

# Using InTouch+

**InTouch+ is an online facility serving prospective meeting participants, nominators and approvers from the IAEA's Member States. InTouch+ is the improved and expanded successor to the Technical Cooperation Department's InTouch platform.**

After registering on NUCLEUS, prospective meeting participants may apply through InTouch+ to attend IAEA meetings, training courses, fellowships, scientific visits or other TC events. Project counterparts and country-level approval authorities (National Liaison Officers, Assistants, National Coordinators for Regional Projects) may use InTouch+ to review and approve nomination requests for TC events. An important new feature of InTouch+ is that it may be used for approving nominations for events under the IAEA's Regular Programme. National atomic energy authorities, permanent missions and foreign affairs ministries interested in using this facility should write to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org).

<b>Overview .....</b>	<b>2</b>	<b>Creating a new application.....</b>	<b>8</b>
<b>Before you start .....</b>	<b>3</b>	<b>Viewing your past participation.....</b>	<b>11</b>
<b>Opening InTouch+ .....</b>	<b>4</b>	<b>Endorsing applications (project counterparts) .....</b>	<b>12</b>
<b>Creating and managing your InTouch+ profile.....</b>	<b>5</b>	<b>Approving applications (country-level authorities) .....</b>	<b>14</b>
<b>Adding or changing an institute .....</b>	<b>6</b>	<b>Frequently asked questions .....</b>	<b>16</b>
<b>Viewing your applications and their status .....</b>	<b>7</b>		

# Overview

InTouch+ is a facility on the IAEA's NUCLEUS platform. Hence, every user of InTouch+ must be a registered NUCLEUS user.

There are three kinds of InTouch+ user:

**Participants:** Every InTouch+ user is a prospective event participant. Using InTouch+ a participant may view available IAEA events and submit requests to attend one or more events. Each request will include profile information. The participant enters some of this profile information in InTouch+ and some on the IAEA's recruitment platform. Once entered, this profile information will be available for every request the participant makes. The participant can update this information whenever necessary.

**Project counterparts\*** are responsible for the overall management and implementation of a TC project in their country. They conduct the first-level review of participant requests in InTouch+ and endorse the requests for country-level approval.

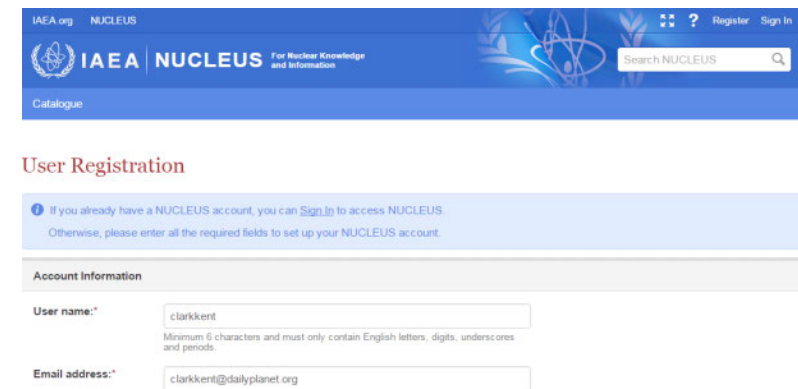
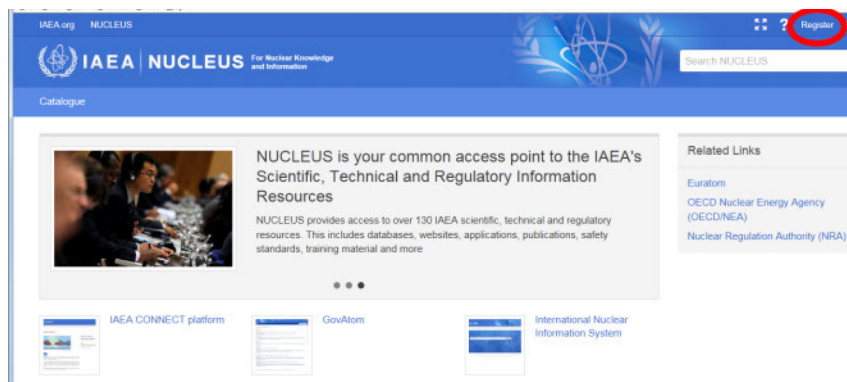
**Country approvers** approve nomination requests on behalf of their country. Country approvers may be designated national liaison officers\*, national liaison assistants, national coordinators, designated members of national atomic energy agencies, permanent missions or ministries of foreign affairs.

All these users perform their roles – application, endorsement, approval – using different tabs within InTouch+.

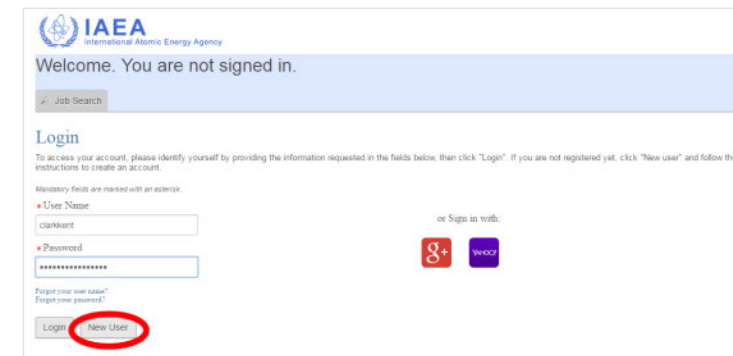
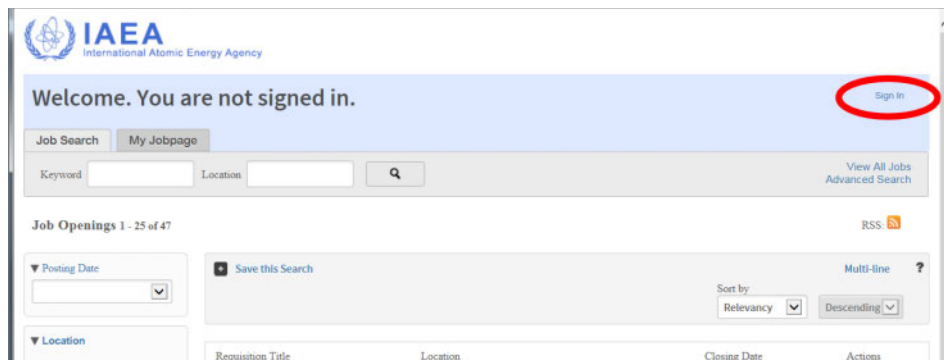
\*For more information on the roles of project counterparts and national liaison officers please see <https://www.iaea.org/technicalcooperation/programme/Prog-Man/Roles/index.html>

# Before you start

If you are a completely new user, go to <https://nucleus.iaea.org> and click **Register**. You will be taken to the NUCLEUS registration page, where you may create your NUCLEUS account. This registration will serve for all NUCLEUS applications, including InTouch+:



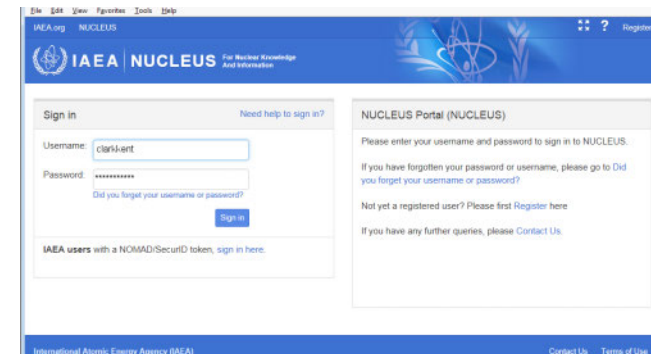
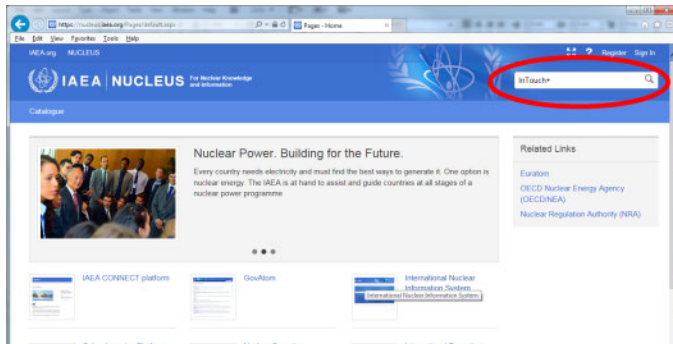
Next, if you have not already done so, go to the IAEA's recruitment platform at <https://iaea.taleo.net/careersection/ex/jobsearch.ftl> and create your recruitment profile:



**N.B.** Please make sure you provide the **same email address** in both registrations. This will enable your InTouch+ profile to synchronize with your recruitment profile.

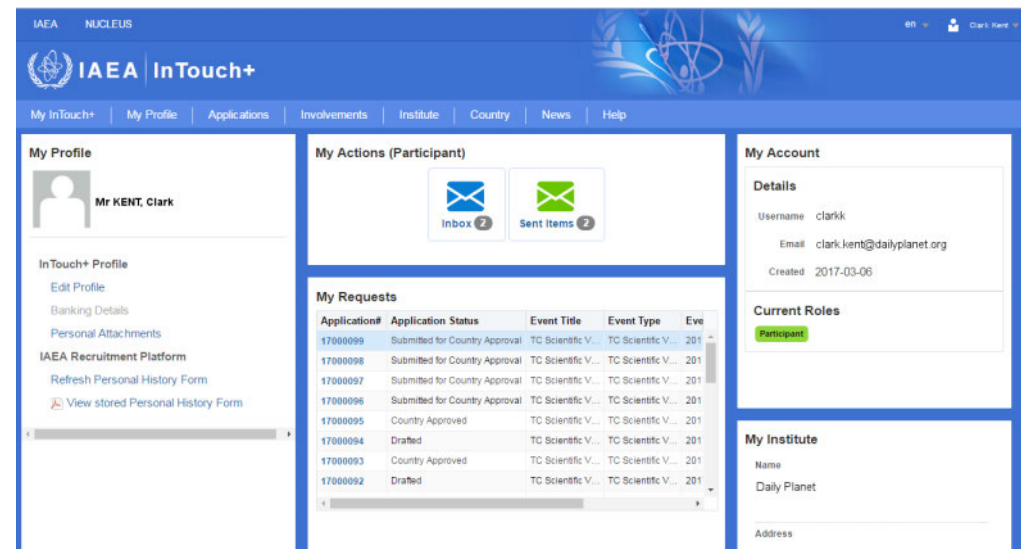
# Opening InTouch+

Go to <https://nucleus.iaea.org>, enter **InTouch+** in the search field and press **Enter**. You will be taken to a sign-in page. Enter the username and password you chose when you registered for NUCLEUS, then click the **Sign in** button:



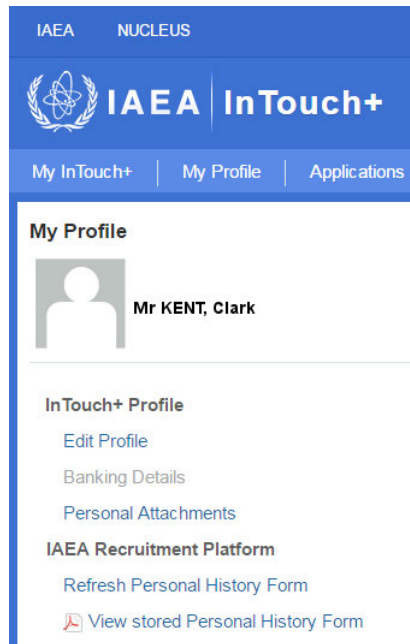
The **My InTouch+** page will open. From here you can

- Create and manage your InTouch+ profile
- Link your InTouch+ profile with your recruitment profile
- Link to your home institute
- Apply to attend an IAEA event
- View your event applications
- View your mailbox
- View your involvements
- Endorse an application (if you are a project counterpart)
- Approve an application (if you are a country approver)
- Change your language setting (in the top right-hand corner): InTouch+ is in English, French and Spanish



# Creating and managing your InTouch+ profile

On the upper left-hand side of your **My Profile** page click **Edit Profile**. This will open your profile for editing:



This screenshot shows the 'Basic Info' form in the IAEA InTouch+ system. The form is titled 'Basic Info' and has 'Save' and 'Cancel' buttons. It contains several sections: 'General Information' with a note about supporting documents, and 'Additional Information'. The 'General Information' section includes fields for 'Family Name(s) (as in passport)' (Kent), 'First/Given Name(s) (as in passport)' (Clark), 'Middle Name (if any)', 'Date of Birth' (1971-12-08), 'Gender' (Female selected), and 'Passport Nationality' (United States of America). There is also an 'Upload Supporting Documents' button and an 'Upload Image' section with a placeholder for a profile picture and an 'Update...' button. The 'Additional Information' section includes fields for 'Place of Birth' (Planet Krypton) and 'Airport / Town nearest to residence'.

Enter your basic personal details, including your home address, passport details, correspondence email and health and radiation-related information. The email address must be the same as the email address you entered in your recruitment profile. All communication from InTouch+ relating to your applications will be sent to this address. It is also recommended that you keep your Health and Radiation related data up-to-date: please upload any related attachments such as medical certificates and your occupational exposure history. When you have completed your entries, click the **Save** button.

Some of the data in your InTouch+ profile is drawn from your recruitment profile. To ensure that your InTouch+ profile is up-to-date with any changes you have made to your recruitment profile, click the **Refresh Personal History Form** on the upper left-hand side of your **My Profile** page. To see your recruitment profile, click **View stored Personal History Form**.

# Adding or changing an institute

InTouch+ allows you to be associated with one organization or institute which you may be representing at an IAEA event. (You may attend events associated with your country of nationality or with the country of your institute.) The institute is shown in the **My Institute** panel on the lower right-hand side of your **My Profile** page. If you wish to enter a new institute or change an existing one, click **Link to a Home Institute**. This will open the **Institute Selection** page:

### My Institute

**Name**  
Daily Planet

---

**Address**  
Empire State Building  
350 5th Ave, New York, NY 10118, USA

[Link to a Home Institute](#)

IAEA NUCLEUS

IAEA InTouch+

My InTouch+ | My Profile | Applications | Involvements | Institute | Country | News | Help

### Institute Selection

Current Institute: Daily Planet

Address: Empire State Building 350 5th Avenue, New York, NY 10118, USA

Please select your home institute

**Search**

Party Number  Postal Code

Institute Name  City

Country  Address

Party Number	Institute Name	Country	Postal Code	City	Address
No data to display.					

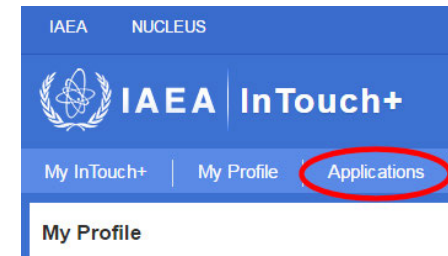
International Atomic Energy Agency (IAEA)  
Vienna International Centre, PO Box 100, A-1400 Vienna, Austria  
Telephone: (+431) 2600-0, Facsimile: (+431) 2600-7, E-mail: [Official Mail](#)

Contact Us | Disclaimer | Terms of Use  
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Here you can search for and select the institute, which must already be listed in InTouch+. If your institution is not listed, you may request that it be added by clicking **Propose New Institute** and entering the necessary details.

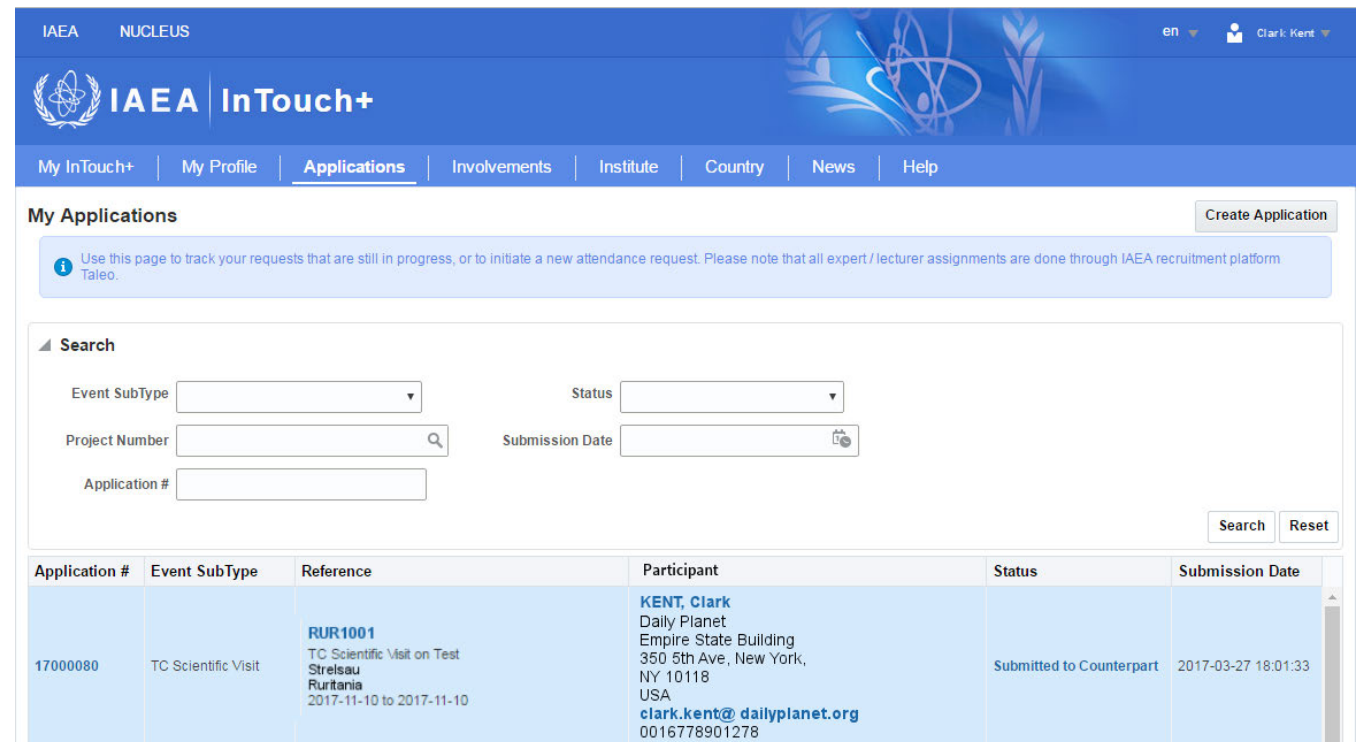
# Viewing your applications and their status

Click the **Applications** link on My InTouch+. This will open the **My Applications** page, where you will see a list of all the IAEA events in which you have applied to participate and the current status of each application. If you have many applications listed, you may search for a particular application using the criteria in the **Search** area.



Each listed application contains hyperlinks which you may click for more details:

- **Application #:** Click to open your nomination request. Once submitted, this information cannot be edited. 'History and Forward' shows the progress of your nomination request. The 'Documents' tab shows profile-related documents you have uploaded, as well as application-related documents. Here you will also find event-related documents such as the terms of reference, announcements for abstracts and visa information letters, as well as information specific to your application, such as an offer letter.
- **Reference:** click for information about the TC Project, the IAEA staff and the project counterparts involved in this project.
- **Participant:** click to open your Personal History Form.
- **Status:** click to see details of the approval flow of this nomination request.



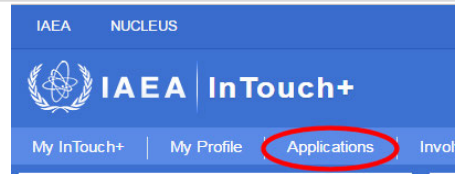
The screenshot displays the 'My Applications' page. It features a search section with filters for Event SubType, Project Number, Application #, Status, and Submission Date. Below the search section is a table listing applications. The table has columns for Application #, Event SubType, Reference, Participant, Status, and Submission Date. A single application is listed with the status 'Submitted to Counterpart'.

Application #	Event SubType	Reference	Participant	Status	Submission Date
17000080	TC Scientific Visit	RUR1001 TC Scientific Visit on Test Streisau Ruritania 2017-11-10 to 2017-11-10	KENT, Clark Daily Planet Empire State Building 350 5th Ave., New York, NY 10118 USA clark.kent@dailyplanet.org 0016778901278	Submitted to Counterpart	2017-03-27 18:01:33

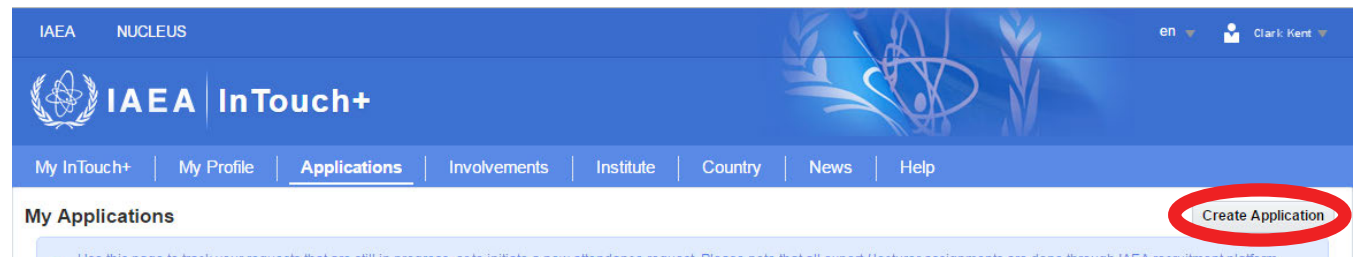


# Creating a new application

In **My InTouch+** click the **Applications** link.



This will open the **My Applications** page. Now click the **Create Application** button on the upper right-hand side of the screen.




A nomination form will open. Here you should first select the nominating country for which you will be attending the event. This may be your country of nationality or the country of your institute. The events you may apply for will be governed by this selection.

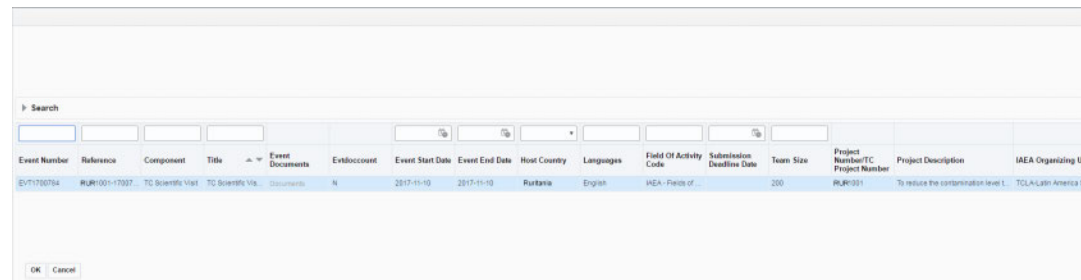
A screenshot of the 'Nomination Form' page. The 'Nominating Country' dropdown menu is highlighted with a red circle and shows 'USA' selected. Below it is a search box for 'Event'. The page has 'Save' and 'Cancel' buttons at the bottom.

At this point you may also wish to check the profile being submitted with this application. You may see this by clicking open the **Profile** tab; note that the information shown in this tab may not be changed here. If you wish to change your profile, go back to the **My Profile** screen and follow the directions in page 5 of this guide.

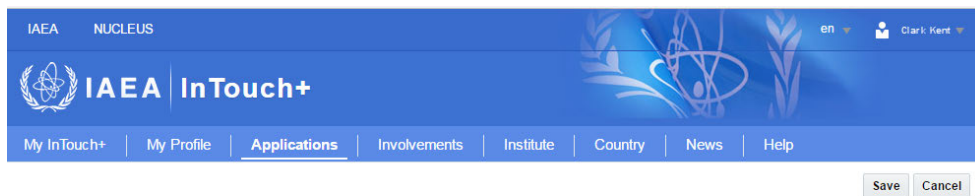
A screenshot of the 'Profile / Personal History Form' page. It shows a 'General Information' section with the following details: Family Name(s) (as in passport) Kent, Gender Male, First/Given Name(s) (as in passport) Clark, Passport Nationality United States, Middle Name (if any), and Date of Birth 1971-12-08. There is a 'View stored Personal History Form' link and a placeholder for a profile picture.



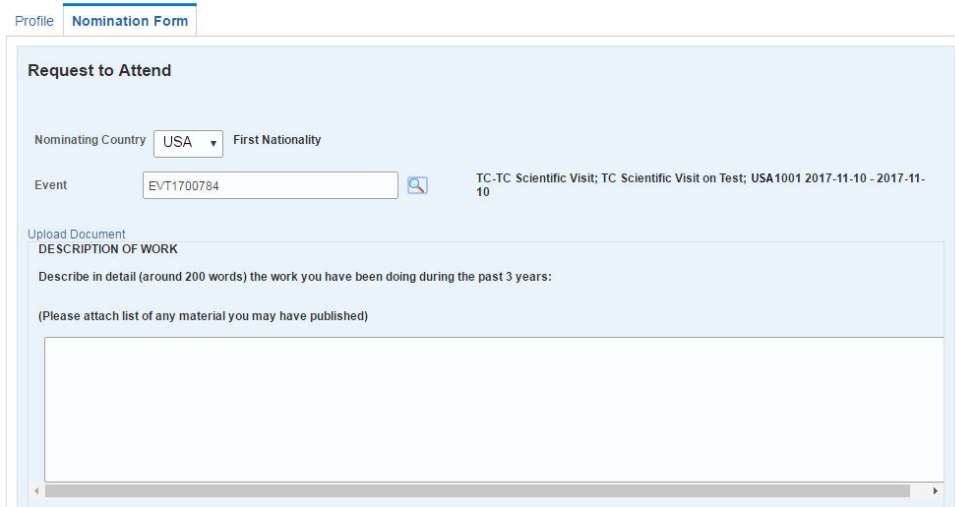
Having selected your nominating country, you should now choose the events relating to that country. In the nomination form, click the magnifying glass  to the right of the **Event** field. This will produce a list of available events. If there are many entries, you may search for the one that interests you by entering search criteria in the available field. Having found the event you wish to apply for, select it by clicking on its row. Then click **OK**.



Event Number	Reference	Component	Title	Event Documents	Embocover	Event Start Date	Event End Date	Host Country	Languages	Field Of Activity Code	Submission Deadline Date	Team Size	Project Number/TC Project Number	Project Description	IAEA Organizing Unit
EVT1700784	RUR1001-17007	TC Scientific Visit	TC Scientific Vis.	Documents	N	2017-11-10	2017-11-10	Ruritania	English	IAEA - Fields of...		200	RUR1001	To reduce the contamination level 1.	TCLAL/IAEA America South



You will now be presented with a **Request to Attend** form. Complete all the fields in this form. If appropriate, you may attach supporting documents by clicking the **Upload Document** link. When you have completed your entries, click the **Save** button.



**Request to Attend**

Nominating Country: USA First Nationality

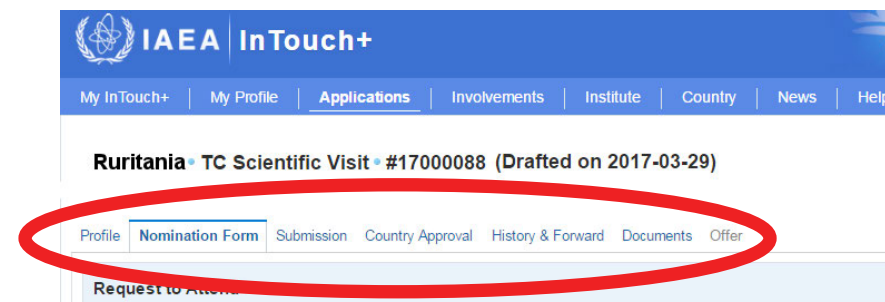
Event: EVT1700784 TC-TC Scientific Visit; TC Scientific Visit on Test; USA1001 2017-11-10 - 2017-11-10

Upload Document

**DESCRIPTION OF WORK**

Describe in detail (around 200 words) the work you have been doing during the past 3 years:

(Please attach list of any material you may have published)



**Ruritania TC Scientific Visit #17000088 (Drafted on 2017-03-29)**

Profile **Nomination Form** Submission Country Approval History & Forward Documents Offer

You will notice that a number of new tabs have appeared on the **Nomination Form** page. Click the **Submission** tab.

If this application is for a fellowship or scientific visit, indicate whether supervisor approval has been obtained, by entering a check (tick) in the appropriate box and typing in the supervisor's name. When you are ready to submit, click **Submit to Project Counterpart**. (If no project counterpart exists, the **Submit to Project Counterpart** button will be greyed out, and you should click the **Submit to National Liaison Officer/Coordinator** button to request immediate country-level approval.)

Complete your submission by sending a notification to the project counterpart. Their email address will be entered by default. If necessary you may change this and/or add further addressees. Now click the button labelled **I agree and submit the application**.

The counterpart will check the application and submit the form through InTouch+ to the National Liaison Officer for approval.

App. No.	Application Status	Event Title	Event Type	Exp. Date
1700088	Submitted to Counterpart	TC Scientific V...	TC Scientific V...	201...
1700086	Drafted	TC Scientific V...	TC Scientific V...	201...
1700083		TC Scientific V...	TC Scientific V...	201...

The application will be listed on your **My InTouch+** page in the section headed **My Requests**.

**I hereby certify that the statements made by me in this application are true and complete. If selected for a scientific visitor, I undertake to:**

- Conduct myself at all times in a manner compatible with my status as a recipient of an IAEA training award;
- Spend the full time during the period of the award in the training programme as directed by the supervising agency in the country of study and by the IAEA;
- Refrain from engaging in political and commercial activities;
- Submit reports in accordance with the requirements of the IAEA;
- Return to my home country at the end of the fellowship and work in my country for a period of at least two years in the field of peaceful uses of atomic energy;
- Accept no remuneration other than the fellowship stipend and the salary which is paid to me by my own Government or Institution nor render any services against payment or other form of remuneration;
- Inform the IAEA whenever there are changes in my status or availability that will affect the terms of my IAEA training award.

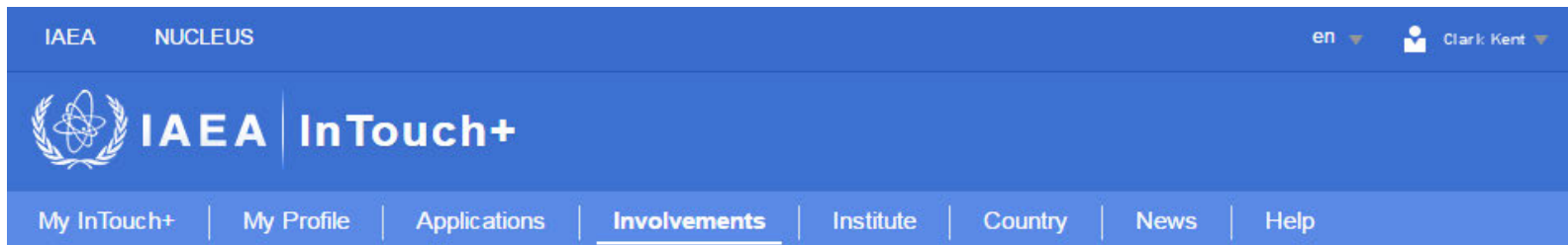
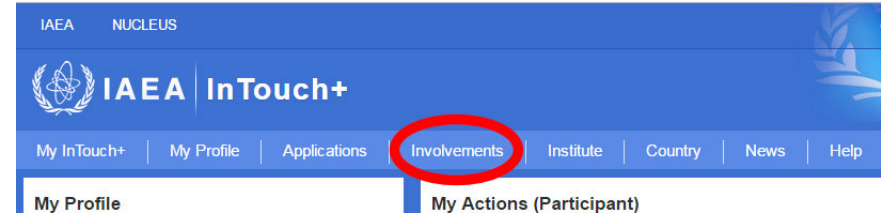
Signature	Action	Date Signed
KENT, Clark	Drafted	2017-03-29 11:24:16

Supervisor's Approval for fellowship's scientific visit application obtained  
Supervisor's Name:

**Submit to Project Counterpart** | [View stored Personal History Form](#)

# Viewing your past participation

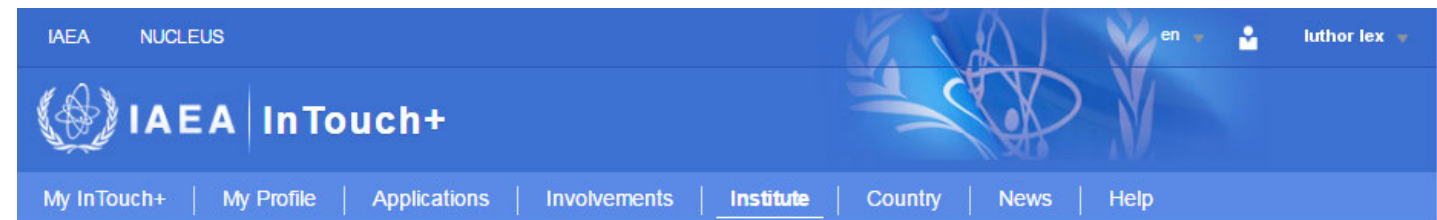
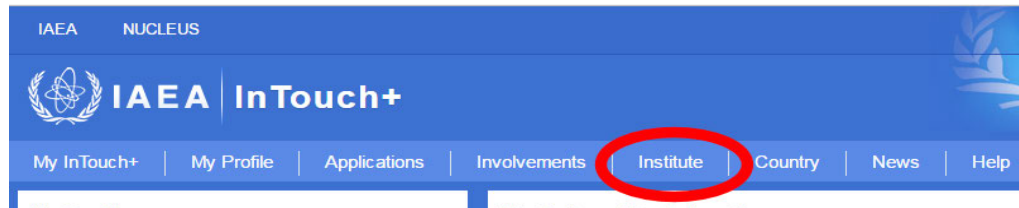
By clicking open the **Involvements** tab you can see a list of all the IAEA events which you have attended in the past.



If many events are shown, you may filter the list by entering search criteria in any of the six fields on the page and clicking **Search**.

# Endorsing applications (project counterparts)

Project counterparts are notified by email that their endorsement is required. The counterpart will find the relevant application by going to the **Institute** page:



If there are many entries, you may search for the one that interests you by entering search criteria in the available field.

**Institute**

▲ Search

Candidate  Status

Application #  Project Number

Event SubType  Submission Date

Search Reset

Application #	Event SubType	Reference	Candidate	Status	Submission Date
<a href="#">17000088</a>	TC Scientific Visit	<b>RUR1001</b> TC Scientific Visit on Test Stralsau Ruritania 2017-11-10 to 2017-11-10	<b>KENT, Clark</b> Daily Planet Empire State Building 350 5th Ave., New York, NY 10118 USA <a href="mailto:clark.kent@dailypianet.org">clark.kent@dailypianet.org</a> 0016778901278	Submitted to Cou...	2017-03-29 11:35:16

Open the application by clicking on the hyperlinked number in the **Application #** column.

Click the **Submission** tab and check the submission details.  
You may endorse the request by clicking the **Submit to National Liaison Officer/Coordinator** button.

IAEA NUCLEUS en luthor lex

IAEA InTouch+

My InTouch+ | My Profile | Applications | Involvements | **Institute** | Country | News | Help

Ruritania • TC Scientific Visit • #17000088 (Submitted to Counterpart on 2017-03-29) Save Cancel

Profile | Nomination Form | **Submission** | Country Approval | History & Forward | Documents

**Send Notification**

To jimmy.olsen@nbg.gov

Cc

Choose from selection or add any email address

Upload Attachments

**Notification History**

From	To	Action	Comment	Time
KENT, Clark		Submitted to Counterpart	null	2017-03-29 1

Save Cancel

IAEA NUCLEUS en luthor lex

IAEA InTouch+

My InTouch+ | My Profile | Applications | Involvements | **Institute** | Country | News | Help

Ruritania • TC Scientific Visit • #17000088 (Submitted to Counterpart on 2017-03-29) Save Cancel

Profile | Nomination Form | **Submission** | Country Approval | History & Forward | Documents

I hereby certify that the statements made by me in this application are true and complete. If selected for a scientific visitor, I undertake to:

- Conduct myself at all times in a manner compatible with my status as a recipient of an IAEA training award;
- Spend the full time during the period of the award in the training programme as directed by the supervising agency in the country of study and by the IAEA;
- Refrain from engaging in political and commercial activities;
- Submit reports in accordance with the requirements of the IAEA;
- Return to my home country at the end of the fellowship and work in my country for a period of at least two years in the field of peaceful uses of atomic energy;
- Accept no remuneration other than the fellowship stipend and the salary which is paid to me by my own Government or Institution nor render any services against payment or other form of remuneration;
- Inform the IAEA whenever there are changes in my status or availability that will affect the terms of my IAEA training award.

Signature	Action	Date Signed	Sent To
Kent, Clark	Submitted to Counterpart	2017-03-29 11:38:04	
Kent, Clark	Drafted	2017-03-29 11:35:18	

Click here to view the Personal History Form of the applicant

Reject Application View stored Personal History Form

Click here to reject the application. The applicant will be notified of this rejection.

**Submit to National Liaison Officer/Coordinator**

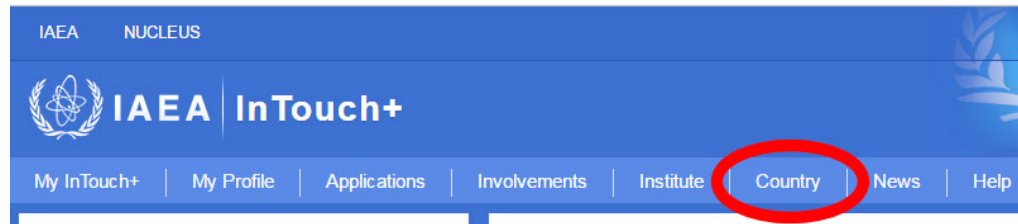
Click here to submit this application to the National Liaison Officer/Coordinator to approve and send further to the IAEA.)

Complete the endorsement by sending a notification to the country authority. Their email address will be entered by default. If necessary you may change this and/or add further addressees. Now click the button labelled **I endorse and submit this application**.



# Approving applications (country-level authorities)

National Liaison Officers and other country-level authorities are notified by email that their approval is required. The authority will find the relevant application by going to the **Country** page:



If there are many entries, you may search for the one that interests you by entering search criteria in the available field.

The screenshot shows the 'Country Applications' page. It includes a search form with fields for Candidate, Application #, Event SubType, Status, Project Number, and Submission Date. Below the search form is a table of applications. The first row of the table is highlighted, and the application number '17000088' is circled in red.

Application #	Event SubType	Reference	Candidate	Status	Submission Date
<a href="#">17000088</a>	TC Scientific Visit	<b>RUR1001</b> TC Scientific Visit on Test Streisau Ruritania 2017-11-10 to 2017-11-10	KENT, Clark Daily Planet Empire State Building 350 5th Ave, New York, NY 10118 USA <a href="mailto:clark.kent@dalyplanet.org">clark.kent@dalyplanet.org</a> 0016778901278	Submitted for Country ...	2017-03-29 11:38:04

Open the application by clicking on the hyperlinked number in the **Application #** column.

Click the **Submission** tab to check the submission details.

To approve the request, click the **Country Approval** tab, then click the **Approve** button.

IAEA NUCLEUS en olsen jimmy

IAEA InTouch+

My InTouch+ My Profile Applications Involvements Institute **Country** News Help

Ruritania TC Scientific Visit #17000088 (Submitted for Country Approval on 2017-03-29) Save Cancel

Profile Nomination Form Submission **Country Approval** History & Forward Documents

**Send Notification**

To l.lane@iaea.org

Cc lex.luthor@thgo.gov

Choose from selection or add any email address

Upload Attachments

**Notification History**

From	To	Action	Comment	Time
LUTHOR, Lex		Submitted for Country Approval	null	2017-03-29 15:48:39
KENT, Clark		Submitted to Counterpart	null	2017-03-29 11:37:01

**I Approve and Submit this Application to IAEA**

IAEA NUCLEUS en olsen jimmy

IAEA InTouch+

My InTouch+ My Profile Applications Involvements Institute **Country** News Help

Ruritania TC Scientific Visit #17000088 (Submitted for Country Approval on 2017-03-29) Save Cancel

Profile Nomination Form Submission **Country Approval** History & Forward Documents

**Our Government is cognizant of the principles and rules pertaining to IAEA-supported training awards and nominates this applicant for a scientific visit and, noting the responses given by the applicant:**

- All information supplied by the applicant is complete and correct, and the applicant is proficient in the training language;
- After completion of the training period, the applicant will be offered a suitable position in order to permit him/her to work in his/her country for a period of at least two years in the field of peaceful uses of atomic energy;
- In case the applicant is already employed, his/her salary will continue to be paid throughout the period of the award;
- The applicant will be paid all expenses relating to his/her passport, visa, medical examination and other incidental expenses;
- All medical costs not covered by insurance which are incurred during the fellowship due to illness or injury will be met by the Government;
- No facts are known to the Government regarding the reliability and character of the applicant which would obstruct giving him/her access to nuclear installations or institutions where ionizing radiation is used.

Signature	Action	Date Signed	Sent to
LUTHOR, Lex	Submitted for Country Approval	2017-03-29 15:47:38	
KENT, Clark	Submitted to Counterpart	2017-03-29 11:38:04	
KENT, Clark	Drafted	2017-03-29 11:35:18	

**Approve** **Reject** **Request More Information**

Click here to approve this application and send to the IAEA. Click here to reject the application and send back to candidate. Click here to request more information from the project Country applicant.

Complete the approval by sending a notification to the the IAEA Project Management Officer. Their email address will be entered by default. If necessary you may add further addressees in the Cc line, such as the participant or the project counterpart. Now click the button labelled **I approve and submit this application to IAEA.**



# Frequently asked questions

## **What is a fellowship?**

A Fellowship is specialized training for junior professionals. The training programme encompasses on-the-job training, long-term academic training, sandwich courses and e-learning. Fellowships normally last at least one month.

IAEA Fellowships can be awarded as part of a technical cooperation project or on an individual basis as a direct contribution to the manpower development of the country's atomic energy programme. They provide opportunities for the training of the necessary personnel to undertake the development of atomic energy applications for peaceful purposes in their own countries.

The application forms for fellowships must be submitted to the IAEA through governmental channels and priority is given to requests associated with projects of direct benefit to the Member States.

## **What is a scientific visit?**

A scientific visit is a specialized programme for experienced professionals who hold a senior advisory or management position. Scientific visits usually last a maximum of two weeks, and take place in no more than two countries.

The application forms for scientific visits must be submitted to the IAEA through governmental channels. Priority is given to requests associated with projects of direct benefit to the Member States.

## **What is an IAEA training course?**

These are training events provided by the IAEA, in cooperation with the Member State(s), where knowledge or skills in a particular field is transferred from one group of individuals (lecturers) to another (participants). Course topics are closely aligned with the TC project work plan. The main purpose of this training is to bolster Member States' management and technical capacity.

There are three major types of training course: interregional, regional and national. Interregional courses train participants from two or more regions; regional, from one region; and national, from one Member State. Regional courses may be part of Cooperative Agreements (AFRA, ARCAL, ARASIA, and RCA) or other regional projects.

## **What is a meeting?**

Meetings are events organized by the IAEA where experts and/or participants come together to discuss, analyse and evaluate technical or managerial aspects of a TC project or programme. Meetings also serve as a venue for professional exchange and for developing recommendations in different fields related to the TC programme.

### **What are expert/lecturer assignments?**

TC project personnel, who are funded from TC funds, may be employed as TC International Experts or as lecturers, depending on their functions.

International Experts (IEX) are individuals hired to provide advice, on-the-job training or technical analysis and offer recommendations towards achieving TC project objectives.

Lecturers are individuals hired to transfer technical knowledge and skills to training course participants.

To apply for an expert/lecturer assignment, register on the [IAEA's recruitment platform](#) and complete your profile under the Requisition Title "Expert/Lecturer Technical Cooperation Programme".

### **On which browsers can I use InTouch+?**

InTouch+ should work on all current browsers. It has been tested on Internet Explorer version 11 and Google Chrome version 56.

### **I have a system issue or a question that isn't answered here**

Please write to [InTouchPlus.Contact-Point@iaea.org](mailto:InTouchPlus.Contact-Point@iaea.org). If you are reporting a system issue, provide as much detail as possible, including your user name and any relevant application number. Please also include a screenshot of any error message you receive.