

For Scientist's use

i) To submit a proposal under the scheme 'Collaborative Research Programme':

Before filling the applications for different programmes, kindly ensure that all the collaborators have got registered themselves and completed their profile within the system.

- Fill out all details of the form and upload all relevant documents
- Select the 'Principal Collaborator' and 'Joint Collaborators' by entering their email id used by them for registering in CEFIPRA system.(If the profile of the collaborator is complete, then only he/she can be selected for proposal submission).
- The online form can be saved using the 'Save as Draft' button and can be completed over multiple sittings
- Once the proposal form is final and all relevant documents have been uploaded, it can be submitted by clicking on 'Save Project Details and proceed to fill Budget Details'
- Once the project details are submitted, you will be redirected to the 'Budget Detail Submission' page where you are requested to fill all Budget Related information (e.g.Salary, Equipment etc.)
- After filling the Budget information the proposal is finally submitted
- An automated acknowledgement email will be received on the 'Username (Email-ID)' provided in the registration form of all collaborators of the project
- The proposal submitted can be viewed from the 'Submitted Proposal(s)' tab.

ii) To submit a proposal under the scheme 'Seminar/Workshops':

- Fill out all details of the form and upload all relevant documents
- Select the 'Principal Coordinator' by entering the email ID used by him/her for registering in CEFIPRA system.(If the profile of the coordinator is complete, then only he/she can be selected for proposal submission).
- The online form can be saved using the 'Save as Draft' button and can be completed over multiple sittings.
- Once the proposal form is final and all relevant documents have been uploaded, it can be submitted.
- An automated acknowledgement mail will be received on the 'Username (Email-ID)' provided in the registration form by the coordinators.
- The status of proposal submitted can be viewed from the 'Submitted Proposal(s)' tab.