

## Brief Manual for Research and Development Scheme. (For Principal Investigator)

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Application procedure for Research and Development Scheme in Vigyan Sathi Portal.

### Steps for Application (PI)

- ✚ All Applicants have to fill up the Registration form.
- ✚ Only Registered Members application will be accepted for Application of Research and Development Scheme.
- ✚ One recent passport image is required for filling the application. Size of the image must be under 200 kb in size.
- ✚ Duplicate registration will not be accepted by the system.
- ✚ Type of data required is as follows:
  - a. Personal Details
  - b. Professional Details
  - c. Academic Professional Detail
  - d. Publication
  - e. Upload Picture
- ✚ After Submitting the registration form a Registration ID will generate. Please note the REGISTRATION ID, REGISTRATION EMAIL ID and DATE OF BIRTH.
- ✚ It is needed during any Scheme application.
- ✚ Please note the APPLICATION ID.
- ✚ During the application Co-Principal Investigator name(s) is/are required. So, please register him/them also and choose him/them from drop down list during from fill-up.
- ✚ Applicant will be notified through email after approval from the department. Only after that PI will be able to create his/her login user ID and password.
- ✚ PI will generate own password through **FORGOT PASSWORD** option at home page. PI should use registered email ID for login purpose. PI must check inbox or spam folder for OTP.
- ✚ Only after releasing the first year project fund, applicant (Principal Investigator or PI) will be allowed to access the PI admin dashboard.
- ✚ PI will access all the notification(s) at PI admin section. And PI will submit UC, SOC and Report through PI admin section year wise.
- ✚ After completing the project PI will fill up the Completion form through PI Admin Section.

Thank You.

## Brief Manual for Research and Development Scheme. (For Admin – Nodal Officer/Convener)

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### Steps for Admin (Nodal Officer / Convener)

Link : [vigyansathi.in/admin](http://vigyansathi.in/admin)

- ✚ Nodal Office / Convener may view the submitted application through **SCHEME** section of admin's dashboard.
- ✚ Every application has STATUS Section with several colored TAB and code, like Application Detail, Committee Recommendation, GO, Recommendation Status and Complete etc.
- ✚ Admin can also view/download the PDF file of the submitted project and a drop down section at the end for choosing either 'REJECT' or 'COMPLETE' of the project.

#### Working Steps :

- ✚ **Status Section** : On mouse over, on the colored TAB admin can view the status of the project.
- ✚ **Application Details Section** : From here admin can send the application to respective Committee. Admin can access the UC, Audited SoE, Progress Report submitted by the PI(s) through the section.
- ✚ **Committee Recommendation Section** : From here admin can view the Committee recommendation and evaluation file (PDF).
- ✚ **GO Section** : From GO Section at first admin can assign the total fund as well as fund to be released for the current year. Then upload GO and date. After release of fund upload Transaction ID and date for every year.
- ✚ **Recommendation Status Section** : From this section Admin can inform the PI automatically through email for project acceptance / rejection, fund released status and PI login process (for sectioned project only).
- ✚ **Complete Section** : After completing the project PI will fill up the completion form through PI dashboard. Admin can access it through Complete TAB.
- ✚ After completion of the project, Admin will make it "Completed" from dropdown menu. After selecting the Completed menu application will move from scheme section and will go to "Complete Scheme" section.

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### Steps for Committee (Chairman / Member)

**Link : [vigyansathi.in/committee](http://vigyansathi.in/committee)**

Committee Chairman will make his recommendation note for every application after receiving all members' recommendation notes.

Please download evaluation form and fill the form. Convert it as PDF file and upload it for respective application.

#### Steps:

1. Please choose the scheme from the left side menu.
2. Every application shows in row wise.
3. Not recommended application (New Application or continuing next year renewal) shows "Recommendation Pending" option with grey color. Click on it and give the recommendation note and upload the evaluation PDF file.
4. For new application Committee will access the application PDF file and for renewal purpose committee will access the corresponding report file.
5. After successful recommendation submission "Recommendation Pending" button will change to "Recommendation Done" option with green color.
6. Chairman shall only view an option "View Members Report" for viewing the recommendation note of every committee members.
7. Please download Evaluation form from right top corner Download option.