

Instructions for registration and confirmation of participation of research team members in the information system of JSC “NCSTE”

To work in the information system of JSC “NCSTE” you need to go through the procedure of registering an account in the following sequence:

1) Follow the registration link (see Fig.1)

The figure displays the NCSTE website interface. On the left, a blue banner features the logos of the Committee of Science of the Ministry of Science and Higher Education of the Republic of Kazakhstan and the National Center of Science and Technology Evaluation (NCSTE). Below the logos, text in Russian and Kazakh announces a competition for program-targeted funding for scientific and technical programs for 2024-2026. Three countdown timers are shown, indicating the remaining time for each competition. On the right, the NCSTE website header includes the logo, the full name, and language options (Eng, Қаз, Рус). Below the header is a login and registration form with fields for 'Login or E-mail*' and 'Password*'. The 'Registration' button is highlighted with a red box. A list of links is visible at the bottom of the page, including 'Questionnaire for experts on RSTA commercialization projects', 'Result of the SSTE objects', 'Frequently asked questions', 'All instructions', 'Подача заявки от физ. лица', 'Подача заявки от юр. лица', and 'Forum'.

Fig.1

2) In the registration form of executor, fill in all the necessary fields about you and your scientific activities. Completed fields are automatically marked with a green checkmark (see Fig. 2).

Please note the following points when registering:

- you must have access to the email specified during registration;
- the password must consist of at least 8 characters in Latin letters;
- fields marked with a red asterisk are required. Each field has an explanation for filling it out;

- to the completed fields “Academic degree” and “ID/Passport”, You must attach scanned copies of confirmation documents in the format pdf,png,gif,jpeg,jpg,bmp. If the document consists of several pages, you need to combine it into one file and upload it (see Fig.2-4).

User registration

* - Fields marked with a red asterisk are mandatory. If it is impossible to fill in one of the required fields, enter the word "No" there.

Make sure you have not registered before

Authorisation

E-mail (will be your username)*

Email address (Enter your active email address. It will become your login for signing in)

Password* Password confirmation*

Create a password consisting of 6 characters

System language by default*

The interface of the system at the entrance to the personal profile will correspond to the language you chose

General information

Family name (surname)*

Name*

Patronymic name

Sex* Date of birth*

Citizenship*


 Файл... Ораш

Send us a message jvo

Place of residence

Country*

Address

Work experience

Indicate all current and previous work places. Add a new entry by clicking the green button "+"

Work place *	Position	Year of beginning	Year of completion	Current place of work	Primary place of employment, position +
<input type="text" value="Work place"/>	<input type="text"/>	<input type="text" value="1995"/>	<input type="text" value="2017"/>	<input type="checkbox"/>	<input type="radio"/>
Experience in research (in years) *		<input type="text"/>			

Fig.2

Research activity

Scanned version of the document confirming an academic degree (Diploma, Bachelor Master degree)

Файл не выбран

Degree*

Academic degrees of Bachelor and Master are not qualified as scholastic degrees

Academic rank*

ID of author in Scopus* ID of researcher in Web of Science* ORCID ID* Researcher ID in Publons

Membership in the Academy of Science/professional communities

Experience in peer review/evaluation of scientific projects and journals*

List of publications of the supervisor over the past 5 years (indicating quartiles for journals from the Web of Science database and CiteScore percentiles for journals from the Scopus database, the number of citations in these databases with and without self-citations; publications are separately marked as the author for correspondence or the first author)

List of received protection documents/patents (with full bibliographic description)

CV* Файл не выбран

Employment record* Файл не выбран

Contact details

Phone* Additional phone number

The link to a personal page*

Skype

Interstate rubricator for scientific and technical information

Several IRSTI classifiers can be specified

Topic	Subtopic	Subtopic	Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1291 1102 1315 1134" type="button" value="+"/>
<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none">00 - Social sciences on the whole02 - Philosophy03 - History. Historical sciences04 - SOCIOLOGY05 - DEMOGRAPHY06 - ECONOMY AND ECONOMIC SCIENCES10 - STATE AND LAW. LEGAL SCIENCES11 - POLITICS AND POLITICAL SCIENCES12 - Science of science13 - CULTURE. CULTUROLOGY14 - PUBLIC EDUCATION. PEDAGOGY15 - PSYCHOLOGY16 - LINGUISTICS17 - LITERATURE. LITERATURE. FOLKLORE18 - ART. ART19 - Mass communication. JOURNALISM. MASS MEDIA20 - COMPUTER SCIENCE21 - RELIGION. ATHEISM23 - COMPREHENSIVE STUDY OF INDIVIDUAL COUNTRIES OR REGIONS</div>				
			Level 3	<input data-bbox="1291 1249 1315 1281" type="button" value="+"/>
			<input type="text"/>	
			English	<input data-bbox="1291 1396 1315 1428" type="button" value="+"/>

Classifier of scientific directions

Several areas of scientific interest can be specified

Keywords of the scientific activity

Key words should be indicated one by one in each field

Fig.3

Classifier of scientific directions
Several areas of scientific interest can be specified

Keywords of the scientific direction
Key words should be indicated one by one in each record

Keywords of the scientific direction
Key words should be indicated one by one in each record

Priority sectors of the economy

ID/Passport

Scanned copy of the document *

Выберите файл | Файл не выбран

The attached ID card must be scanned from both sides and presented in one file

Document type *

ID number *

Date of issue *

Issued by *

I accept [User Agreement](#) *

Registration

Fig.4

3) After filling in all the fields, you must click the “Registration” button (see Fig. 4). The system will check the data filling and, if checked successfully, will register you in as a new user. If there are filling errors, the System will display a message about the error(s) that will need to be resolved.

4) After successful registration, the System will issue a message with further instructions at the top of the user registration form, and will also send it to your email address letter with a link to activate your account (the account is operational within a week from the date of your registration) (see Fig. 5).

Announcements 0 Notification 0 Fox John

Saved
The record has been successfully saved

User Profile

Authorisation

E-mail (will be your username):	fox.john86@mail.ru
System language by default:	English

Fig.5

5) Next, you need to go to your email address specified during registration and click on the link in the received letter to activate the account you created, or copy it in the address bar of your browser (Internet Explorer, Firefox, Opera, Google Chrome) and press Enter (see Fig. 6).

Confirmation of registration in the information system of state scientific and technical evaluation



От: АО "НЦГНТЭ" <noreply@ncste.kz>

4 Мая 2024, 17:56

[Подробнее](#) ▾

Dear Fox John ,

You have registered in the information system of the state scientific and technical evaluation.

To activate your account, please click on the link below:

<https://is.ncste.kz/user/authentication/407502/m19HNvIBvktCfMhJbWar>

Activation link (link expires after 7 days).

Store your credentials securely. You can change the password in the profile.

Your login: fox.john86@mail.ru

If you received this email by mistake, please ignore it.

Fig.6

6) By following the link, you will be taken to the main page of the System. If your account is successfully activated, at the top of the main page of the System will be displayed corresponding message "Your account has been successfully saved".

7) To authorize and enter your personal account, you must enter your email address and password specified during registration in the appropriate fields on the main page of the System (in right side), and click the “Logon” button (see Fig. 7).

COMMITTEE OF SCIENCE OF THE MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF KAZAKHSTAN

«NATIONAL CENTER OF SCIENCE AND TECHNOLOGY EVALUATION» JSC

NCSTE
NATIONAL CENTER OF SCIENCE AND TECHNOLOGY EVALUATION

Eng | Қаз | Рус

Login or E-mail*

foxjohn@mail.ru

Password*

.....

Remember me, Forgot password?

Logon Registration

Questionnaire for experts on RSTA commercialization projects

Result of the SSTE objects

Frequently asked questions

All instructions

Подача заявки от физ. лица

Подача заявки от юр. лица

Forum

Until the end of the «Competition for program-targeted funding for scientific, scientific and technical programs for 2024-2026 (Ministry of Agriculture of the Republic of Kazakhstan)» remains

Days: 04 : Hours: 14 : Minutes: 51 : Seconds: 48

Until the end of the «Competition for program-targeted funding for scientific, scientific and technical programs for 2024-2026 (Ministry of Agriculture of the Republic of Kazakhstan)-3» remains

Days: 20 : Hours: 14 : Minutes: 51 : Seconds: 48

Until the end of the «Конкурс по программно-целевому финансированию по научным, научно-техническим программам на 2024-2026 годы (МНВО РК)» remains

Days: 21 : Hours: 14 : Minutes: 51 : Seconds: 48

Fig.7

8) Next, the system will request a two-factor code. A letter containing a code to confirm authorization will be sent to your specified e-mail (see Fig.8,9).

НЦГНТЭ
НАЦИОНАЛЬНЫЙ ЦЕНТР ГОСУДАРСТВЕННОЙ НАУЧНО-ТЕХНИЧЕСКОЙ ЭКСПЕРТИЗЫ

Код подтверждения

На указанный почтовый ящик придет письмо, содержащее код подтверждения для авторизации

931593

Проверить

Подтверждение с помощью ЭЦП

Войти через другую учетную запись

Fig.8

Verification code for the account's email address



От: АО "НЦГНТЭ" <noreply@ncste.kz>

Сегодня, 09:54

[Подробнее](#)

Dear Fox John !

We have received a request to access your fox.john86@mail.ru account using your email address. Your confirmation code:

143880

If you didn't request this code, it's possible that someone is trying to access your fox.john86@mail.ru account. **Do not share this code with anyone.**

Sincerely,

JSC " NCSTE "

Fig.9

9) Then, your personal account in the system opens. In the upper right corner, you can change the system language (see Fig. 10).

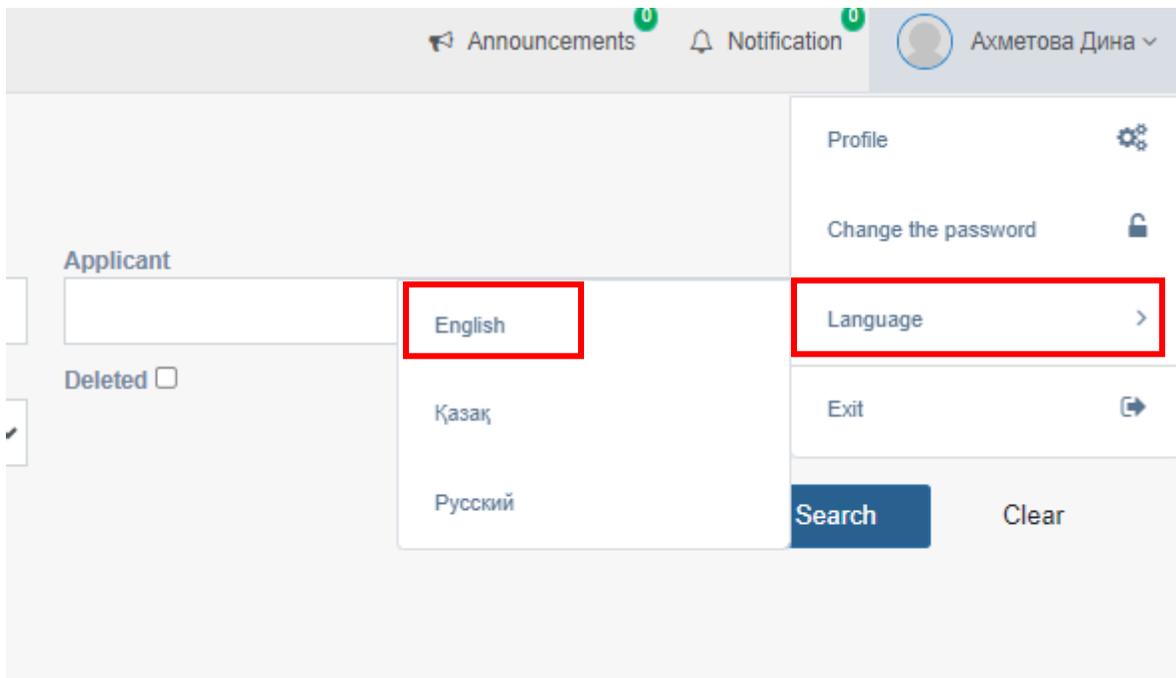


Fig.10

10) Going to your personal account, click on the menu item “Research/project group member”. Next, a form will appear for viewing all Projects for which this user has been assigned as a member of the research team (see Fig. 11).

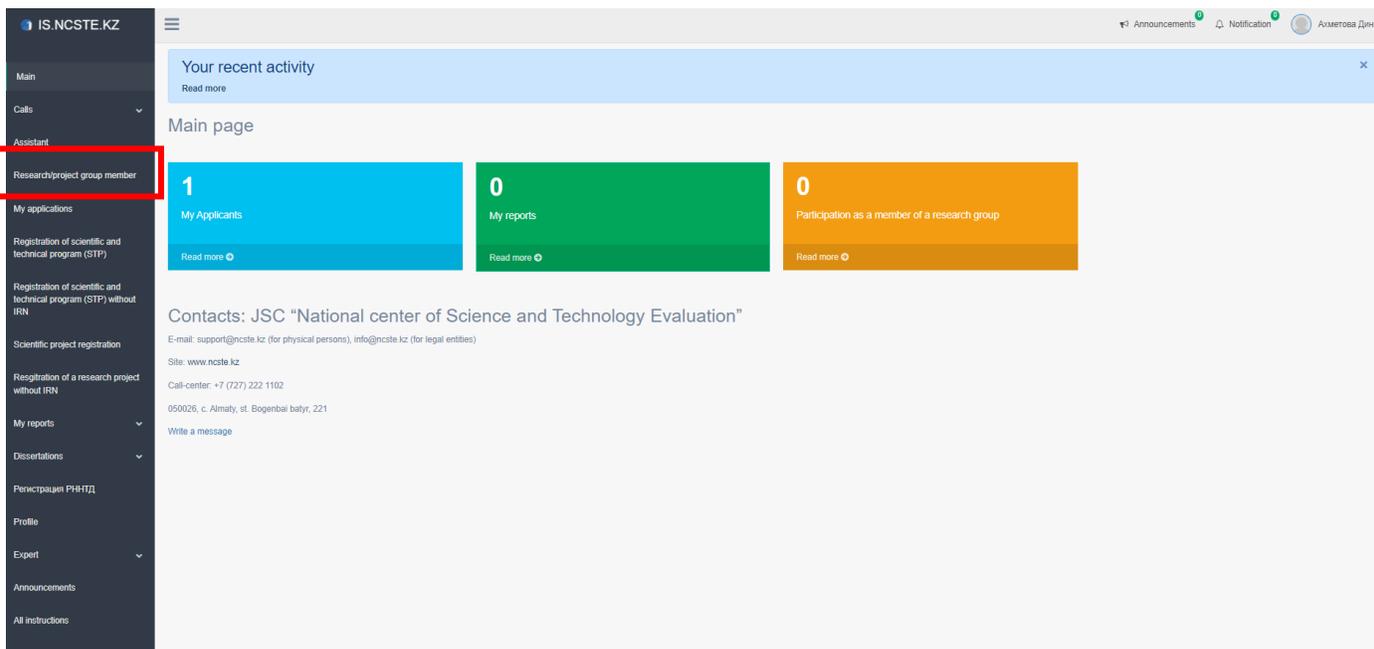


Fig.11

11) In this form you need to find the Project for which a member of the research group has been assigned, click on the “Action” button and select “Confirm participation” (see Fig. 12).

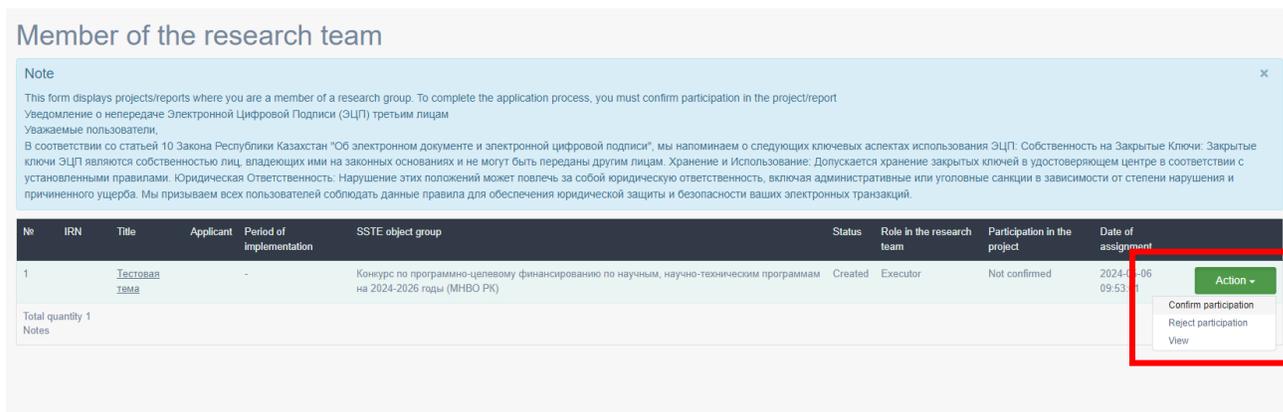


Fig.12

12) At the top of the main page of the System will be displayed corresponding message “You have successfully joined the research team” (see Fig. 13).

The screenshot displays a web application interface. At the top, a green notification bar with a red border contains the text "Saved" and "You have successfully joined the research team". Below this is a "Filter" section with input fields for "Number", "Title", "Applicant", and "Status", and a "Filter" button. The main content area is titled "Member of the research team" and contains a "Note" section with text in Russian regarding digital signatures and electronic documents. Below the note is a table with columns: "№", "IRN", "Title", "Applicant", "Period of implementation", "SSTE object group", "Status", "Role in the research team", "Participation in the project", and "Date of assignment". The table has one row with data. At the bottom left, there is a "Total quantity 1" and "Notes" section.

№	IRN	Title	Applicant	Period of implementation	SSTE object group	Status	Role in the research team	Participation in the project	Date of assignment	
1		Тестовая тема	-		Конкурс по программно-целевому финансированию по научным, научно-технологическим программам на 2024-2026 годы (МНВО РК)	Created	Executor	Confirmed	2024-05-06 09:53:01	Action

Fig.13