

2021

# ICMR e-PMS

User Manual for Fellowship  
Research Proposal Submission



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# ICMR Electronics Project Management System (e-PMS)

(User manual for Fellowship Research Proposal Submission)

## Contact

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Department of Health Research  
Ministry of Health and Family Welfare  
Government of India

## Process to apply through ePMS system of ICMR (Senior Research Fellowship (SRF)/Research Associateship (RA))

Step 1: PI/Fellow  
Registration

Step 2: Add/Update  
PI/Fellow Profile

Step 3: Apply for  
Grant (SRF or RA  
Fellowships)

**Step 1: PI/Fellow Registration/Login**

**Step 2: Complete/Update PI/Fellow Profile**

**Step 3: Apply for fellowship through submission of proposal (SRF/RA Fellowships)**

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## STEP 1 : PI Registration

### STEP 1: PI Registration

1. Visit "<https://epms.icmr.org.in>". Website will be open as Figure 1.1. Click on "**e-PMS Login**" menu. Login screen will be opened in next page.

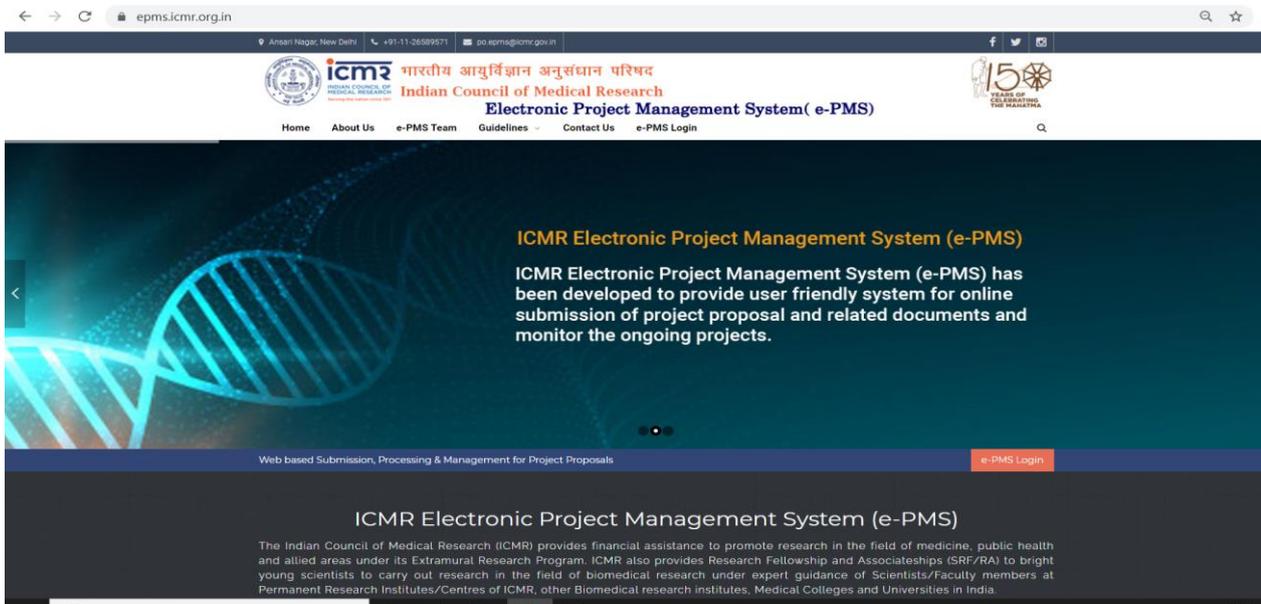


Figure 1.1. ICMR e-PMS portal

2. You can see a "LOGIN" screen as shown in Figure 1.2. Click on the "**Register**" for new registration OR else if registered enter details to login into the application. Password can be retrieve by using "**Forget Password**" if you registered earlier and forget your password.

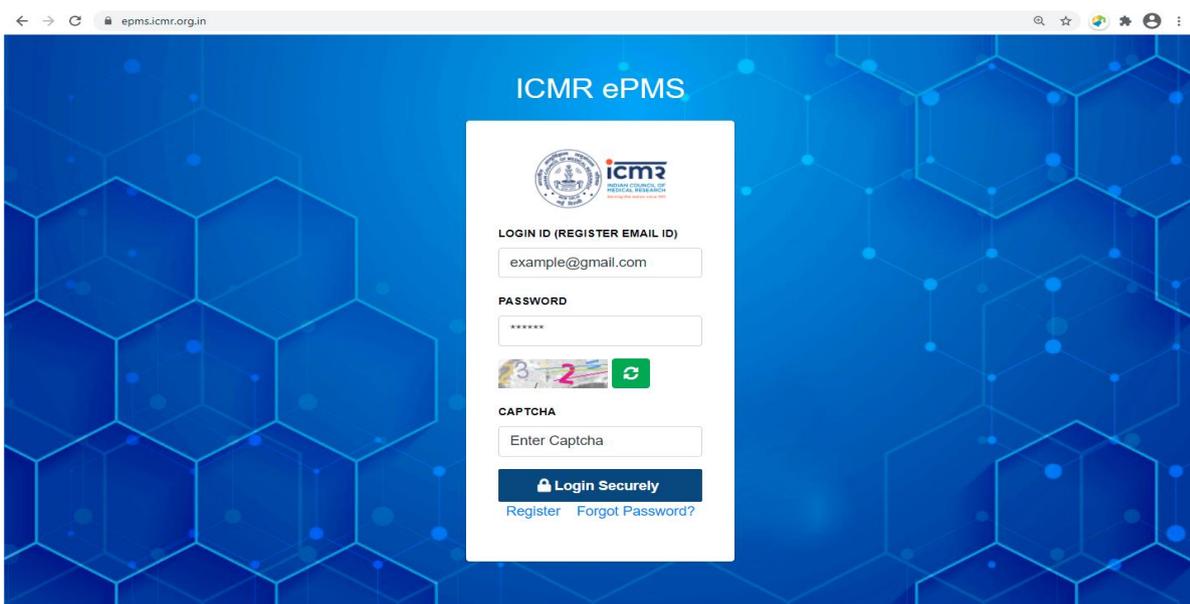


Figure: 1.2. Login screen

3. For new registration, Screen shown in Figure 1.3 will appear. All the fields are mandatory. This process will verify login details through your valid email id. Process will proceed further only after clicking the link through email.

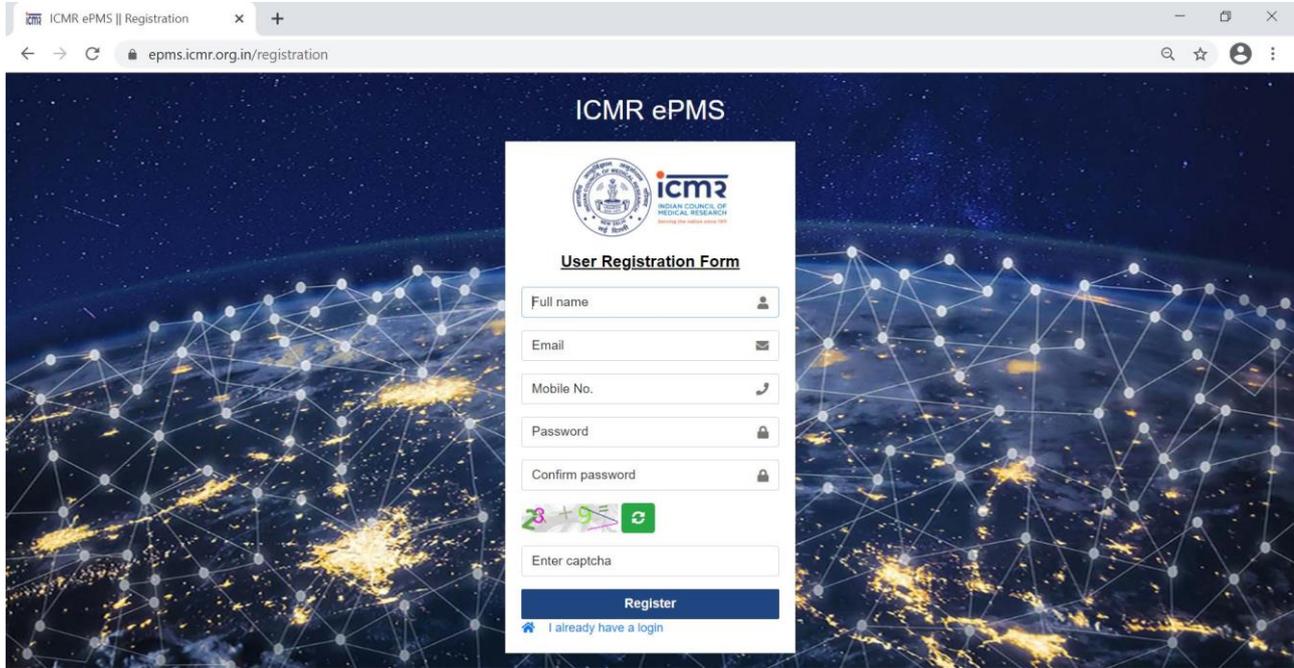


Figure 1.3. New registration screen

4. A Dashboard will appear which will show User Profile, Number of Projects Submitted/ Sanctioned/ Rejected as shown in Figure 1.4

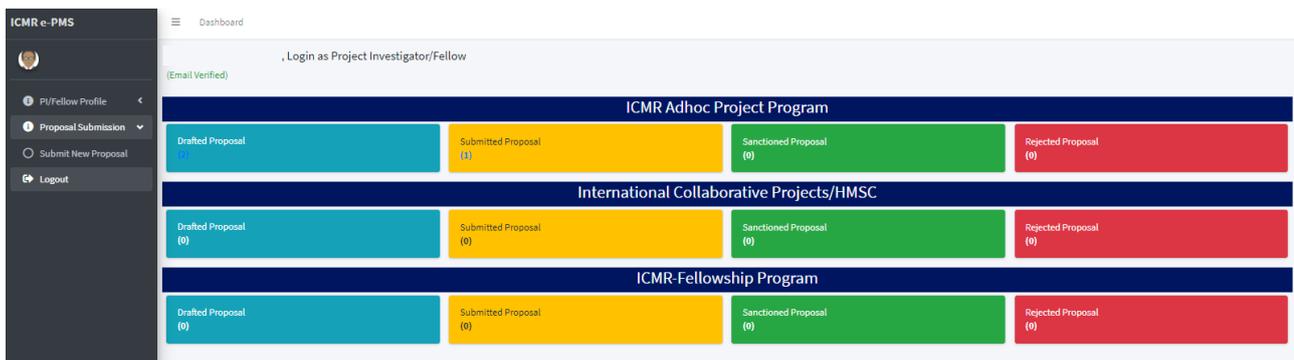


Figure: 1.4. Dashboard of PI/Fellow

5. If you already registered but password has been forgotten, than password can be reset. Click on **“Forget Password”** available at Login screen. Password reset screen will be available as Figure 1.5.



Figure 1.5. Password reset screen

## STEP 2 : PI /Fellow Profile

**STEP 2: PI/Fellow Profile:** It is desired to update the profile regularly, as the details will be considered for evaluation of the new proposals. After expanding “**PI/Fellow Profile**” information (8 points) as mentioned in Figure 2.1 will appear. It is advised to fill the information in all the concerned sections for evaluation purpose.

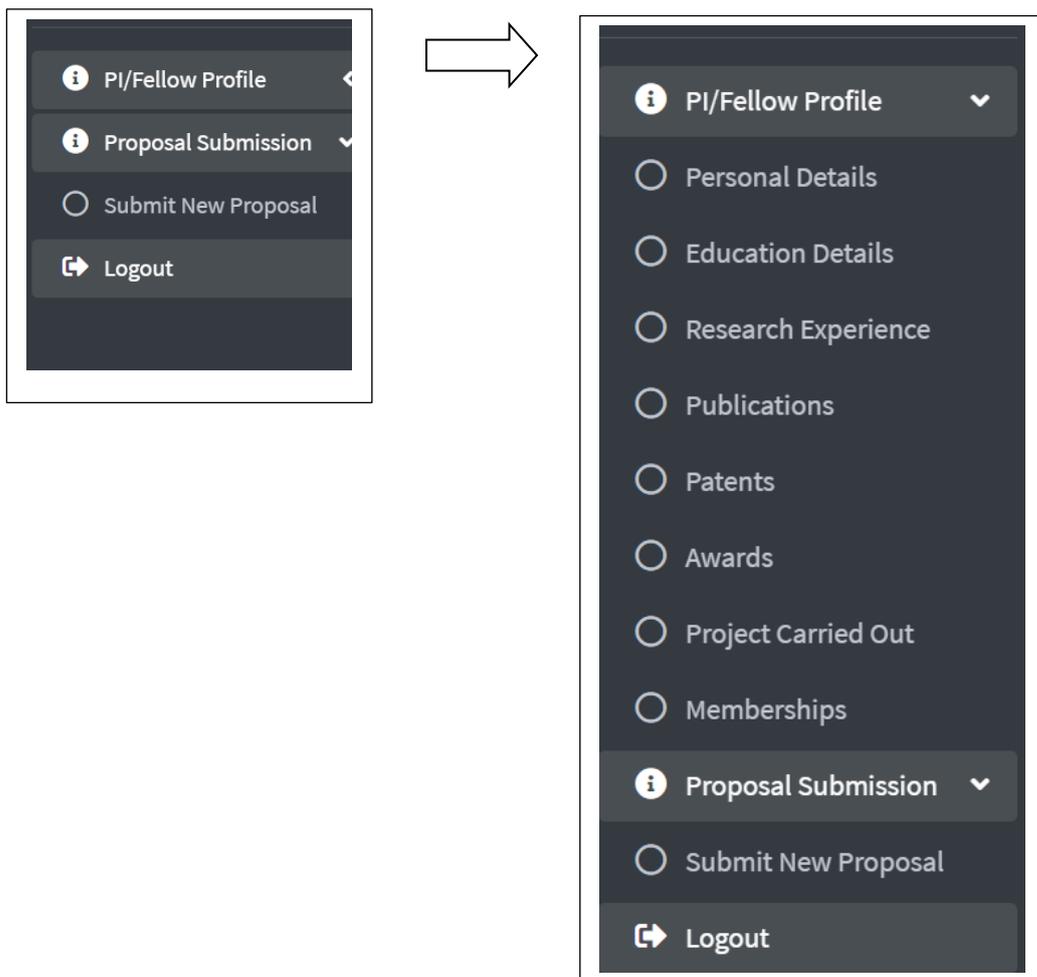


Figure 2.1. Submenu for PI/Fellow Profile

**2.1. Personal Detail:** Personal details include salute, name, DOB as per 10<sup>th</sup> certificate, Details of 10<sup>th</sup> (Board name, Roll number, Year of passing), Attachment (10<sup>th</sup> certificate/mark sheet), Gender (Male/Female), Category (GEN, OBC, SC, ST), State, District, Institute Name (if name doesn't exist in the drop down list then there is an option to add the new institute also), Designation (Choose Student/Research Scholar), Nature of Employment, Department, Broad Area of research, Subject Area. (see Figure 2.2)

A screenshot of the Personal details screen. Add button will come for the first time. Henceforth Update button will appear.

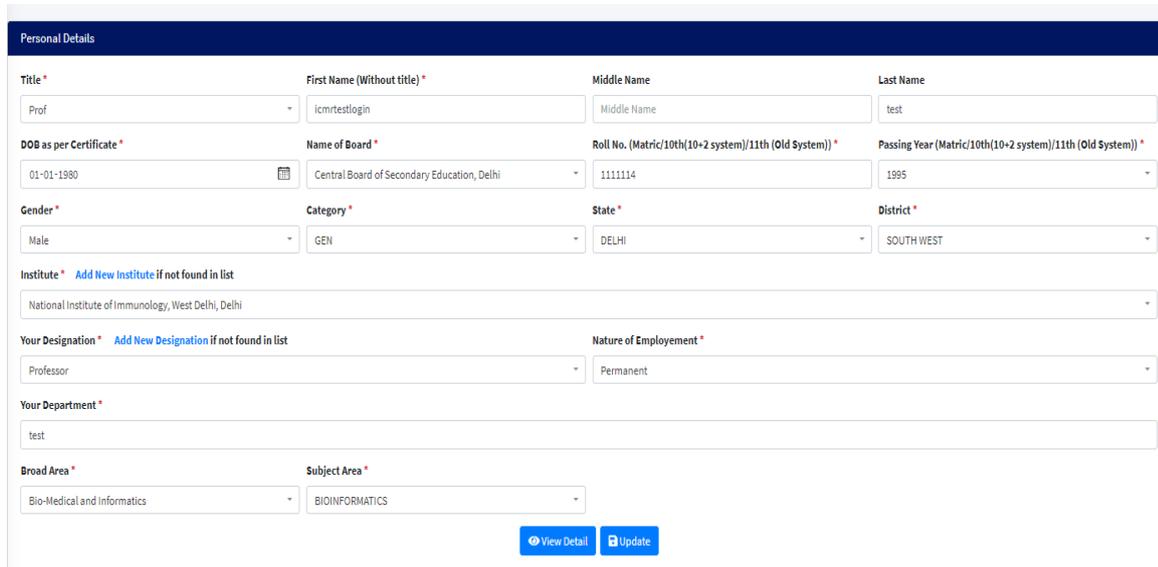
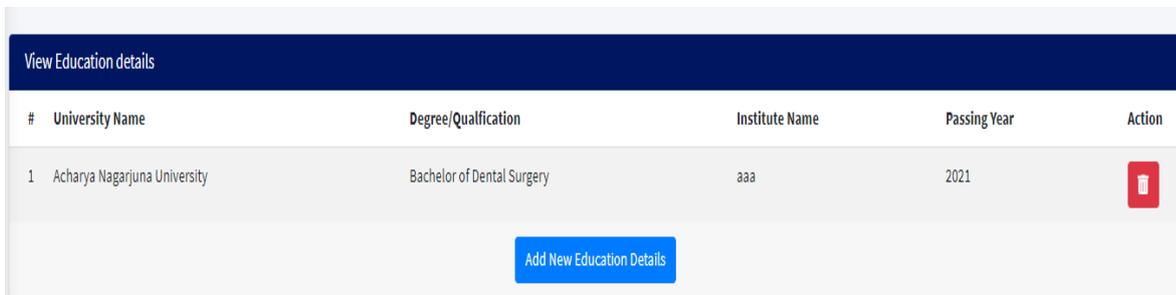


Figure 2.2. Personal Information of PI/Fellow

**2.2. Educational Details:** It includes University name, Degree/Qualification, Institute/College Name and Year of Passing. Add Educational Detail allows to add new entry.

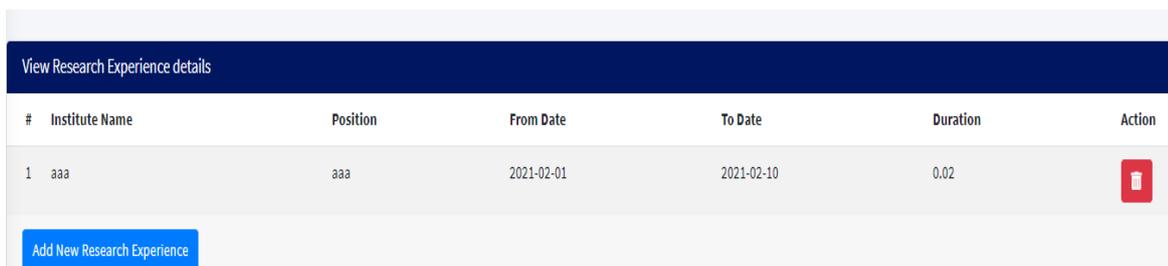


#	University Name	Degree/Qualification	Institute Name	Passing Year	Action
1	Acharya Nagarjuna University	Bachelor of Dental Surgery	aaa	2021	

[Add New Education Details](#)

Figure 2.3. Education detail entry

**2.3. Research Experience:** It includes Institute name, Position, Date (From), Date (To), Duration (automatic calculation field) and Remarks to enter general remarks. Add Button allows to add any number of entries.



#	Institute Name	Position	From Date	To Date	Duration	Action
1	aaa	aaa	2021-02-01	2021-02-10	0.02	

[Add New Research Experience](#)

Figure 2.4. Research Experience entry

**2.4. Publications:** It includes Title, Author list, Journal Name, Volume, Page Number, Year, Volume, Issue/Number, Author type, Impact Factor, ISSN No., Remarks and Action



Figure 2.5 (a). Publication detail entry

After choosing Add Publication Details, PI has a choice to enter publication details using form entry one by one OR upload publication details as a single file (Sample document for the format of uploading file is also provided)



Following screen will appear after selecting Upload publication details:

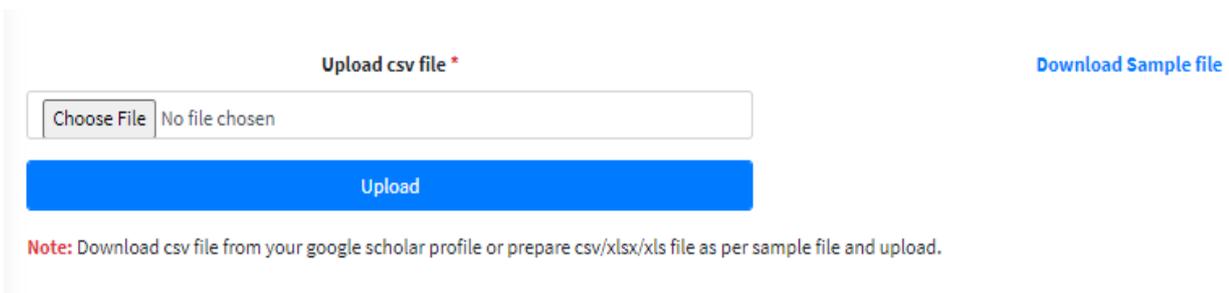


Figure 2.5 (b). Publication detail entry by uploading csv/xlsx file

**2.5. Patents:** It includes Title, Year, Copyright/Patent Number and Remarks

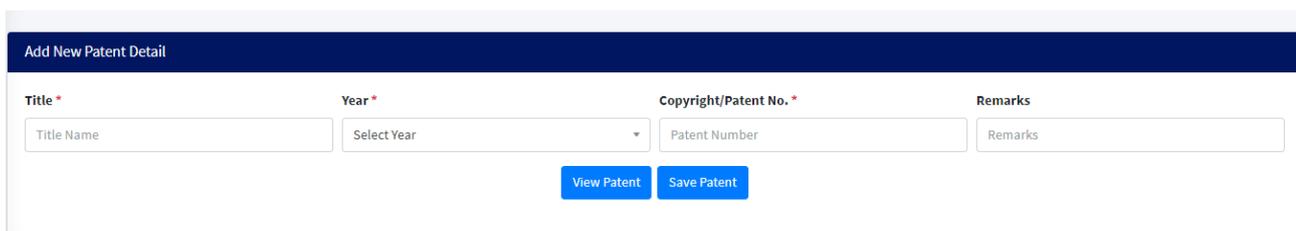


Figure 2.6. Patent Details Entry

**2.6. Awards:** It includes Award Name, Year of the award and Remarks in chronological order

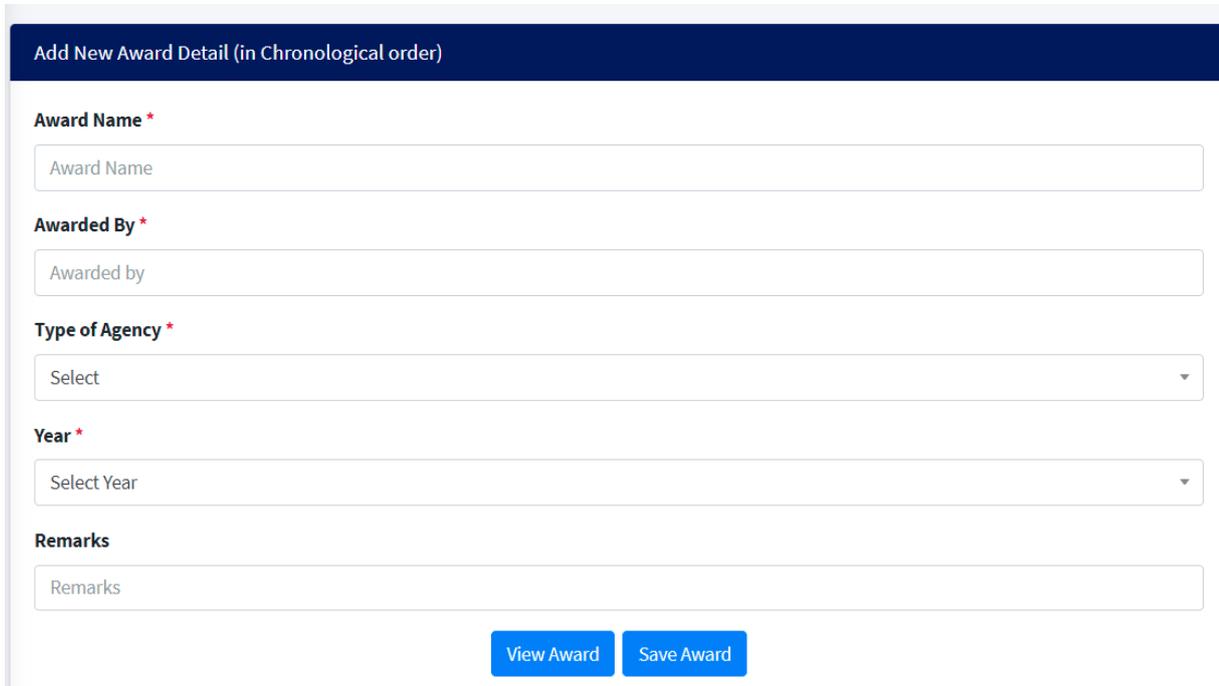


Figure 2.7. Award detail entry

**2.7. Projects Carried Out (Projects completed by PI/Fellow):** It includes Project Title, Funding Agency, Funding Amount, Start Date, End date, Project unique number and Remarks.

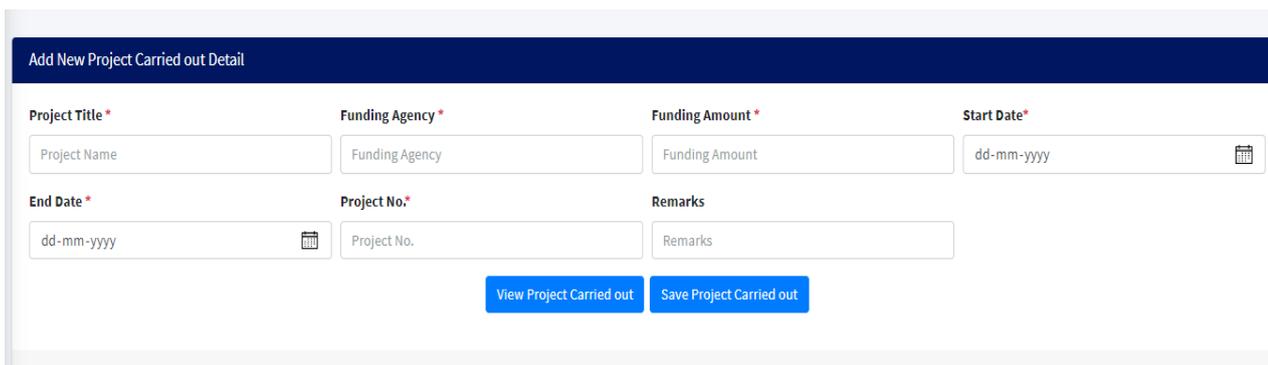


Figure 2.8. Project details entry

**2.8. Membership details:** It includes Membership id, Membership details, Validity date and Remarks

### Add New Membership Detail

**Membership Id \***

**Membership Title \***

**Membership Agency \***

**Membership Validity \* If, is Lifetime Validity? then check the checkbox**

**Remarks**

Figure 2.9. Membership details entry

### STEP 3. Submission of New Proposal (SRF/RA Fellowship)

Click on “**Submit New Proposal**” under “**Proposal submission**” menu as Figure 2.1. New screen will display as Figure 3.1. Select ICMR Fellowship Program from drop down list as given in Figure 3.1 to submit new proposal under “**ICMR Fellowship Program**” for SRF/RA. Before proceed it is suggested to read guidelines of SRF/RA and make ready all relevant information, documents and research plan.

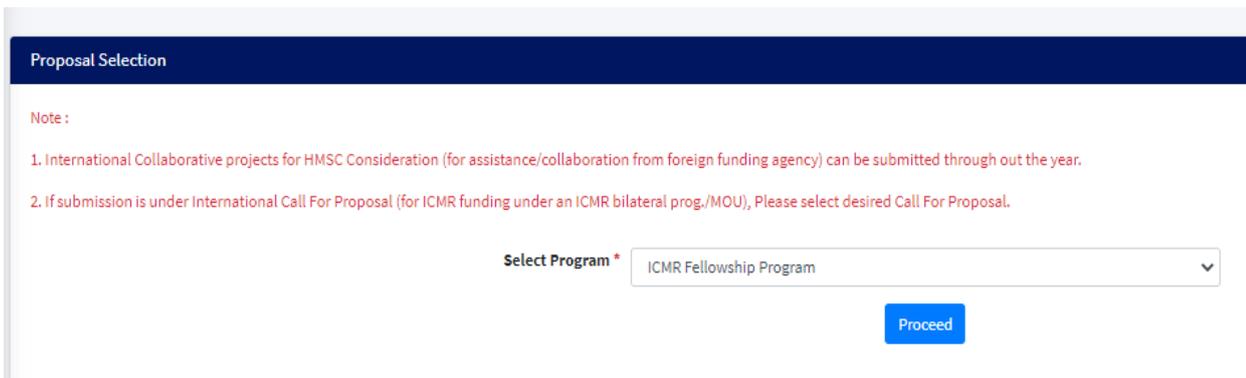


Figure 3.1. Program selection screen

## SRF/RA Fellowship proposal submission form contains 3 screens

**SCREEN 1/3** contains following 25 points to be filled by Fellow. A screenshot of the Screen-1 is shown in figure 3.2

Fields	Values				
<b>1.Name</b>	Pre-filled from Fellow profile				
<b>2.Gender</b>	Pre-filled from Fellow profile				
<b>3.Date of Birth (DOB)</b>	Pre-filled from Fellow profile				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black;">a. Age (in years)</td> <td style="width: 50%; border: 1px solid black;">Calculated as per DOB</td> </tr> </table>	a. Age (in years)	Calculated as per DOB		
a. Age (in years)	Calculated as per DOB				
<b>4.Applied for (Research Associate/Senior Research Fellow)</b>	Choose one option, it will show the eligibility alert if the qualification & experience does not match with the ICMR rules. A link is also given to check the eligibility criteria.				
<b>5.Essential Qualifications</b>	Pre-filled from Fellow profile				
<b>6.Research Experience</b>	Calculated from Pre-filled from Fellow profile				
<b>7. Type of Institute</b>	Govt./Private/NGO				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black;">a. Have valid DSIR-SIRO certificate</td> <td style="width: 50%; border: 1px solid black;">It is mandatory to have DSIR-SIRO certificate for all type of institutes</td> </tr> <tr> <td style="border: 1px solid black;">b. Validity date</td> <td style="border: 1px solid black;">Date of validity of DSIR cert.</td> </tr> </table>	a. Have valid DSIR-SIRO certificate	It is mandatory to have DSIR-SIRO certificate for all type of institutes	b. Validity date	Date of validity of DSIR cert.
	a. Have valid DSIR-SIRO certificate	It is mandatory to have DSIR-SIRO certificate for all type of institutes			
b. Validity date	Date of validity of DSIR cert.				
<b>8. Department where Fellow will work</b>	Enter the Full name of department (Please don't use Abbreviation )				
<b>9. Institutional Address</b>	Enter Id				
<b>10. Phone No. of Department (with STD code)</b>	Enter Phone no.				
<b>11. Email</b>	Enter email				
<b>12. Mobile</b>	Enter mobile number				
<b>13. Mailing Address</b>	Enter mailing address				

<b>14. Name of Guide</b>	Enter name of Guide	
	a. Designation	Enter Guide's design.
	b. Email Id	Enter Guide's email
	c. Mobile No.	Enter Guide's Mobile
	d. Subject Area	Enter Guide's Subject area
	e. Guide's nature of employment	Nature of employment of Guide should be permanent
<b>15. Fellow's Co-Guide Name (If Any)</b>	Enter Co-Guide Name	
	a. Designation	Enter Co-Guide design.
	b. Email Id	Enter Co-Guide email
	c. Mobile No.	Enter Co-Guide mobile
	d. Subject Area	Enter Co-Guide subject area
	e. Co-Guide's nature of employment	Nature of employment of Co-Guide should be permanent
<b>16. Title of the Research</b>	Enter Title of your research proposal	
<b>17. Enter 6 Major keywords related to title (keywords should be comma separated)*</b>	Enter keywords pertaining to research proposal	
<b>18. Broad Area</b>	Select Broad Area from drop down	
<b>19. Major Discipline</b>	Select major discipline under broad are from drop down	
<b>20. Upload Detail Proposal (Pdf only max 10 MB size)* Format for submission is attached</b>	Upload proposal as per the format available in portal	
<b>21. Nature of Work</b>	Select value from drop down	
<b>22. Duration in months (Maximum 36 months)</b>	Enter duration	
<b>23. Objective of Study (max 3000 characters)</b>	Enter objective	
<b>24. Methodology of study</b>	Enter methodology	
<b>25. Expected Outcome</b>	Enter expected outcome	

### Personal Details

Age : \*

Applied for \*  Research Associate  Senior Research Fellowship

#### 5 Essential Qualification

i) Senior Research Fellowship / Research Associate

#	Education Qualification	Education Shortname	Degree Level
1			

6 Research Experience

8 Department where Fellow will work\*

Department where Fellow will work

9 Institutional Address\*

13 Mailing Address\*

Mailing Address with Pincode

### Fellow's Guide Details

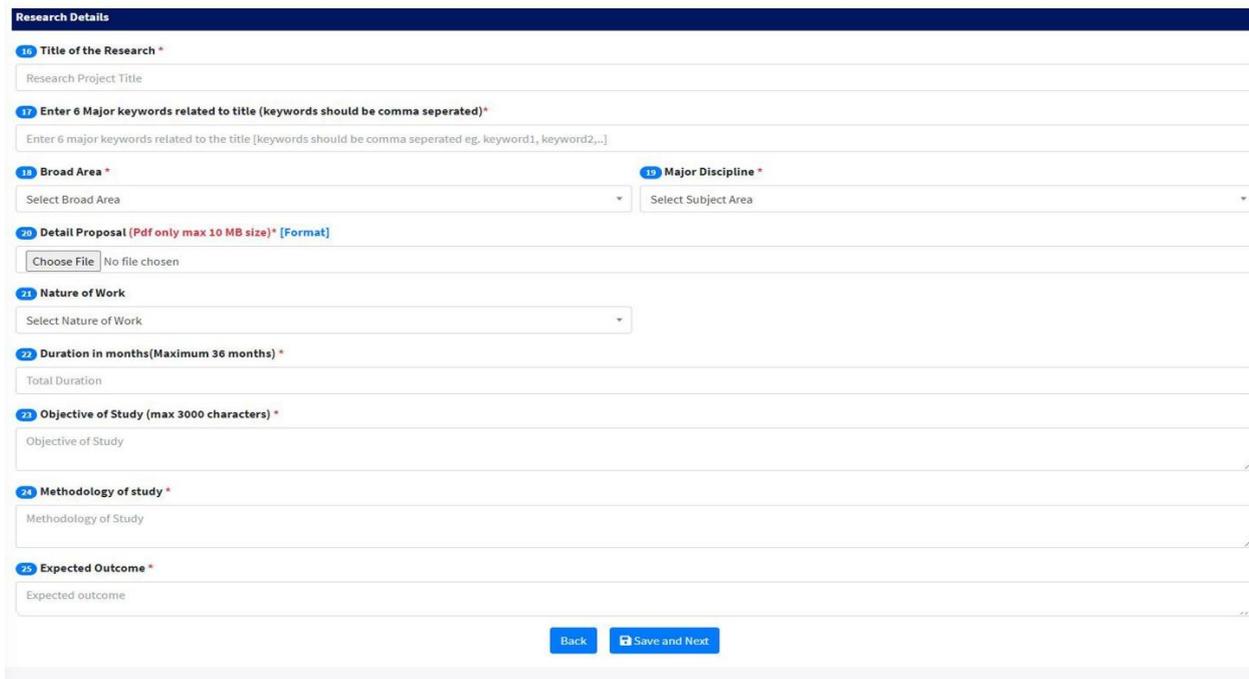


Figure 3.2. Screen of Fellowship form

**SCREEN 2/3** contains list of Codal documents as given in Figure 3.3 (PDF format only, Max. size 10 MB only) to be uploaded. Documents with asterisk (\*) are mandatory at the time of submission of fellowship (RA/SRF).

1. Proof of Date of Birth (\*)
2. Under Graduate (UG) Certificate (\*)
3. Post Graduate (PG) Certificate (\*)
4. Qualifying JRF/GATE/NET Certificate for SRF (\*)
5. Doctorate (PhD) Certificate
6. DSIR - Scientific and Industrial Research Organisations (SIRO) Certificate (\*)
7. Registration for PhD/MD/MS/DNB
8. Research Experience of Fellow (\*)
9. Detail of Guide (\*)
10. Availability of Institutional facilities signed by Guide and counter signed by Head of the Institute with seal (\*)
11. Approval of Institutional Animal Ethics Committee
12. Drugs Controller General of India (DCGI) Approval
13. Approval of Institutional Ethics Committee
14. Case record pro-forma, study instruments, questionnaires, scales, etc.
15. Approval of Institutional Bio-safety Committee
16. Approval of Institutional Committee for Stem Cell Research
17. Approval of Review Committee on Genetic Manipulation

Project Id: 2021-2102, Proposal Title: AAAAAAAAAA

1	Proof of Date of Birth (As per certificate) *	<a href="#">Click to Upload</a>
2	Under Graduate (UG) Certificate *	<a href="#">Click to Upload</a>
3	Post Graduate (PG) Certificate	<a href="#">Click to Upload</a>
4	Qualifying JRF/GATE/NET Certificate (for SRF) *	<a href="#">Click to Upload</a>
5	Doctorate (PhD) Certificate	<a href="#">Click to Upload</a>
6	DSIR Certificate *	<a href="#">Click to Upload</a>
7	Registration for PhD/MD/MS/DNB	<a href="#">Click to Upload</a>
8	Research Experiences of Fellow *	<a href="#">Click to Upload</a>
9	Detail of Guide *	<a href="#">Click to Upload</a>
10	Availability of Institutional facilities signed by Guide and counter signed by Head of the Institute with seal *	<a href="#">Click to Upload</a>
11	Institutional Animal Ethics Committee	<a href="#">Click to Upload</a>
12	DCGI Approval	<a href="#">Click to Upload</a>
13	Institutional Ethics Committee	<a href="#">Click to Upload</a>
14	Case record proforma, study instruments, questionnaires, scales, etc.	<a href="#">Click to Upload</a>
15	Institutional Bio-safety Committee	<a href="#">Click to Upload</a>
16	Institutional Committee for Stem Cell Research	<a href="#">Click to Upload</a>
17	<a href="#">Review Committee on Genetic Manipulation</a>	<a href="#">Click to Upload</a>

Figure 3.3. Screen of document upload

**SCREEN 3/3** is a preview of full details entered by Fellow for the proposal and final submit (Figure 3.4). Preview option allows seeing details in one go and Fellow has the option to modify detail before final submission.

Proposal Id: 2021-157  
Version Id: F 1  
Research Proposal Title: test1  
Research Experience 0.02 Years

Personal Details of Applicant

Name (IN BLOCK LETTERS)	PROF ICMRTESTLOGIN TEST	Gender	Male
Email	ICMRHQND@GMAIL.COM	Contact	7982275068
Date of Birth	01-Sep-1986	Age (Age in Years, Months, Days)	34 (34Y 5M 27D)
Applied for	Research Associate	Institute Type	Govt
Fellow's Guide details	abc@gmail.com		
Fellow's Co-Guide details	abc@gmail.com		
Valid DSIR Certificate (Validity)	03-Feb-2021	Department where fellow will work	aaa
Institutional Address	National Institute of Immunology		
Phone no. of Dept	1111111111	Mailing Address	aaaa

Research Details

Title of Research	test1		
Major Keywords	aa,aa,aa,aa,aa,aa	Duration in months(Max 36 months)	24
Broad Area	Basic Medical Science	Major Discipline	ALLERGY
Detailed Proposal	20210223_122743_355899774.pdf	Nature of Work	Clinical Trials
Objective of Study	aa		
Methodology of study	aa		
Expected Outcome	aa		

Education qualification details

#	Education Qualification	Education Qualification in Short	Level of Qualification
1	Doctor of Medicine	MD	PG

Codal Documents for ICMR Fellowship Program

#	Scheme Name	Proposal Id	Document Name	Is Applicable?	Uploaded Document	Remarks
1		2021-157/	All Certificates of Educational qualification	Yes	<a href="#">View uploaded document</a>	aa
2		2021-157/	Proof of Date of Birth	Yes	<a href="#">View uploaded document</a>	a
3		2021-157/	Detail of Guide	Yes	<a href="#">View uploaded document</a>	a
4		2021-157/	Research Experience of Fellow	Yes	<a href="#">View uploaded document</a>	a
5		2021-157/	Availability of Institutional facilities signed by Guide and counter signed by Head of the Institute with seal	Yes	<a href="#">View uploaded document</a>	a
6		2021-157/	DSIR Certificate	Yes	<a href="#">View uploaded document</a>	a

Declaration

I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my project/proposal shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

 Print

 Edit Proposal

 Edit Document

 Submit Proposal

Figure 3.4. Final submission screen

1. The acceptance of declaration will be required. Click on check box to accept the declaration.
2. Fellow can click on Submit Proposal option for final submission to the ICMR. After final submission, Fellow will receive the confirmation of the submission by an email with the proposal Id that can be used for further communications.
3. Status of the submitted proposal is visible through the dashboard also at later stage.
4. Fellow can submit rest of the Codal documents after submission also through dashboard by clicking **submitted proposal**.

**Division of Biomedical Informatics  
Indian Council of Medical Research  
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[www.epms.icmr.org.in](http://www.epms.icmr.org.in)**