

# Solution Clinic

## Manual for the Principal Investigator

1. Login to your ICMR ePMS registered email address at <https://epms.icmr.org.in/userLogin>
2. Go to **Raise/View Queries** under **Solution Clinic**.
3. Click on '**Raise a Query**' in the blue button on top left. A dialog box opens to select project details from the drop down. Write down your query in the text box and click on 'Submit' for submitting the query.
4. A confirmation mail will be sent on your ePMS registered email address.
5. If the project is not found in the query dialog drop down list, kindly select '**If your project is not listed click here to report.**' and fill in the necessary details.
6. A Video Conference can be requested on the available date and timeslot after 48 hours of the query.
7. Feedback form will be enabled after 24 hours of the Video Conference session.
8. Queries raised by the Program Officer can be accessed and replied from '**Query by Program Officer**' tab on the left panel. Click on '**Add Reply**' under Action field against the query raised.
9. '**Support**' tab on the left panel is available to submit the details of the missing project under solution clinic.

**ICMR e-PMS**

ePMS-ID: 46963  
Komal Kumar  
(Email Verified)

Profile Panel

- Profile
- Proposal Submission
- MDMS-mPRIDE

Dashboard

PI's Project Dashboard

Solution Clinic

- Raise/view queries**
- Query by Program Officer
- Support
- Logout

 **icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH  
Serving the nation since 1971

भारतीय आयुर्विज्ञान अनुसंधान परिषद्  
Indian Council of Medical Research

Welcome to  
**Electronic Project Management System (e-PMS)**

Logged in as  PI/Fellow,

**For Reviewers:** Login -> Reviewers Panel -> Home -> Click on 'More Info' to view the assigned proposals against the respective call

**For Experts Coordinator:** Login -> Expert Panel -> Home -> Click on 'More Info' to view the assigned proposals against the respective call

**For Program Officers:** Login -> PO Panel -> Home -> View Assigned Proposals against the respective call

**For PI to Upload Documents:** Login to ePMS portal -> PI/Fellow Panel -> Proposal Submission -> View Proposal -> Click on "Click to View" against your specific call 'Investigator-Initiated Research Proposals - Small Grant' -> Upload Documents.

**Figure 1:** Click on **Raise/View Query** under Solution Clinic

ICMR e-PMS

ePMS-ID: 46963

Komal Kumar

(Email Verified)

Profile Panel

Profile

Proposal Submission

MDMS-mPRIDE

Dashboard

PI's Project Dashboard

Solution Clinic

Raise/view queries

Query by PO

Support

Logout

Solution Clinic

Column visibility \* Export \*

Search:

Raise a query ?

#	Project ID	Query Id	Program	Project Title	Query Reply
No data available in table					

Showing 0 to 0 of 0 entries

PreviousNext

**Figure 2:** Click on 'Raise a Query' blue box on left corner.

Raise a Query

Select List of Approved/Sanctioned/Ongoing Projects\*

CAR-2023-03-00300 (sdfs Test)

If your project is not listed [click here to report.](#)

Research Area\*

Descriptive

Query Type\*

Scientific

Your Query\*

test

Close

Submit

**Figure 3:** A dialogue box appears to select the details from the dropdown and write down the query and click on 'submit'.

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

**Solution Clinic**

[Raise a query ?](#)

#	Project ID	Query Id	Program	Project Title	Query Reply
1	ICMR-CCoE-2024-01-9999	Query ID : EPMS-QRY-2025-000001	Request for Expression of Interest for ICMR Collaborating Centre of Excellence (ICMR-CCoE)		<span>Pending</span>

Pending Administrative  
Last Query :) Test Query  
Reply :) PO not replied yet  
[Request a Video Conference](#)

**Figure 4:** Query has been submitted and Video Conference option has been enabled after 48 hours of the Query.

Solution Clinic

Cancel

Select a Date for Video Call

<

April 2025

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Not Available	2 Not Available	3 Not Available	4 Not Available	5 Not Available
6 Not Available	7 Not Available	8 Not Available	9 Not Available	10 Not Available	11 Not Available	12 Not Available
13 Not Available	14 Slot Available	15 Slot Available	16 Slot Available	17 Slot Available	18 Not Available	19 Not Available
20 Not Available	21 Slot Available	22 Slot Available	23 Slot Available	24 Slot Available	25 Slot Available	26 Not Available
27 Not Available	28 Slot Available	29 Slot Available	30 Slot Available			

Go Back

**Figure 5:** Video conference session can be booked on the available date and time by clicking on ‘Request Video Conference’

Solution Clinic

Raise a query ?

#	Project ID	Query Id	Program	Project Title	Query Reply
1	CAR-2023-03-00300	Query ID : EPMS-QRY-2025-000001	Call for proposals to establish Centre for Advanced Research (CAR) under Extramural Program	sdfs	<div>Pending</div>

Pending

Scientific

Last Query :) test

Reply :) -

VC Done

+ Add Feedback

+ Query History

**Figure 6:** Click on 'Add Feedback' after the 24 hours of the video conference.

Add Feedback for Video Conference(VC)

Program officer name \*

Project ID \*

CAR-2023-03-00300

Your Query \*

test

Whether program officer attended the VC? \*

Yes

Whether your query is resolved? \*

Yes

Feedback \*

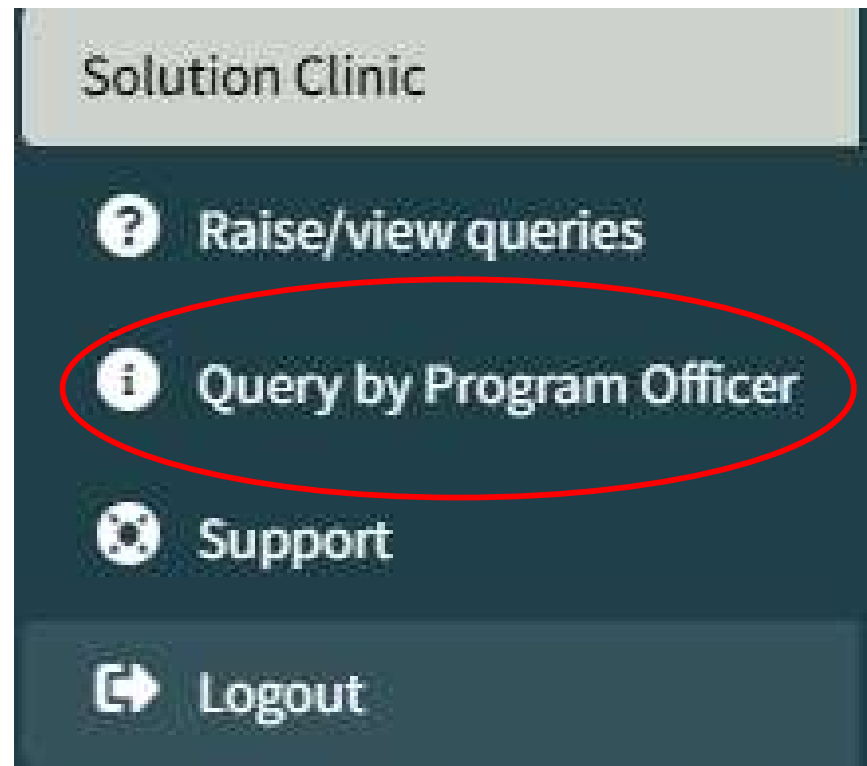
Query Resolved

Close

Submit

**Figure 7:** Add the relevant feedback of the video conference and click on 'Submit'





**Figure 8:** Click on 'Query by Program Officer' to view the query raised by the Program officer.

Solution Clinic							
Column visibility ▾		Export ▾		Search: <input type="text"/>			
# ↑↓	Ref Id ↑↓	Project ID ↑↓	PI name ↑↓	Project Title ↑↓	Query by PO ↑↓	PI Reply ↑↓	Action ↑↓
1	PO-QRY-2025-00003	IIRPIG-2024-01-00001	Dr Jitendar Kumar	Copilot in Word will write, edit, summarize, give suggestions, and create right alongside you. Copilot will bring in	solution clinic test 10-02-2025	-Not Replied Yet-	<div>Pending</div> <div>Add Reply</div>

Showing 1 to 1 of 1 entries

Previous 1 Next

**Figure 9:** Click on ‘Add Reply’ in blue box to submit a response against the query raised by the Program Officer.



**Figure 10:** 'Support' panel on the left is to report missing project in the Solution Clinic.

Solution Clinic

Report a missing project

Reported Projects								
Sr.no	Project ID	Project Title	Project Stage	File no	Discipline/Priority Area	PO name	Remarks	Reporting Status

**Figure 11:** Click on ‘Report a missing project’ option in blue.

Report a missing project

Proposal ID\*

Enter proposal id

Project Title\*

Enter project title

Select project stage

==Select==

File no

Enter File no (optional)

Discipline/Priority Area

Enter Discipline/Priority Area (optional)

Program officer name in ICMR

Enter program officer name (optional)

Email id of ICMR official

Enter program officer name (optional)

Any other relevant information

Enter any other relevant information

Close

Submit

**Figure 12:** Add the necessary information relevant to the missing project and click on 'Submit'.