

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.

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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.

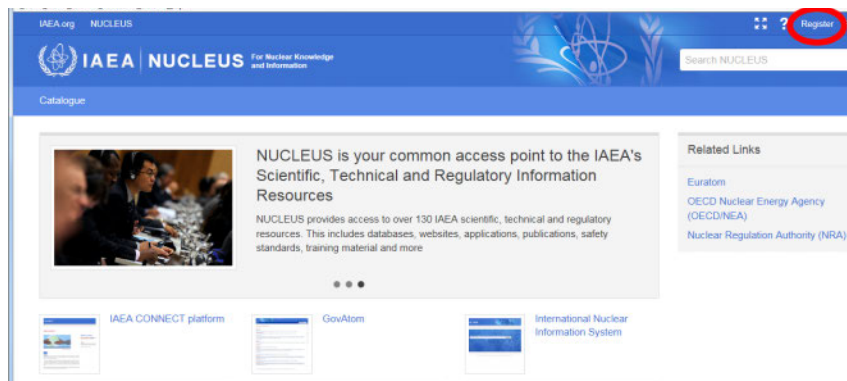
Country approvers approve nomination requests on behalf of their country. Country approvers may be designated national liaison officers*, national liaison assistants, national coordinators, designated members of national atomic energy agencies, permanent missions or ministries of foreign affairs.

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

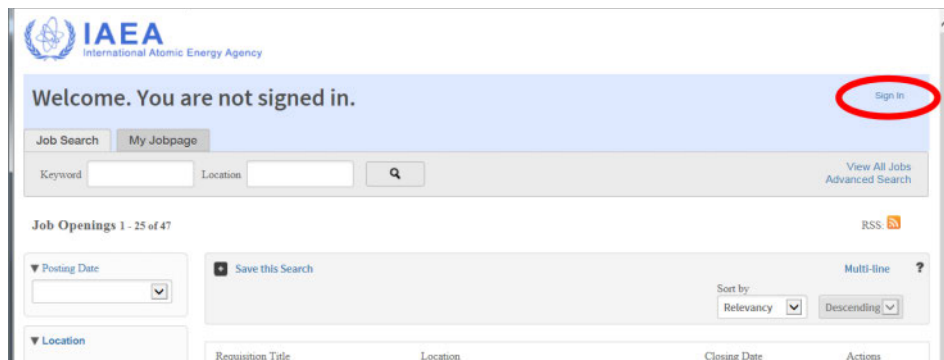
*For more information on the roles of project counterparts and national liaison officers please see <https://www.iaea.org/technicalcooperation/programme/Prog-Man/Roles/index.html>

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+:

A screenshot of the NUCLEUS User Registration page. The header is the same as the homepage. Below the header, there is a 'User Registration' section. It contains a message: 'If you already have a NUCLEUS account, you can Sign In to access NUCLEUS. Otherwise, please enter all the required fields to set up your NUCLEUS account.' Below this, there is a form for 'Account Information' with fields for 'User name:' (containing 'clarkkent') and 'Email address:' (containing 'clarkkent@dailyplanet.org').

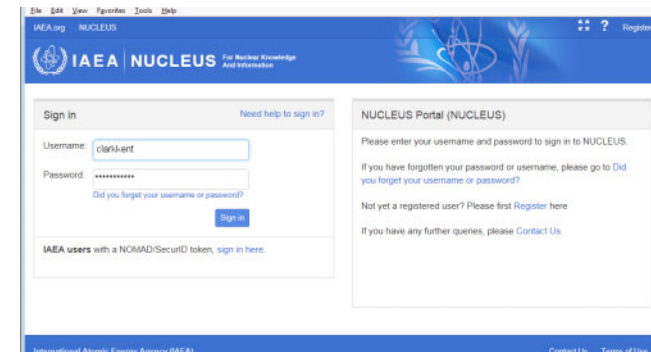
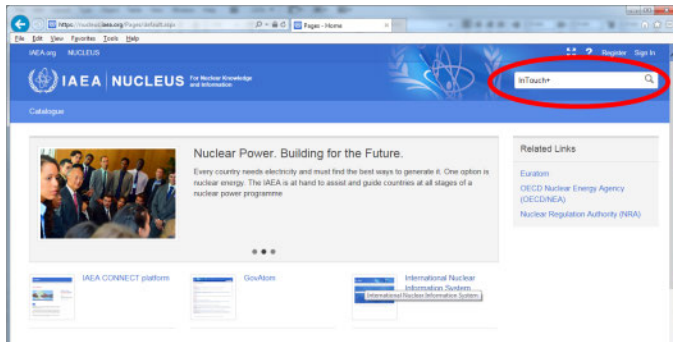
Next, if you have not already done so, go to the IAEA's recruitment platform at <https://iaea.taleo.net/careersection/ex/jobsearch.ftl> and create your recruitment profile:

A screenshot of the IAEA recruitment platform 'Login' page. The header includes the IAEA logo and the text 'International Atomic Energy Agency'. Below the header, there is a 'Welcome. You are not signed in.' message. A 'Job Search' link is present. Below the message, there is a 'Login' section. It contains a message: 'To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.' Below this, there is a form with fields for 'User Name' (containing 'clarkkent') and 'Password'. There are also links for 'Forgot your user name?' and 'Forgot your password?'. To the right of the form, there are links for 'or Sign in with:' followed by Google+ and Yahoo! logos. At the bottom of the form, the 'New User' link is circled in red.

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.

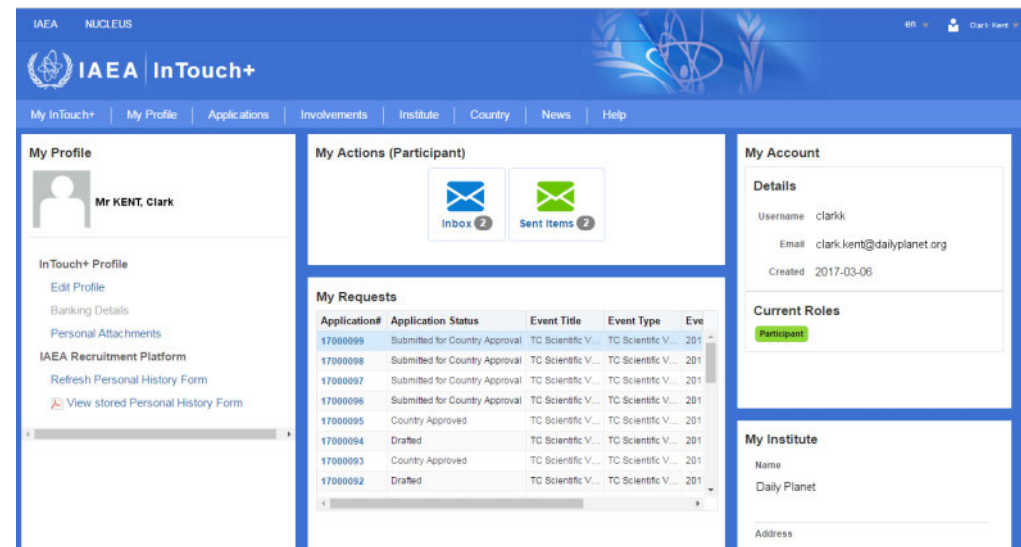
Opening InTouch+

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:



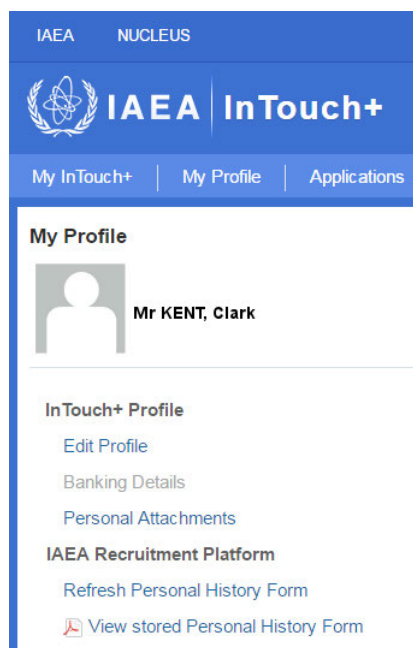
The **My InTouch+** page will open. From here you can

- 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 for editing the profile. The form is titled 'Basic Info' and includes a 'Save' button. A note at the top states: 'Please note that approvers (Project Counterparts and Country approvers) cannot modify their profile data and they should send their changes to their contact person in the IAEA's TC Department, or to InTouchPlus.Contact-Point@iaea.org. Please provide the Nucleus User Name and the full name in the request as well.' The form is divided into sections: 'General Information' 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 a section for 'Upload Supporting Documents' and a placeholder for a profile picture with an 'Upload Image' button and a file name 'clark_kent.jpg'. The 'Additional Information' section includes fields for 'Place of Birth' (Planet Krypton) and 'Airport / Town nearest to residence'. A 'View stored Personal History Form' link is visible in the top right of the 'General Information' section.

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+

en Clark Kent

[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

Search Reset

Select Institute

Propose New Institute

Detach

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

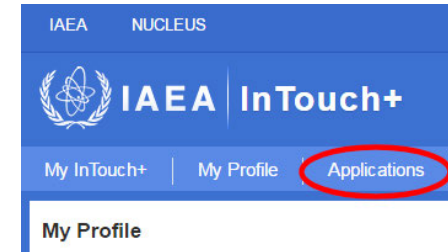
Terms of Use

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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.

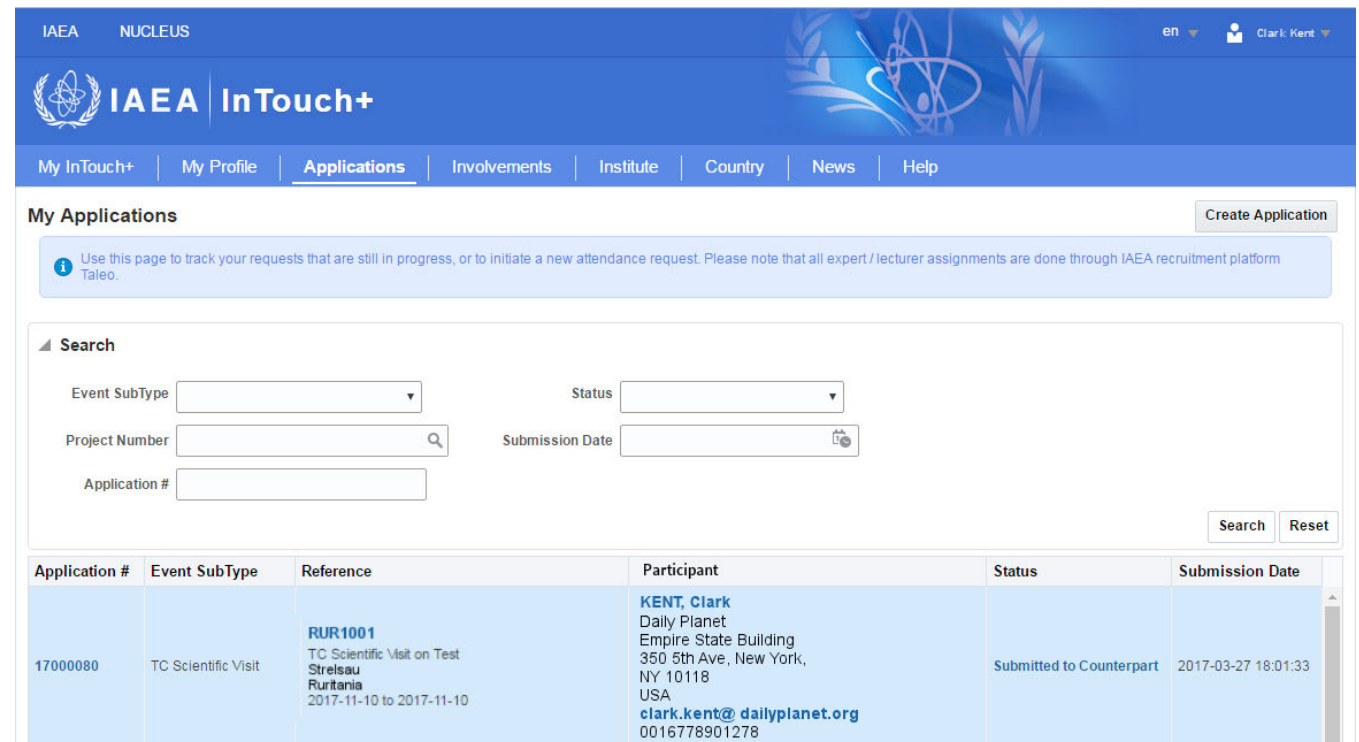
Viewing your applications and their status

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.



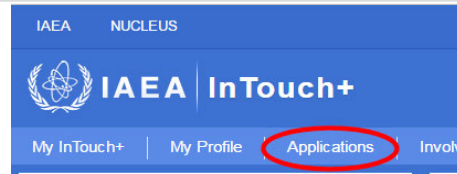
Each listed application contains hyperlinks which you may click for more details:

- **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.

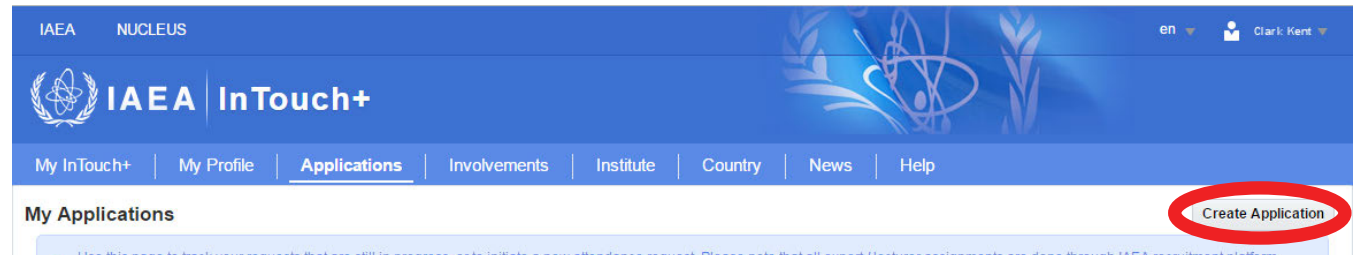
A screenshot of the 'My Applications' page in the IAEA InTouch+ system. The page has a blue header with the IAEA logo and 'InTouch+' text. Below the header, there's a navigation bar with links for 'My InTouch+', 'My Profile', 'Applications' (which is active), 'Involvements', 'Institute', 'Country', 'News', and 'Help'. The main content area is titled 'My Applications' and includes a 'Create Application' button. Below this, there's a search bar with fields for 'Event SubType', 'Project Number', 'Application #', 'Status', and 'Submission Date'. A 'Search' button and a 'Reset' button are also present. The search results are displayed in a table with columns: 'Application #', 'Event SubType', 'Reference', 'Participant', 'Status', and 'Submission Date'. The table contains one application entry with the following details: Application # 17000080, Event SubType TC Scientific Visit, Reference RUR1001 TC Scientific Visit on Test Streisau Ruritania 2017-11-10 to 2017-11-10, Participant KENT, Clark Daily Planet Empire State Building 350 5th Ave, New York, NY 10118 USA clark.kent@dailyplanet.org 0016778901278, Status Submitted to Counterpart, and Submission Date 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' in the IAEA InTouch+ system. The form is titled 'Request to Attend'. It contains a dropdown menu for 'Nominating Country' with 'USA' selected, and a text field for 'First Nationality'. The 'Nominating Country' dropdown is circled in red. Below the form, there are 'Save' and 'Cancel' buttons.

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' in the IAEA InTouch+ system. The form is titled 'PROFILE / PERSONAL HISTORY FORM'. It contains a section for 'General Information' with fields for 'Family Name(s) (as in passport)', 'First/Given Name(s) (as in passport)', 'Middle Name (if any)', 'Date of Birth', 'Gender', 'Passport Nationality', and 'United States'. The 'Family Name(s)' field contains 'Kent', the 'First/Given Name(s)' field contains 'Clark', and the 'Date of Birth' field contains '1971-12-08'. There is a 'View stored Personal History Form' link. Below the form, there are 'Save' and 'Cancel' buttons.

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	Event Date
17000088	Submitted to Counterpart	TC Scientific V...	TC Scientific V...	2017-03-29
17000086	Drafted	TC Scientific V...	TC Scientific V...	2017-03-29
17000083	Drafted	TC Scientific V...	TC Scientific V...	2017-03-29

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:

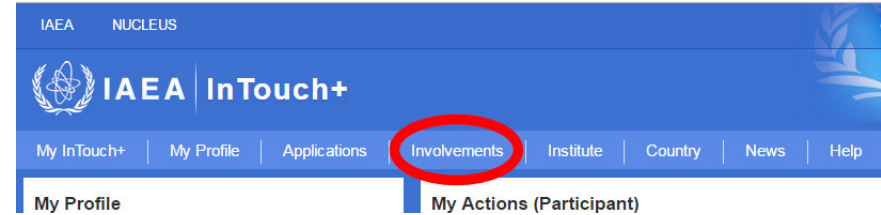
Submit to Project Counterpart (circled in red)

Submit to National Liaison Officer/Coordinator

Please note that as a rule, any application should be submitted to the Project Counterpart who will forward it to the NLO. Direct submission to the NLO is for emergency cases only.

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.



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IAEA InTouch+

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

Involvement Summary View

Search

Candidate Application #

Event SubType Status

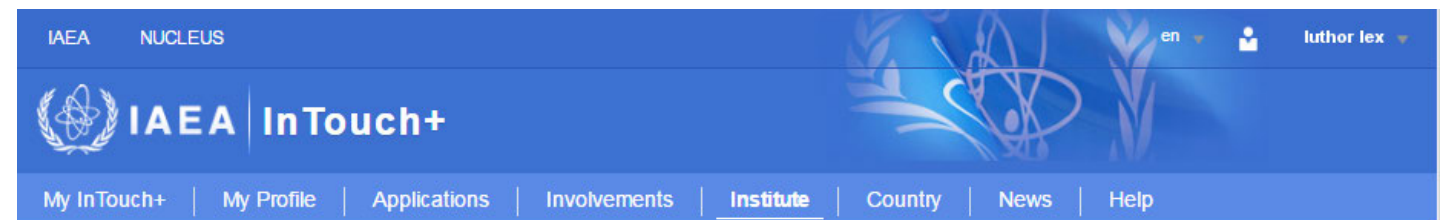
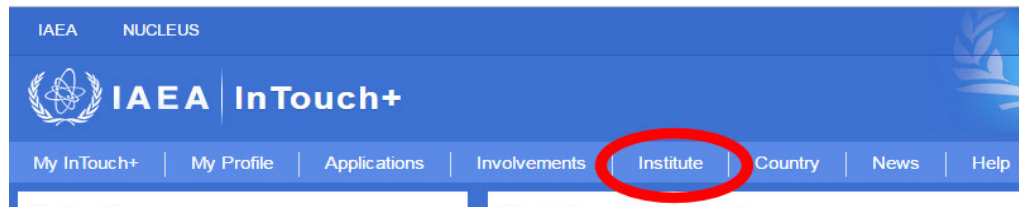
Project Number Submission Date

Application #	Event SubType	Reference	Status	Submission Date
17000035	TC Meeting	RUR1001 TC Scientific Visit on Test Strelsau Ruritania 2017-11-10 to 2017-11-10	Country Approved	2017-03-14

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
17000088	TC Scientific Visit	RUR1001 TC Scientific Visit on Test Strelsau 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 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.

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IAEA InTouch+

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

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

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

IAEA InTouch+

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

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

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.

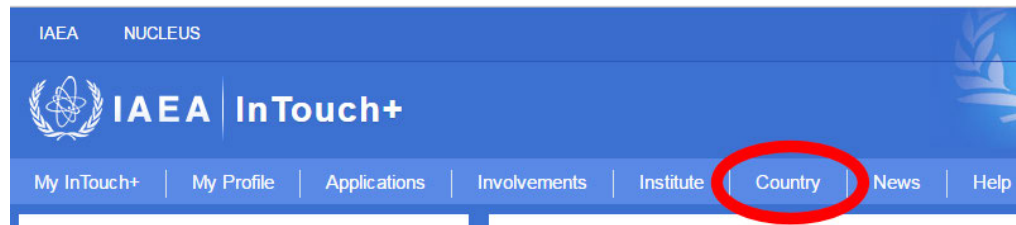
Submit to National Liaison Officer/Coordinator

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. At the top, there's 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 has the application number '17000088' circled in red.

Application #	Event SubType	Reference	Candidate	Status	Submission Date
17000088	TC Scientific Visit	RUR1001 TC Scientific Visit on Test Strelsau 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 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.jane@iaea.org

Cc: lex.luthor@ingo.gov

Choose from selection or add any email address

I Approve and Submit this Application To IAEA

Upload Attachments

Notification History

From	To	Action	Comment	Time
LUTHOR, Lex		Submitted for Country Approval	null	2017-03-29 15:46:39
KENT, Clark		Submitted to Counterpart	null	2017-03-29 11:37:01

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 counterpart.

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. 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.