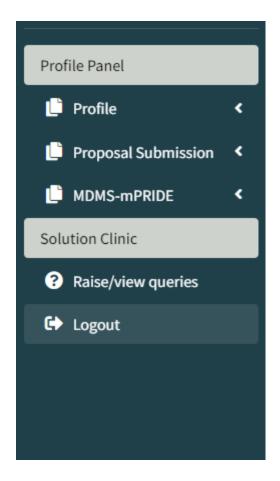# Manual for Principal Investigator

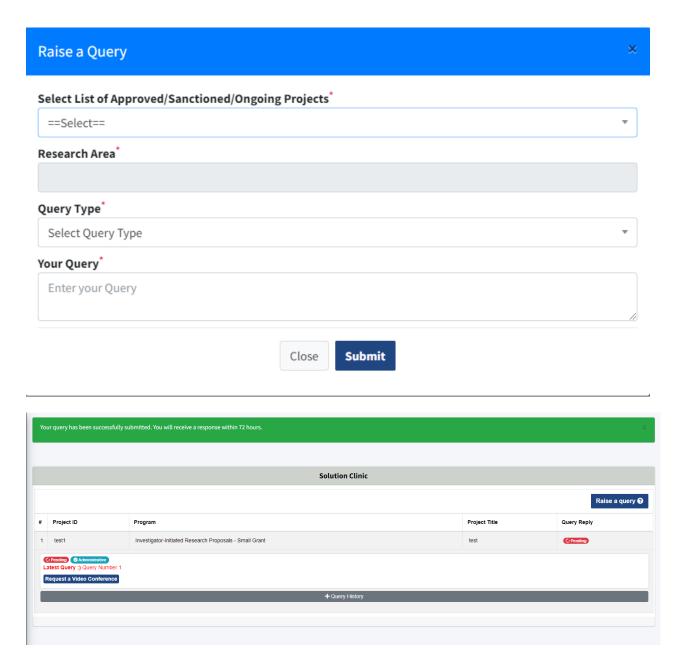1. Login to your ePMS Dashboard https://epms.icmr.org.in
2. Go to Raise/View Queries under Solution Clinic
3. Click on 'Raise a query' in the blue tab on the upper right corner.
4. Click on your 'Approved/Sanctioned/Ongoing Projects' from the dropdown against which the query has to be raised.
5. Select Query Type – Administrative, Scientific or Financial.
6. Explain your query in brief under 'Your Query' field.
7. Click on Submit .You will receive a confirmation mail regarding the submission of the query.
8. The Program Officer for the project will reply to the query.
9. If further query has to be raised, click on 'Re-query' under Query Reply.
10. You can also access the response to previous queries by clicking on 'Query History'.
11. An option to avail Video Conference (VC) will be active after 72 hours of a raised query. To request for a Video Conference, kindly click on the blue tab below the query 'Request a video conference'.
12. Select the date and time from the available list of slots from the calendar. A confirmation mail regarding the same with video conference link will be sent.

Step 1 - Login to your ePMS Dashboard https://epms.icmr.org.in, Go to Raise/View Queries under Solution Clinic

Step 2 - Click on 'Raise a query' in the blue tab on the upper right corner.

Raise a Query

Select List of Approved/Sanctioned/Ongoing Projects[*]

==Select==

Research Area[*]

Query Type[*]

Select Query Type

Your Query[*]

Enter your Query

Close   **Submit**

Your query has been successfully submitted. You will receive a response within 72 hours.   x

Solution Clinic

Raise a query ❓

#	Project ID	Program	Project Title	Query Reply
1	test1	Investigator-Initiated Research Proposals - Small Grant	test	🔄 Pending

🔄 Pending ✅ Administrative
Latest Query :) Query Number 1
Request a Video Conference

➕ Query History

Step 3 – Select your proposal and the query type from the dropdown and raise your query.

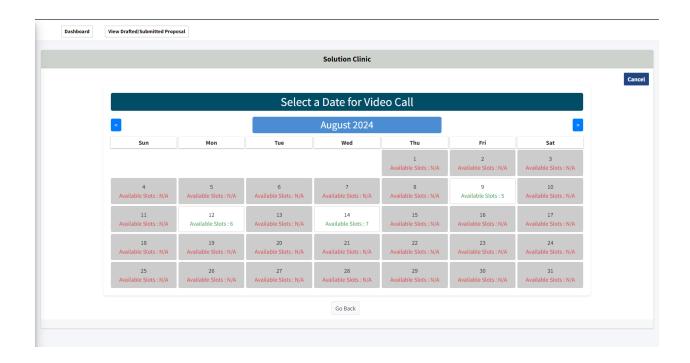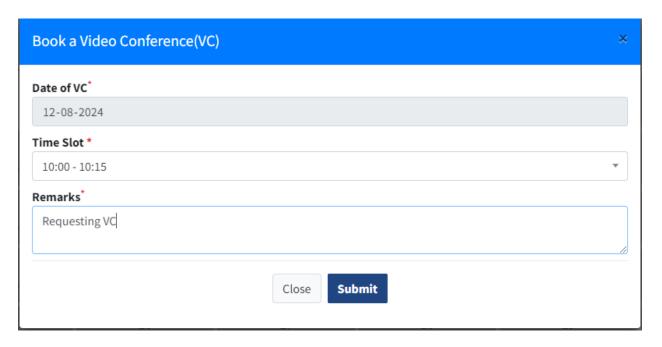One can access the response to previous queries by clicking on 'Query History'.

Step 4 - If further query has to be raised against the same proposal, click on 'Re-query' under Query Reply.

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Cancel

Select a Date for Video Call

< **August 2024** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Available Slots : N/A	2 Available Slots : N/A	3 Available Slots : N/A
4 Available Slots : N/A	5 Available Slots : N/A	6 Available Slots : N/A	7 Available Slots : N/A	8 Available Slots : N/A	9 Available Slots : 5	10 Available Slots : N/A
11 Available Slots : N/A	12 Available Slots : 6	13 Available Slots : N/A	14 Available Slots : 7	15 Available Slots : N/A	16 Available Slots : N/A	17 Available Slots : N/A
18 Available Slots : N/A	19 Available Slots : N/A	20 Available Slots : N/A	21 Available Slots : N/A	22 Available Slots : N/A	23 Available Slots : N/A	24 Available Slots : N/A
25 Available Slots : N/A	26 Available Slots : N/A	27 Available Slots : N/A	28 Available Slots : N/A	29 Available Slots : N/A	30 Available Slots : N/A	31 Available Slots : N/A

Go Back

Step 5 – To book a video conference with the Program Officer, click on the blue tab below the query 'Request a video conference'.

Book a Video Conference(VC)   ✕

Date of VC*

12-08-2024

Time Slot *

10:00 - 10:15   ▼

Remarks*

Requesting VC

Close   **Submit**

Step 6 – Choose a suitable date and time from the available list of slots from the calendar and book the video conference.