

# 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)

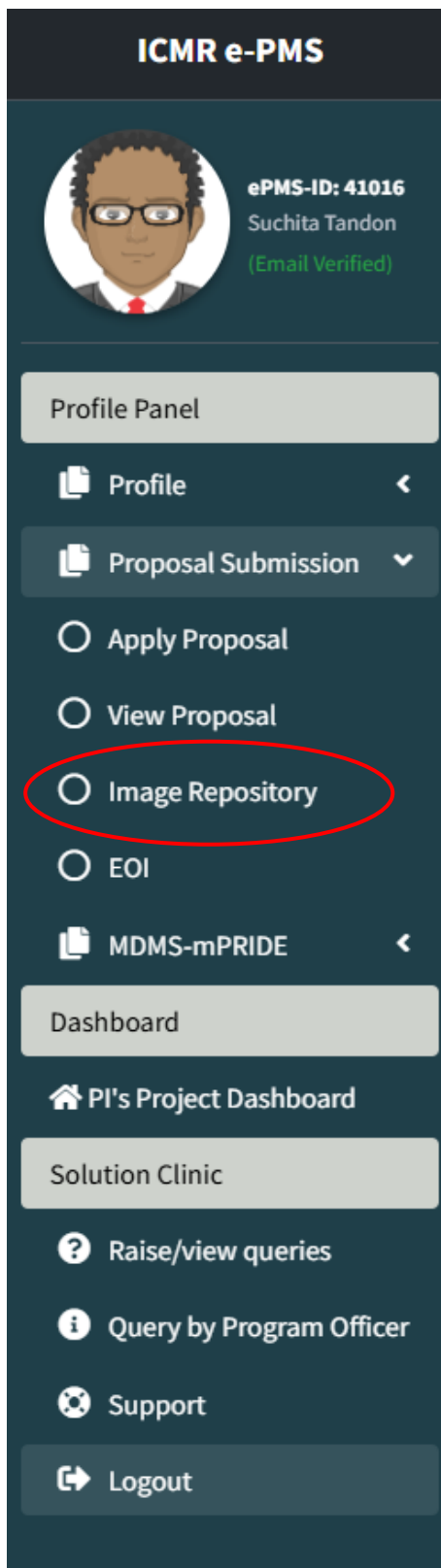
**STEP 1:** Click on **image icon** in the text box against the field where you want to upload the image & **paste that URL** in the URL box.

**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 successfullyX

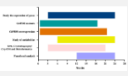


≡ **Image or picture repository** (To be used during proposal submission in editor fields)

**Please upload the image or picture here:**  
(Maximum size till 1 Mb.)<sup>\*</sup>

Choose fileNo file chosen

**Name of image or picture (any remark):** (Maximum 100 characters.)<sup>\*</sup>

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		<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> <a href="#">Click to copy the url of this image/picture</a></div>	

**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 successfullyX

epms.icmr.org.in saysLink copied!OK

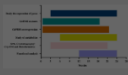


≡ **Image or picture repository** (To be used during proposal submission in editor fields)

**Please upload the image or picture here:**  
(Maximum size till 1 Mb.)<sup>\*</sup>

Choose fileNo file chosen

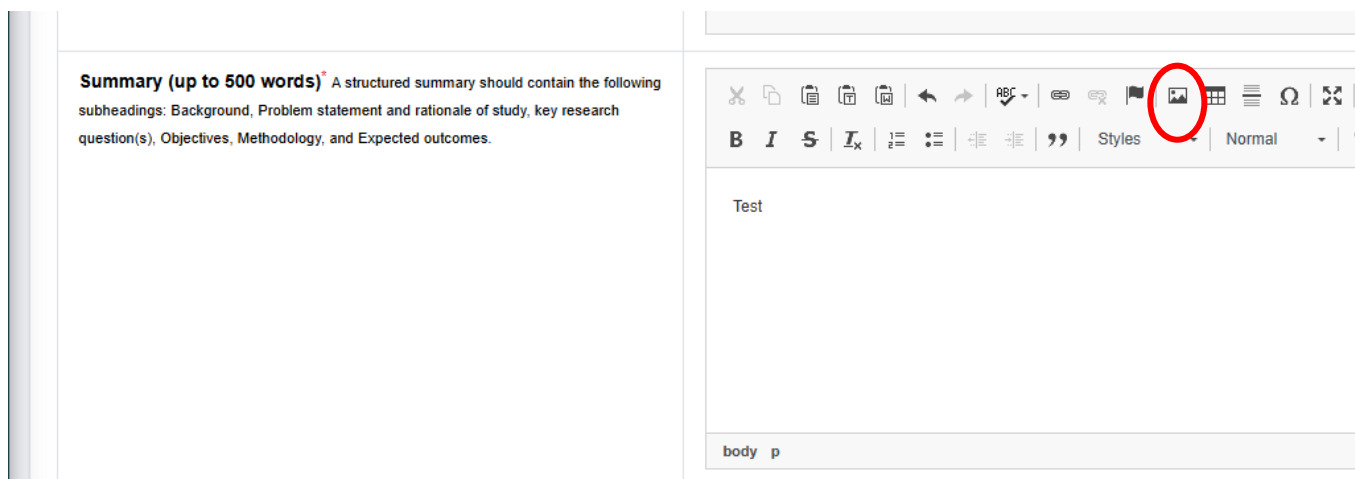
**Name of image or picture (any remark):** (Maximum 100 characters.)<sup>\*</sup>

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		<div style="display: flex; align-items: center;"> <a href="#">Click to copy the url of this image/picture</a></div>	

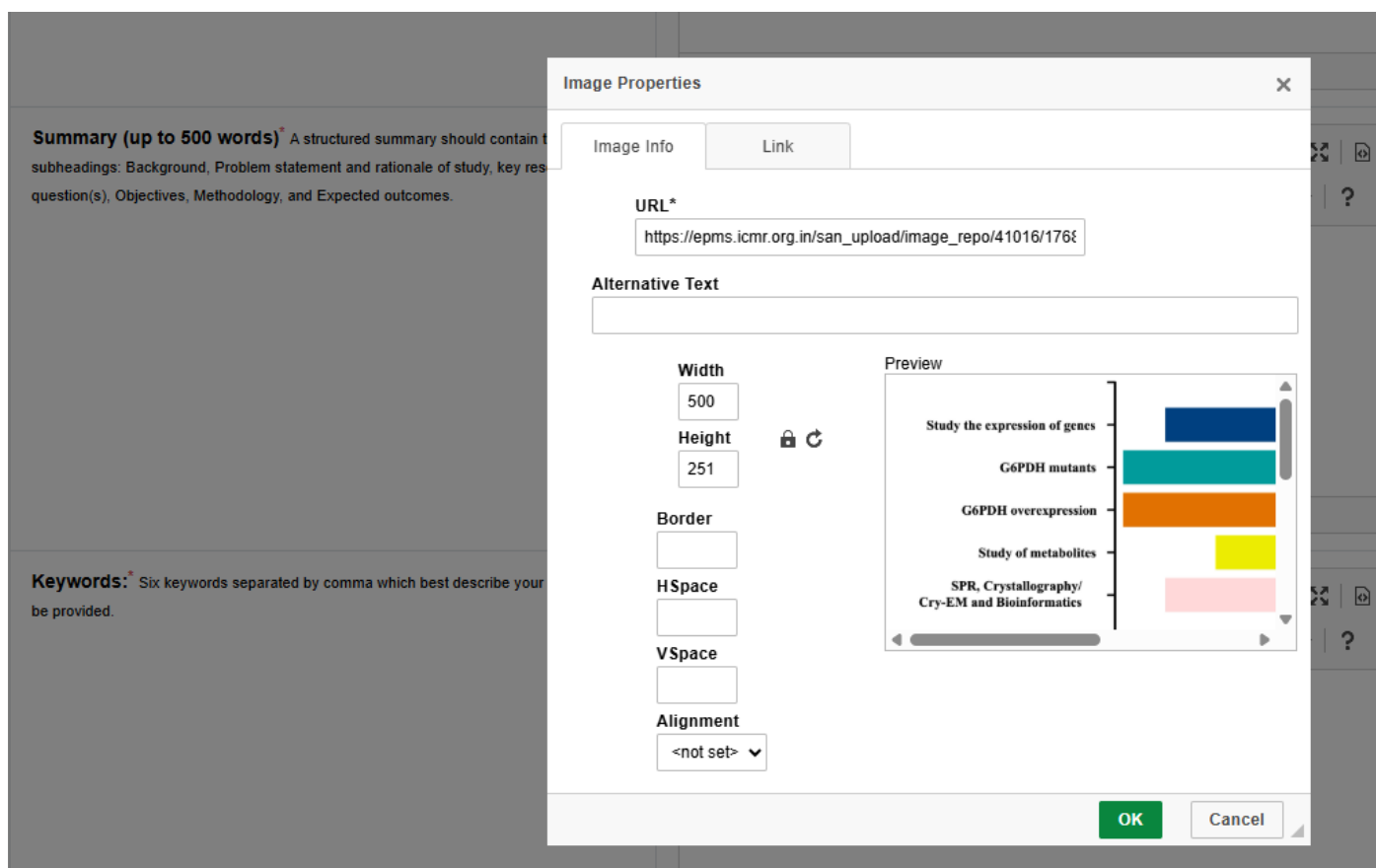
## How to Use the Uploaded Image URL during Proposal Submission

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



The screenshot shows a proposal submission form. On the left, there is a text area for the 'Summary (up to 500 words)\*'. On the right, there is a rich text editor toolbar with various icons. The 'Image' icon, which shows a small landscape picture, is circled in red. Below the toolbar is a text box containing the word 'Test'.

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



The screenshot shows the 'Image Properties' dialog box. It has two tabs: 'Image Info' and 'Link'. The 'Link' tab is active, showing a URL field with the text 'https://epms.icmr.org.in/san\_upload/image\_repo/41016/1768'. Below the URL field is an 'Alternative Text' field. To the left of the 'Preview' section are input fields for 'Width' (500), 'Height' (251), 'Border', 'HSpace', 'VSpace', and an 'Alignment' dropdown menu set to '<not set>'. The 'Preview' section on the right shows a horizontal bar chart with five bars of different colors (blue, teal, orange, yellow, pink) and labels: 'Study the expression of genes', 'G6PDH mutants', 'G6PDH overexpression', 'Study of metabolites', and 'SPR, Crystallography/ Cry-EM and Bioinformatics'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

**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.