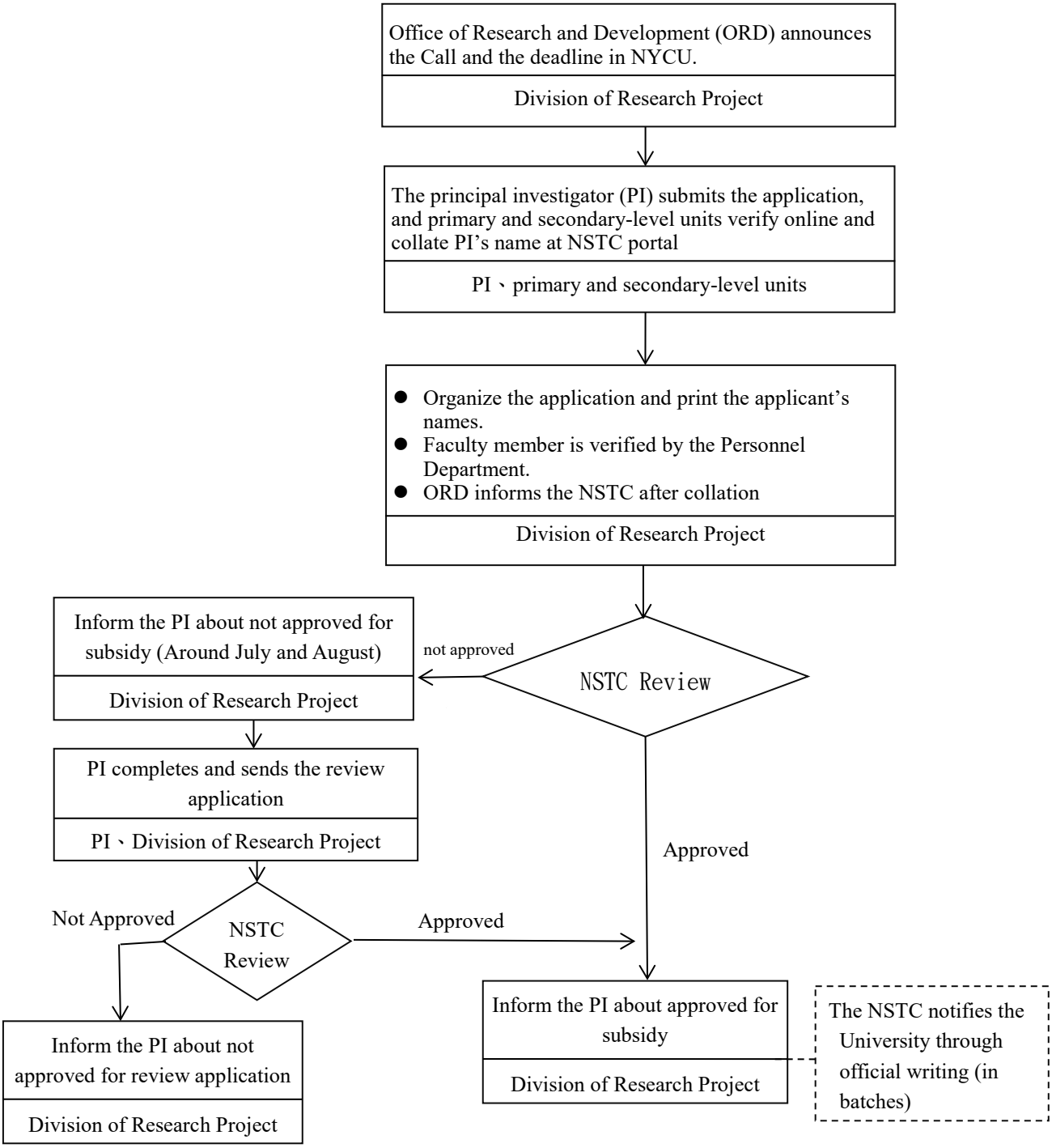Procedure for General Research Project
(Projects submitted in bulk at the end of the year)