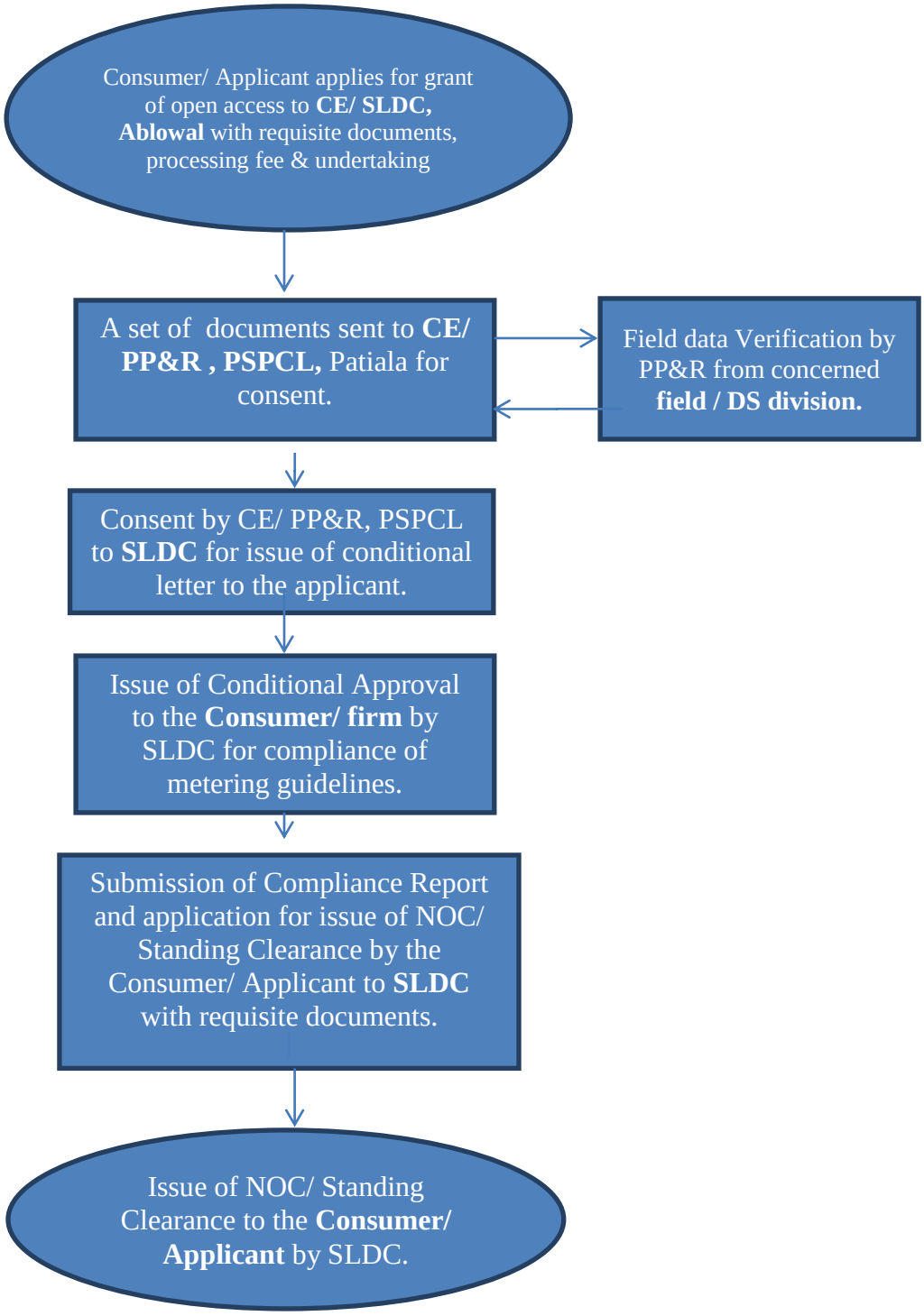FLOW CHART FOR GRANT OF SHORT TERM OPEN ACCESS