Regulations for Individual Participants in ISTC Projects and Activities

The International Science and Technology Center provides grants to individual participants in its projects and activities to meet specific objectives as set forth in the international Agreement establishing the Center (ISTC Agreement) and the Statute (ISTC Statute). The Center has set forth certain criteria for eligibility that should be strictly observed by participants.

I. General Provisions

1. The Center’s activities are ruled by statutory documents the most important of which are (in order of precedence): ISTC Agreement, ISTC Statute, Financial Regulations, Financial and Procurement Rules and Travel Regulations. Project Managers are provided with a copy of all these documents as soon as their project is approved by the Center. Each participant can apply to the Project Manager of the project(s) in which he/she participates to consult them.

2. Legal relations between the Center and the Recipient Institution are ruled by a Project Agreement, one original copy of which is kept by the Recipient Institution. The following Articles of the Project Agreement relate directly to the interest of project participants:

1. Preamble, Annex II Article 10 – Exemption of taxes, levies
2. Articles 4.3, 5.2, 13.1, Annex II Article 8.1 – Grants payment and liabilities
3. Article 8, Annex II Article 16 – Intellectual property
4. Article 9, Annex II Articles 3 and 12 – Auditing and monitoring.
5. Article 14 – Termination of a Project in case of Violation of national laws and/or the Center’s objectives .
6. Article 4, Annex II Article 8.5 – (Foreign) Travels.
7. Annex I – Area of project expertise of the Participant
8. Certification of Non-Duplicate Financing

II. Specific Provisions

1. Each participant is bound by an individual Letter Agreement prepared and signed by the Center and signed by him/herself. Without signing this Letter Agreement for each project, project participants are not entitled to receive grants. The Letter Agreement specifies the name of the institute he/she belongs to, his/her area of project expertise, his/her daily rate within the scope of the project, the bank where his/her grants are to be paid, and other requisites. Each participant must keep one copy of the Letter Agreement to justify tax exemption of the ISTC grants with the Tax authorities.
2. Project activity must be strictly limited to peaceful purposes. Any Project activity carried out by one participant causing concern about proliferation of sensitive technology or possible military applications can result in termination of the Letter Agreement with the Center.
3. As a rule, a family member sharing the same household as the project manager cannot receive grants in connection with the activity of the given project.
4. For any one-year period only 250 working days are allowable for all ISTC projects in which one participant takes part. One working day consists of eight hours; a participant can work either a whole day of eight hours or a half-day of four hours in a 24-hour period. Time exceeding these numbers for the total ISTC projects is not eligible for grants from the ISTC. Exceptions can be duly justified by the project manager, without exceeding an additional allowance of twenty two working days. Project participants are therefore advised to check their commitments to ongoing ISTC projects carefully before making commitments to new projects.
5. Each participant taking part in an ISTC project shall record a daily time sheet as requested in the Project Agreement. Each participant taking part in more than one ISTC project shall record, in addition to the daily time sheet requested for each project, a consolidated time sheet for all projects. Nobody is allowed to fill this (these) time sheet(s) in his/her place.
6. Upon auditing or monitoring by the Center or the Financing Parties, any participant may be asked to be present at the project site for interviews. Auditing can take place during the project activity and within two years after its completion.
7. Each participant shall comply with the practice of the ISTC as defined in statutory documents and with the practice of the Institute to which he/she belongs in order to protect intellectual property that may arise from, and in connection with, the project. Participants identified as inventors of technology that is appropriately protected and commercialized can be eligible to receive a remuneration in accordance with the terms of the Project Agreement.
8. Participants going abroad on business trips must be acquainted with the travel regulations of the Center. While on business trips, grants are available for usual working days except Saturdays, Sundays, and holidays when project-related activity does not take place.