STCU Project Software (STCUPS)
Version 2.1

User's Guide

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Science & Technology Center in Ukraine (STCU)

Contents

Introduction

The Science & Technology Center in Ukraine (STCU) is an intergovernmental organization established by its Donor Countries and dedicated to the non–proliferation of technologies and expertise related to weapons of mass destruction and their delivery.

One of the primary activities of the STCU is to manage projects, from inception through preparation, evaluation and funding to their successful completion. Each year, STCU receives hundreds of project documents which must be processed, evaluated, and approved for further development. These projects might be so–called Regular Projects (funded by the STCU's donor countries) or Partner Projects (funded by private organizations based in the STCU's donor countries).

Until now, these project documents have been prepared using simple word processing and spreadsheet documents, with only some data stored electronically in a database. As the Center has grown, it manages an ever–increasing number of projects and needs to have quick and easy access to all project data. While designing and implementing a new database structure was a critical first step which STCU undertook in 2003, filling the database with project data from word processing and spreadsheet documents would remain far too labor–intensive and error–prone to be useful moving forward. Clearly, STCU has outgrown the old ways of preparing project documents.

In May 2002, to aid scientists in preparing Regular Project Applications, also known as Short Forms, STCU released a piece of custom software, "Short Form Software". Since then, STCU has received over 400 Regular Project Applications, which are more complete and more accurate than previous ones and most importantly, they are 100% electronic, so that the entire Application can be stored in the database automatically. As a result, reviewing an Application and responding to the Project Manager has been much faster, often taking 1-2 business days versus the several weeks it sometimes took in the past. The Short Form Software proved the concept that projects could be prepared in much better way, but Proposals and Agreements continued to be prepared the old way.

To address and resolve the issues brought to light using the old way, the STCU Information Technology Department has developed new software, called STCU Project Software (STCUPS), to prepare STCU projects. STCU believes that using this software will enable the users – prospective Project Managers or members of a prospective project team – to complete and submit STCU Projects faster and more accurately, which means they can be evaluated, and potentially funded, sooner.

Overview

The STCU Project Software (STCUPS) is used to prepare any of the three stages of STCU regular projects: Application, Proposal and Agreement. This manual will get you started using the software.

The first section briefly describes the three stages of Regular Projects, how information in each stage is logically separated, and then how that information is captured in the software on different pages.

The second section provides some simple information about using the software.

The third section describes each page in more detail, pointing out which fields there are, which are required, which must be completed in multiple languages, and how pages differ from one stage to the next.

The fourth section describes what to do when all data for a project has been entered, including how to check for and correct errors, how to print the project and finally how to submit your project to the appropriate authority.

The last section is the Appendix which covers topics such as System Requirements, Frequently Asked Questions, Keyboard Shortcuts, Tracking Your Project, and Getting Help.

Projects

STCU works with Regular and Partner Projects; however, STCUPS currently only supports Regular Projects. Partner Project support is expected in 2005.

Regular Projects

Regular Projects pass through three stages: Application, Proposal and Agreement.

The **Application** is a formal request by the Project Manager to the STCU to prepare a proposal. During this stage, only a minimum of information is collected, such as title, short summary and contact information. The result of the application phase is the assignment of a project number and the transmittal of the proposal file to the Project Manager.

When the STCU receives a **Proposal**, it contains complete information, including a full description of the project, all organizations involved, a list of everyone on the project team and each member's individual contribution, and a detailed work plan and budget. It is this document which experts from the donor countries will review to make their recommendation regarding funding.

When a proposal is approved for funding, the Project Manager is sent an **Agreement** file. This file contains the latest proposal data from the database and a few more fields required in the Agreement. Once the new fields have been completed and any changes required by the Funding Parties have been made, this document is submitted directly to the STCU for final approval to allow a project to start.

The Application Stage

The first step in preparing an STCU Regular Project is the Application. There are only three sections for this stage, each available on a separate page: General, Collaborators and Submit.

All fields on the **General** page of an application are required. This information is used by STCU to evaluate the project and to contact the Project Manager.

Filling in the **Collaborators** page of an application is not required, but it is provided in case this information is available.

The **Submit** page is used to validate the information in your application. If there are any errors in your application, they will be listed here. You must correct all errors listed on this page before you can submit the application to STCU. Submit the application by sending it as an attachment to the STCU Project Information Officer (PIO), pio@stcu.int.

The Proposal Stage

Once an application has been approved, STCU will send the project manager a proposal file, the name of which is the assigned project number, for instance, 3294.ff. This file is designed to contain all necessary information for a Regular Proposal and already includes some data from the submitted application, to save you from entering that information again. To use this file, simply double–click on the file and STCUPS will open the file.

Whereas the Application stage was entirely in English, the Proposal stage is multi-lingual based on which institutes are in the proposal. English is always required. For the sections of the proposal which require information in multiple languages, there will be a drop-down menu to select the language. You must fill in data for each language which is listed there.

An STCU Proposal requires a lot of different information. To make it easier to manage, the information has been divided into separate sections and each section has its own page in the STCU Project Software: General, Description, Collaborators, Organizations, Work Schedule, Scientists, Budget, and Submit.

The **General** page is different from the one found in the Application file. First, there is a Project Number field. This cannot be edited, and is displayed for information purposes only. Secondly, this page requires data in multiple languages so there is a Language drop-down menu in the top–right. The remaining fields are to give more information about the project.

The **Description** page is used to enter the detailed description of the project. This must also be done in multiple languages, for which the Language drop-down menu is available. Unlike all other pages in the STCUPS, entering data for this page requires Microsoft Word.

Filling in the **Collaborators** page of a proposal is not required, but it is provided in case this information is available.

The **Organizations** page is used to list all organizations involved in the project, including the name, address and contact information for two people at the organization. When a proposal file is opened for the first time, all the Organization information that was included in the application will be included here. You must fill in any missing information and add any other organizations to the project.

The project team is detailed on the **Scientists** page. Since each scientist must be associated with an Organization, you should fill in the Organization page before you complete this page. Since the Manager from any organization is also part of the project team, the Project Manager will automatically be listed here under the correct organization. You must fill in any empty fields for the Manager and add other scientists to the project team.

The **Work Schedule** page is used to specify the stages and sub-stages of the project.

The **Budget** page is used to specify the budget for each organization and is divided into different categories: Equipment, Material, Other Direct Costs, Travel and Subcontracts.

Finally, the **Submit** page is used to validate the information in the proposal. If there are any errors, they will be listed here. You must correct all errors listed on this page before you can save and print the proposal and send it for Host Government Concurrence.

The Agreement Stage

When a project is approved for funding, STCU will send an Agreement file to the Project Manager, which will contain all information from the Proposal stage. The information required in the agreement is almost the same as in the Proposal; you only need to add Bank information, and some extra personal details such as Passport and Tax ID.

Like the Proposal stage, the Agreement stage is multi-lingual based on which institutes are in the proposal. English is always required. For the sections of the Agreement which require information in multiple languages, there will be a drop-down menu to select the language. You must fill in data for each language which is listed there.

An STCU Agreement requires a lot of different information, but only slightly more than required in the Proposal. To make it easier to manage, the information has been divided into separate sections and each section has its own page in the STCU Project Software: General, Description, Collaborators, Organizations, Work Schedule, Scientists, Budget, Banks, and Submit.

The **General** page is the same as the one in the Proposal. There is a Project Number field, which cannot be edited, and is displayed for information purposes only. The page requires data in multiple languages so there is a Language drop-down menu in the top–right. The remaining fields are to give more information about the project.

The **Description** page is used to enter the detailed description of the project. This must also be done in multiple languages, for which the Language drop-down menu is available. Unlike all other pages in the STCUPS, entering data for this page requires Microsoft Word.

Filling in the **Collaborators** page of a proposal is not required, but it is provided in case this information is available.

The **Organizations** page is used to list all organizations involved in the project, including the name, address and contact information for two people at the organization. When a proposal file is opened for the first time, all the Organization information that was included in the application will be included here. You must fill in any missing information and add any other organizations to the project.

The project team is detailed on the **Scientists** page, which is slightly enhanced in the Agreement. Since each scientist must be associated with an Organization, you should fill in the Organization page before you complete this page. Since the Manager from any organization is also part of the project team, the Project Manager will automatically be listed here under the correct organization. You must fill in any empty fields for the Manager and add other scientists to the project team. The Agreement stage adds some additional fields which must also be completed (Passport, Bank Account Number, Tax ID).

The **Work Schedule** page is used to specify the stages and sub-stages of the project.

The **Budget** page is used to specify the budget for each organization and is divided into different categories: Equipment, Material, Other Direct Costs, Travel and Subcontracts.

The Banks page is the only page new to the Agreement. It is used to specify the banks that the project team's members will use for grant payment and to assign each person to a bank. This page makes heavy use of the standard Windows "drag-and-drop" interface.

Finally, the **Submit** page is used to validate the information in the proposal. If there are any errors, they will be listed here. You must correct all errors listed on this page before you can save the application and send it to STCU for review and eventual approval and signing.

Using the Software

Starting STCUPS

There are two ways to start the STCU Project Software. You can either double-click the STCUPS icon or you can double-click a file created by STCUPS. Double-clicking the program's icon will load the software, briefly display a splash screen and then open a new, empty Regular Project Application. This is the preferred method to begin working on a new project. Double-clicking on a file which was created by STCUPS will load the software, briefly display a splash screen and then open the file you double-clicked. This can be either an Application, Proposal or Agreement file.

Quitting STCUPS

When you are finished using STCUPS, you can either click the **Exit** action button, or use the keyboard shortcut: Alt-F4.

Action Buttons

There are several commands which are available to the user at all times via buttons at the top of the window. At any time, you can **save** the project you are working on, **open** a saved project, **print** a project, get **help** (view this documentation) or **exit** the software.

Tabbed-Notebook Interface

Each stage of an STCU project requires different kinds of information, which have been grouped into logical sections. STCUPS uses a tabbed-notebook interface to provide access to these sections. Each section has its own page which can be displayed by clicking on the associated tab, much like a notebook used in school.

Each stage has different sections and thus, each stage has different pages and tabs.

To switch from one page to another, simply click on a tab. You can also use a hotkey combination. Pressing Control-1 will open the first page, Control-2 will open the second page, and so on.

Project Languages

In the Proposal and Agreement stages, some information on some pages must be provided in multiple languages. These pages have a drop–down language menu at the top–right of the window, which is used to switch between different languages. The menu is dynamically updated, based on the organizations listed in the proposal. You must complete the specified fields in all languages listed in this menu.

STCUPS Pages

As described in the Projects section earlier, the data required for each Project stage has been divided into separate logical sections. There is one section which captures general information about the project, another which captures all information related to the organizations in the project. Each section has its own page in the STCU Project Software.

There are nine different pages, but not all of them are used in all stages. The table labels them and shows in which stage each are used.

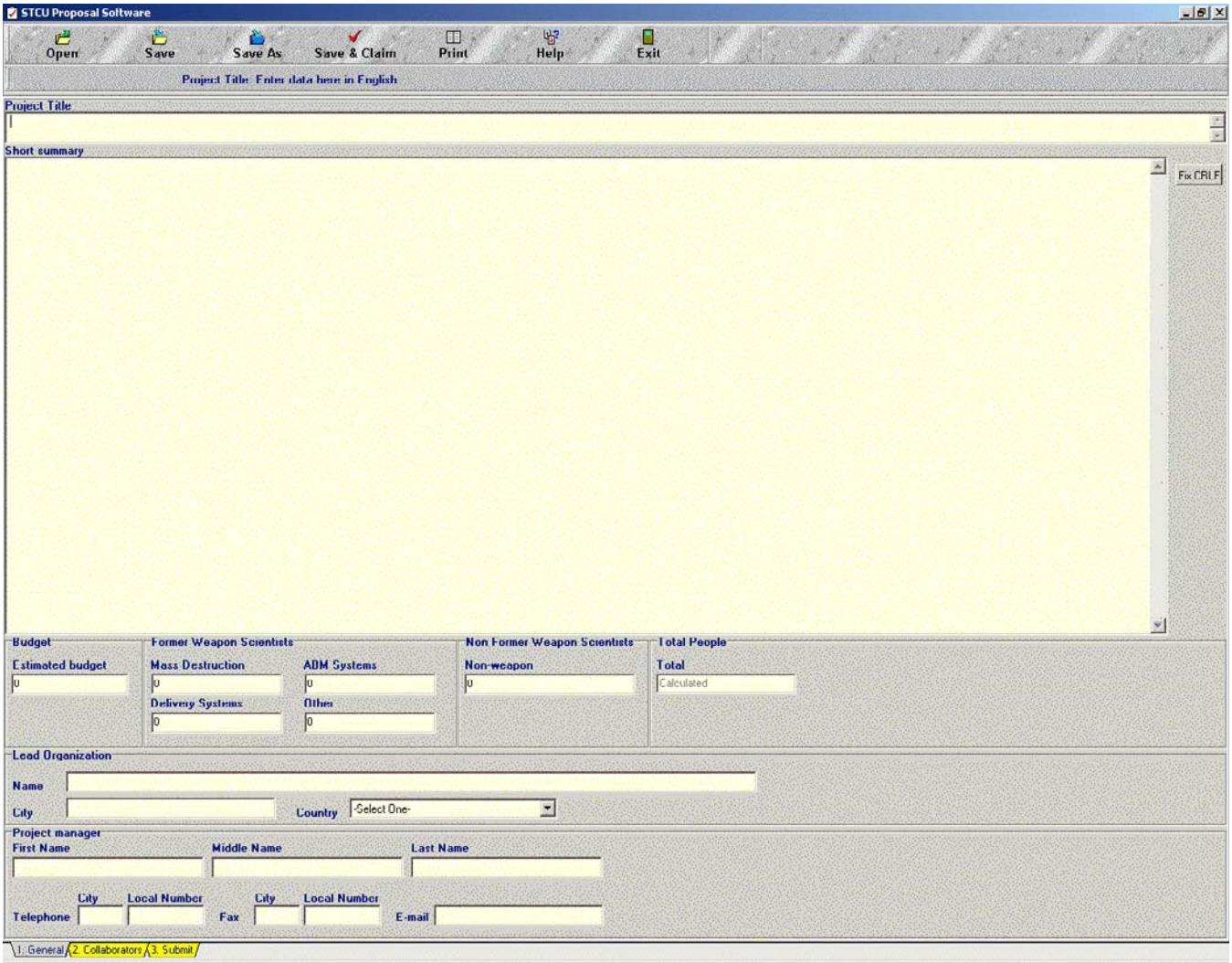
	Application	Proposal	Agreement
General	√	√	√
Collaborators	√	√	√
Description		√	√
Institutes		√	√
Scientists		√	√
Work Schedule		√	√
Budget		√	√
Bank			√
Submit	√	√	√

Pages which are common to different stages are usually the same, but there are two exceptions:

1. The General page found in the Application is quite different from the General page found in both the Proposal and Agreement.

2. The Scientists page differs slightly from Proposal to Agreement, with the Agreement version adding three fields.

General Page for Applications

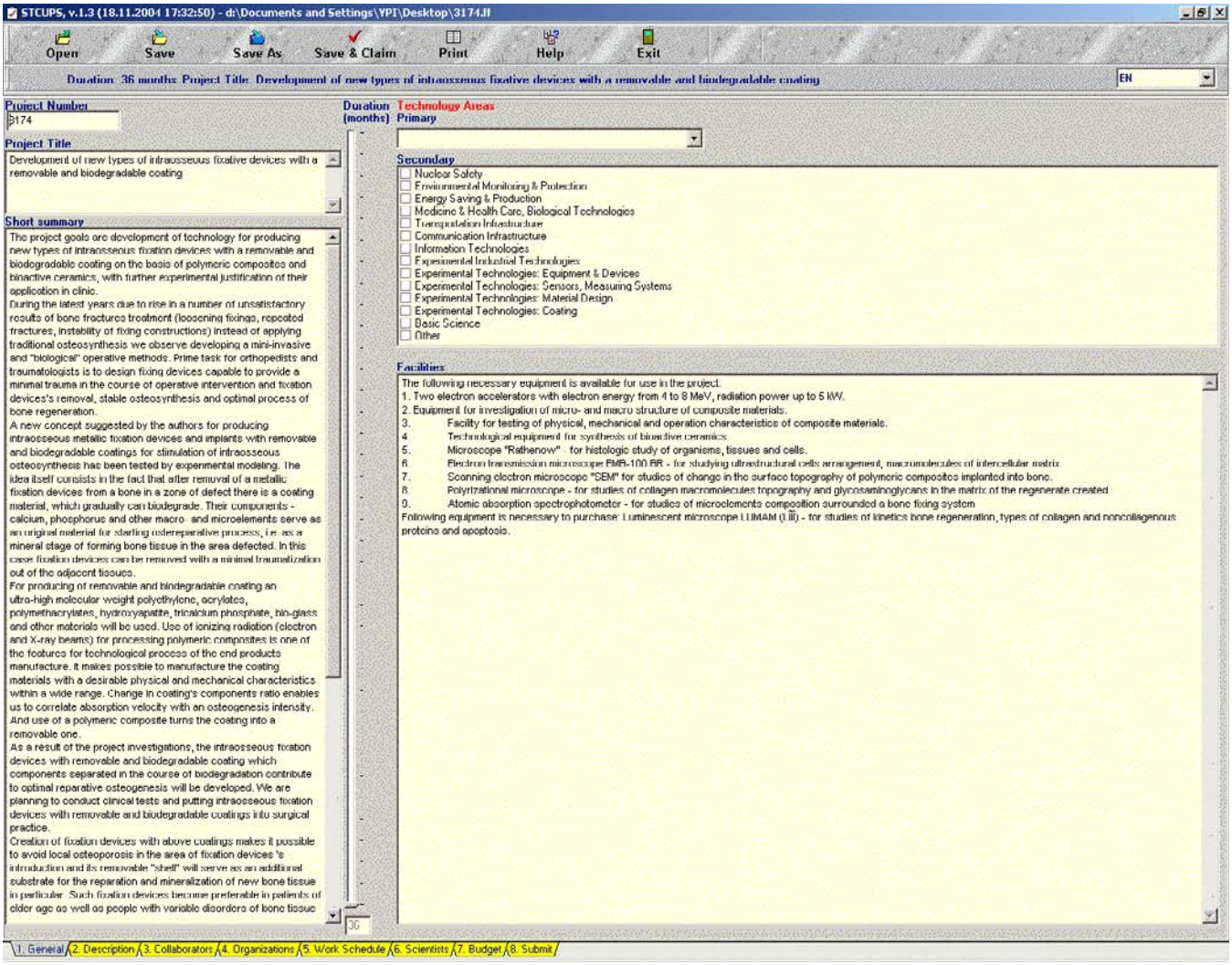


This is the General page used in the Application. On this page, you enter the project **Title**, a **Short Summary** for the project, an estimated **budget**, estimates of the **project team** composition, and information about the **Leading Organization** and **Project Manager**.

Many of these fields are simple text fields. Some are text fields which are restricted to contain only numbers (Budget, Weapons Scientists, Non-Weapons Scientists). One field, Country, is a drop-down menu from which you can make your choice.

All fields on this page are required and must be filled in.

General Page for Proposals and Agreements



This is the General page used in the Proposal and Agreement. On this page, you can see the number which has been assigned to this project. There are also fields for the **Title**, **Short Summary**, **Technology Areas** (Primary and Secondary) and **Facilities**. In the middle is a vertical slider which allows you to specify the **duration** of the project in months. Finally, there is a **language selector**.

When you first begin working on a Proposal file, the title and the short summary fields will already be filled in using the data from your Application. You can edit either of these fields as you wish.

You will need to set the duration of your project using the vertical slider in the middle of the window. The default duration is 24 months, but you can change the duration to be anything from 6 to 72 months. You should set this value early, as it will affect other aspects of your project.

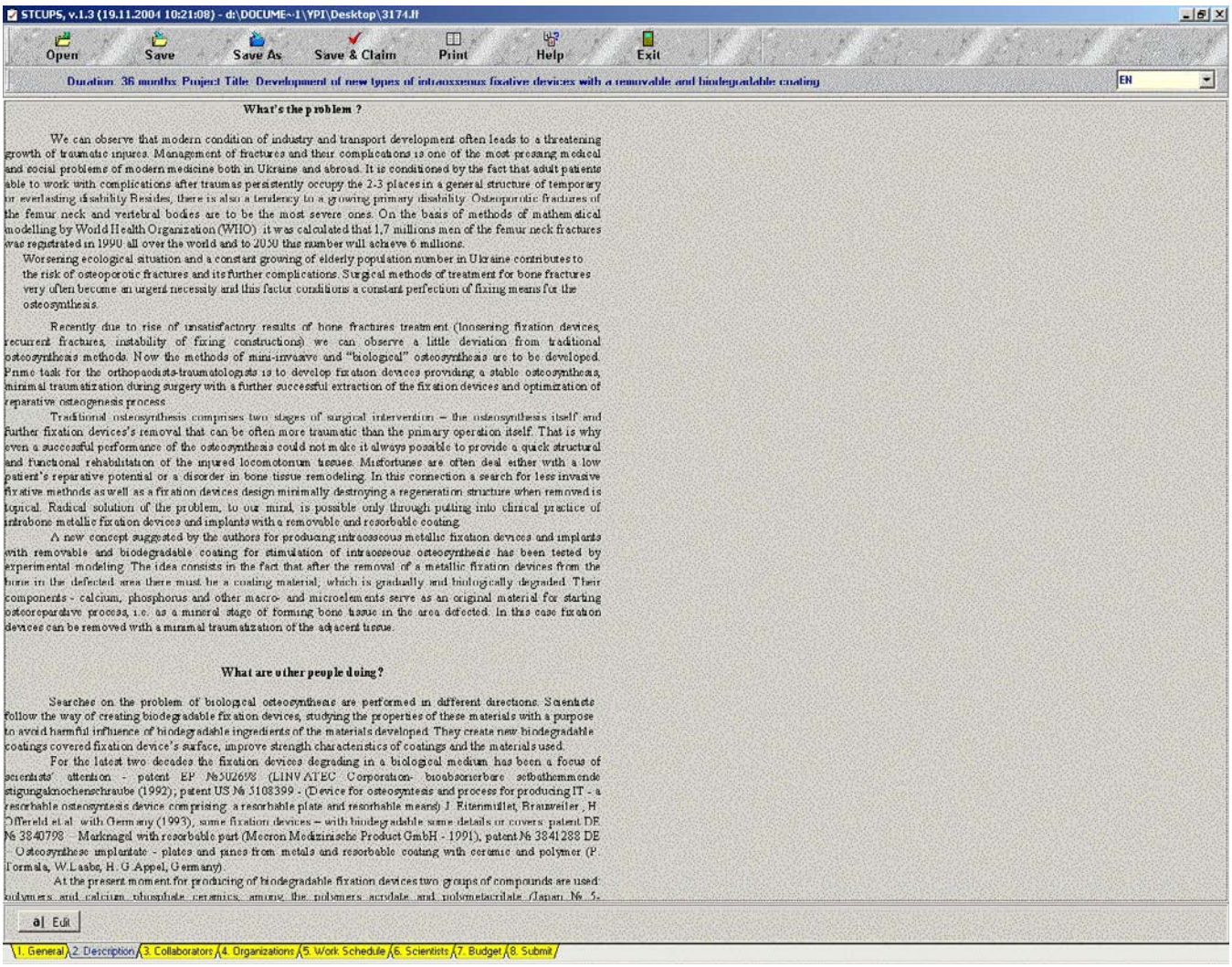
STCU requires that every project have a Primary Technical Area specified. You can use the drop-down menu near the top to pick from one of the available options. Additionally,

STCU gives the Project Manager the opportunity to select up to two Secondary Technical Areas for a project.

The last field on this page is Facilities. This is a free-form text field and has no restrictions.

The language bar at the top is used to toggle certain fields between different languages of the project which are determined by the locations of the institutes listed in the project. Once you have completed this page in English, use the language bar to select another listed language and complete the colored fields in the language specified. Repeat this process for each language listed in the software.

Description Page



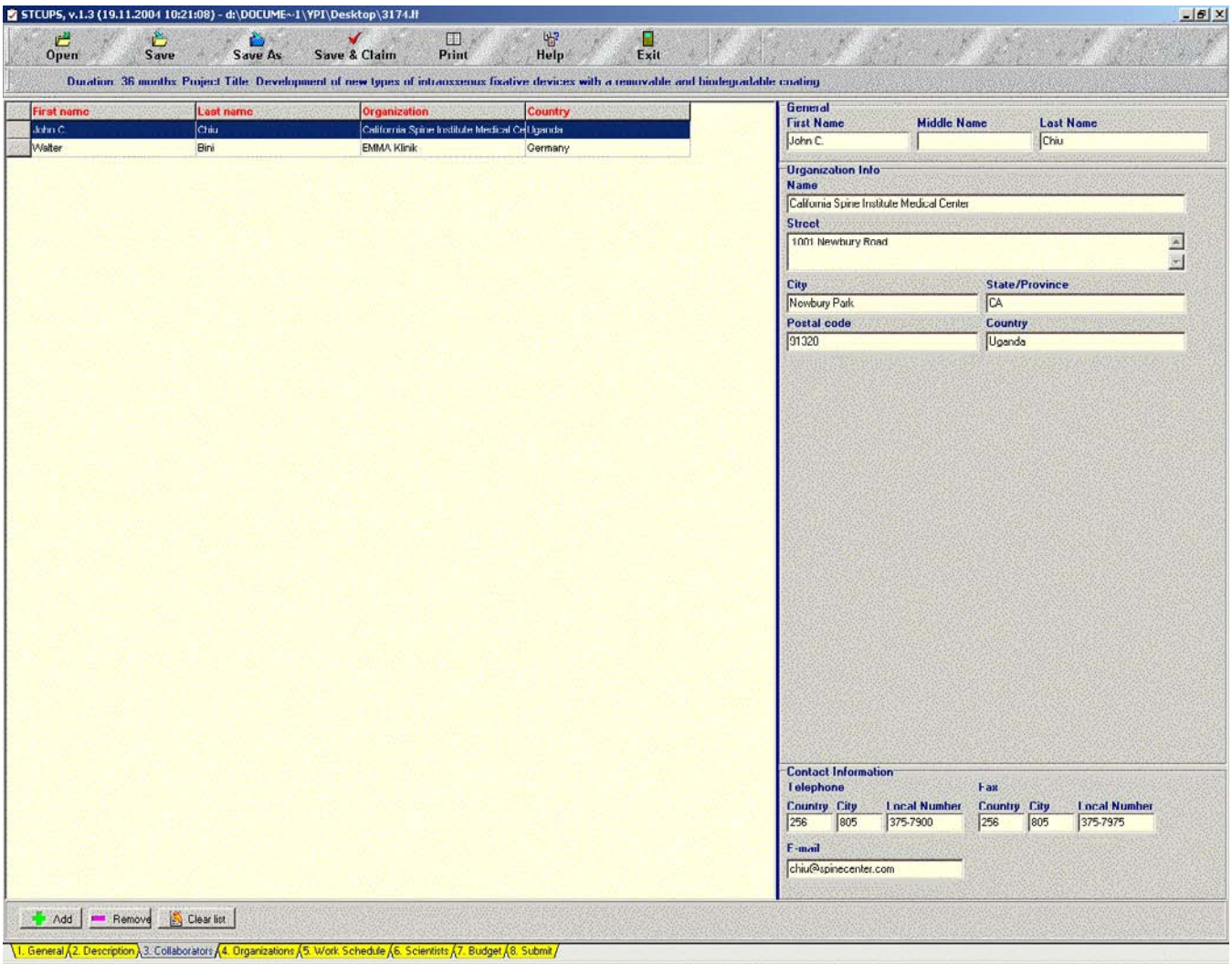
Description Page

The Description Page is where the details about the actual project will be given. This must be completed in multiple languages, based on the institutes which are participating in the project.

Unlike the other pages in the Project Software, this page interfaces with Microsoft Word to capture the Project Description. This allows the author to include formulas, special symbols, footnotes, and even graphic elements (pictures, graphs, sketches, etc.)

When you click on the Descriptions Page, you will see pictures of empty description documents. Clicking on the pictures will open the example document in Word and allow you to add your information. When you are done, simply “Save” and “Quit Word” to return to STCU Project Software. Then, complete the Description for any other languages necessary.

Collaborators Page



This is the Collaborator page, which is divided into two separate areas: the left side displays the current list of collaborators, and the right side displays details for the selected collaborator. The right side is also used to enter new information or modify existing information. Initially, this list is empty. Using the buttons near the bottom of the window, you can **add** a new collaborator, **remove** a single collaborator from the list, or, **clear** the entire list of all collaborators.

Adding a Collaborator

To add a collaborator to the list, simply click "Add". This will create a new, empty entry in the list and prompt you to enter the person's Name and Contact Information.

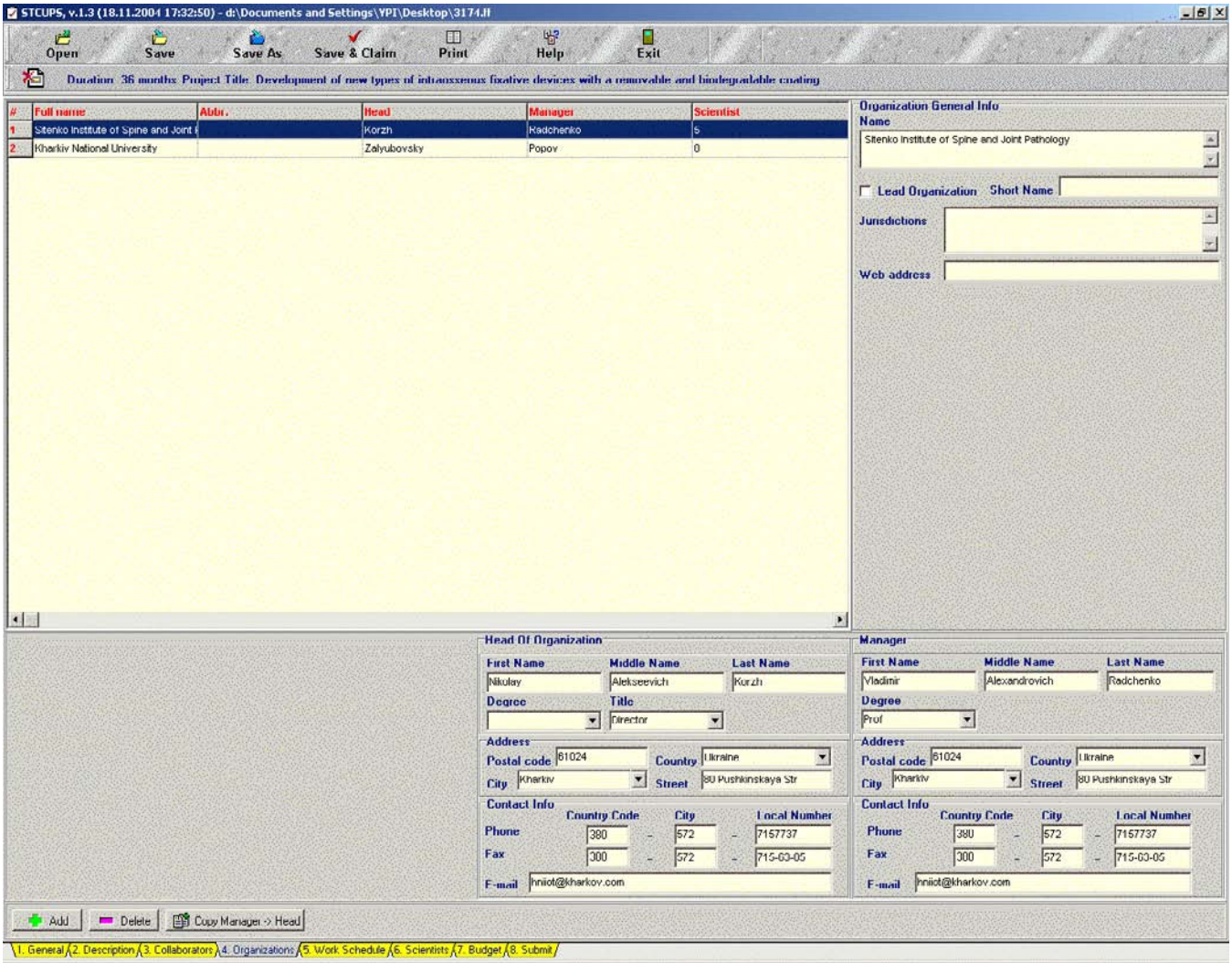
Deleting a Collaborator

If you want to remove a collaborator from the list, simply select the collaborator in the list by clicking on his/her name and then clicking "Delete".

Clearing the List

If you need to remove all collaborators from the list, simply click "Clear List". You will be asked to confirm your action, as it cannot be undone.

Organizations Page



The Organizations page is used to capture information about all organizations that will participate in the project. Often, there is only one organization, but this software allows your project to list as many organizations as you want.

This page is divided into four distinct sections:

- the list of Organizations
- information about a specific organization
- Contact information for the Head of the Organization
- Contact information for the Manager from the Organization

When the Proposal file is first opened, the organization which was listed in the Application will be listed here, as well as the name of the manager from that organization.

Adding an Organization

To add another organization to the list, click the “Add” button near the bottom. This will create a new item in the list and prompt you to fill in the information in the other three sections.

Removing an Organization
To remove an organization from the list, first select it and then click the “Remove” button. You will be prompted to confirm your action, as it cannot be undone.

Copy Manager->Head
When the Proposal file is first opened, the Manager section already contains some data from the Application. Occasionally, the Head of Organization is the same as the Manager, so this button will quickly copy all information from the Manager section to the Head of Organization section, saving the user from doing it by hand.

Modifying an Organization’s Information
To make changes to any information about an Organization in the list, you must first select the organization. This will highlight its entry in the list and display all information about the Organization in the three other sections of the page.

Organization Information Section
The top–right of the page is used to enter or modify information about the Organization. The full and correct name of the organization is entered in the field labeled “Name.” You can also indicate a Short Name, such as an abbreviation, if you wish. If the selected organization is the Lead Organization for the project, it must be indicated using the given check box. Finally, you can list the organizations (such as, Ministries) under which this organization fall and also supply the organization’s web site address, if available.

Head of Organization Section
This section is used to enter information about the person at the selected organization who has signing authority for the organization. The information here is standard: first, middle and last names, title, degree, mailing address and contact information (telephone, fax and email).

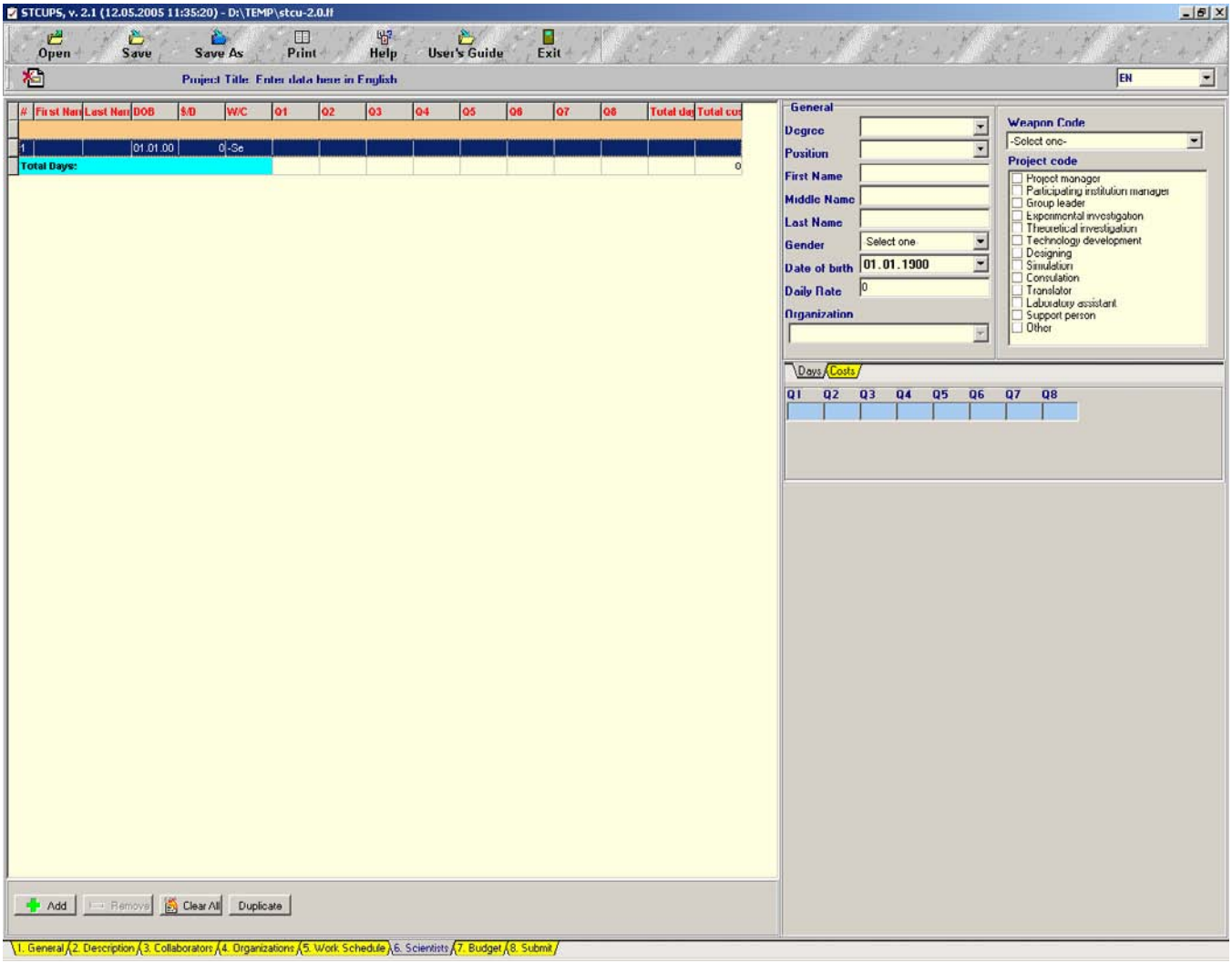
For the mailing address, choose the country using the drop-down menu. For the city, you can use the drop-down menu or “type-and-find.” Type-and-find allows you to type the first few letters and see all available matches. You can either choose a match from the list or add your own city by completing the name.

For the phone number, the country code will be automatically completed when you select country in the mailing list. You cannot change it. You only need to enter the city code and phone number.

Manager Section
This section is used to enter information about the person at the selected organization who has signing authority from that organization for the project. If the selected organization is the lead organization, then this person is the Project Manager. If the selected organization is not the lead organization, then this person is frequently known as a project sub-manager.

The difference between the Head of Organization section and the Manager section is only the “Title” field which is missing from the Manager section. All other fields are and act the same

Scientists Page for Proposals



This is the Scientists page used in Proposals. It is divided into two sections: a list of scientists grouped by organization and details about an individual scientist.

Scientists List

The list of scientists is grouped based on the organization they belong to. When you add a scientist to the list, you are actually adding a scientist *to an organization*. Therefore, you must first select the organization the scientist works for and then add.

Since the scientists in the list are added and grouped by organization, the list already indicates which organizations are listed in the project. Furthermore, because every organization has a manager who is considered part of the project team, the manager is already listed in the list of scientists and can never be removed from the list. However, you will still need to add more information about the manager.

To add a scientist to the project team, you must first select the organization the new scientist belongs to and then click “Add.” This will create a new record in the list and prompt you to enter information for that person in the details section.

It is possible to reassign a scientist from one organization to another, as long as it's not the manager. To do this, first select the scientist in the list. The details section will show all the details for this scientist, including the assigned Organization which is in a drop-down menu. Click on the menu and select an organization from the list to re-assign the scientist to different organization.

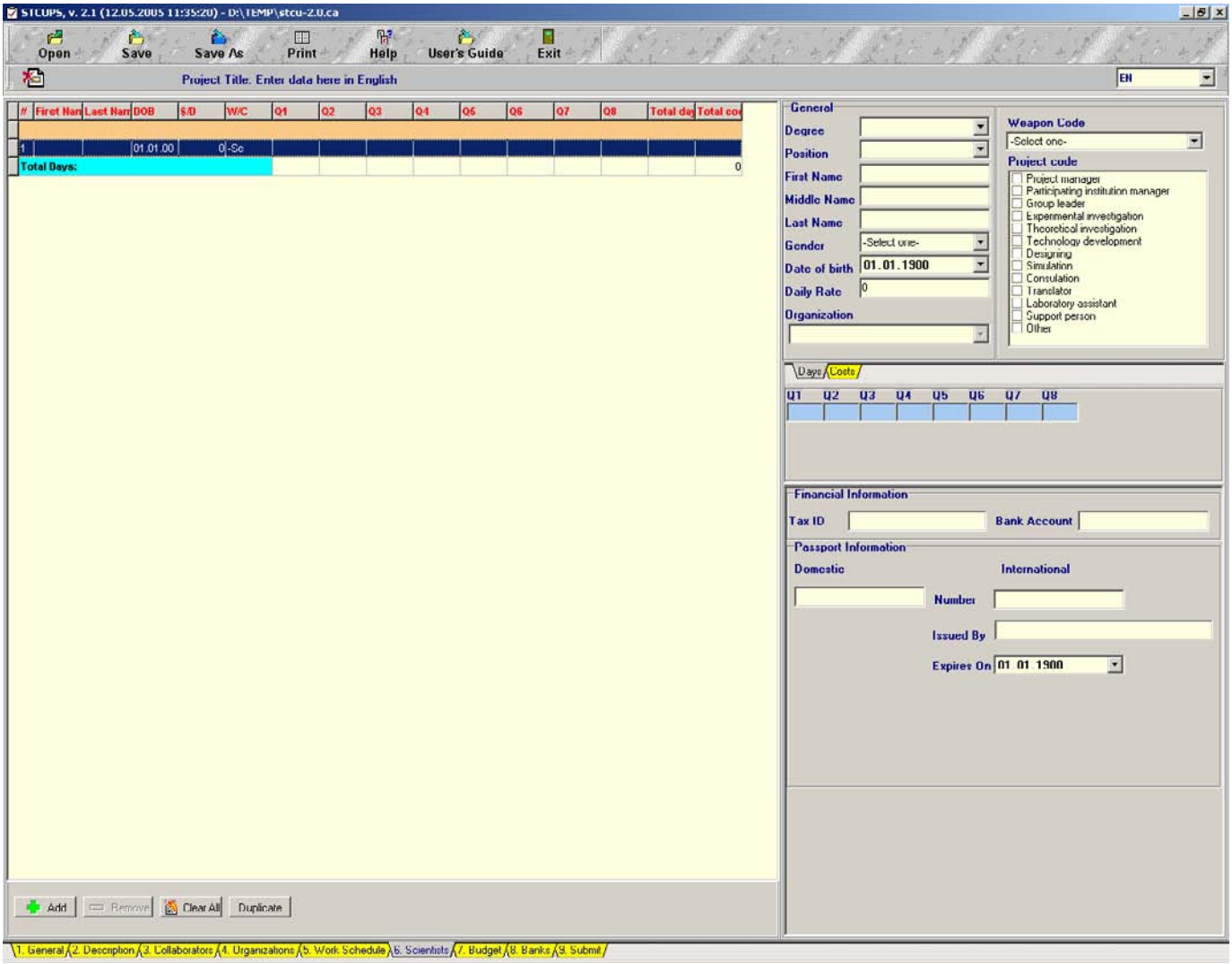
To remove a scientist from the list, you must first select the scientist and then click "Remove." You will be asked to confirm your action, as it cannot be undone. Remember that it is not possible to remove the manager from an organization, which is why the button is disabled if you select the manager.

To remove all scientists from the project team, click "Clear List." You will be asked to confirm your action, as it cannot be undone. Since managers cannot be removed from the list, the "Clear List" button will only remove people in the list who are not managers.

Scientist Details

For each scientist on the project team, it is necessary to provide some details and there are fields to put this information. Degree, first/middle/last names, position in the organization, gender and daily rate are simple text and number fields. The scientist's date of birth must be entered day–month–year, but you can also use the drop-down calendar to visually select the date of birth. If the selected scientist is not a manager and there is more than one organization listed in the project, you can use the Organizations drop-down menu to reassign the scientist to another organization. Each scientist's weapon code and project codes must be indicated using the drop–down menu and the given list. Finally, the project manager must indicate how many days per project quarter each scientist will be engaged on this project. Using the daily rate and the days per quarter, the software will automatically calculate the associated grant costs for each scientist

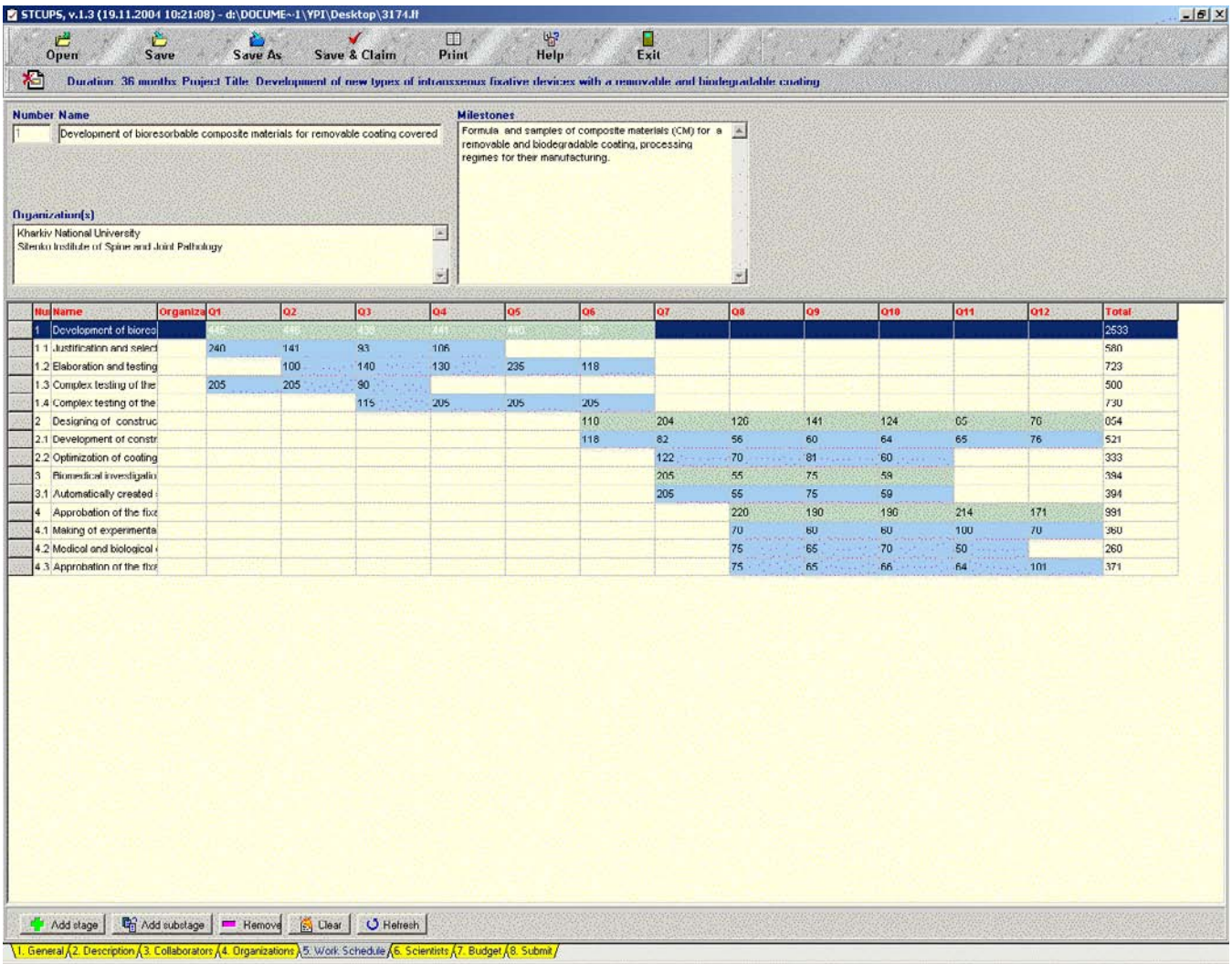
Scientists Page for Agreements



When a project has reached the agreement stage, this means that the project has been approved for funding, including paying grants to the project team. For this to happen, STCU needs some additional information for each person: passport number, tax number and bank account number.

The Scientists page for Agreements adds extra fields to capture this data. Everything else is the same.

Work Schedule



Each project must include a work schedule, which consists of Stages and Sub-stages. That information is entered on the Work Schedule page, displayed above. The window is split in two sections. The top section is used to add or edit information about a stage or sub-stage. The bottom stage graphically shows the length of each stage and sub-stage. Every stage must include at least one sub-stage, but often will include several.

To create a new stage, click the "Add Stage" button. A new stage entry will be created. The number will be automatically assigned. You must enter information for both the Name of the stage and the milestones for the stage. The organizations field is calculated based on information from the sub-stages.

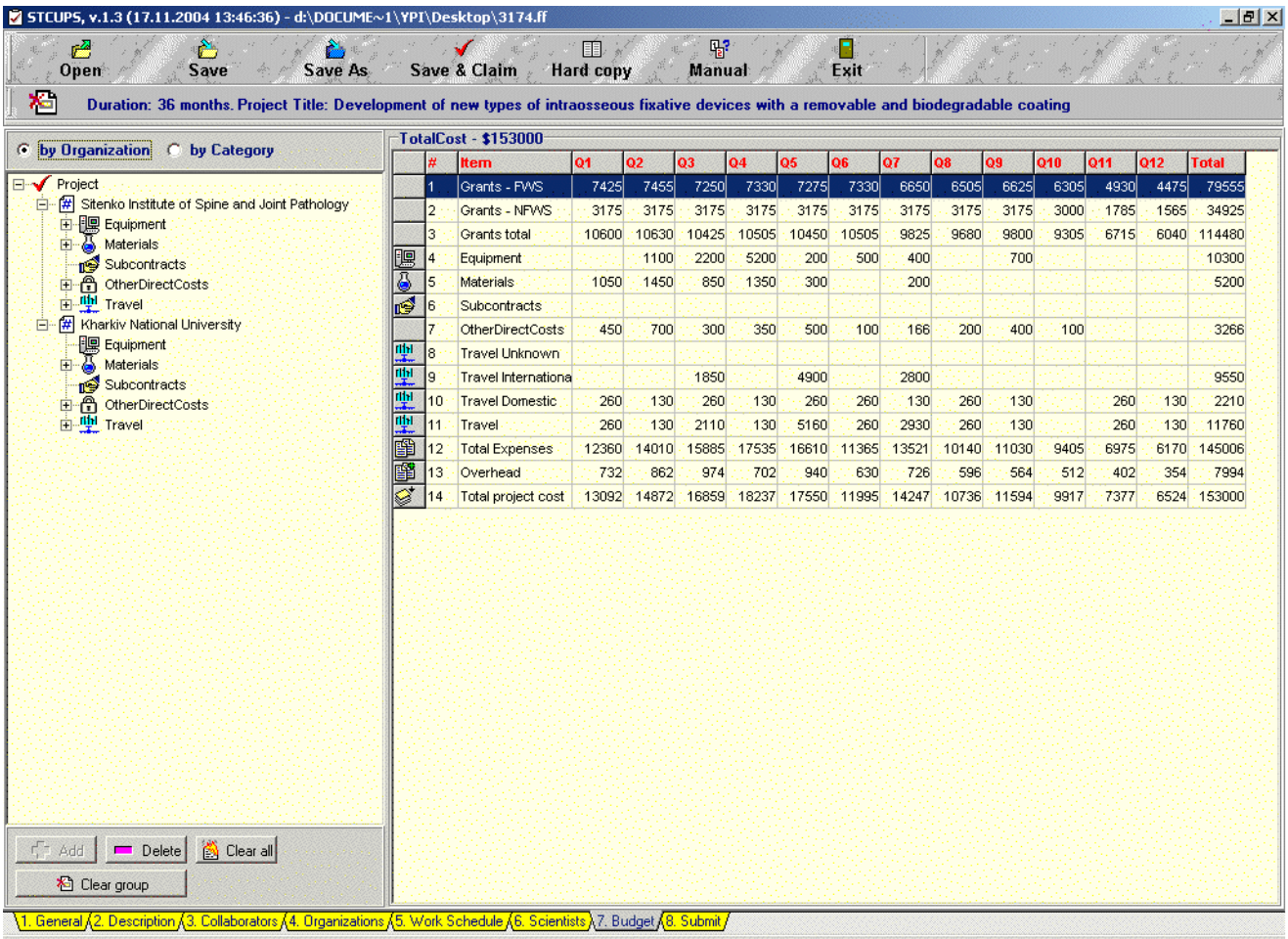
To add a sub-stage to a stage, select a stage and click "Add sub-stage". A new sub-stage will be created at the end of the list of any existing sub-stages for the selected stage. The number will be automatically assigned. You must enter information for both the Name and the milestones for the stage. Additionally, a sub-stage must indicate the single, individual project organization responsible for the stage, the quarters in which the sub-stage begins and ends and the number of days for each quarter the sub-stage is active.

When a stage has at least one sub–stage, the duration of the entire stage and the organizations involved in the stage can be seen by clicking the stage. These values are calculated based on the information from all the sub–stages.

To remove a single stage or a sub–stage from the work schedule, simply select the desired stage or sub–stage and click the “Remove” button.

To erase all stages and related sub–stages at once, click the “Clear” button.

Budget



#	Item	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Total
1	Grants - FWS	7425	7455	7250	7330	7275	7330	6650	6505	6625	6305	4930	4475	79555
2	Grants - NFWS	3175	3175	3175	3175	3175	3175	3175	3175	3175	3000	1785	1565	34925
3	Grants total	10600	10630	10425	10505	10450	10505	9825	9680	9800	9305	6715	6040	114480
4	Equipment		1100	2200	5200	200	500	400		700				10300
5	Materials	1050	1450	850	1350	300		200						5200
6	Subcontracts													
7	OtherDirectCosts	450	700	300	350	500	100	166	200	400	100			3266
8	Travel Unknown													
9	Travel Internationa			1850		4900		2800						9550
10	Travel Domestic	260	130	260	130	260	260	130	260	130		260	130	2210
11	Travel	260	130	2110	130	5160	260	2930	260	130		260	130	11760
12	Total Expenses	12360	14010	15885	17535	16610	11365	13521	10140	11030	9405	6975	6170	145006
13	Overhead	732	862	974	702	940	630	726	596	564	512	402	354	7994
14	Total project cost	13092	14872	16859	18237	17550	11995	14247	10736	11594	9917	7377	6524	153000

Budget Page

The Budget page is used to capture all costs of the project except the personnel costs which are entered on the Personnel page. Budget details are complex, but the STCUPS provides an interface which will make it easy for you to add or modify budget details.

There are several budget categories: Equipment, Materials, Other Direct Costs, Travel and Subcontracts. Each organization listed in the project must have its own budget, with each budget item assigned to one of the above categories. For this reason, the budget is displayed in a tree-layout, allowing you to see summaries at different levels in the tree and also to more easily see, add or edit budget items.

As with the other sections of the software, there are buttons at the bottom of the page to Add and Delete budget items. To edit an item, merely select it and make the changes in the fields that are shown on the right.

Overhead

Overhead is a single quarterly value for each institute and is calculated automatically. The only input requirement is the percentage of overhead to be applied. STCU Policies require this to be a maximum of 10% and a minimum of 0%.

Adding Budget Items
To add a new budget item, you must first know to which institute it applies and what category it falls under. Once you have that information, make sure that you can see the Category listed under the Organization in the tree. If it's not visible, then click on the little "plus" icon next to the organization which will open to show the categories. Now, you can click on the budget category and click the Add button at the bottom of the screen.
After you click Add, the right side of the window will change, displaying fields to be filled in. Different categories require different information, and so different fields. Fill them in completely and accurately.
To complete your budget, add all budget items to all budget categories for each organization. Be careful to select the correct budget category and organization combination before you click Add. If you do not, you will need to delete your new budget item, and then re-enter the information in the right place.

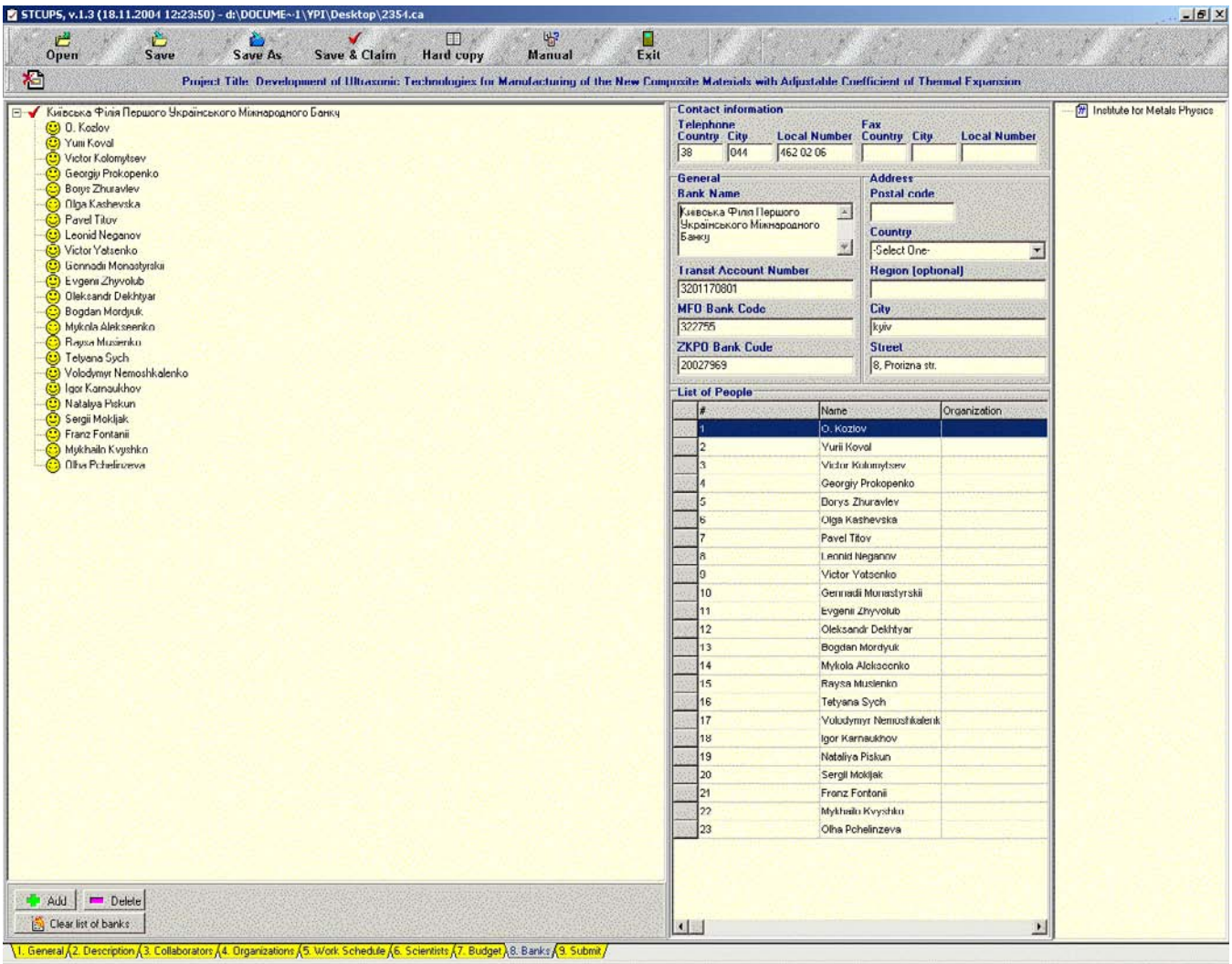
Deleting Budget Items
To delete a budget item, simply select it in the list and click the Delete button.

Editing budget items
To edit a budget item, find it and select it. On the right side of the screen, you will see the fields for that budget item and the values which have been entered already. Make any changes you wish; they are automatically saved.

Budget Summaries
The software allows you to see various summaries of the budget: the full project budget, the budget for each organization or for each category, or finally for a particular category/organization combination. These are displayed when you click on different levels in the budget tree on the left side.

So, when you open an Agreement file, you will see a very familiar interface. The only immediate difference is a new tab called Banks. There are also some more fields to fill in on the Personnel Commitment page, namely Passport, Tax ID and Bank Account number.

Banks



The Banks Page

In order to pay the people working on the team, the STCU needs bank information for each person.

To record this information, first go to the Banks page, which is divided into three separate areas. On the left side is a list of banks and all project personnel who have been assigned to each, On the right side is a list of the project's institutes and any project personnel belonging to each institute who have not yet been assigned to a bank. Finally, in the middle is the area used to complete details for each institute, such as contact and financial information.

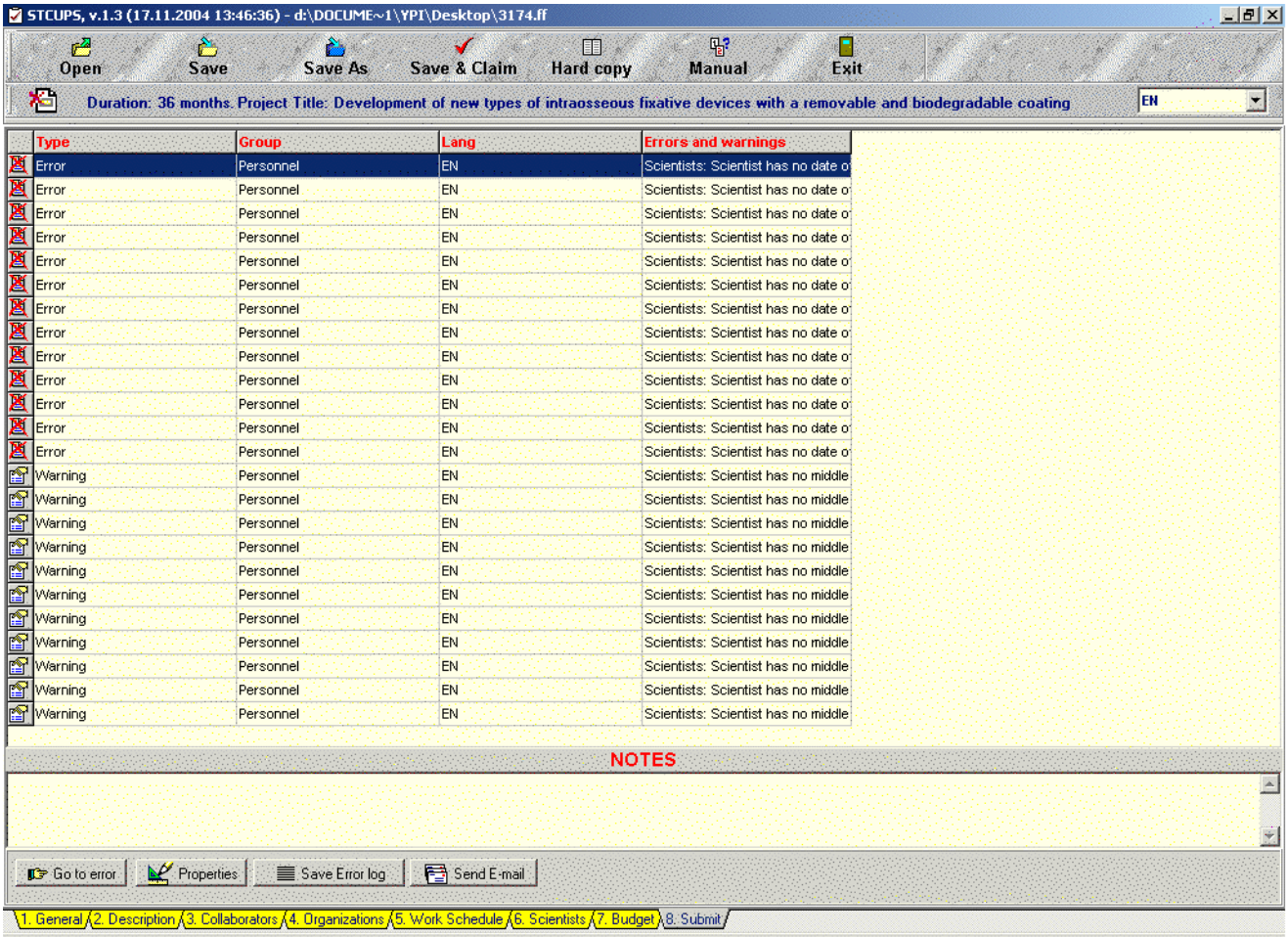
Scientists who are not assigned to a bank have a "sad face" icon next to the name. Scientists who are assigned to a bank have a yellow "happy face" icon next to the name.

To add a bank to the list, simply click "Add" and then fill in all the fields at the top of the middle section.

To remove a bank from the list, first select it and then click the “Remove” button.

Once you have added all banks to the list, you are ready to assign every scientist to a bank. Initially, all scientists are displayed in the right panel. To assign a scientist to a bank, simply click on the ‘sad face’ and drag it to the list of banks and release the mouse button when it is pointing to the correct bank. The ‘sad face’ icon will become a ‘happy face’ icon now. Continue until all scientists have been assigned to a bank.

Submit



The last step of project preparation is always to validate the information using the Submit page. Selecting this tab will show you any problems with the project. There are two kinds of messages: Warnings and Errors.

Errors

Errors are show-stoppers. If there is even a single error listed on the Submit tab, your project is not ready and cannot be submitted. *All errors must be fixed before you can submit a project*.

Examples of errors are: required fields are empty, certain budget values do not meet STCU guidelines.

Warnings

Fixing warnings is not critical to submission of the project. Rather, they are merely a heads-up to the user that more data might be included or adherence to certain project criteria might be improved.

Examples include having only a person's phone number but no email address or having a project team with less than 50% weapons scientists.

Submitting your Projects

Regardless of which type or stage of a project you are preparing, the last step is always to choose the tab marked "Submit", which is always the last tab listed.

Selecting this tab will show you any problems with the project as it is written at that moment. There are two kinds of messages that you might see: Warnings and Errors.

Warnings

Fixing warnings is not critical to submission of the project. Rather, they are merely a heads-up to the user that more data might be included or adherence to certain project criteria might be improved.

Examples include having only a person's phone number but no email address or having a project team with less than 50% weapons scientists. These situations will not prohibit your project from being submitted and even considered, but in the first example it would be nice to have more contact information and in the second example, the chances of being approved for funding are lower than a project whose team has at least 50% former weapons scientists.

Errors

Errors, on the other hand, are show-stoppers. If there is even a single error listed on the Submit tab, your project is not ready and cannot be submitted. *All errors must be fixed before you can submit a project*.

Examples of errors are: required fields are empty, all necessary languages are not

Appendices

Appendix A • System Requirements

Minimum Specifications:

OS:	Microsoft Windows (2000, XP)
HDD:	10 MB free space
Video:	800x600 resolution
Applications:	Microsoft Word and Microsoft Excel (to generate printed output)

Recommended Specifications:

OS:	Microsoft Windows (2000, XP)
HDD:	10 MB free space
Video:	1024x768 resolution or higher
Applications:	Microsoft Word and Microsoft Excel (to generate printed output)

Appendix B • Frequently Asked Questions

Q: Why can't I change the Project Number?
A: The project number is assigned by STCU and provided for your information. It is used on all printed documentation. To prevent any mistakes, this field cannot be altered.

Q: What is the difference between a Warning and an Error?
A: An error is something which prohibits the project from being considered complete and correct and will prevent the user from submitting the file. A warning is something that the software wants to draw your attention to, but will not prevent the project from being considered complete and ready for submission.

Q: Why can't I edit the Print Documents?
A: The project documents are generated entirely from the data provided in the software. If there are any mistakes in the printed documents, you must make the changes in the software and regenerate the printed documents.

Q: How many Organizations, Scientists, Collaborators, etc. can be on the project?
A: The software sets no limits on the number of items which can be listed on any page. You can include as many Organizations, Scientists, Collaborators, Equipment items, etc. in your project as necessary.

Q: How do I enter the number of days for the quarters in a stage?
A: The days information for the quarters in a stage are calculated from the information provided from the stage's sub-stages. For instance, if the stage has two sub-stages which are both active in Quarter 1 and both are scheduled for 20 days work, then the Stage will display 40 days of work for Quarter 1.

Appendix C• STCUPS Keyboard Shortcuts

Although navigation of the STCUPS interface can be done entirely with the mouse, there are several Keyboard Shortcuts which might prove useful to some users.

Control-N	Create a new Collaborator, Organization, Scientist, etc.
Control-O	Open an STCUPS file
Control-P	Print the current Project
Control-S	Save the current Project
Alt-F4	Quit
Control-n	Choose the nth tab
Control-Up	Select the previous Organization, Collaborator, etc.
Control-Down	Select the next Organization, Collaborator, etc.
Control-Left	Select the previous tab
Control-Right	Select the next tabe
F1	Help
F2	Save the current Project
F3	Open an STCUPS file

Appendix D • Tracking Your Project

You can track the status of your project after it has been sent for expert review on the STCU Website, www.stcu.int/projects/status. This report does not contain any information about projects before the Proposal has been signed by the STCU Executive Director.

Appendix E • Getting Help

Hopefully, most questions you have about the STCU Project Software will be answered in this User's Guide. If you have other questions, you can contact STCU directly.

For technical questions concerning STCU Project Software, send an email to stcups@stcu.int. Please include what project you are working on, what stage, and which section you have a question about.

For questions concerning the STCU policies and procedures for STCU projects, see the documentation provided on the STCU website at www.stcu.int/documents/. If you still have questions, you will need to contact the STCU Project Information Officer (pio@stcu.int) or the Senior Specialist assigned to your project. You can find this information on the STCU website, www.stcu.int/projects/status/.