ICMR e-PMS

User Manual for Ad-hoc Research Proposal Submission

2021

INDIAN COUNCIL OF MEDICAL RESEARCH
DEPARTMENT OF HEALTH RESEARCH
MINISTRY OF HEALTH AND FAMILY WELFARE
GOVT OF INDIA

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Process to apply through ePMS system of ICMR for Adhoc proposals (Direct Detailed Proposal)

Step 1 : PI Registration/Login

Step 2: Complete/Update PI Profile

Step 3 : Apply for Grant through submission of proposal (Adhoc)

STEP 1 : PI Registration

STEP 1 : PI Registration

1. Visit "https://epms.icmr.org.in" . You can see a "**LOGIN**" screen as shown in figure 1.1 . Click on the "Register a new membership" for new registration OR else if registered enter details to login into the application.

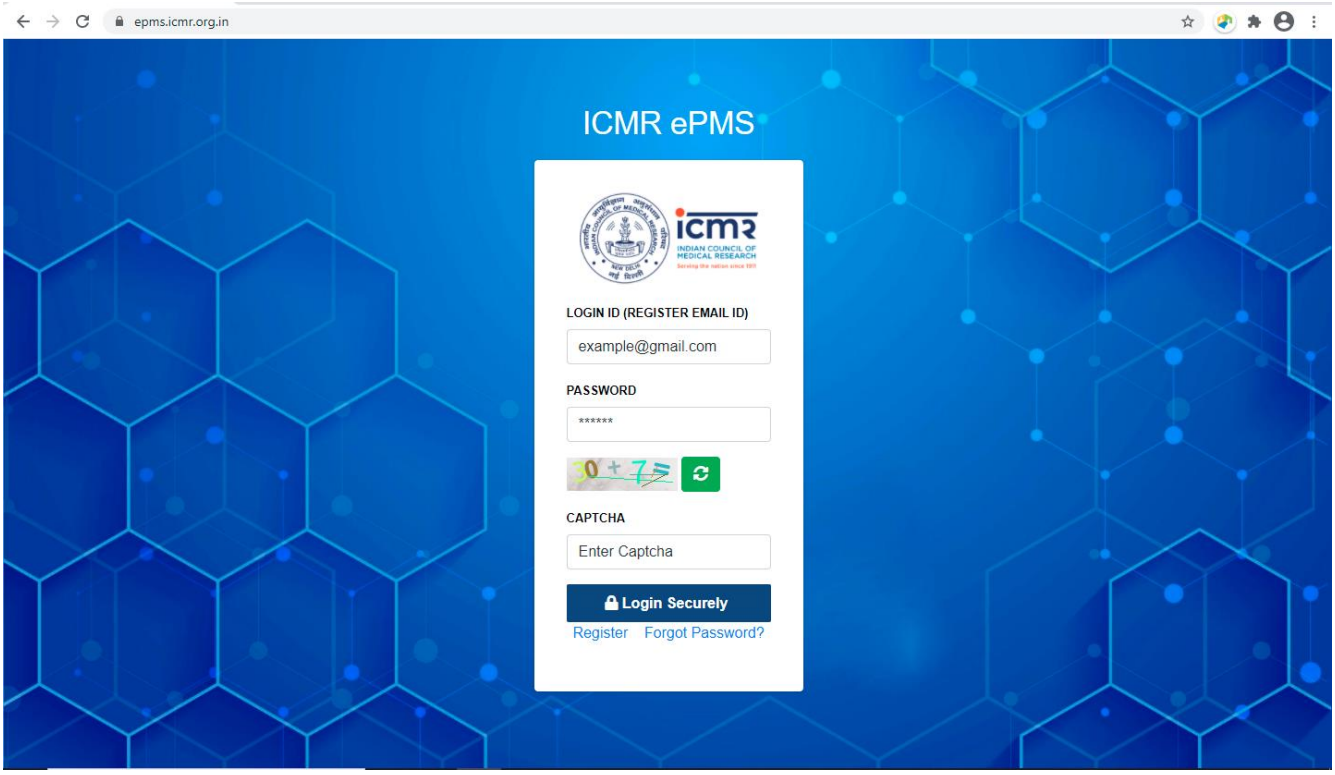

Figure: 1.1

2. For new registration, Screen shown in fig 1.2 will appear. All the fields are mandatory. This process will verify login details through your valid email id. Process will proceed further only after clicking the link through email.

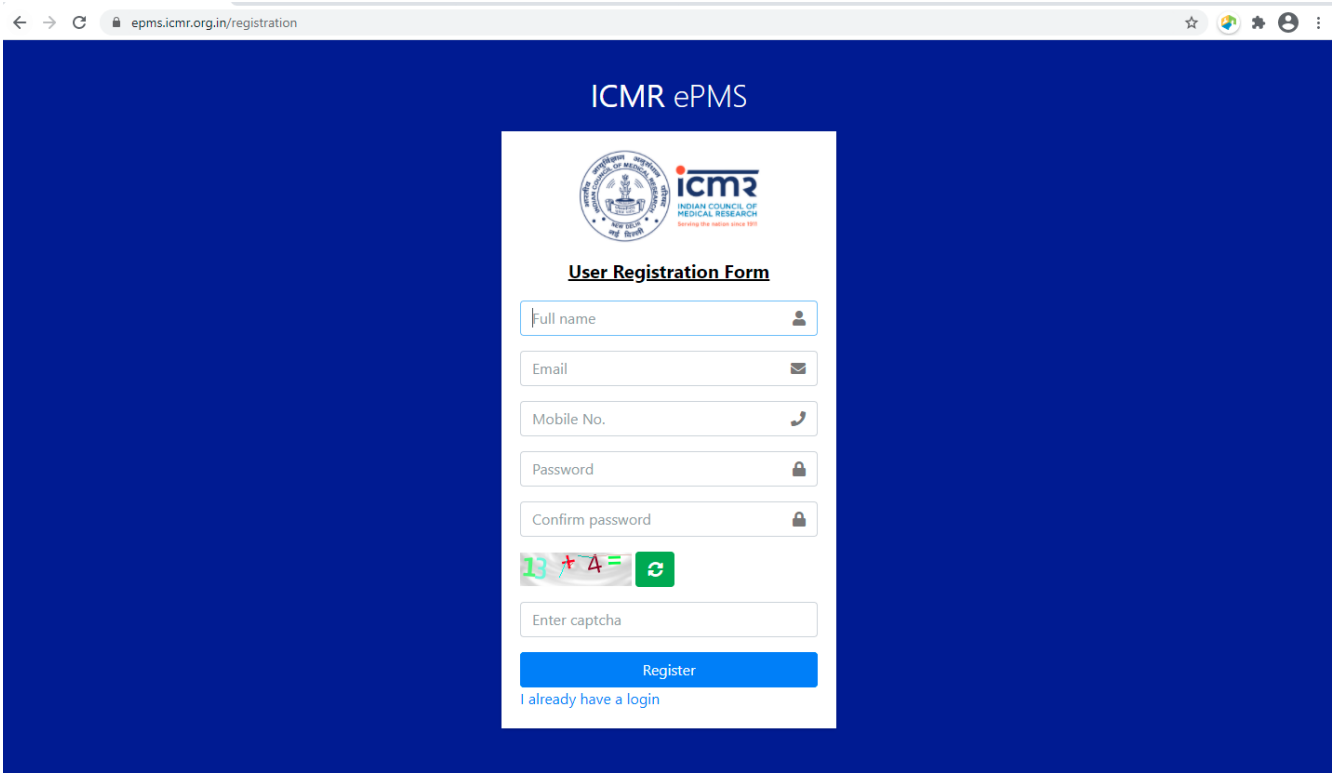

Figure 1.2

3. A Dashboard will appear which will show User Profile, Number of Projects Submitted/ Sanctioned/ Rejected as shown in Figure 1.3

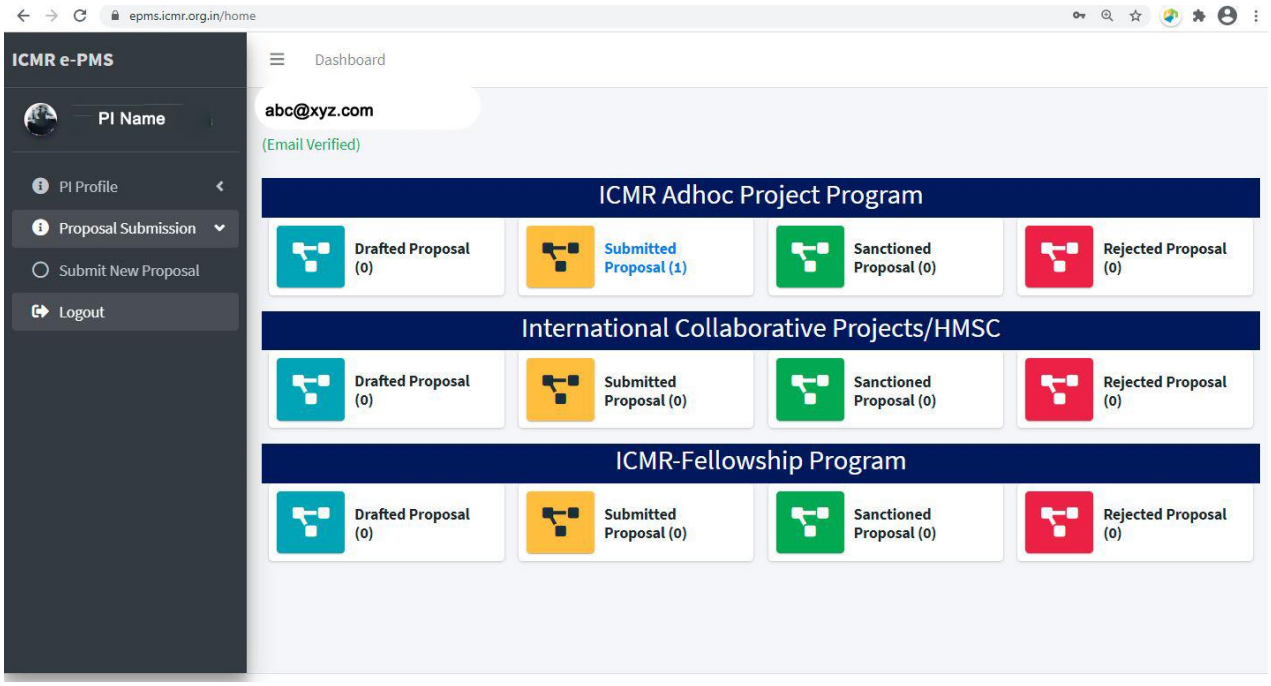

Figure: 1.3

STEP 2 : PI Profile

STEP 2 : PI Profile : It is desired to update the profile regularly as the details will be considered for evaluation of the new proposals. After expanding PI Profile information (8 points) as mentioned in Figure 2.1 will appear. It is mandatory to fill the information in all the concerned sections for evaluation purpose.

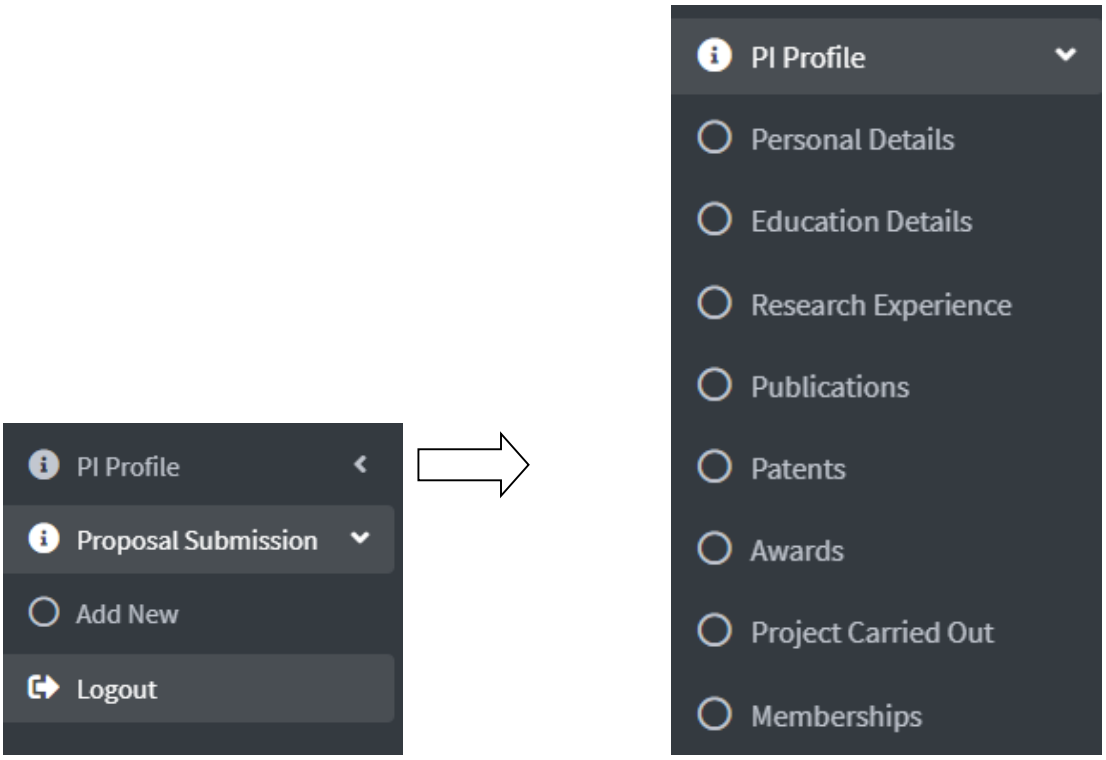

Figure 2.1. Submenu for PI Profile

2.1 Personal Detail:

Personal detail includes salute, name, DOB as per 10th certificate, Details of of 10th (Board name, Roll number, Year of passing), Attachment (10th certificate/marksheet), Gender (Male/Female), Category (GEN, OBC, SC, ST), State, District, Institute Name (if name doesn't exist in the drop down list then there is an option to add the new institute also), Designation (Choose Student/Research Scholar), Nature of Employment, Department, Broad Area of research, Subject Area. (see Figure 2.2)

A screenshot of the Personal details screen. Add button will come for the first time. Henceforth Update button will appear.

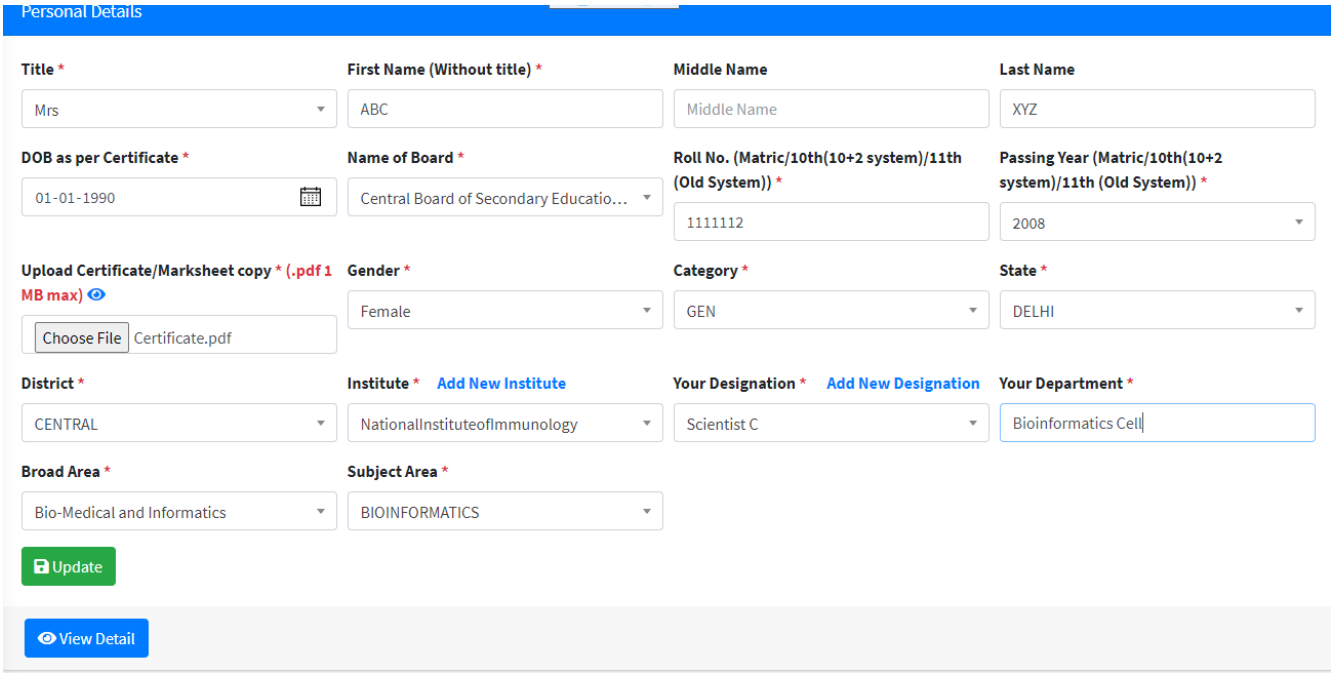

Figure 2.2: Personal Information of PI

2.2 Educational Detail: It includes University name, Degree/Qualification, Institute/College Name and Year of Passing. Add Educational Detail allows to add new entry

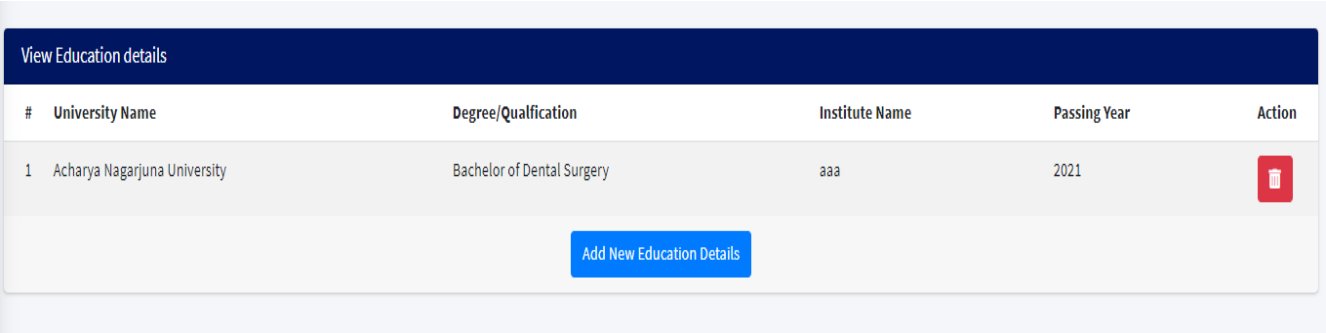

Figure 2.3: Education detail entry

2.3 Research Experience: It includes Institute name, Position, Date (From), Date (To), Duration (automatic calculation field) and Remarks to enter general remarks. Add Button allows to add any number of entries.

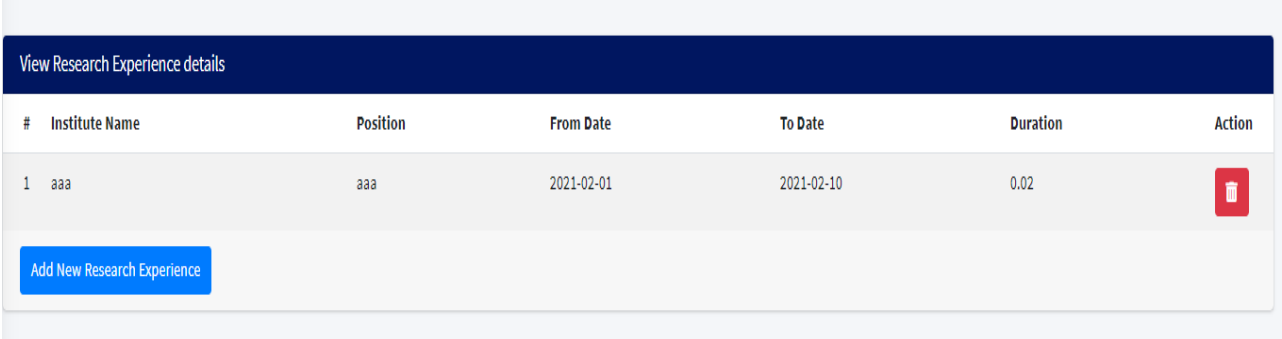

Figure 2.4: Research Experience entry

2.4 Publications: It includes Title, Author list, Journal Name, Volume, Page Number, Issue, Author, Impact Factor, ISSN No, Remarks. Publication can be added through form entry as Figure 2.5a or Publication list downloaded from Google Scholar in CSV file format can be uploaded directly as Figure 2.5b or Publication list can be prepared as per sample file available in portal and upload as Figure 2.5c

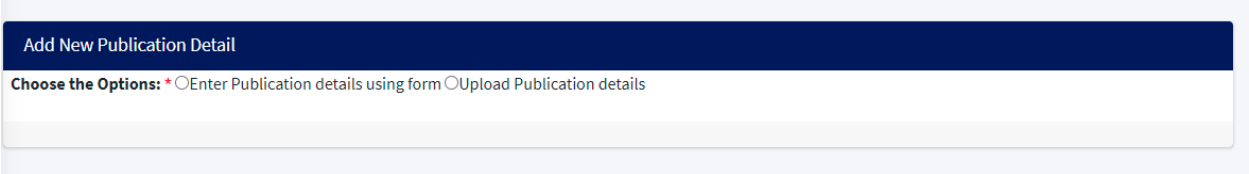

Figure 2.5: Publication detail

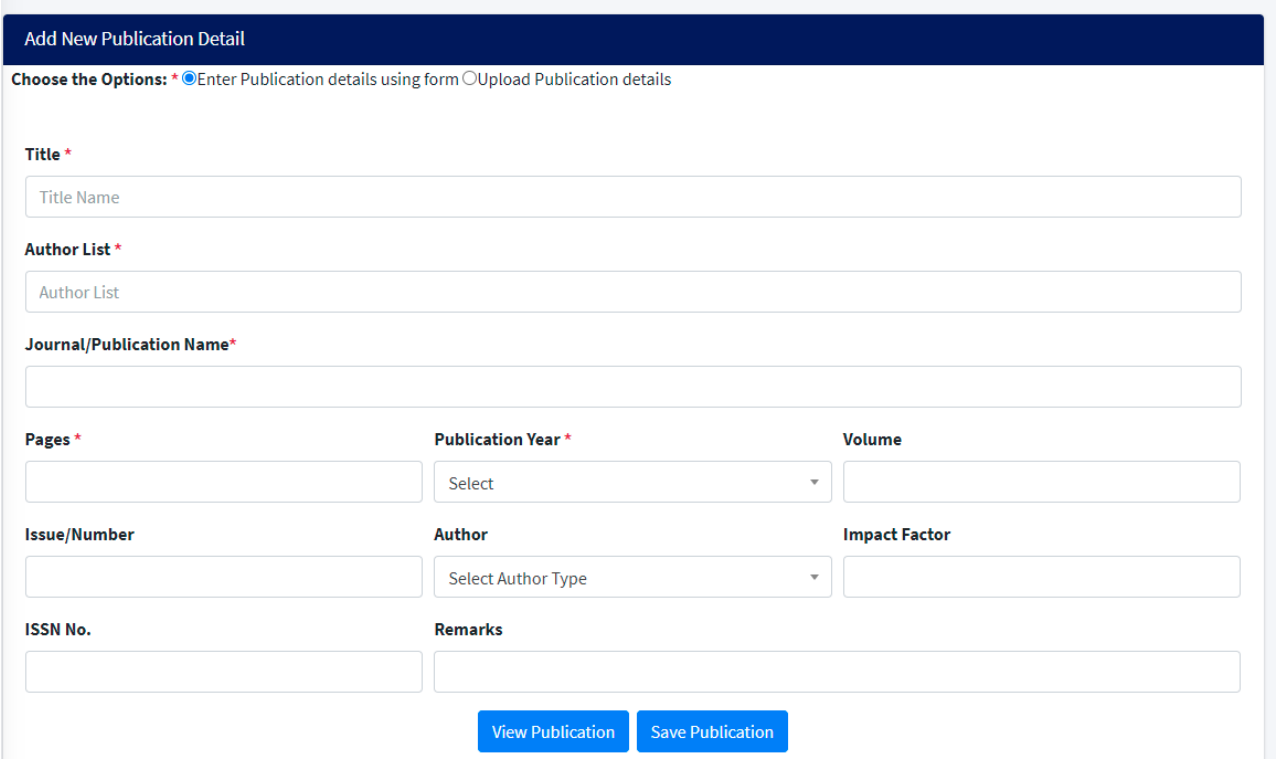

Figure 2.5a: Publication detail form entry

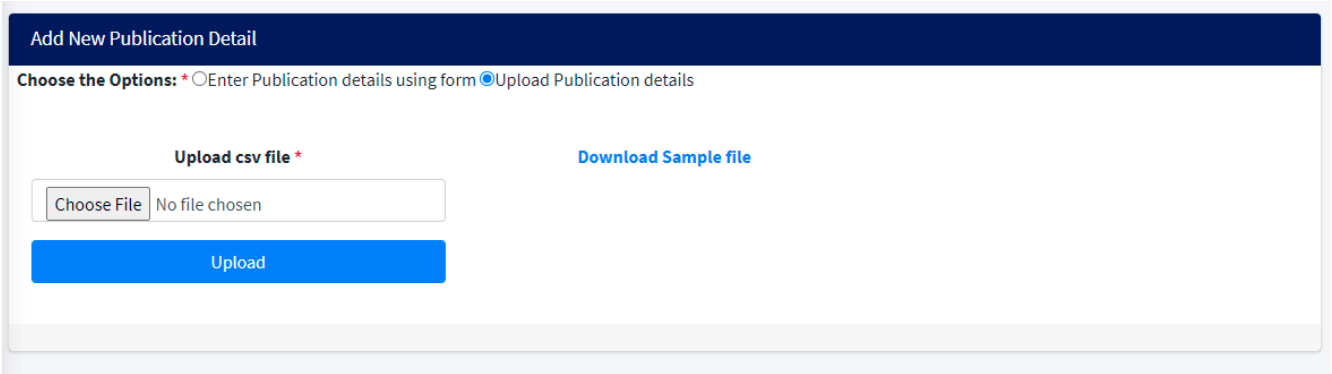

Figure 2.5b: Publication detail upload from system

2.5 Patents: It includes Title, Year, Copyright/Patent No, Remarks

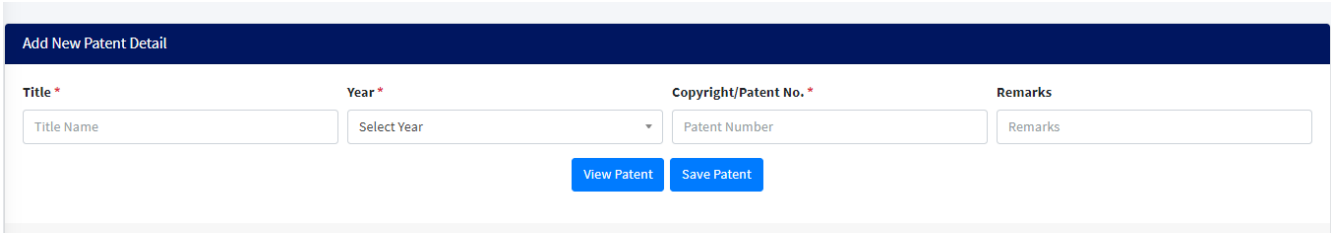

Figure 2.6: Patent Details Entry

2.6 Awards**:** It includes Award Name, Year of the award, Remarks

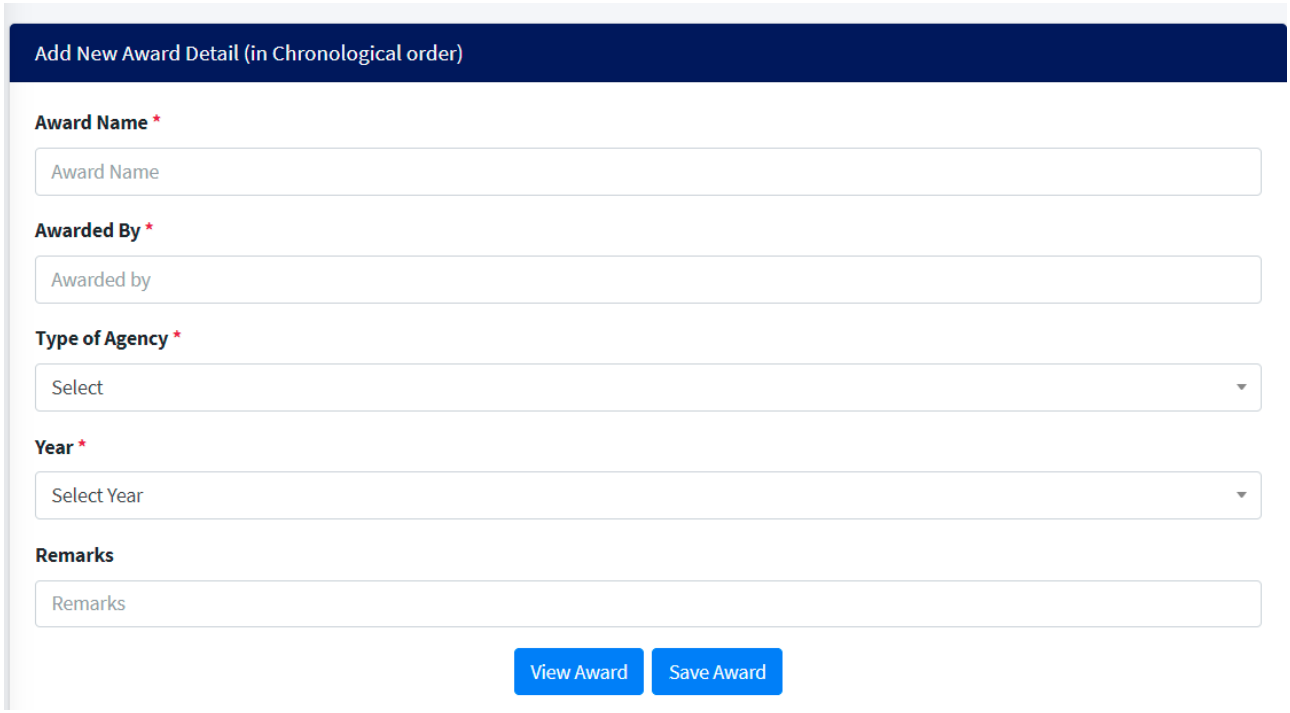

Figure 2.7: Award detail entry

2.7 Projects Carried Out (Projects completed by PI). It includes Project Title, Funding Agency , Funding Amount, Start Date, End date, Project unique no, Remarks

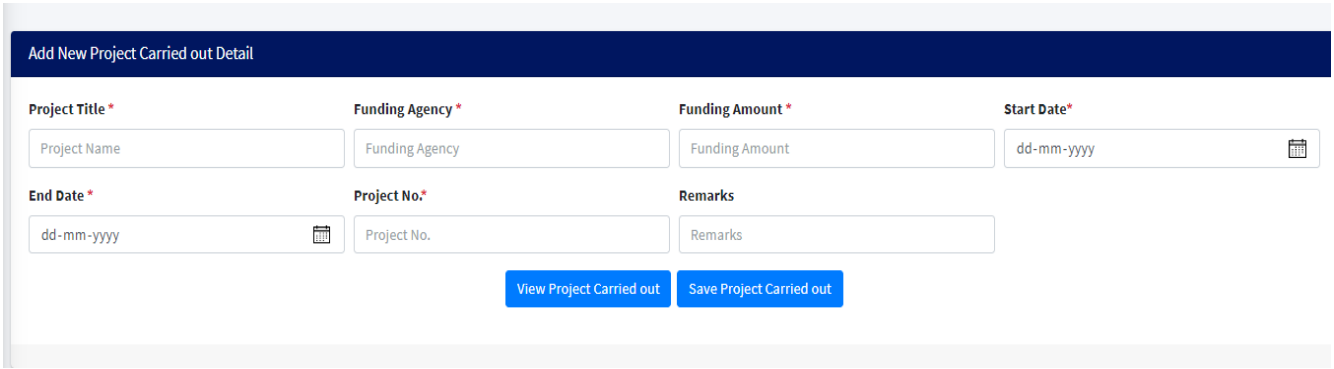

Figure 2.8: Project details entry

2.8 Membership details: It includes Membership id, Membership detail, Validity date, Remarks

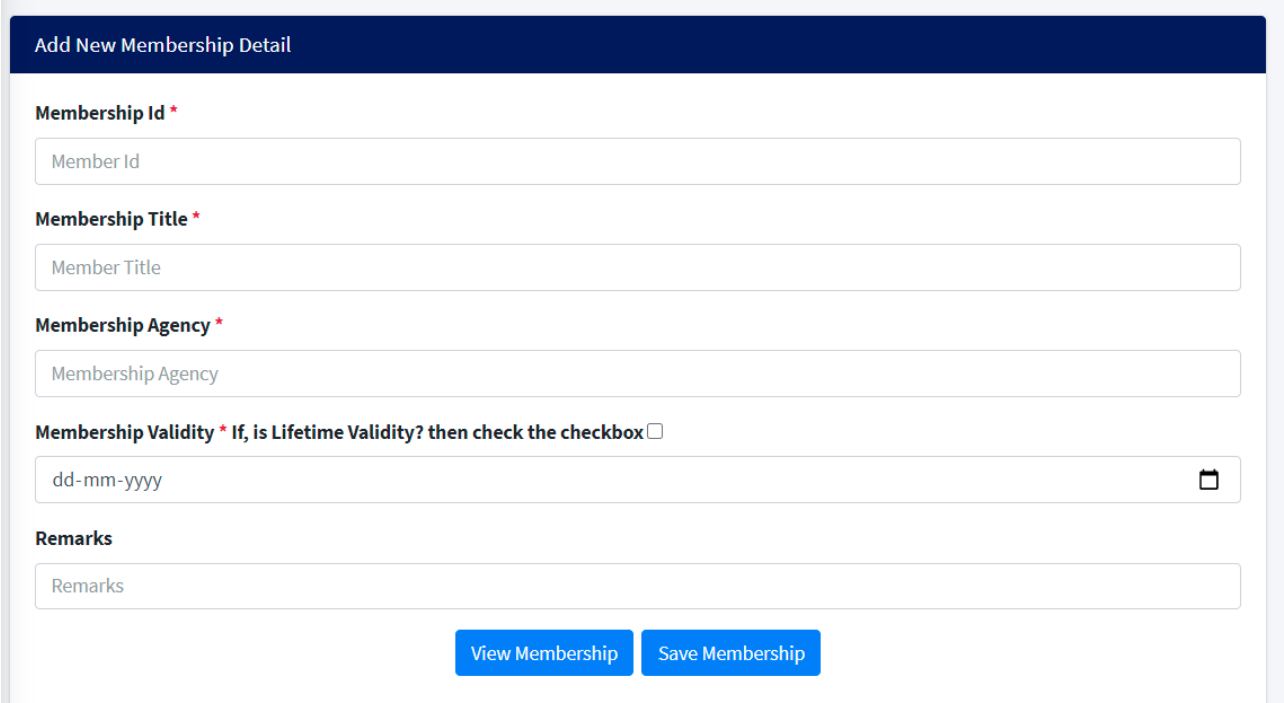

Figure 2.9: Membership details entry

STEP 3: Submit New Proposal : ICMR Extramural Adhoc

Select Submit New Proposal as given in Figure 3.1 to submit new Adhoc Proposal.

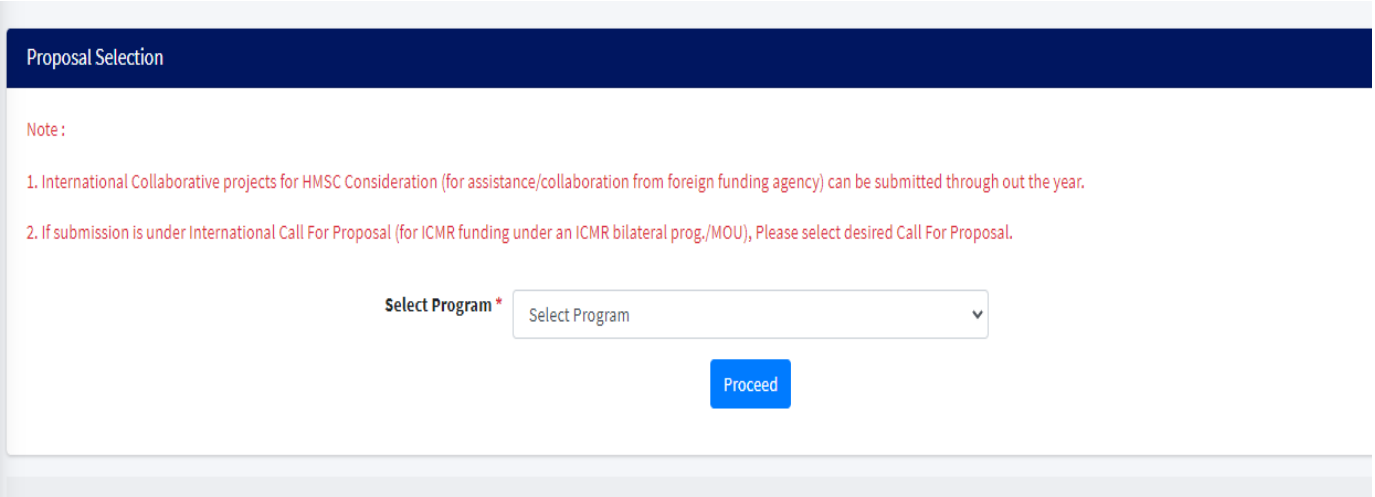

Figure: 3.1

Adhoc submission form contiains 4 screens

SCREEN 1/4 contains following 24 points to be filled by PI. A screenshot of the Screen 1 is shown in figure 3.2

Field	Values	
1. Name of PI	Pre-filled from PI profile	
2. Designation	Pre-filled from PI profile	
3. Nature of Employment	Permanent/Adhoc/Contractual) *Note: Only permanent employees for ICMR Adhoc Grant.*	
4. Gender	Pre-filled from PI Profile	
5. DOB (Date of Birth)	Pre-filled from PI Profile	
6. Date of Superannuation of PI	PI with minimum 3 years left for the Superannuation are eligible to apply	
7. Institute Name	Pre-filled from PI Profile	
8. Type of Institute	Govt/Private/NGO	
	8a. Have valid DSIR certificate?	Yes/No Note: Is is mandatory for all type of institutes to have DSIR certificate
	8b. Validity of Certificate	Date
9. Is the Proposal against Advertisement	Yes/No (if the call is open then choose no else yes for call pertaining to specific area of research)	
10. Title of Research Project	Title should be unique	
11. Broad Area	From drop down menu	
12. Major Discipline	Area of research proposal from drop down menu	
13. Detail Proposal (pdf max. of 10 MB)	Upload detailed proposal	
14. Duration of collecting data (in months)	Enter value in months	
15. Duration of analyzing the data (in months)	Enter value in months	
16. Total duration data (in months)	This will automatically be calculated on the basis of duration of collecting and analyzing data	

Field	Values
17. Objective of Study (max. 3000 chars)	Text box to specify objective
18. Expected Outcome (max. 3000 chars.)	Text box to specify outcome
19. Is Ethical Clearance Required	(Y/N) in checkbox
20. Number of Participating Agencies	Participating agency is to be entered 1 in case of Independent (single centric project) and more than 1 in case of Collaborative (multi-centric project)
21. Project Type	This will be automatically be filled on the basis of number of participating agencies (Collaborative Project/Independent Project)
22. PI/Co-PI Details	Detail of main PI will be prefilled . In case of independent project It is mandatory to have one Co-PI from same institute of first PI (Co-PI should also be registered in the ePMS portal of ICMR and filled the personal information after login in the ePMS portal) In case of collaborative project, entry of respective PIs has to be added. All the PIs/Co-PIs of collaborative institute should also be registered in the ePMS portal of ICMR and filled the personal information after login in the ePMS portal.
23. Have you received any funding for research project from ICMR as Principle Investigator	Yes/No
24. Have you received any funding for research project as Principle Investigator from any other Govt. agency or private organization either National or International	Yes/No

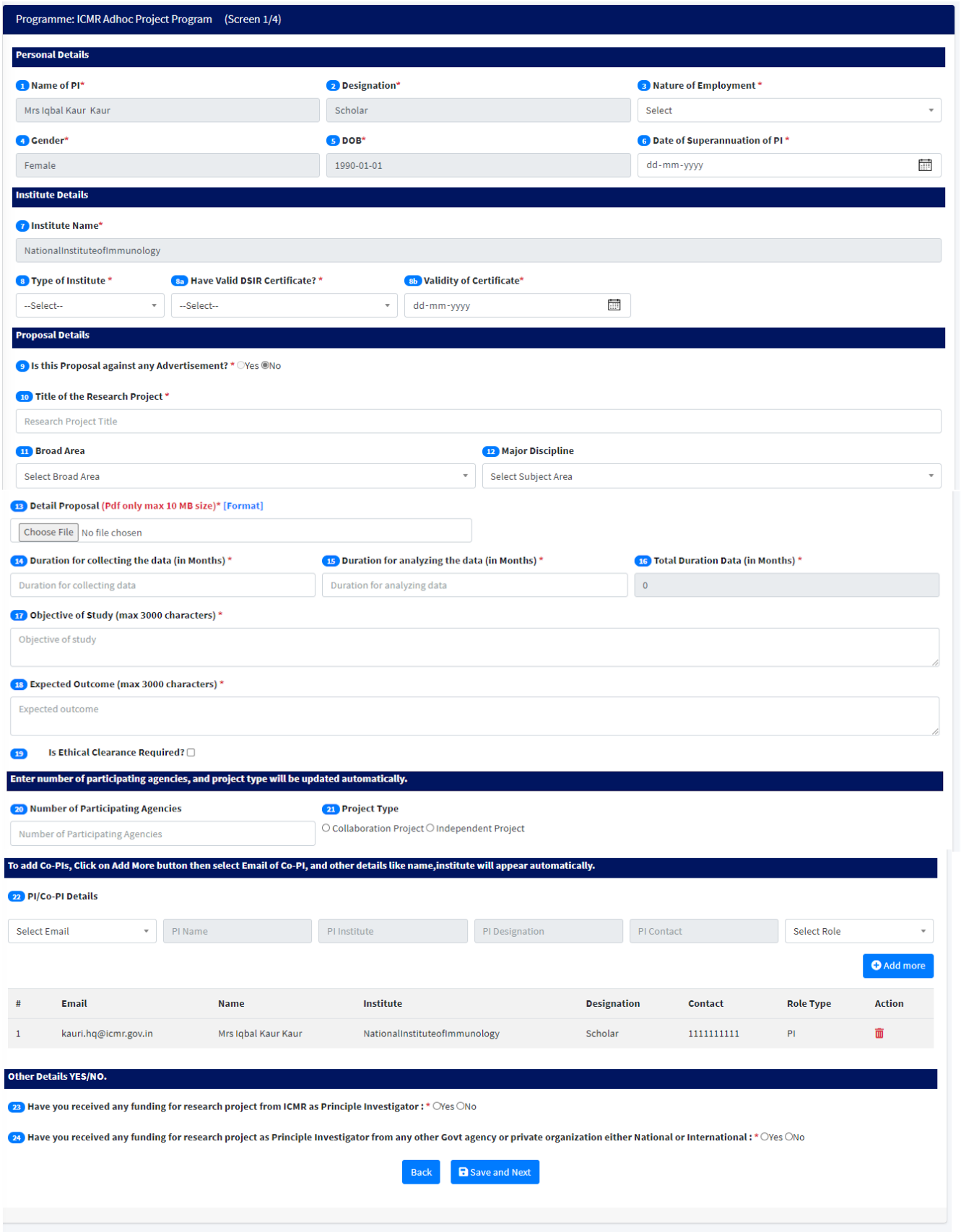
Programme: ICMR Adhoc Project Program (Screen 1/4)
Personal Details
1 Name of PI*
Mrs Iqbal Kaur Kaur
2 Designation*
Scholar
3 Nature of Employment *
Select
4 Gender*
Female
5 DOB*
1990-01-01
6 Date of Superannuation of PI *
dd-mm-yyyy
Institute Details
7 Institute Name*
NationalInstituteofImmunology
8 Type of Institute *
--Select--
8a Have Valid DSIR Certificate? *
--Select--
8b Validity of Certificate*
dd-mm-yyyy
Proposal Details
9 Is this Proposal against any Advertisement? * Yes No
10 Title of the Research Project *
Research Project Title
11 Broad Area
Select Broad Area
12 Major Discipline
Select Subject Area
13 Detail Proposal (Pdf only max 10 MB size)* [Format]
Choose File No file chosen
14 Duration for collecting the data (in Months) *
Duration for collecting data
15 Duration for analyzing the data (in Months) *
Duration for analyzing data
16 Total Duration Data (in Months) *
0
17 Objective of Study (max 3000 characters) *
Objective of study
18 Expected Outcome (max 3000 characters) *
Expected outcome
19 Is Ethical Clearance Required?
Enter number of participating agencies, and project type will be updated automatically.
20 Number of Participating Agencies
Number of Participating Agencies
21 Project Type
Collaboration Project Independent Project
To add Co-PIs, Click on Add More button then select Email of Co-PI, and other details like name,institute will appear automatically.
22 PI/Co-PI Details
Select Email
PI Name
PI Institute
PI Designation
PI Contact
Select Role
Add more
Email Name Institute Designation Contact Role Type Action
1 kauri.hq@icmr.gov.in Mrs Iqbal Kaur Kaur NationalInstituteofImmunology Scholar 1111111111 PI
Other Details YES/NO.
23 Have you received any funding for research project from ICMR as Principle Investigator : * Yes No
24 Have you received any funding for research project as Principle Investigator from any other Govt agency or private organization either National or International : * Yes No
Back
Save and Next

Figure : 3.2

SCREEN 2/4 contains list of 19 Codal Documents as given in Figure (PDF format only , Max. size 10 MB only) to be uploaded. 2 (*) out of 19 documents are mandatory at the time of submission for all propsoals. Format wherever applicable is attached in the list.

1	Declaration & Attestation Form * [Format]
2	DSIR Certificate *
3	Case Record proforma, study instruments, questionnaires, scales, etc.
4	Non-availability Equipment Form [Format]
5	Non submission to other agency
6	Research Experience of PI during last 10 years [Format]
7	Review Committee on Genetic Manipulation
8	Undertaking of Proposal limits
9	Mandate Form [Format]
10	Justification of Staff, Equipment, Contingency and Travel Allowance
11	Institutional Ethics Committee
12	Institutional Ethical Clearance and Project Approval
13	Institutional Committee for Stem Cell Research
14	Institutional Bio-safety Committee
15	Institutional Animal Ethics Committee
16	Informed Consent Form
17	DCGI Approval
18	Certificate of previous ICMR Project
19	Financial Conflict of Interest by the Investigators

Upload Codal Documents (PDF format only , Max. size 10 MB only) (Screen 2/4)

#	Doc Name	Document Upload Status	Choose File to upload
ICMR Adhoc Project Program (1) Project Id: **2021-146**, Proposal Title: **This is a test**			
1	Declaration & Attestation Form * [Format]		Click to Upload
2	DSIR Certificate *		Click to Upload
3	Case Record proforma, study instruments, questionnaires, scales, etc.		Click to Upload
4	Non-availability Equipment Form [Format]		Click to Upload
5	Non submission to other agency		Click to Upload
6	Research Experience of PI during last 10 years [Format]		Click to Upload
7	Review Committee on Genetic Manipulation		Click to Upload
8	Undertaking of Proposal limits		Click to Upload
9	Mandate Form [Format]		Click to Upload
10	Justification of Staff, Equipment, Contingency and Travel Allowance		Click to Upload
11	Institutional Ethics Committee		Click to Upload
12	Institutional Ethical Clearance and Project Approval		Click to Upload
13	Institutional Committee for Stem Cell Research		Click to Upload
14	Institutional Bio-safety Committee		Click to Upload
15	Institutional Animal Ethics Committee		Click to Upload
16	Informed Consent Form		Click to Upload
17	DCGI Approval		Click to Upload
18	Certificate of previous ICMR Project		Click to Upload
19	Financial Conflict of Interest by the Investigators		Click to Upload

Figure 3.3

SCREEN 3/4 contains Add / View Proposed Budget for Prosposal Id : XXXX-XXXX (Screen 3/4)

It contains following 8 details for Year wise and Institute wise

1. Year of the Budget
2. Institute Name
3. Staff (Manpower)
4. Contingency (Recurring)
5. Contingency (Non Recurring)
6. Equipment (if approved)
7. Travel (if approved)
8. Overhead charges (should not be more than 5%)

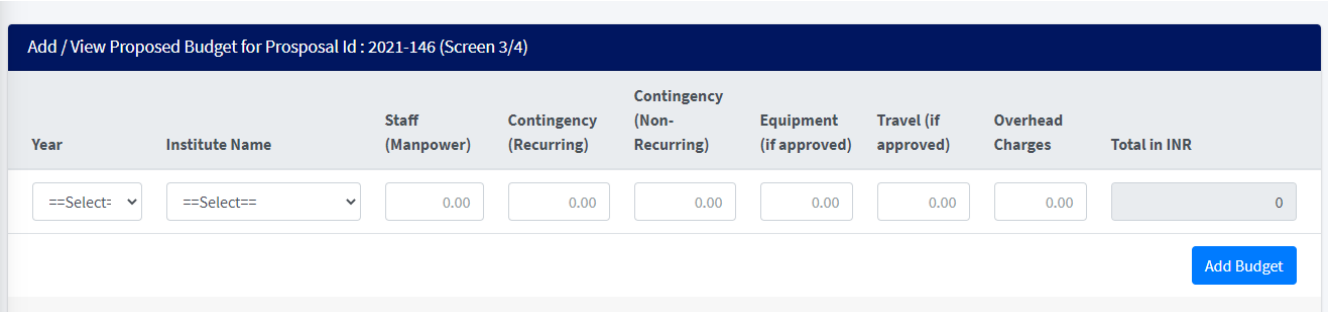

Figure 3.4. Submission of Budget details

Note: It is mandatory to enter all the rows as per duration and number of participating agencies chosen in Screen 1.

For example : if total duration of proposal is 24 months (2 years) and number of participating agencies is 2 then in this case it is mandatory to enter 4 rows (Year 1,Institute 1), (Year1, Institute 2), (Year2, Institute1) and (Year 2, Institute 2). If there is no budget for any particular year or Institute then PI can enter 0 in all the textboxes to match the number of rows. See figure 3.5 where budget of only year 1 with one institute is entered and rest of the rows contains 0 values.

Year	Project Id	Institute	Staff (Manpower)	Contingency (Recurring)	Contingency (Non-Recurring)	Equipment (if approved)	Travel (if approved)	Overhead Charges	Total in INR	Action
Year: 1	2021-146	NationalInstituteofImmunology	400,000.00	10,000.00	10,000.00	10,000.00	10,000.00	5,000.00	445,000.00	
Year: 1	2021-146	NationalCentreforCellScience	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Year: 2	2021-146	NationalInstituteofImmunology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Year: 2	2021-146	NationalCentreforCellScience	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Note: To modify the budget, delete entry and add new entry for budget.								Total	445,000.00	

Figure 3.5. Submission of Budget details institute wise.

SCREEN 4/4 is a preview of full details entered by PI for the proposal and final submit. Preview option allows to see details in one go and PI has the option to modify detail before final submission.

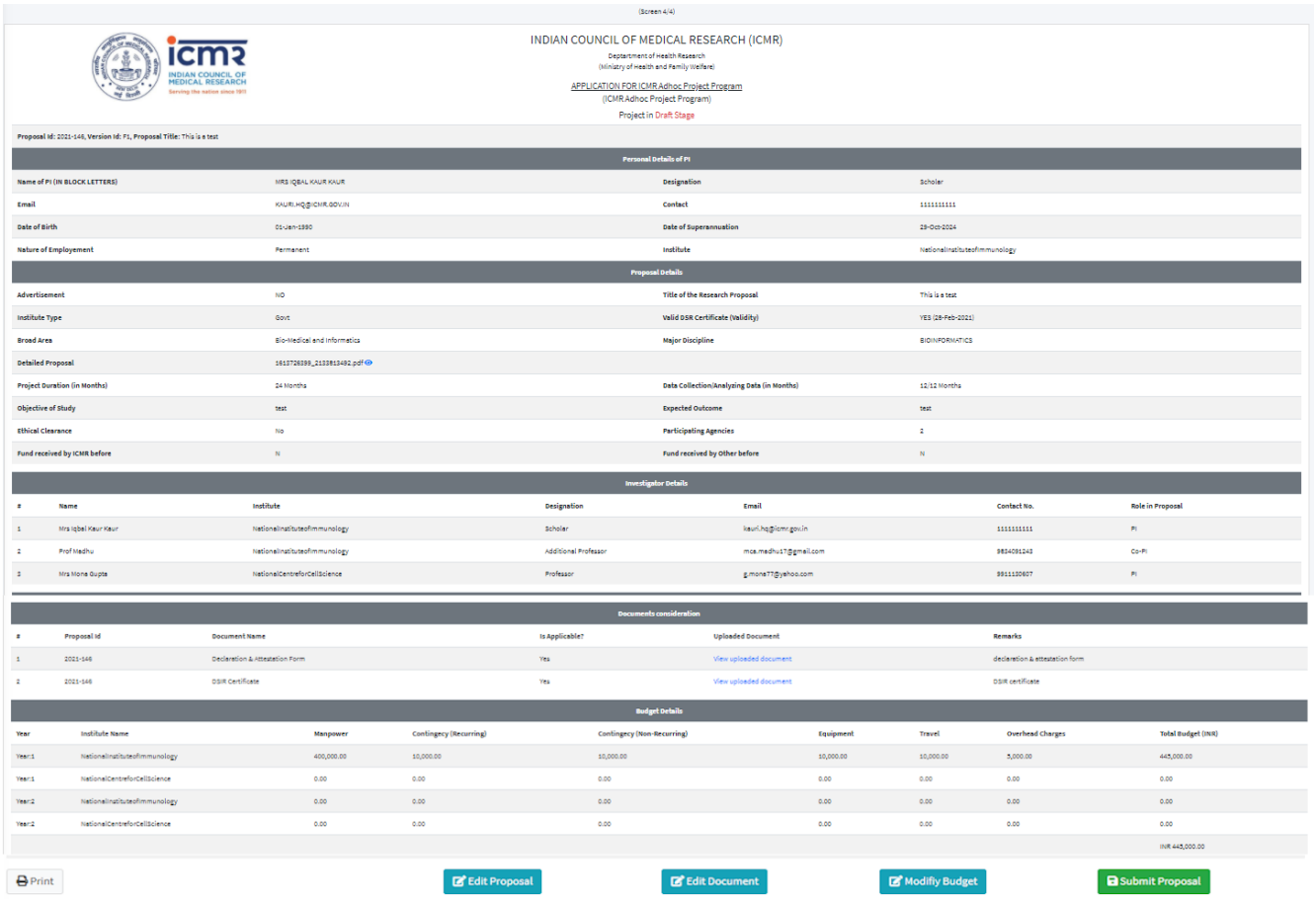

Figure 4.1. Preview of Proposal

1. PI can click on Submit Proposal option for final submission to the ICMR. After final submission PI will receive the confirmation of the submission by an email with the proposal Id which can be used for further communications.
2. Status of the submitted proposal is visible through the dashboard also at later stage.
3. PI can submit rest of the codal documents after submission also through dashboard by clicking submitted proposal.

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