## Steps to upload the Revised and Codal Documents.

**STEP 1:** Login to ePMS <u>https://epms.icmr.org.in/</u> (Fig 1).

**STEP 2:** Click on 'PI Project Dashboard' under Dashboard Tab (Fig 2).

**STEP 3:** Click on 'more info' against the Approved/ Approved with comments project tab (Fig 3).

**STEP 4:** Click on 'Upload Documents' (Fig 4 & 5).



Fig 1: Login to the ePMS portal with the registered email address



**Fig 2:** After log in, click on 'Proposal Submission' and then navigate to 'Apply Proposal'



Fig 3: Click on 'more info' under Approved/ Approved with comments project tab

Column visibility * Export * Search:							
S.No ↑.	Proposal ID	Program	Title 1	Project Status	Upload Documents		
1	test2	Investigator-Initiated Research Proposals	test111j1jj1j	Approved with comments	2 Upload Documents		
Showing 1	to 1 of 1 entries				Previous 1 Next		

Fig 4: Click on 'Upload documents' to upload the required documents.

Upload Codal Documents for Proposal Id: -test2/F1 (PDF formationly, Max size 1980 only)						
#	Document Name [Format]	View uploaded document	Choose File to upload			
1	Revised Proposal	Uploaded	Click to Upload			
2	Revised Budget	Uploaded	Click to Upload			
3	Codal documents (if in a single pdf)	Uploaded	Click to Upload			
4	Declaration and Attestation	Uploaded	Click to Upload			
5	Acceptance	Uploaded	Click to Upload			
6	Mandate Form	Uploaded	Click to Upload			
7	Plagiarism Undertaking	Uploaded	Click to Upload			
8	Ethics Approval, If applicable		Click to Upload			
9	Certificate issued by the Department of Scientific and Industrial Research (DSIR), if applicable		Click to Upload			
10	Case Record proforma, study instruments, questionnaires, scales, if applicable		Click to Upload			
11	Review Committee on Genetic Manipulation (RDNAT)- Recombinant DNA technology or declaration that the same is not required.		Click to Upload			
12	Clearance from Nuclear Medicine Committee, AER8 (if using radio tagged material)		Click to Upload			

Fig 5: 'Click to Upload' to upload the required documents.