

## Registration Guidelines for Proposers

- ◆ In order to submit proposals to ICMR you will first have to register into the system. To register into the system click on the [Register Now](#) link on the home page.
- ◆ Fill in the necessary details – all fields marked by red \* are compulsory. The userid and password you provide in the registration form will be used by you to login into the system.
- ◆ While filling in the educational details and research experience details, you can click on the “+” buttons on the respective heading rows to add more/delete any details.
- ◆ The **resume** you upload should be **ONLY 1 page long**. The system will not allow you to add a resume longer than 1 page. The resume should be in **PDF format ONLY**.
- ◆ The resume should contain information on your **recent publications for the last 5 years**, with titles and references. These can also include papers in press.
- ◆ In the resume you should also indicate the following:
  - Financial support recieved:**
    - 1. From ICMR**
      - Past**
      - \*Present**
      - \*Pending**
    - 2. From other sources**
      - Past**
      - \*Present**
      - \*Pending**

## Proposal Security

- ◆ The proposals you submit will be encrypted in the system. This will ensure that no one apart from you and the concerned authorities can view your proposals, thus protecting your intellectual property rights.
- ◆ For this we require you to enter the private key password – this password will be asked from you everytime you try and access the proposal file.
- ◆ **IMPORTANT NOTE:** Please ensure you do not loose your private key password because once set this password **CANNOT** be changed. In case you forget this password you will not be able to access your proposals.
- ◆ On successful registration the system will take some time to generate your security certificate. Once generated you will need to download this certificate and install it in your

Acrobat reader for PDF file read. This can be done as follows:

- Download the security file and place it in a folder.
  - In your Acrobat Reader or Linux equivalent, find the option '**Security settings**' in the menu.
  - Goto this option and click on '**Add ID**' .
  - Select appropriate option to indicate that you are adding the certificate from file.
  - Once done click on **Next** button. You will need to select the file you just downloaded and give your private key password when asked for.
  - Proceed with all the steps till you finish. Now the security certificate is imported onto your PDF reader. You can now view all your '**encrypted**' proposals – just download the proposal you have uploaded on the server. Open the proposal, the PDF reader will ask for your password – provide your private key password and the file will open for you.
- PLEASE NOTE:** This security feature is added to protect your intellectual property rights, so that no unauthorised user can access your ideas.