



# **USER MANUAL**

## **ISTC Forum web site**

Part 3: Launch a new Step 1 Summary Proposal

September, 2023

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## 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”

Step 1 Summary proposal

Registration Code	Short Title	Area of Interest	Project Status	Proposal Type	Portal Owner	Created On
KG0001	TEST for final portal	Biosafety and Biosecurity	Proposal preparation Step 1	Step 1 Summary proposal	Dana Yessenzhanova	9/15/2023 10:15 AM

- Click on the bottom “Create” to create a new proposal.

Step 1 Summary proposal

Registration Code	Short Title	Area of Interest	Project Status	Proposal Type	Portal Owner	Created On
KG0001	TEST for final portal	Biosafety and Biosecurity	Proposal preparation Step 1	Step 1 Summary proposal	Dana Yessenzhanova	9/15/2023 10:15 AM

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

## Menu «Title»

Create Step 1 Summary proposal

The screenshot shows a web form titled "Title" for creating a "Step 1 Summary proposal". The form is organized into two columns. The left column contains: "Registration Code" (a text field with a hyphen), "Project Status" (displaying "Proposal preparation Step 1"), "Short Title" (a text field with an asterisk), "Full title" (a text field with a slash icon), "Area of Interest" (a dropdown menu), "Technical Area" (a dropdown menu), "Technical Field" (a dropdown menu), "Durations (months)" (a text field with an asterisk), and "Durations (quarters)" (a text field). The right column contains: "Project stage" (displaying "Registration"), "Type Proposal" (displaying "Step 1 Summary proposal"), "Project Type" (a dropdown menu with "Open Call" selected), "Development Category" (a dropdown menu), and "Keywords" (a text field with a slash icon). A blue "Submit" button is located at the bottom left of the form.

➤ **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

The screenshot shows the 'Aim' section of the ISTC Forum web site. The 'Aim' tab is highlighted with a red box. The form contains four text input fields: 'Objective', 'Significance', 'Similar projects', and 'Previous grants'. Each field has a vertical scrollbar on the right. A 'Save' button is located at the bottom left of the form.

#### ➤ 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

The screenshot shows a web interface for editing a proposal. At the top, there is a navigation bar with several tabs: 'Title', 'Area of Interest', 'Current State', 'Aim', 'Expected outcome', 'Proficiency', 'Participants', 'Estimated Costs', 'Evaluation', and 'Documents'. The 'Expected outcome' tab is highlighted with a red box. Below the navigation bar, the main content area is titled 'Expected outcome'. It contains a text input field with the placeholder text 'Enter text...'. To the right of the input field is a vertical scrollbar. At the bottom left of the form, there is a blue 'Save' button.

### ➤ **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

The screenshot shows a web interface with a navigation menu at the top containing the following items: Title, Area of Interest, Current State, Aim, Expected outcome, Proficiency (highlighted with a red box), Participants, Estimated Costs, Evaluation, and Documents. Below the menu, the page title is 'Proficiency'. The main content area is titled 'Role of Collaborators' and contains a large text input field with the placeholder text 'Enter text...'. A vertical scrollbar is visible on the right side of the text field. At the bottom left of the form, there is a blue 'Save' button.

### ➤ **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



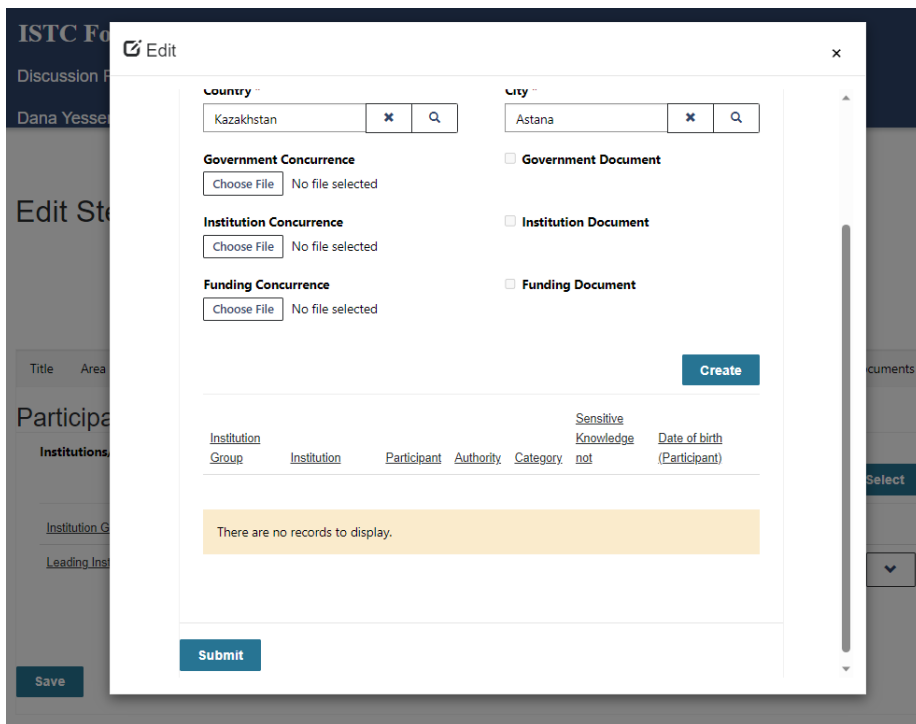
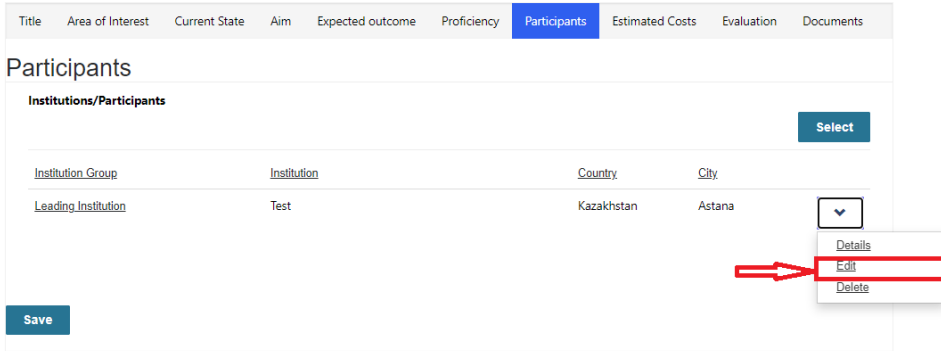
**To add new Project Participants first you have to add a Participating Institution. You can add a new Participant only to an existing Institution.**

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”.

The screenshot shows a web form titled 'Edit' with several sections: 'Country' (Kazakhstan), 'City' (Astana), 'Government Concurrence' (No file selected), 'Institution Concurrence' (No file selected), and 'Funding Concurrence' (No file selected). There are checkboxes for 'Government Document', 'Institution Document', and 'Funding Document'. A 'Create' button is highlighted with a red box and an arrow. Below the form is a table with columns: Institution Group, Institution, Participant, Authority, Category, Sensitive Knowledge, and Date of birth (Participant). The table is empty, with a message 'There are no records to display.' and a 'Submit' button at the bottom.

The screenshot shows a 'Create' form with the following fields: 'Institution Group \*' (dropdown), 'Institution' (text with search icon), 'Participant \*' (text with search icon), 'Authority' (dropdown), 'Category' (dropdown), 'Sensitive Knowledge' (radio buttons for No and Yes), 'Daily Rate' (text), and 'Max days' (text).

- 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 drop-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

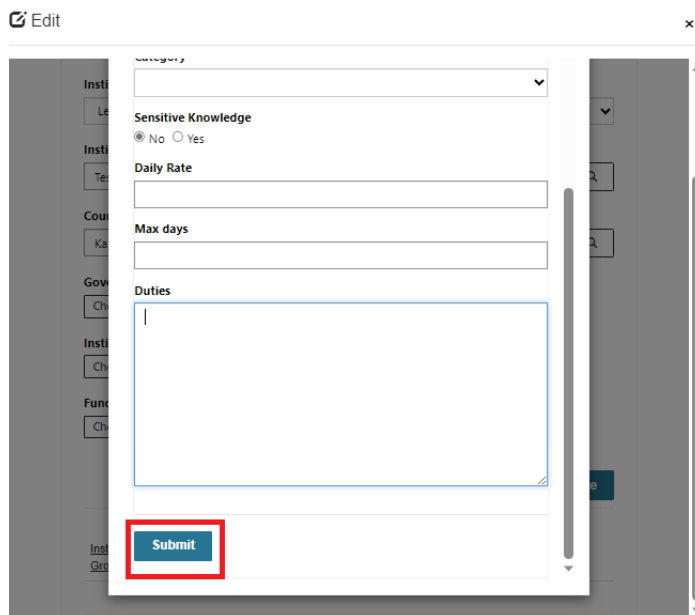
Enter the scheduled Number of working days during the project implementation.

- 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**”



The screenshot shows a web form titled "Edit" with a close button (x) in the top right corner. The form is divided into several sections:

- Category:** A dropdown menu.
- Sensitive Knowledge:** Radio buttons for "No" (selected) and "Yes".
- Daily Rate:** A text input field.
- Max days:** A text input field.
- Duties:** A large text area for entering details.
- Submit:** A blue button at the bottom left, highlighted with a red rectangular box.

➤ 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

Estimated Cost

Total Cost  
—

Search

Account ↑	Institution ↑	Item Name	Quantity	Unit price USD	Total	Created On
There are no records to display.						

Save

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**»

Create

PIP 1  
 PIP 2

Budget Line

Account

Institution \*

Item Name \*

Justification

Description

➤ **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.**



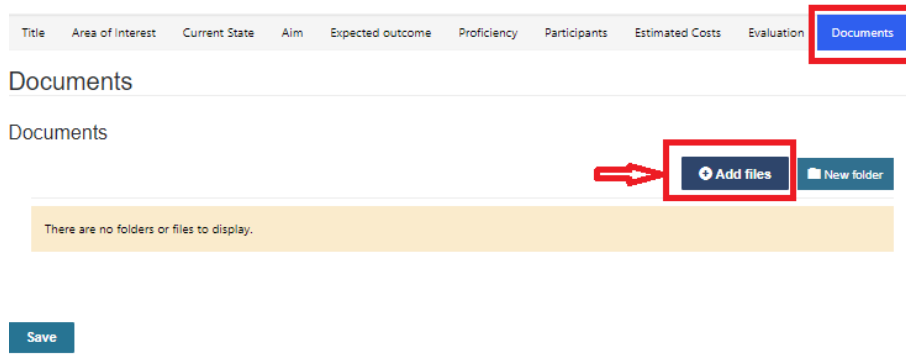
**Overheads:**

**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

