

# Steps to Include Images in the application form of the Extramural Grant

## (Part A & Part B)

### How to Upload/Include an Image along with text

\*(reference screenshots have been attached below)

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

**STEP 2:** Go to **Proposal submission -> Image Repository**.

**STEP 3:** **Upload** the image (max size 1Mb), provide the **file name/remarks** and click on **upload**.

**STEP 4:** Click on **Blue icon (Click to copy the URL of this image/picture)** under **URL of the uploaded image or picture** field to copy the uploaded image URL against the respective remarks/file name.

### How to Use the Uploaded Image URL during Proposal Submission

\*(reference screenshots have been attached below)

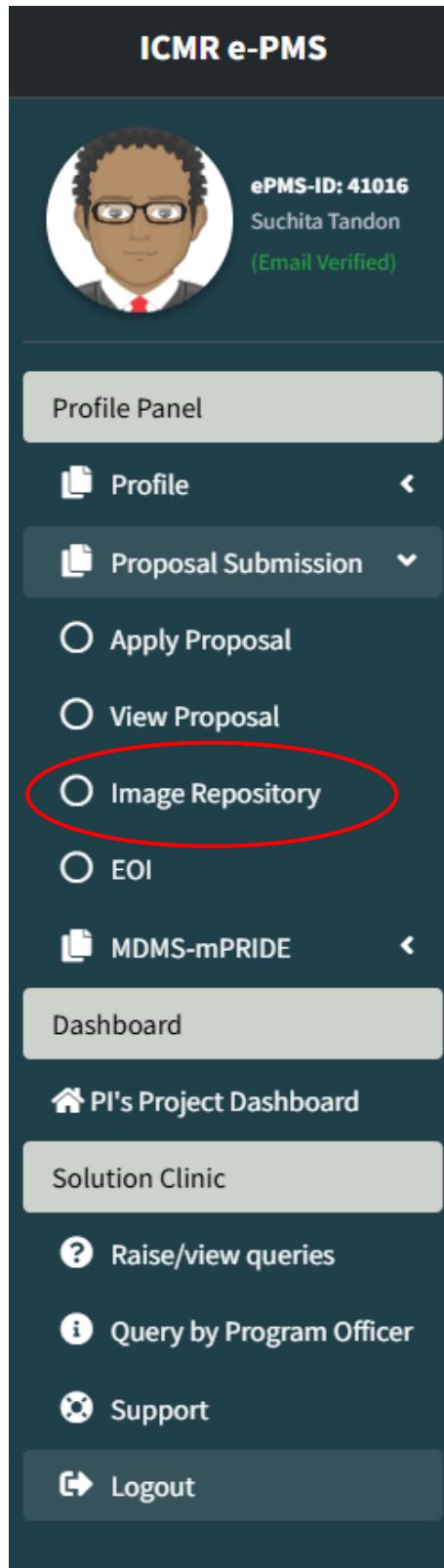
**STEP 1:** Click on **image icon** in the text box against the field where you want to upload the image & **paste that URL** in the URL box.

**STEP 2:** You can **adjust** the image **width** and click on **OK**. The height will be automatically adjusted.

**STEP 3:** To **delete** the image click on image/picture and use 'delete' key.

## How to Upload an Image

Login to ICMR ePMS portal (<https://epms.icmr.org.in/>).



**STEP 1:** Go to **Proposal submission -> Image Repository**.

Image uploaded successfully X

**Image or picture repository** (To be used during proposal submission in editor fields)

Please upload the image or picture here: (Maximum size till 1 Mb.) Choose file No file chosen

Name of image or picture (any remark): (Maximum 100 characters.) Click to Upload

S. No.	Name of image or picture	Uploaded image or picture	URL of the uploaded image or picture	Remove
1	Summary_Anveshan_2026		<a href="#">Click to copy the url of this image/picture</a>	<span style="color: red;">X</span>

**STEP 2: Upload** the image (max size 1Mb), provide the **file name/remarks** and click on **upload**.

Click on **Blue icon** under **Image URL** field to copy the uploaded image URL.

Image uploaded successfully X

**epms.icmr.org.in says**  
Link copied! OK

**Image or picture repository** (To be used during proposal submission in editor fields)

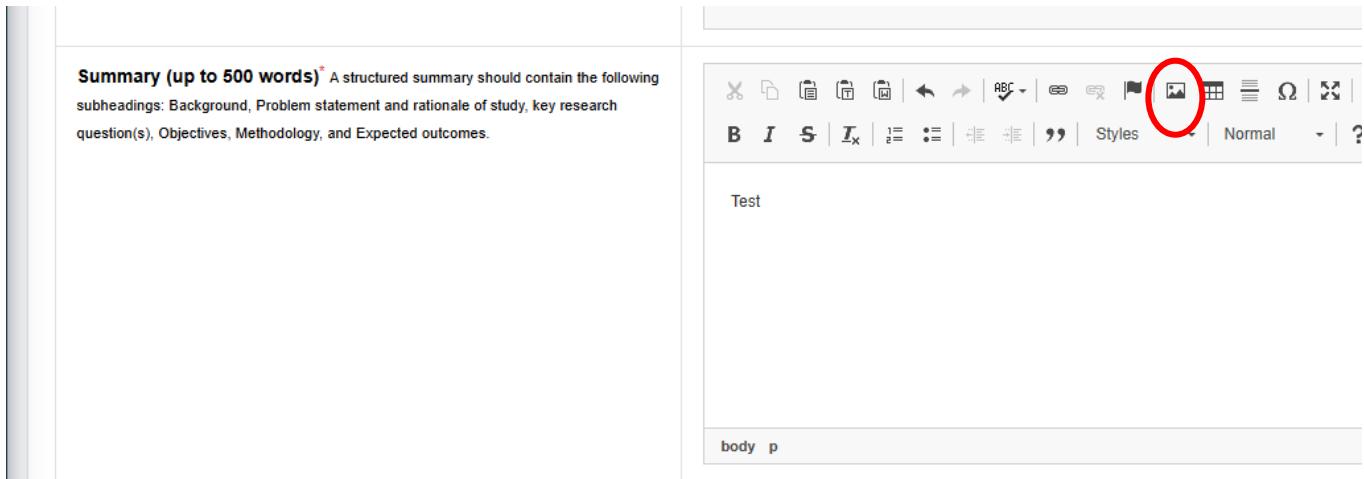
Please upload the image or picture here: (Maximum size till 1 Mb.) Choose file No file chosen

Name of image or picture (any remark): (Maximum 100 characters.) Click to Upload

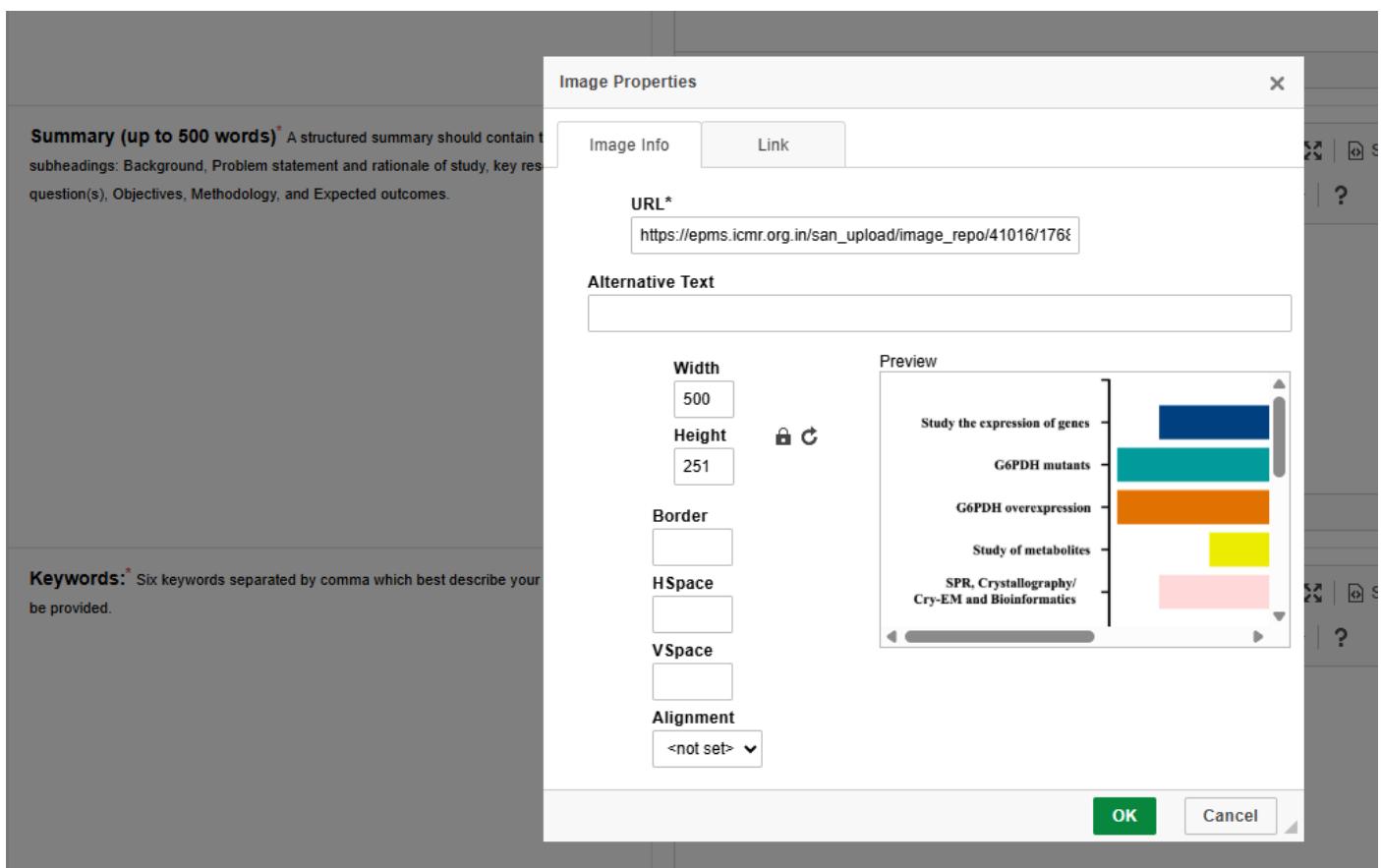
S. No.	Name of image or picture	Uploaded image or picture	URL of the uploaded image or picture	Remove
1	Summary_Anveshan_2026		<a href="#">Click to copy the url of this image/picture</a>	<span style="color: red;">X</span>

## How to Use the Uploaded Image URL during Proposal Submission

Go to proposal submission -> Apply Proposal -> Select the respective call from the dropdown



**STEP 1:** Click on **image icon** in the text box against the field where you want to upload the image along with the text.



**STEP 2:** Paste the copied URL in the URL box and click on 'OK'.

You can **adjust** the image **width** and click on OK. The **height** will be **automatically** adjusted.