

INTERNATIONAL  
SCIENCE AND TECHNOLOGY  
CENTER  
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МЕЖДУНАРОДНЫЙ  
НАУЧНО-ТЕХНИЧЕСКИЙ  
ЦЕНТР  
Луганская улица, 9  
А/Я 25, 115516 Москва,  
Российская Федерация  
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## **PARTNER PROJECT SUBMISSION/REVIEW PROCESS**

### **1. Partner Status**

The first step in a Partner-funded project is the acceptance of the Partner by the Governing Board. The procedures for this step have been established. This is an essential step to assure the Parties that Partners understand the objectives of the Center and are committed to conduct projects consistent with those objectives.

In the event a proposal is presented to the Secretariat from a potential Partner not yet approved by the Board, the Secretariat will inform the Parties and seek a sponsoring Party.

### **2. Submission/Approval of Partner Project**

Project proposals are submitted to the Secretariat, which reviews the proposal for completeness and forwards them immediately to the Parties for review. Normal Secretariat cover sheets and comments will be provided. Proposals will be submitted using the forms currently used for regular project proposals. In most cases, the ES-1 project summary information will include what normally is in the unrestricted summary.

Project proposal packages are identified as “Partner” projects and circulated to the Parties for review. Parties have one month in which to provide concurrence to the Secretariat. A form will be provided to facilitate this concurrence and to document for the files the action of the Board (sample attached). If the Secretariat does not receive concurrence in the one month period, it will resend the concurrence form, noting that no response within 15 days will constitute concurrence by the Party. The maximum total amount of time for the approval process would be 45 days.

Once the Secretariat has received the concurrence of the Parties, a Project Agreement may be executed. The Model Project Agreement should be simplified to expedite the contracting process.

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**ISTC**

**PR-PRO/APP**

## **PARTNER PROJECT APPROVAL FORM**

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**Transmission Date:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Partner:** \_\_\_\_\_

**Sponsoring Party:** \_\_\_\_\_

\_\_\_\_\_ **Approve**

\_\_\_\_\_ **Approve with Comment/Conditions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Disapprove**

**Party:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_