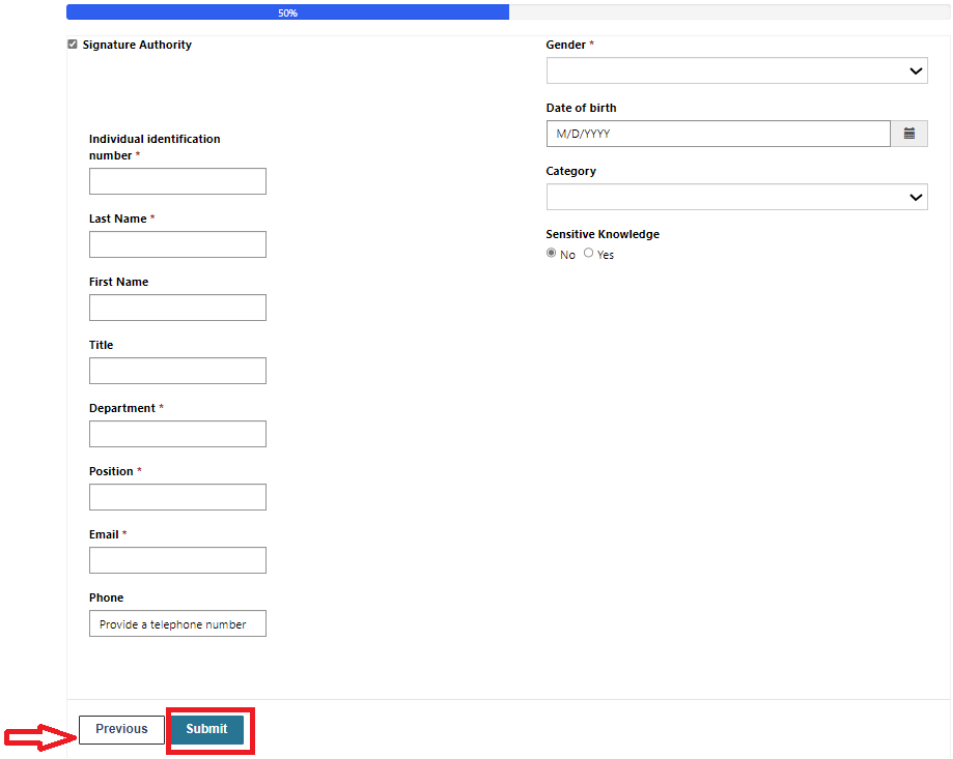
If the necessary Country or City is not contained in the selection table, you need to email portal@istc.int.

➢ When you finish to fill all information, Click on **"Next"**

New window will appear which prompt you to fill **Signature Authority** information.

- Click on Button **"Previous"** if you want to change information about Institute.
- **"Individual identification number"** is an identification number of the participants. This number must be selected to avoid duplicates.
- Enter Personnel data of the participant and his duties within the project.

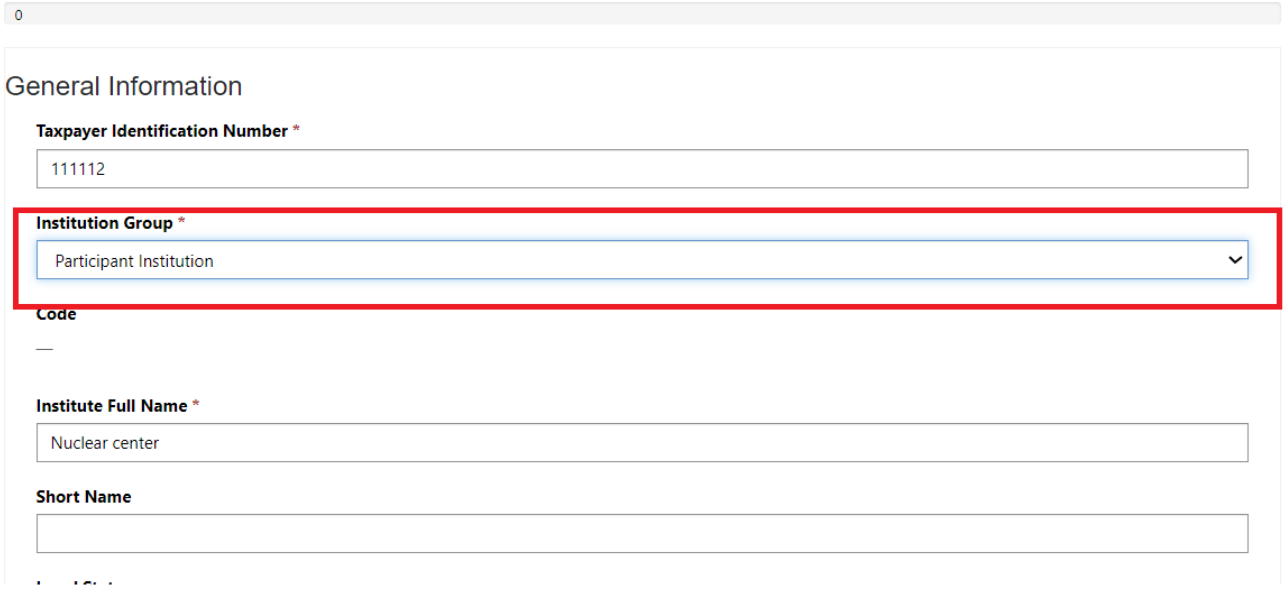
Create Institution



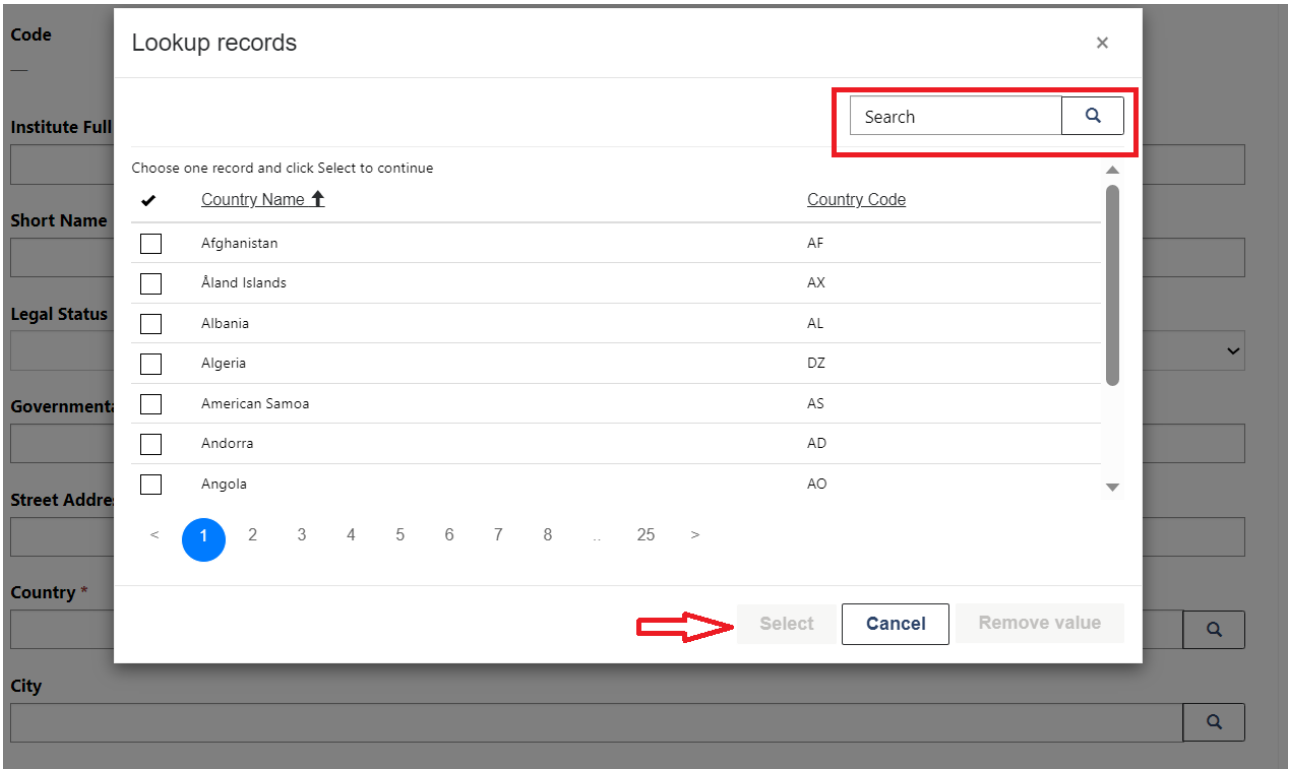
- When you finish to fill all information, Click on **"Submit"**

Create Participant Institution.

- If your Institute already on the system you can search by clicking Button Search.
- Press **"Create",** if your Institute is not on the system

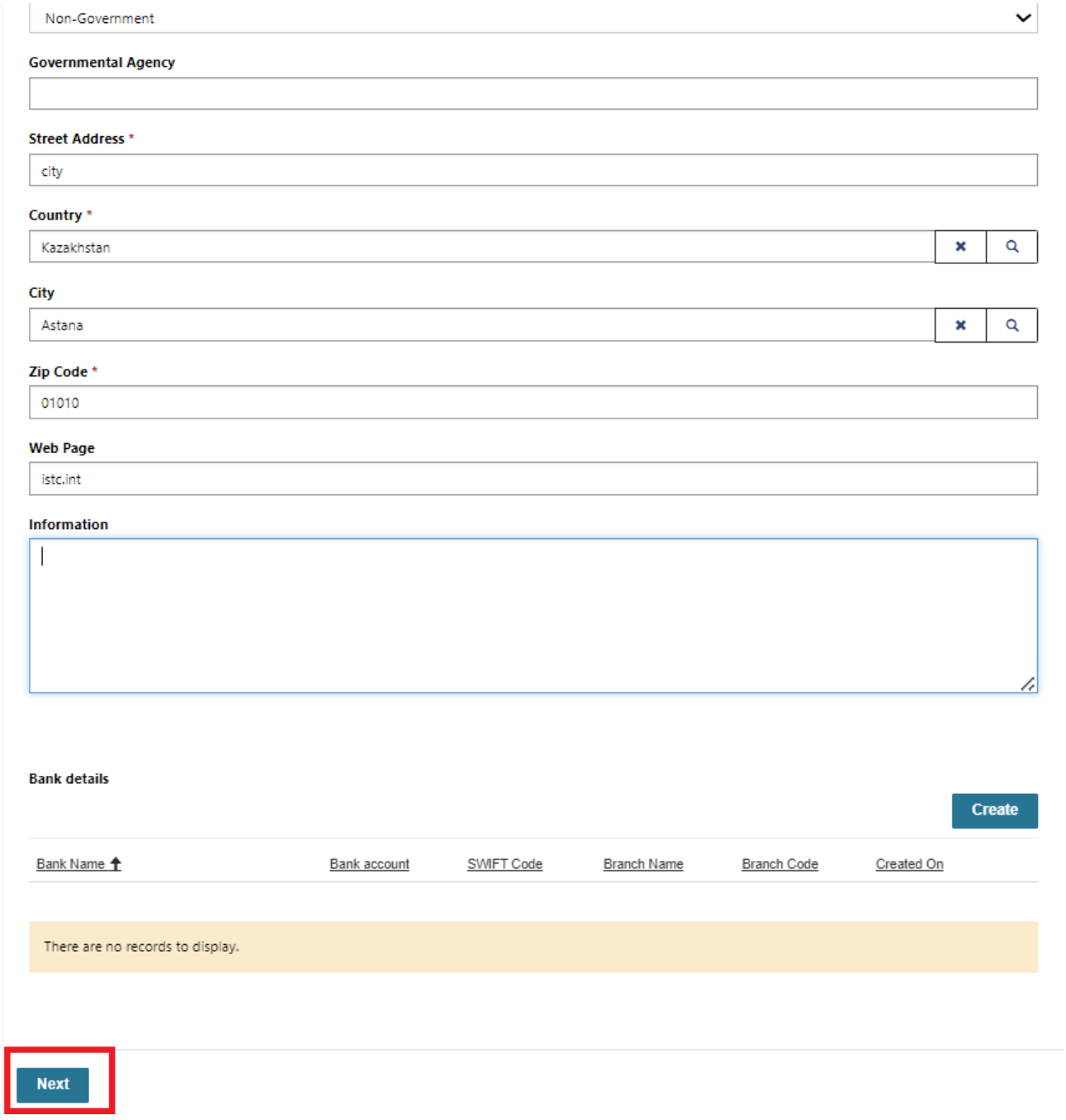


- Enter required the information on the table
- To fill the Country and City, please click on Search Icon
- Choose you country from the List or you can Search typing your country on the **"Search"**
- After "**SELECT"** the Country and City where your institution is located in.



If the necessary Country or City is not contained in the selection table, you need to email portal@istc.int.

- When you finish to fill all information, Click on **"Next"**



New window will appear which prompt you to fill **Signature Authority** information.

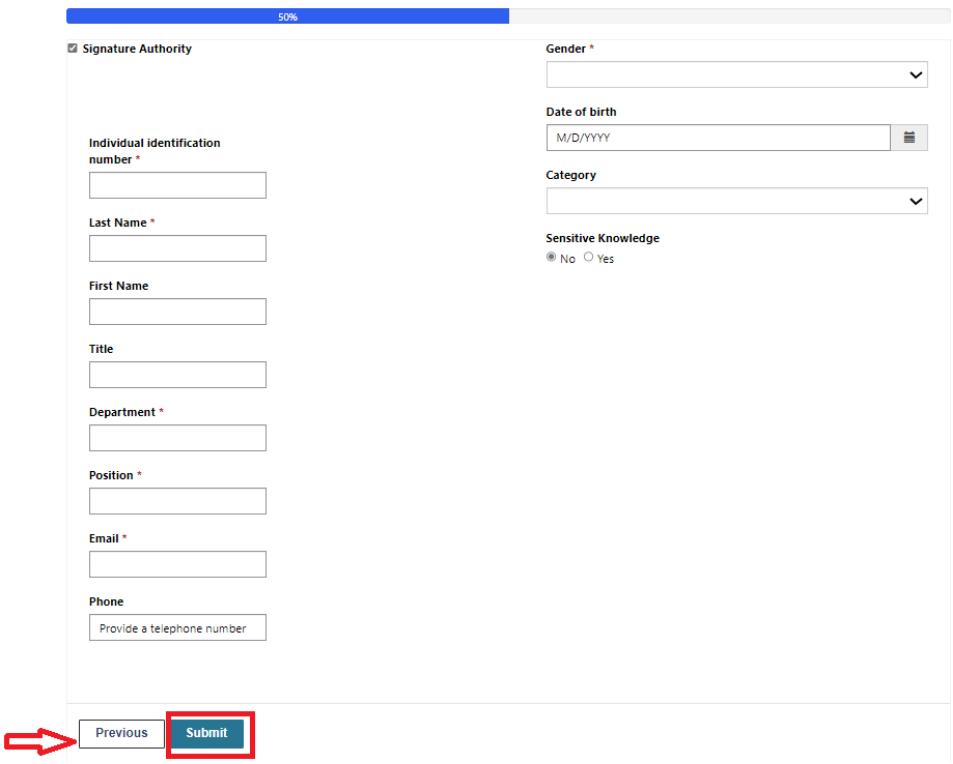
- Click on Button **"Previous"** if you want to change information about Institute.
- **"Individual identification number"** is an identification number of the participants. This number must be selected to avoid duplicates.
- Category-**Sensitive Knowledge**
- Select the Category.

Category 1: Leading Scientific and Technical staff.
Project managers and Sub managers;
Leading experts in the technical area of project – no more than 2-3 participants from each participating institution.
(recommended daily rate 60 – 70 USD)

Category 2: Other Scientific and technical staff with higher education
(recommended daily rate 40 – 50 USD)

Category 3: Supporting staff (recommended daily rate 30 – 40 USD

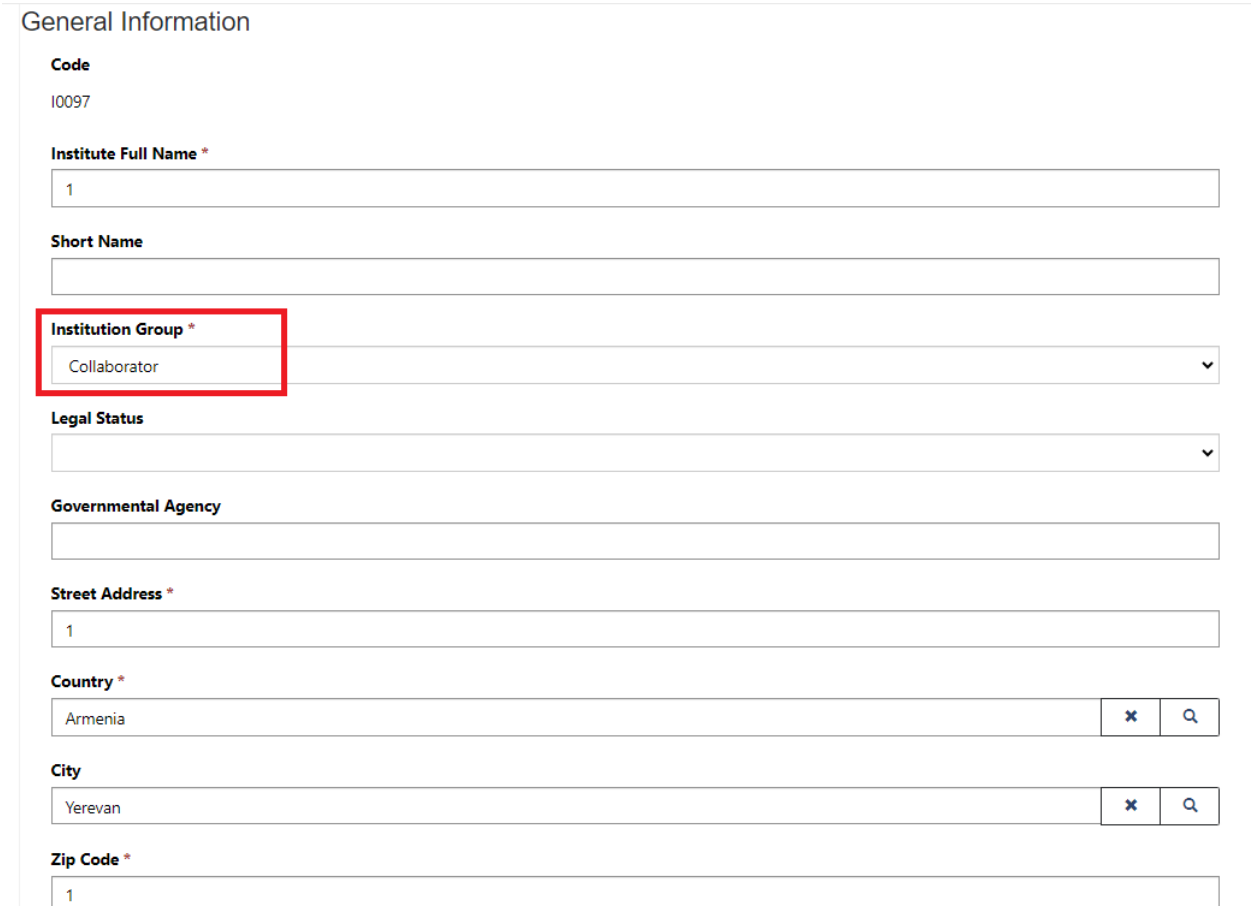
Create Institution



- When you finish to fill all information, Click on **"Submit"**

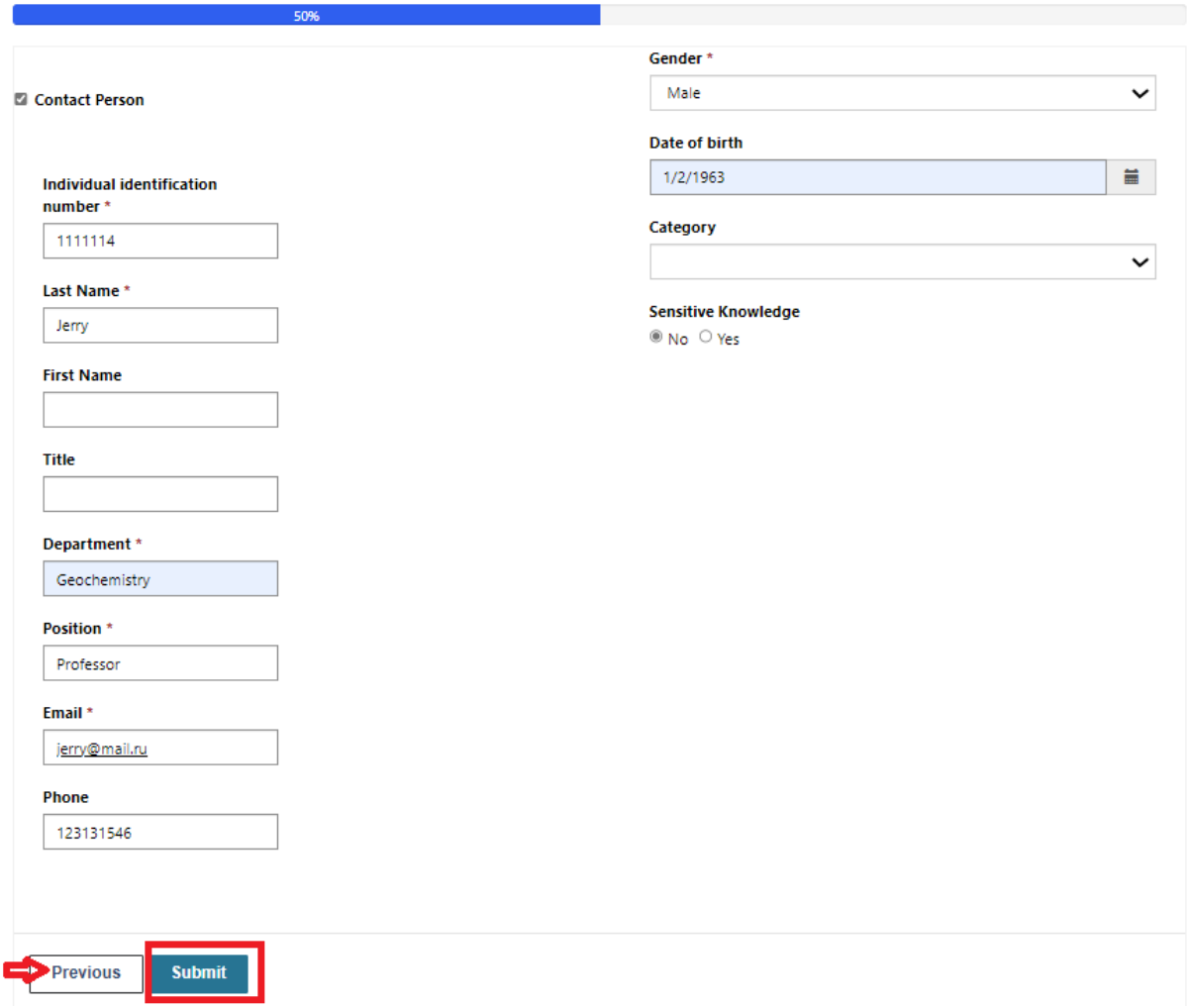
Create Collaborator

- If your Institute already on the system you can search by clicking Button Search.
- Press **"Create",** if your Institute is not on the system



New window will appear which prompt you to fill **Contact Person** information.

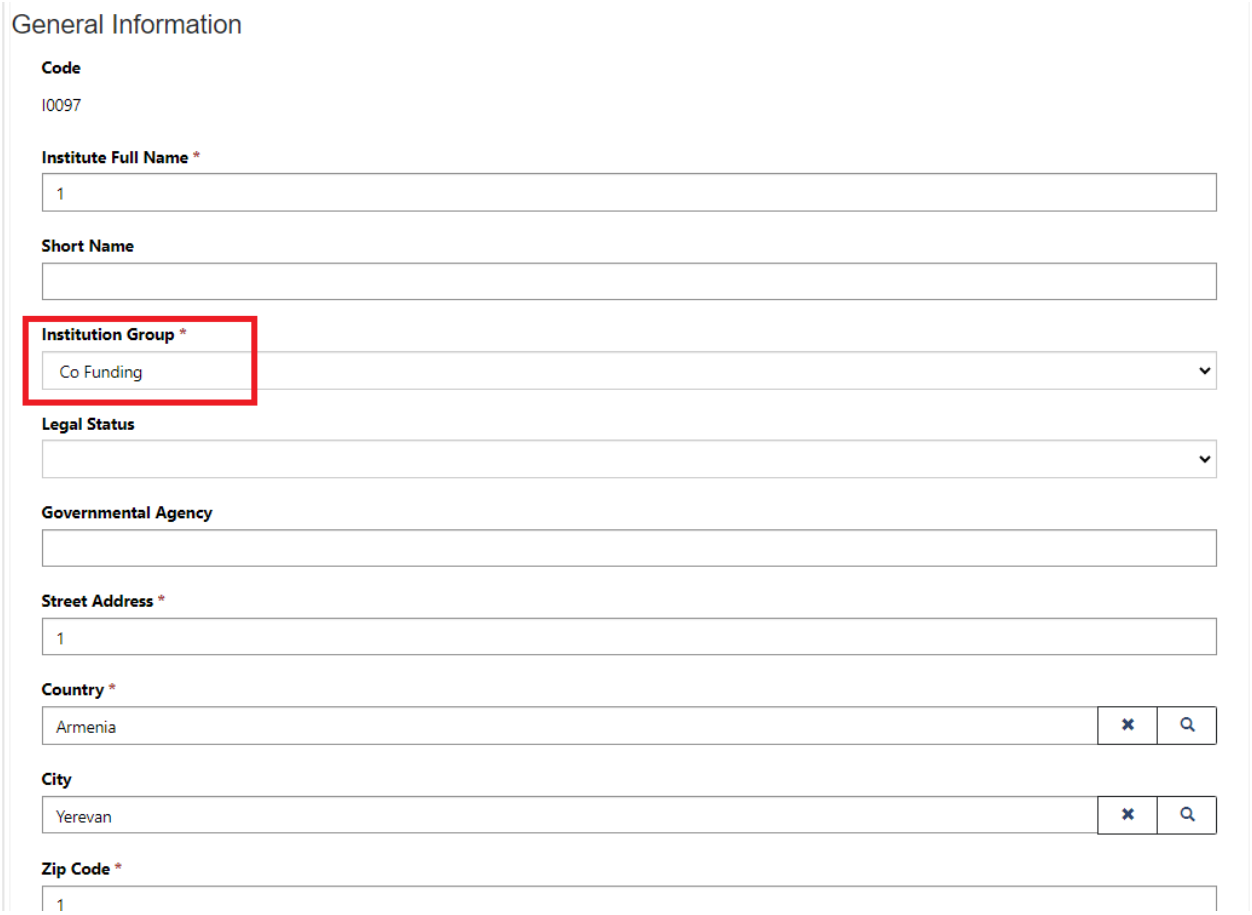
- Click on Button **"Previous"** if you want to change information about Institute.
- **"Individual identification number"** is an identification number of the participants. This number must be selected to avoid duplicates.
- Enter Personnel data of the participant and his duties within the project.



- When you finish to fill all information, Click on **"Submit"**

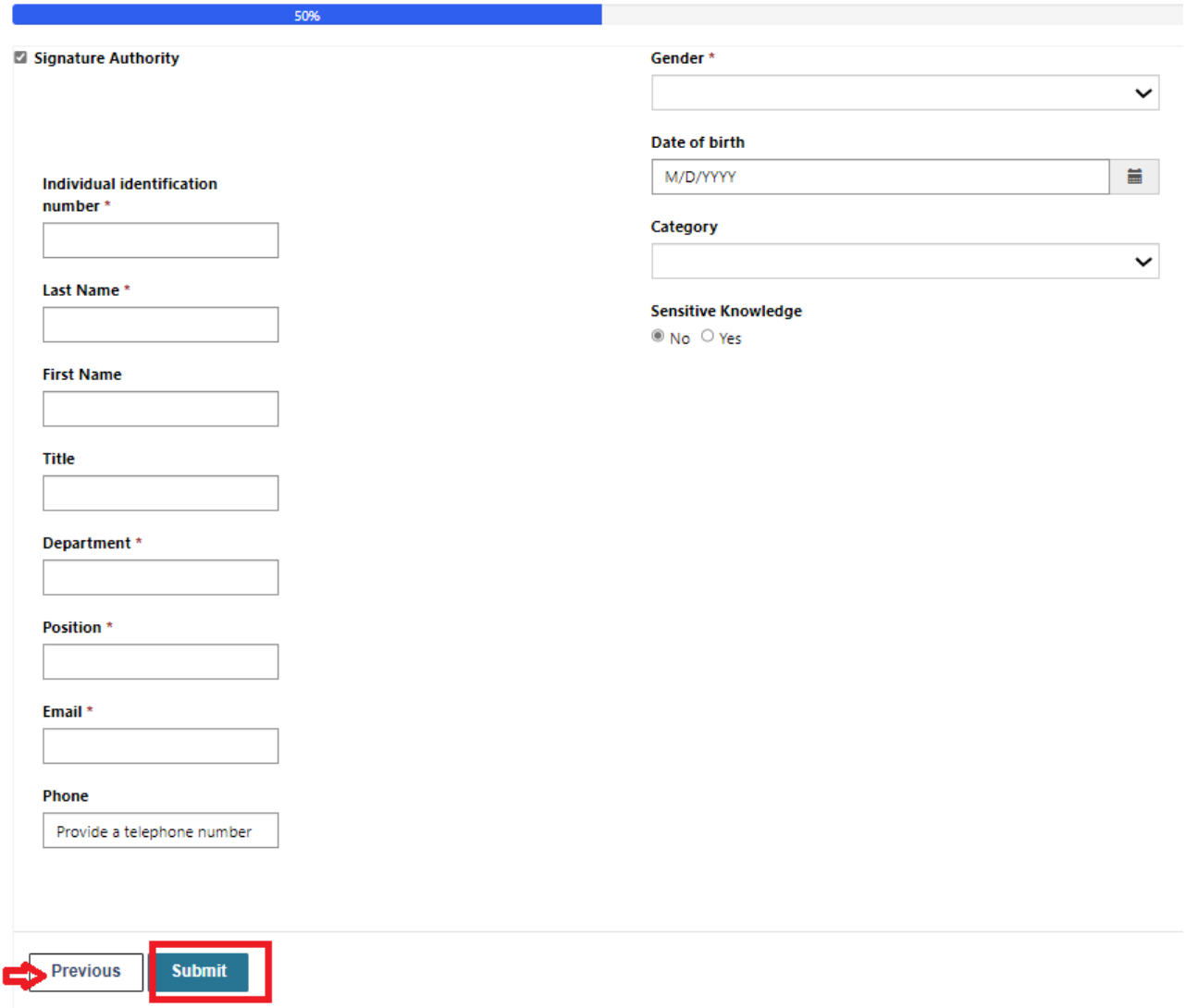
Create Co-Funder

- If your Institute already on the system you can search by clicking Button Search.
- Press **"Create",** if your Institute is not on the system



New window will appear which prompt you to fill **Signature Authority** information.

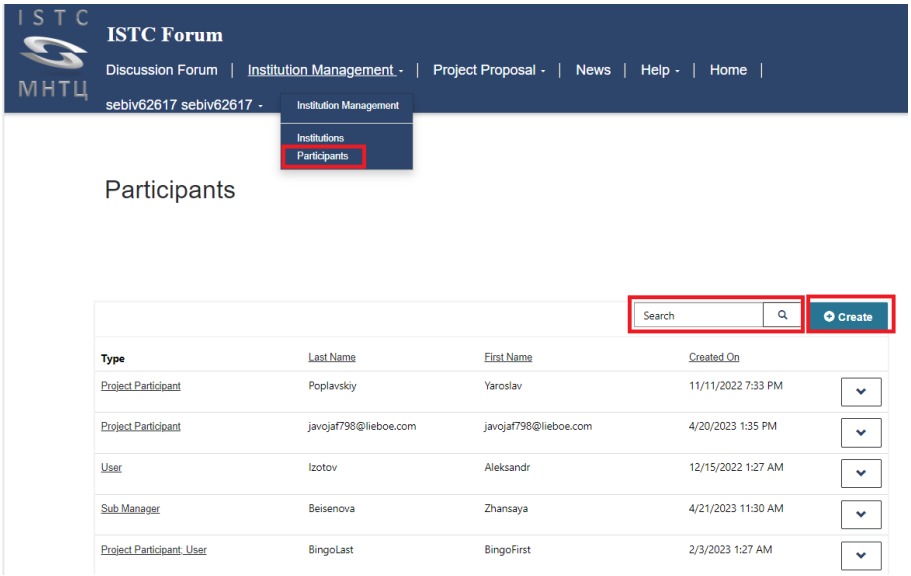
- Click on Button **"Previous"** if you want to change information about Institute.
- **"Individual identification number"** is an identification number of the participants. This number must be selected to avoid duplicates.



- When you finish to fill all information, Click on **"Submit"**

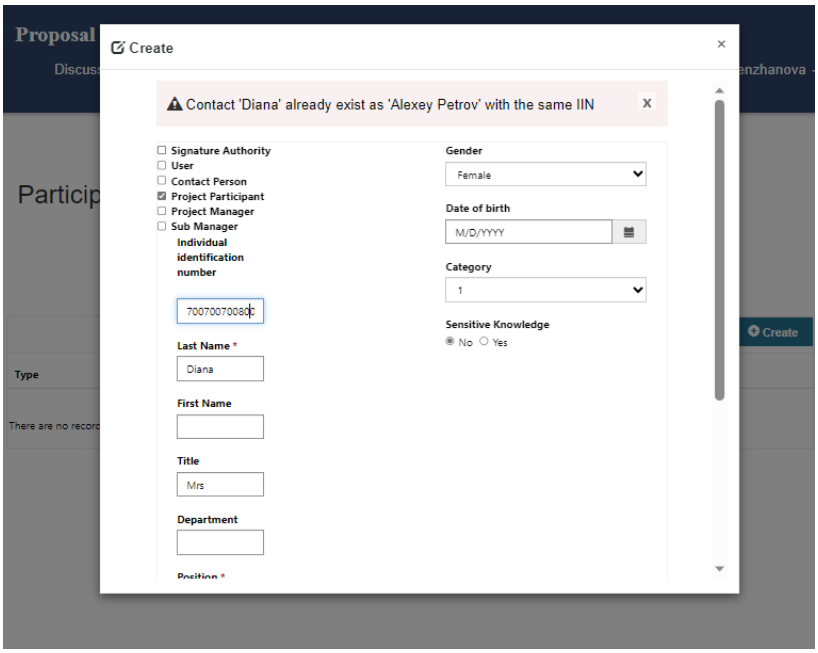
Create Participants

- Click on the button **"Create"** to create a new Participant.



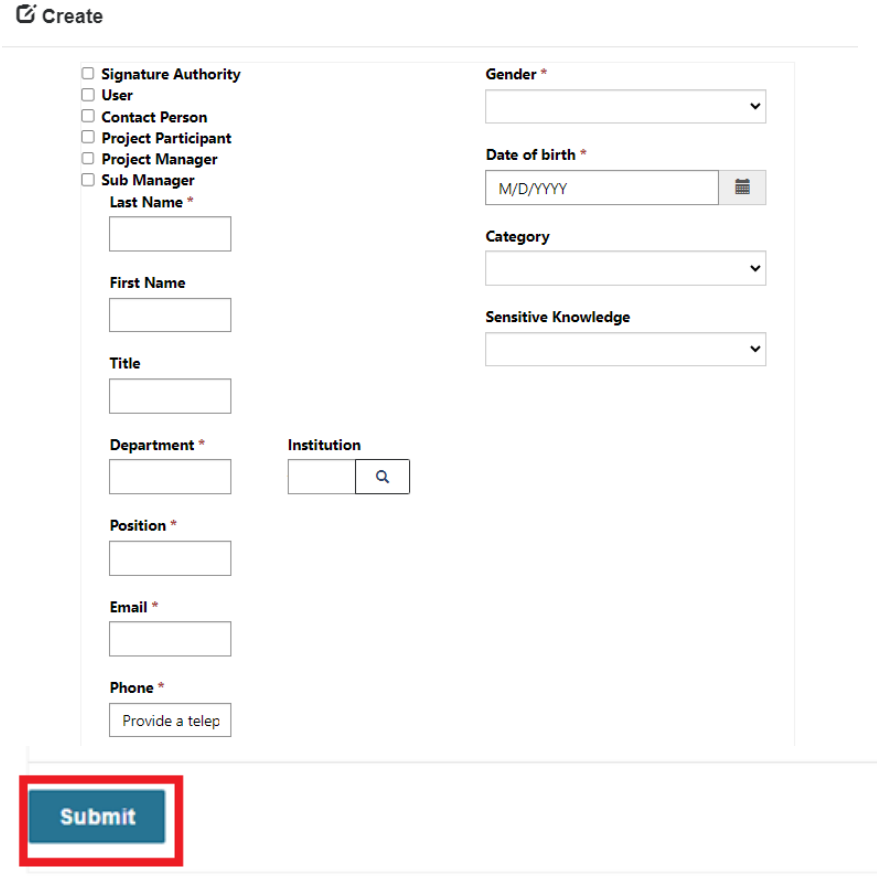
To add new Project Participants first you have to add a Participating Institution. You can add a new Participant only to an existing Institution.

If you face following error (see picture), so it means that participant with the same Individual Identification number exist. You need to go to the main list and choose it. If you would like to change anything please contact: portal@istc.int



➢ New window will appear which prompt you to fill Participant Personnel data.

Select the Role of this Participant within the Project

- Signature Authority
- User
- Contact person
- Project participant
- Project manager
- Sub manager

➢ When you finish to fill all information, Click on **"Submit"**