ICMR e-PMS

User Manual to Submit full proposals for the Recommended Concept Proposals

2021

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

ICMR
INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1911

Steps to SUBMIT full proposals for the Recommended Concept Proposals

Step 1: Login and click on the **submit concept proposal** option present in the left vertical menu **->** Click view applied proposals button available along with the concept proposals submitted.

Step 2: A list of concept proposals submitted to ICMR will appear with the Present status **->** Click on the Submit detailed proposal button available along with recommended concept proposal **->** Full proposal form will get opened in Edit Mode.

Step 3: There are total 4 screens for submission of Full Proposal

SCREEN 1/4 will appear in edit mode . Proposal id and title will appear on the top of the Screen 1. There are 24 points present in the Screen 1 which are as follows:

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 Advertisement title	Yes (will automatically appear as the proposal is against advertisement)	
10. Title of Research Project	Will appear automatically from concept proposal	
11. Broad Area	Will appear automatically from concept proposal	
12. Major Discipline	Will appear automatically from concept proposal	
13. Detail Proposal	Format for submission is available (Pdf only) (not more than 50 pages) (max 10 MB size)	
14. Duration of collecting data (in months)	Will appear automatically from concept proposal	
15. Duration of analyzing the data (in months)	Will appear automatically from concept proposal	
16. Total duration data (in months)	Will appear automatically from concept proposal	
17. Objective of Study (max. 3000 chars)	Will appear automatically from concept proposal	
18. Expected Outcome (max. 3000 chars.)	Will appear automatically from concept proposal	
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 (Project will be carried out by PI's institute only), 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

SCREENSHOT of Screen (1/4) :

Personal Details

1 Name of PI*	2 Designation*	3 Nature of Employment*
Prof Jitendar Kumar	Scientist B	Permanent

4 Gender*	5 DOB*	6 Date of Superannuation of PI*
Female	1988-02-16	09 / 06 / 2025

Institute Details

7 Institute*

All India Institute of Medical Sciences

8 Type of Institute*	8a Have Valid DSIR-SIRO Certificate?*	8b Validity*
Govt	--Select--	16 / 06 / 2021

Proposal Details

9 Is this Proposal against any Advertisement?*	9a Advertisement*
Yes	Call for Concept Proposals on COVID-19

10 Title of the Research Project (Max. 3500 characters)*

test project feb 4 &sfdsdl submit proposal "covid-19"

11 Broad Area	12 Major Discipline
Epidemiology And Communicable Diseases	CLINICAL RESEARCH

13 Detail Proposal (Pdf only (not more than 50 pages) max 10 MB size)* [Format] , View already uploaded file 🔴

Browse... No file selected.

14 Duration for collecting the data*	15 Duration for analyzing the data*	16 Total Duration Data (in Months)*
12	12	24

17 Objective of Study (Max. 3000 characters)*

test

18 Expected Outcome (Max. 3000 characters)*

test

19 Is Ethical Clearance Required?

Yes

Enter number of participating agencies, and project type will be updated automatically.

20 Number of Participating Agencies	21 Project Type
0	○ 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	jitendar.phpdeveloper@gmail.com	Prof Jitendar Kumar	All India Institute of Medical Sciences	Scientist B	8376909569	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   💾 Update and Next

SCREEN 2/4 contains list of 19 Codal Documents (PDF format only , Max. size 10 MB only) to be uploaded. (*) 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/SIRO Certificate
3	Case Record proforma, study instruments, questionnaires, scales, etc.
4	Non-availability Equipment Form (*Mandatory if seeking grant for equipment) [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 (* Mandatory if seeking grant for staff/equipment/contingency/travel)
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

SCREENSHOT of Screen (2/4) :

#	Doc Name	Document Upload Status	Choose File to upload
Upload Codal Documents (PDF format only , Max. size 10 MB only) (Screen 2/4)			
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

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 3%)

SCREENSHOT of 8 points

Add / View Proposed Budget for Prosposal Id : 2021-146 (Screen 3/4)								
Year	Institute Name	Staff (Manpower)	Contingency (Recurring)	Contingency (Non-Recurring)	Equipment (if approved)	Travel (if approved)	Overhead Charges	Total in INR
==Select= ∨	==Select== ∨	0.00	0.00	0.00	0.00	0.00	0.00	0

Add Budget

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	

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.

Indian Council of Medical Research (ICMR)

Deptartment of Health Research
(Ministry of Health and Family Welfare)

Online application of Adhoc detailed proposal

Project in Draft Stage

Proposal Id: 2021-1011, **Version Id:** F1, **Proposal Title:** test project feb 4 &sfdsdl submit proposal "covid-19"

Personal Details of PI

Name of PI (IN BLOCK LETTERS)	PROF JITENDAR KUMAR	**Designation**	Scientist B
Email	JITENDAR.PHPDEVELOPER@GMAIL.COM	**Contact**	8376909569
Date of Birth	16-Feb-1988	**Date of Superannuation**	09-Jun-2025
Nature of Employement	Permanent	**Institute**	All India Institute of Medical Sciences

Proposal Details

Advertisement	YES	**Title of the Research Proposal**	Test project feb 4 &sfdsdl submit proposal "covid-19"
Institute Type	Govt	**Valid DSIR Certificate (Validity)**	YES (16-Jun-2021)
Broad Area	Epidemiology And Communicable Diseases	**Major Discipline**	CLINICAL RESEARCH
Detailed Proposal	1626939970_1899812536.pdf View		
Project Duration (in Months)	24 Months	**Data Collection/Analyzing Data (in Months)**	12/12 Months
Objective of Study	sdlfjdog		

Expected Outcome	sdkldkfjds		
Ethical Clearance	No	**Participating Agencies (Project Type)**	1 (Individual)
Fund received by ICMR before	N	**Fund received by Other Agency before**	N

Investigator Details

#	Name	Institute	Designation	Email	Contact No.	Role in Proposal
1	Prof Jitendar Kumar	All India Institute of Medical Sciences	Scientist B	jitendar.phpdeveloper@gmail.com	8376909569	PI
2	Dr Baibaswata Nayak	All India Institute of Medical Sciences	Additional Professor	baibaswat@gmail.com	8800661505	Co-PI

Documents consideration

#	Proposal Id	Document Name	Is Applicable?	Uploaded Document	Remarks
1	2021-1011	Declaration & Attestation Form	Yes	View uploaded document	sdfasfasf

Budget Details

Year	Institute Name	Manpower	Contingency	Equipment	Travel	Overhead Charges	Total Budget (Rs.)
Year:1	All India Institute of Medical Sciences	0.00	0.00	0.00	111.00	111.00	222.00
	Total(Rs.):	0.00	0.00	0.00	111.00	111.00	222.00

Budget Breakup Details (Staff/Manpower)

#	Budget Year	Institute	Designation	No. of Person(nos)	Require Month(nos)	Cost Per Person(Rs.)	Total Cost(Rs.)
				No Record			

Budget Breakup Details (Contingency)

#	Budget Year	Institute	Contingency Name	Total Cost(Rs.)	Justification
			No Record		

Budget Breakup Details (Equipment)

#	Budget Year	Institute	Equipment Name	Equipment Model	Equipment Manufacturer	Equipment Type	Total Cost(Rs.)	Justification
				No Record				

Declaration

☐ I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my project/proposal shall be liable to cancelation / termination without notice or any compensation in lieu thereof.
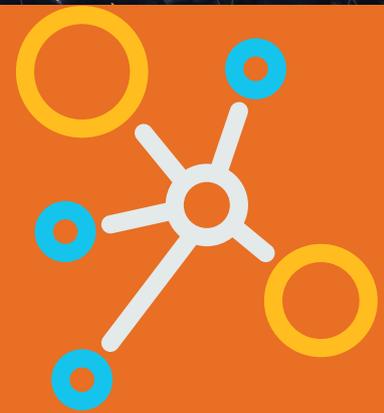
🖨 Print | ✏ Edit Proposal | ✏ Edit Document | ✏ Modifiy Budget | 💾 Submit Proposal

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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