USER MANUAL

ISTC Forum web site

Part 3: Launch a new Step 1 Summary Proposal

September, 2023

Content

Launch a new Project Proposal

ISTC gives you the opportunity to launch new Project Proposals and discuss them with other scientists, collaborators and potential partners.

To submit a new Project Proposal to the ISTC you should enter the Information on your Proposal into all Input Fields.

⚠️   **All information has to be entered in English transcription**

⚠️   **Please take into consideration that you should write a Proposal to achieve funding – first and foremost you should formulate the text in such a way that it is understandable for Persons who make decisions on funding - not for experts in that scientific area.**

⚠️   **Please be aware that limited symbols should be no more 600 words.**

You will be automatically assigned as the Author of this Project Proposal. That means that only you are able to enter or edit any information about your Project Proposal.

➢ Open the menu "**Project Proposal**" – "**Step 1 Summary proposal**"

➢ Click on the bottom   "**Create**" to create a new proposal.

A new window will appear which prompt you to enter information on the new Project Proposal.

Menu «Title»

Create Step 1 Summary proposal

> ➢ **Registration Code** will be automatically generate depend on Leading Institute.

> ➢ **Short title:**

Mandatory field;
Select a short title (no longer than 7 words) to be used in the overview of discussions in the menu «Project Proposal» - «Comments» and menu «Project Proposal» - «Edit».

> ➢ **Project Type**

Select within the list.

> ➢ **Full title**

Mandatory field;
Select a brief, informative title (no longer than 25 words).

> ➢ **Area of Interest**

Mandatory field;
Area of interest means that ISTC funding parties pronounced their readiness to fund proposals in these areas.

> ➢ **Technical area**

Classification of ISTC Proposals and Projects.

➢ **Technical field**

Classification of ISTC Proposals and Projects.
The Technical field is a subdivision of a Technical area.

➢ **Development Category**

Mandatory field;
Select one of the following categories:
1. Basic Research — In basic research, the objective is to gain more complete knowledge or understanding of the fundamental aspects of phenomena and of observable facts, without specific applications and products in mind.
2. Applied Research—In applied research, the objective is to gain knowledge or understanding, required for determining the means by which a recognized need may be met. 3. Technology Development—Systematic application of research knowledge to prove technology or a concept, including development of non-specific application prototypes and processes.
4. Technology Demonstration —Verification of the viability of research findings, through development of prototypes, models, clinical trials, field tests, testing and evaluation, and other efforts.

➢ **Duration**

Mandatory field;
The planned duration of this Project in months and quarters.

➢ **Keywords**

Enter significant terms; separate different terms by comma

After filling all information click on the button **"Submit"** in order to open all other Menu.

Menu «Area of Interest»

⚠️ **Please be aware that limited symbols should be no more 600 words.**

Edit Step 1 Summary proposal

Save

➢ **Area of Interest**

Area of interest means that ISTC funding parties pronounced their readiness to fund proposals in these areas

➢ **Justification** - **Area of Interest**

Please explain how the Proposal meets the selected Area of Interest.

➢ **ISTC Objectives**

Please explain how this Proposal meets the ISTC objectives (according to the "ISTC Continuation Agreement"):

(1) to promote the improvement of international mechanisms for the prevention of the proliferation of WMD and their delivery systems, as well as of technologies, materials, and expertise that are key elements directly related to the development, production, use, or enhancement of WMD or their delivery systems (including dual-use technology, materials, and expertise);

(2) to give scientists and engineers with knowledge and skills applicable to WMD and their delivery systems, including dual-use knowledge and skills, opportunities for training and alternative employment where their knowledge and skills can be used for peaceful activities;

(3) to promote a culture of security with respect to the handling and use of materials, equipment, and technology which could be used for the design, development, production, or use of WMD or their means of delivery; and

(4) to contribute through its activities: to the development of international scientific partnership, strengthening global security, and fostering economic growth through innovation; to basic and applied research and technology development and commercialization, inter alia, in the fields of environment, energy, health, and nuclear, chemical, and biological safety and security; and to promoting the further integration of scientists with technologies, material, and expertise applicable to WMD into the international scientific community.

Menu «Current State»

⚠️ **Please be aware that limited symbols should be no more 600 words.**

Edit Step 1 Summary proposal

| Title | Area of Interest | Current State | Aim | Expected outcome | Proficiency | Participants | Estimated Costs | Evaluation | Documents |

Current State

Current State

Enter text...

Activities under way

Enter text...

Save

➢ **Current State**

What is the problem?
Describe the current state of the art in this area of research.
If wanted to document your statements by publications subject to referee - as attached list (menu "Documents").
Why this problem is important?

➢ **Activities under way**

What are other people doing? Describe the main achievements and weak points in this area in the world and in your own country How are their results being applied?

Menu «Aim»

⚠️ **Please be aware that limited symbols should be no more 600 words.**

Edit Step 1 Summary proposal

➢ **Objective**

What are you going to do? Explain how your project will help to solve the characterized problem.

➢ **Significance**

What's new? Describe and compare in what way your project work and results are new, unique, and /or different from similar research all over the world.
• If your research has any practical application, explain how it will contribute to developments in the appropriate commercial or technical sectors.

• If your research is theoretical or fundamental, explain how it will further scientific understanding, and your team's ability to compete for funding.

➢ **Similar Projects**

 Describe other projects in which these people or organizations are involved. Note who (your government, a foreign government, a private company or corporation, foundation, your institute or organization) funds this work. Highlight if previous similar projects funded by grants from ISTC member countries or UN.

➢ **Previous Grants**

If a project proposal is based in whole or in part on previous ISTC-supported projects, explain their interdependence and accompany.

Menu «Expected outcome»

⚠️ **Please be aware that limited symbols should be no more 600 words.**

Edit Step 1 Summary proposal

➢ **Expected Outcome**

What will be done in the framework of this project? Indicate and describe scientific, technical, commercial, or other results that will be achieved in the framework of this project. Be specific.

Menu «Proficiency»

⚠️ **Please be aware that limited symbols should be no more 600 words.**

Edit Step 1 Summary proposal

> ➢ **Proficiency**

Who are we?
Briefly describe the institutions and the "key participants" of your project, their field of work and experience with references to previous significant results and what they will do in the project. Please highlight, in addition to technical qualifications, any market or social science research skills, or business training the participants may possess. Please note any foreign language capabilities of team members.

> ➢ **Role of foreign Collaborator**

Collaborators, their field of work and experience.
Work, which has to be carried out by a collaborator

Menu «Participants»

⚠️ **Please be aware that limited symbols should be no more 600 words.**

Edit Step 1 Summary proposal

This menu serves
• to select Leading Institute, Participating Institutions – incl. Collaborators (mandatory to add minimum 1 Collaborator).
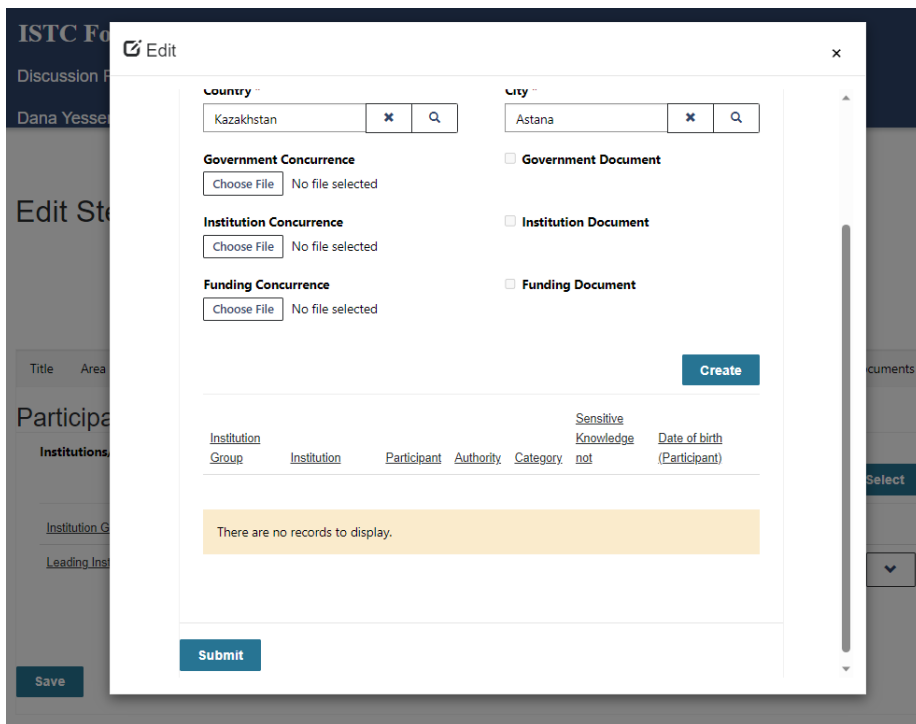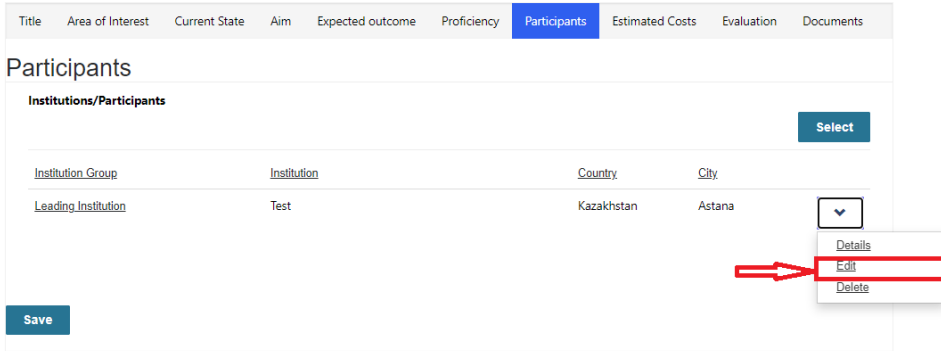• to add or edit Project Participants

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

In order to activate button to add documents, please fill the Participant Institution information and click on bottom **"Submit".**

➤ If Institution is not on the list you have to Create Institution click on Menu "**Institution Management**" and click on "**Institution**" (see manual Part 2 Create Institution)

➢ After that you can select and upload documents clicking **"Edit"** bottom

Edit Step 1 Summary proposal

➢ To create a new Participant, click on the button **"Create".**

➢ If Participant is not on the list you have to Create Participant click on Menu "**Institution Management**" and click on "**Participants**" (see manual Part 2 Create Participants)

➢ New Window will appear which prompt you to fill information:
   1. Institution Group
   2. Institution
   3. Participant
   4. Authority

If this participant has a function (Project Manager, Sub-Manager, Signature Authority) within the Project select it within the drow-down field «Authority».

   5. Category – Sensitive Knowledge select **"yes"** or **"no"**
• 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)

6. Daily Rate

Enter the Daily Rate in USD for Grants payment.
Guidelines as concerns Daily Rates may be obtained from the ISTC Secretariat.
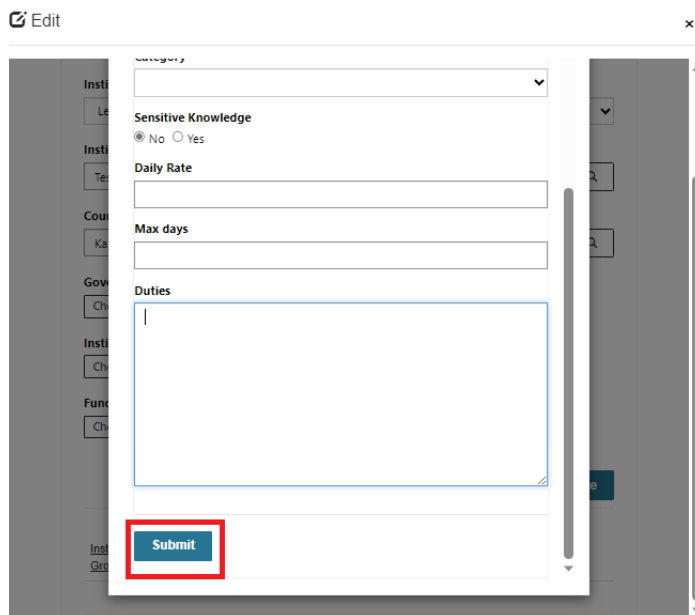 Max Days
Enter the scheduled Number of working days during the project implementation.

- In case if an **individual participant** is involved in several ISTC projects, the overall number of working days (in all projects) shall not exceed **250 days** for any arbitrary taken one-year period. The time worked in excess of the established limit will not be paid for by the Center and the respective expenditures should be covered from the participating institution resources.
- The **leading authorities** of the participating institutions should not, as a rule, be involved in any project for more than 10% of their working time. Any exceptions from this rule should be fully justified.

7. Duties.

After filling all information click on the button **"Submit"**

➢ If necessary to add more Participant Institutions, you can do the same way as you did above.

Menu «Estimated Costs»

Edit Step 1 Summary proposal

This menu serves to create or edit Estimated Costs for
- Equipment;
- Material;
- Other Direct Costs
- Bank Fees
- Local and International Travel and
- The Overhead for participating Institutions.

➢ To create a new cost item, click on the button **«Create»**

➢ **PIP 1 / PIP 2**

PIP 1 / PIP 2 means that the payment of this cost have to be made through the Participating Institution at the amount of the transferred Advance Payment by ISTC.
PIP 1 / PIP 2 means that payment of this cost will be made directly through ISTC.

➢ **Account**
Type of Cost

➢ **Institution**
Select the participating institution which will obtain this equipment.

➢ **Item name**
➢ Justification
Explain why this equipment is necessary for the project implementation.

➢ **Description**

➢ **Technical Spec**

➢ **Quantity Piece**

➢ **Quantity**
Select the unit and enter the number of units.

➢ **Unit Price**
Enter the price in USD for one unit of the cost item. The total costs will be calculated from the Unit Price and the number of units.

After entering all information on each menu, click on the bottom **"Submit"**

The estimated costs for Grants payment for individual Project Participants will be calculated indirectly based on the Daily Rate of participants and their total working days for the respective tasks.

Bank fee:
The actual volume of bank fees depends on the actual number of bank transactions in course of the project. The figure may be adjusted at a later stage, however, the recommended value is about 1 % of the overall number of financial flows.
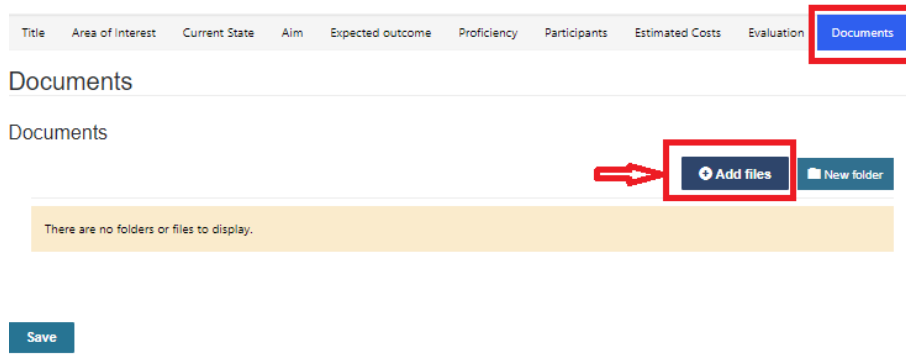
Overheads:
The project budget may assume reservation of up 10% of direct project costs excluding equipment and travel cost, as project overheads.

Menu «Documents»

• To upload letters for - Institution Concurrence,
• Collaborator and Partner Commitment from the respective Authority of these Institutions

Edit Step 1 Summary proposal

➢ Click on the button **«Add files»** your file explorer will be opened.
Select the document; Click on the button **«Open»;**
Quit the information by clicking on the button **«Ok»**

To remove a document, click to the right of this document and click on bottom **"Delete"**

Edit Step 1 Summary proposal