



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
INDIAN COUNCIL OF MEDICAL RESEARCH

# ICMR Electronic Project Management System (e - P M S)

User Manual for Submission of  
International Collaborative  
Projects through HMSC



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH  
Serving the nation since 1911

INDIAN COUNCIL OF MEDICAL RESEARCH  
DEPARTMENT OF HEALTH RESEARCH  
MINISTRY OF HEALTH AND FAMILY WELFARE  
GOVT OF INDIA

2021

## **Prepared & conceived by**

**Dr Reema Roshan**, Scientist C, IHD and Program Officer (HMSC)

**Mr S M Imran Ahmad**, Project Assistant, IHD

## **Supported by**

**Dr Mukesh Kumar**, Head, IHD, and Member Secretary HMSC

**Dr Harpreet Sandhu**, Scientist F, IHD

## **Contact**

### **International Health Division (IHD)**

**Dr Reema Roshan**

Scientist C and Program Officer (HMSC)

Indian Council of Medical Research, New Delhi

Email: [reemaroshan.hq@icmr.gov.in](mailto:reemaroshan.hq@icmr.gov.in)

Ph.: 011- 26588895, Extn: 361

### **Division of Biomedical Informatics (BMI)**

**Dr Lokesh Kumar Sharma**

Scientist E and Program Officer (e-PMS)

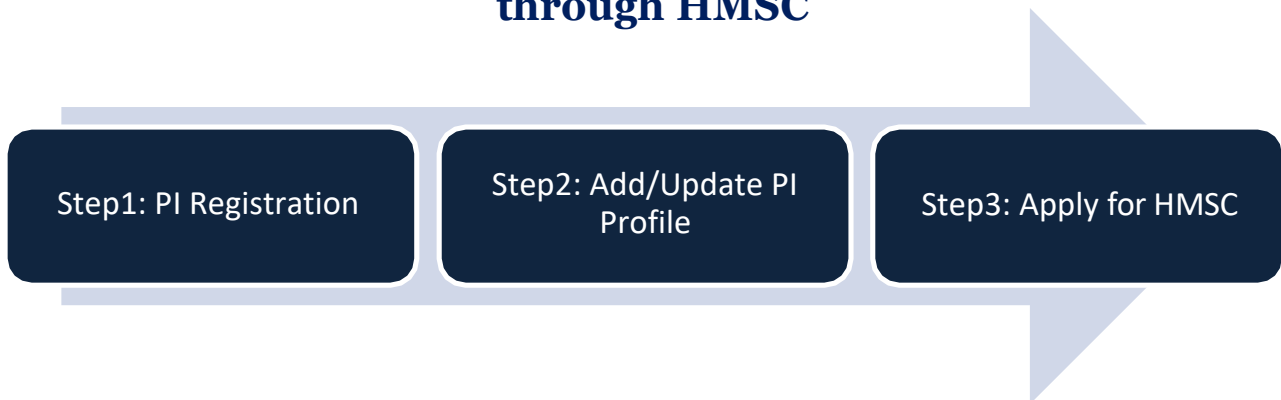
Division of Division of Biomedical Informatics

Indian Council of Medical Research, New Delhi

Email: [po.epms@icmr.gov.in](mailto:po.epms@icmr.gov.in)

Ph.: 011-26589571

## **Process to apply through e-PMS system of ICMR for Submission of International Collaborative Projects through HMSC**



**Step 1: PI Registration/Login**

**Step 2: PI Profile**

**Step 3: Submit New International Collaborative Projects/HMSC**

---

## STEP 1: PI Registration/Login

### STEP 1: PI Registration

1. Visit "<https://epms.icmr.org.in>". You can see the "**HMSC Login**" as shown in Figure 1.1. and click on HMSC Login



Figure: 1.1

2. Click on the "**Register**" for New Registration OR else if already registered, enter details to login into the application as shown in Figure 1.2

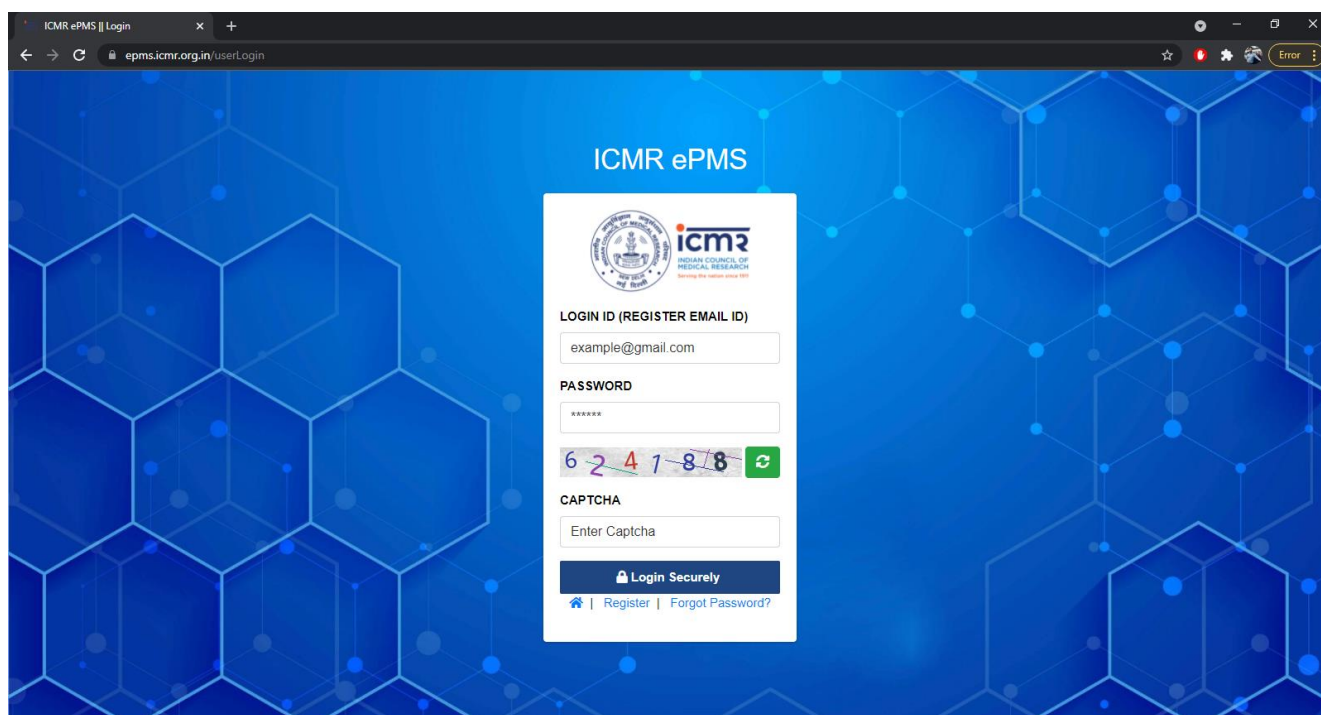


Figure: 1.2

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

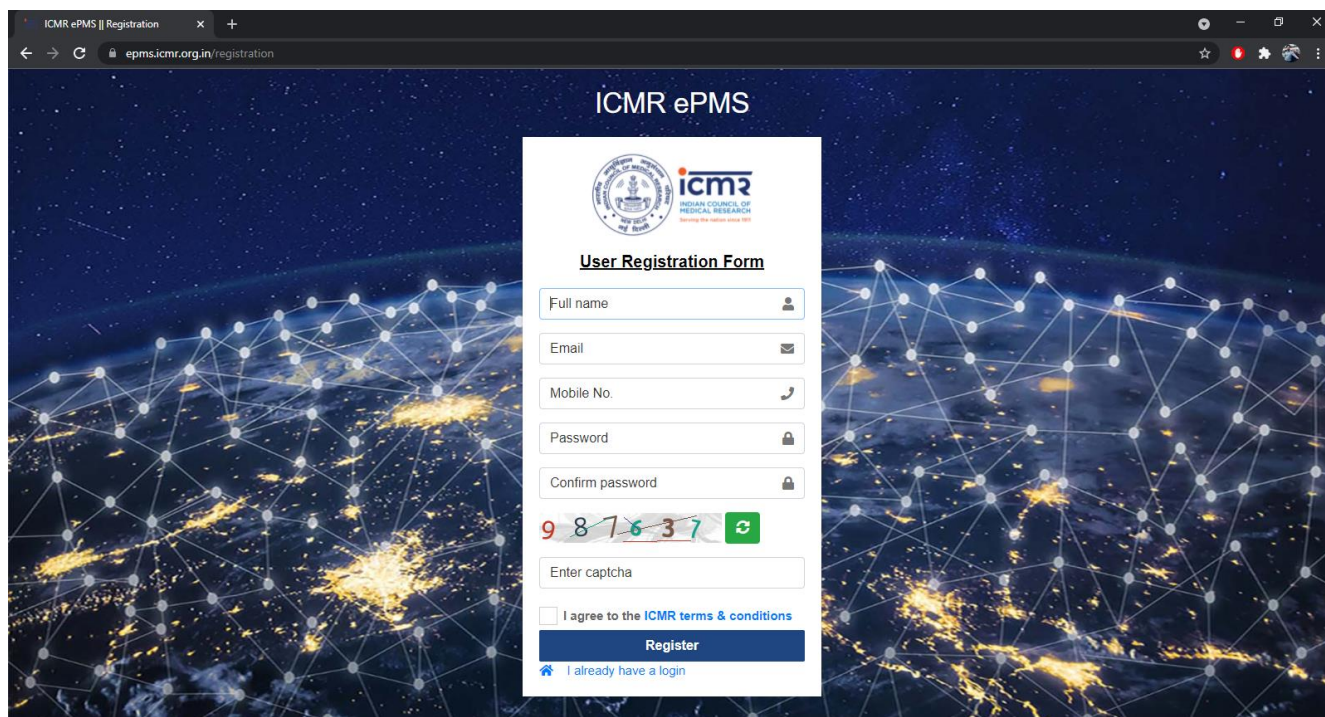


Figure 1.3

4. A Dashboard will appear which will show User Profile, Proposal Submission, Number of Projects Submitted/ Under Process as shown in Figure 1.4

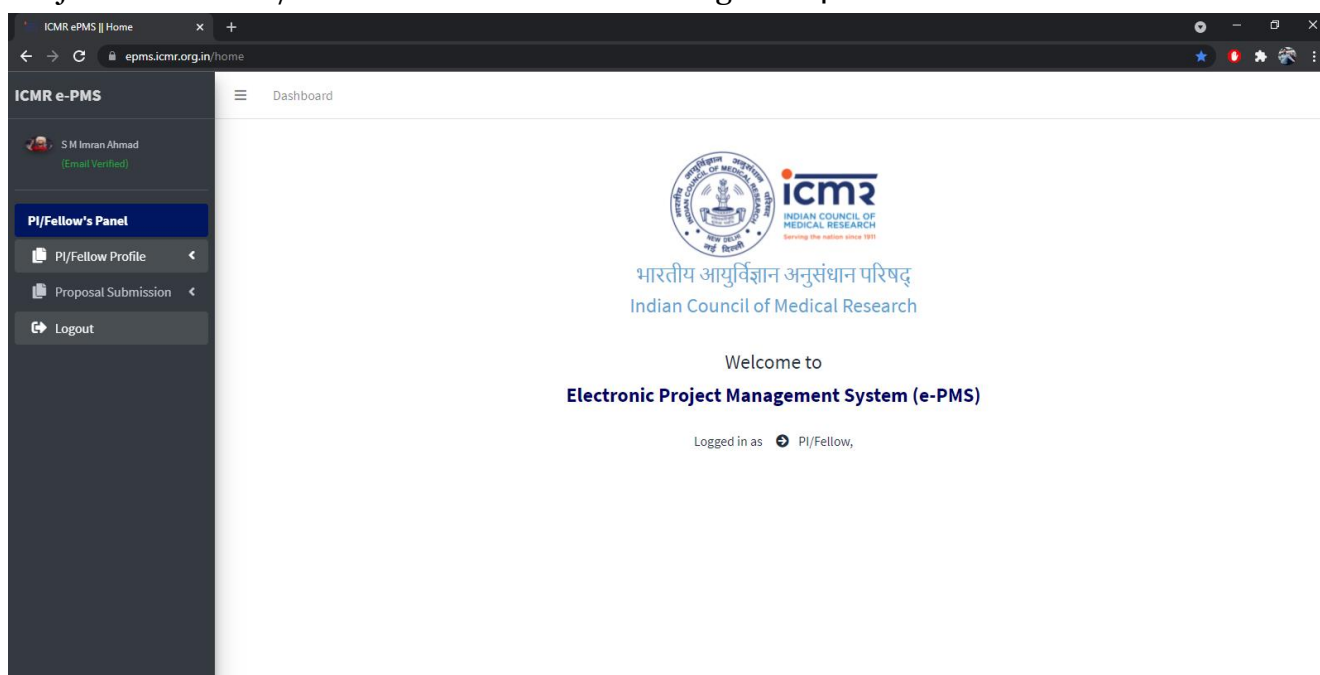


Figure: 1.4

## STEP 2: PI Profile

**STEP 2: PI Profile:** It is desired to update the profile regularly as the details will be considered for evaluation of the new proposals. After expanding PI Profile information (8 points) as mentioned in Figure 2.1 will appear. It is mandatory to fill up information in sections related to personal Details, Education details, Research experience sections. Rest of the Sections are optional.

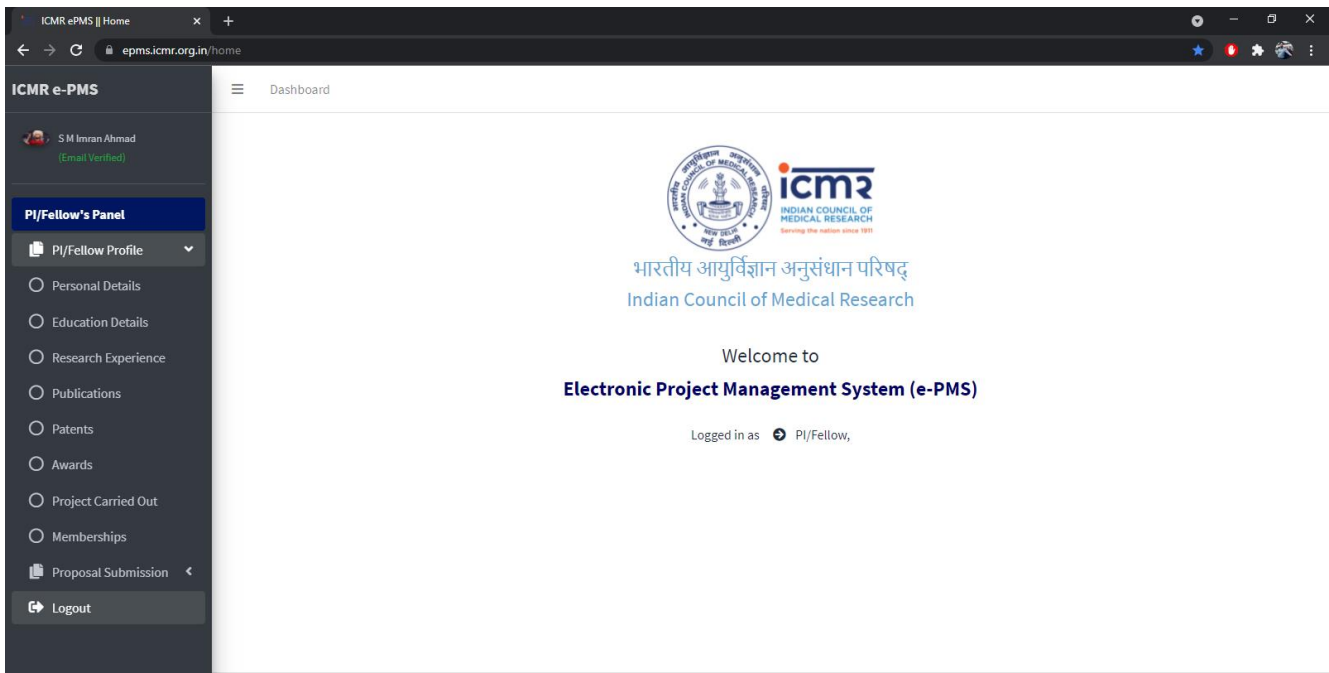


Figure 2.1. Submenu for PI Profile

### 2.1 Personal Detail:

Personal Details include salute, name, DOB as per 10<sup>th</sup> class certificate OR PAN Card, Details of 10<sup>th</sup> class (Board name, Roll number, Year of passing) OR PAN card details, Attachment (10<sup>th</sup> certificate/marksheet OR PAN CARD), Gender (Male/Female/ Other), 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 under any Other), Designation (Choose Student/Research Scholar), Nature of Employment, Department, Broad Area of Research, Subject Area. (See Figure 2.2)

Below is the screenshot of the Personal Details screen. You may kindly fill in the details. Add button will come for the first time. Henceforth Update button will appear.

**ICMR e-PMS**

S M Imran Ahmad  
(Email Verified)

**PI/Fellow's Panel**

- PI/Fellow Profile
- Personal Details**
- Education Details
- Research Experience
- Publications
- Patents
- Awards
- Project Carried Out
- Memberships
- Proposal Submission
- Logout

- Dashboard
- Personal Detail
- Education Detail
- Research Exp
- Publication
- Patent
- Award
- Project Carried Out
- Membership

**Personal details of Principal Investigator or Fellow**

**BASIC INFORMATION**

**Title \***

Mr

**First Name (Without title) \***

First Name

**Middle Name**

Middle Name

**Last Name**

Last Name

**Document proof of DOB \***

Select

**DOB as per proof \***

dd-mm-yyyy

**Pancard Number \***

Enter Matric (10th) Roll no.

**Upload document copy (.pdf 1 MB max) [View uploaded document](#)**

Choose File No file chosen

**Gender \***

Male

**Category \***

GEN

**WORKING INSTITUTE'S INFORMATION**

**Select state in which your Institute situated \***

Select State

**Select district in which your Institute situated \***

Select District

**Institute's Name \*** [Know your Institute's State and District if not found in list](#)

Select Institute

**Your Designation in the Institute \*** [Add New Designation if not found in list](#)

Select Designation

**Nature of Employment in the Institute \***

Select

**Department name in the Institute \***

View Detail Update

Figure 2.2: Personal Details

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

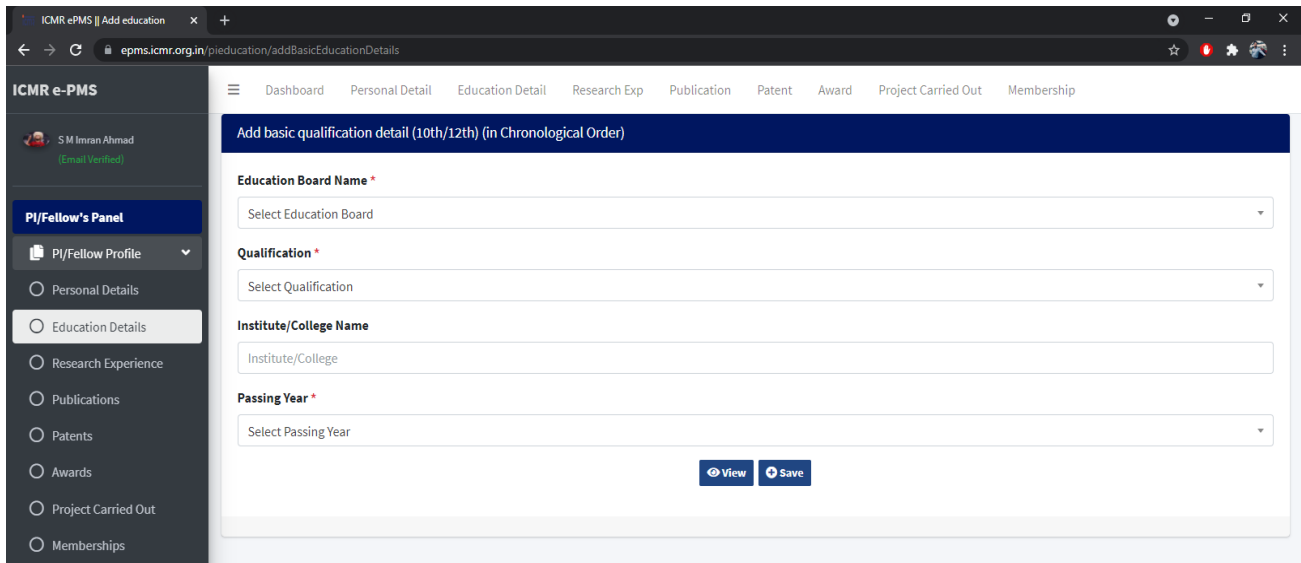


Figure 2.3: Educational Details

**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 adding entries.

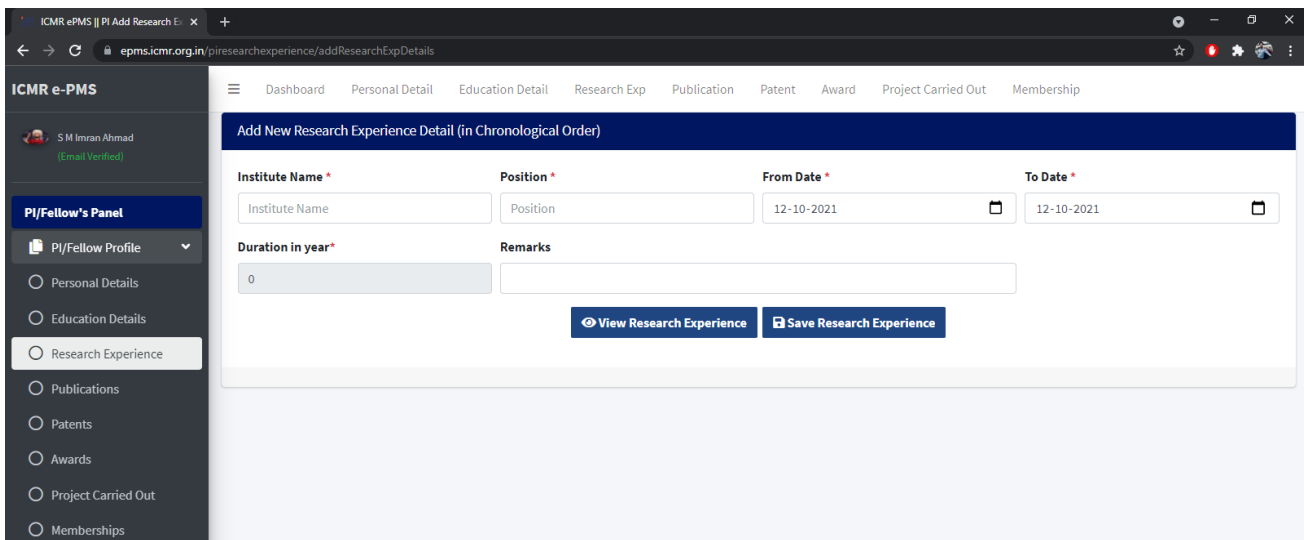


Figure 2.4: Research Experience



**2.4 Publications:** It includes Title of paper, Author list, Journal’s Name, Volume, Page Number, Issue, Author, Impact Factor, ISSN No., Remarks. Publication can be added through form entry as Figure 2.5a or Publication list downloaded from Google Scholar in CSV file format can be uploaded directly as Figure 2.5b or Publication list can be prepared as per sample file available in portal and uploaded as Figure 2.5c

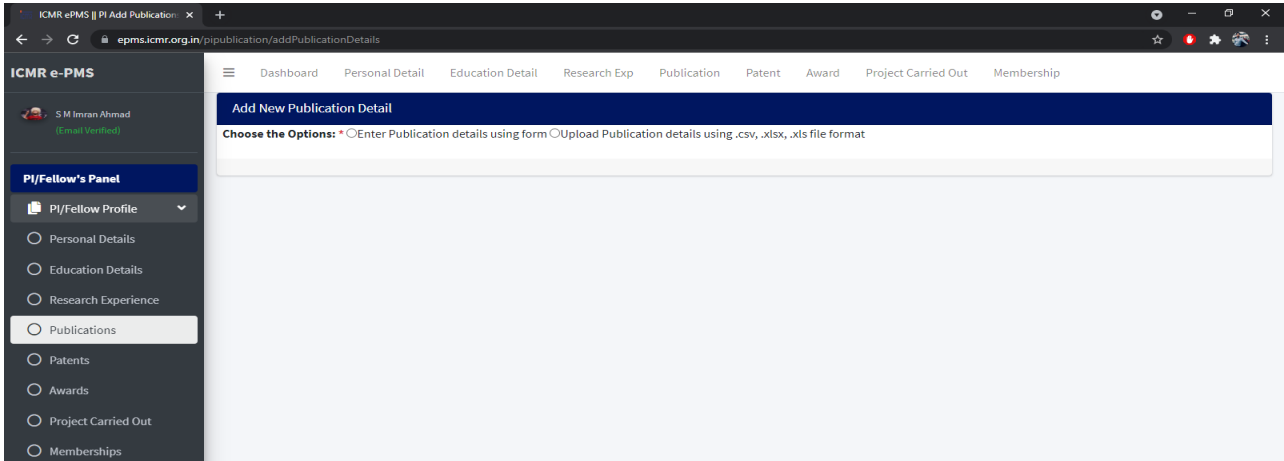


Figure 2.5: Publication Details

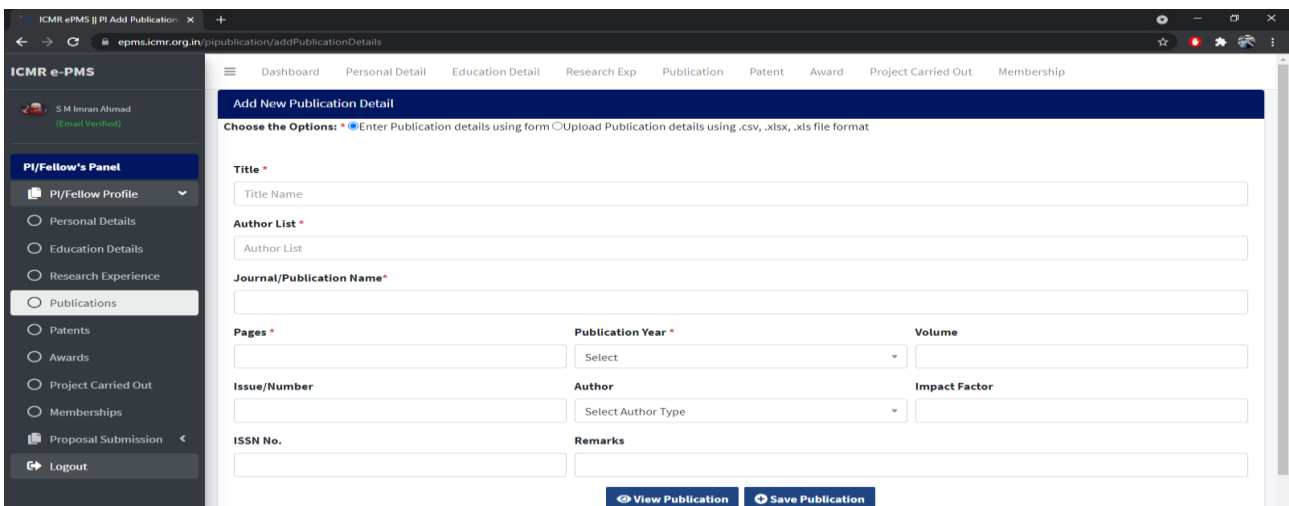


Figure 2.5a: Publication details form entry

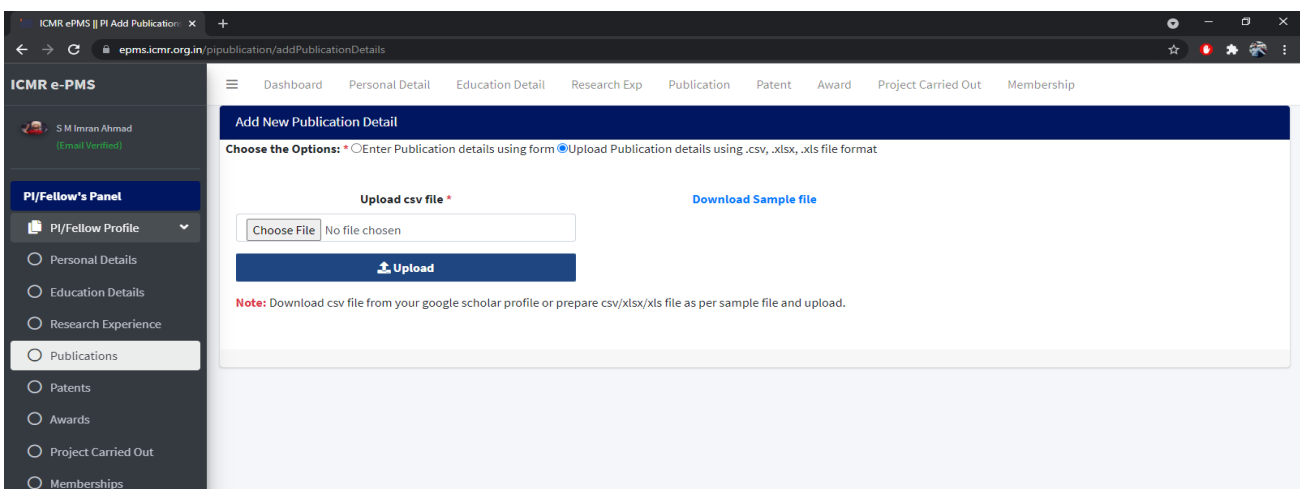


Figure 2.5b: Publication details upload from system

The screenshot shows an Excel spreadsheet with a table for publication details. The table has the following columns: Authors, Title, Publication/Journal Name, Volume, Number, Pages, Year, and Publisher. The rows are numbered 1 through 5, with row 1 containing the column headers.

1	Authors	Title	Publication/Journal Name	Volume	Number	Pages	Year	Publisher
2								
3								
4								
5								

Figure 2.5c: Publication details can also be uploaded in excel file

## 2.5 Patents, if any: It includes Title, Year, Copyright/Patent No., Remarks

The screenshot shows the 'Add New Patent Detail' form in the ICMR e-PMS web application. The form includes the following fields: Title (with a sub-field 'Title Name'), Year (a dropdown menu labeled 'Select Year'), Copyright/Patent No. (with a sub-field 'Patent Number'), and Remarks. There are two buttons at the bottom: 'View Patent' and 'Save Patent'.

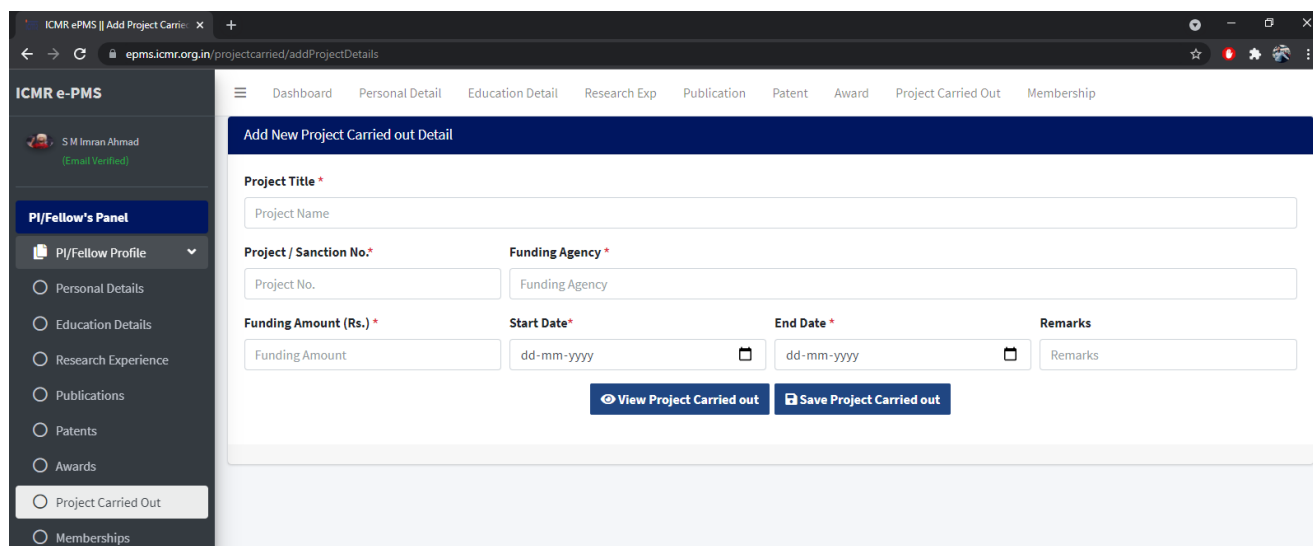
Figure 2.6: Patent Details

## 2.6 Awards, if any: It includes title or name of Award, Year of the Award, Remarks (details of Award)

The screenshot shows the 'Add New Award Detail (in Chronological order)' form in the ICMR e-PMS web application. The form includes the following fields: Award Name, Awarded By, Type of Agency (a dropdown menu labeled 'Select'), Year (a dropdown menu labeled 'Select Year'), and Remarks. There are two buttons at the bottom: 'View Award' and 'Save Award'.

Figure 2.7: Award Details

## 2.7 Projects Carried Out (International completed/ongoing by PI). It includes Project Title, Funding Agency, Funding Amount, Start Date, End date, Project Unique No., Remarks



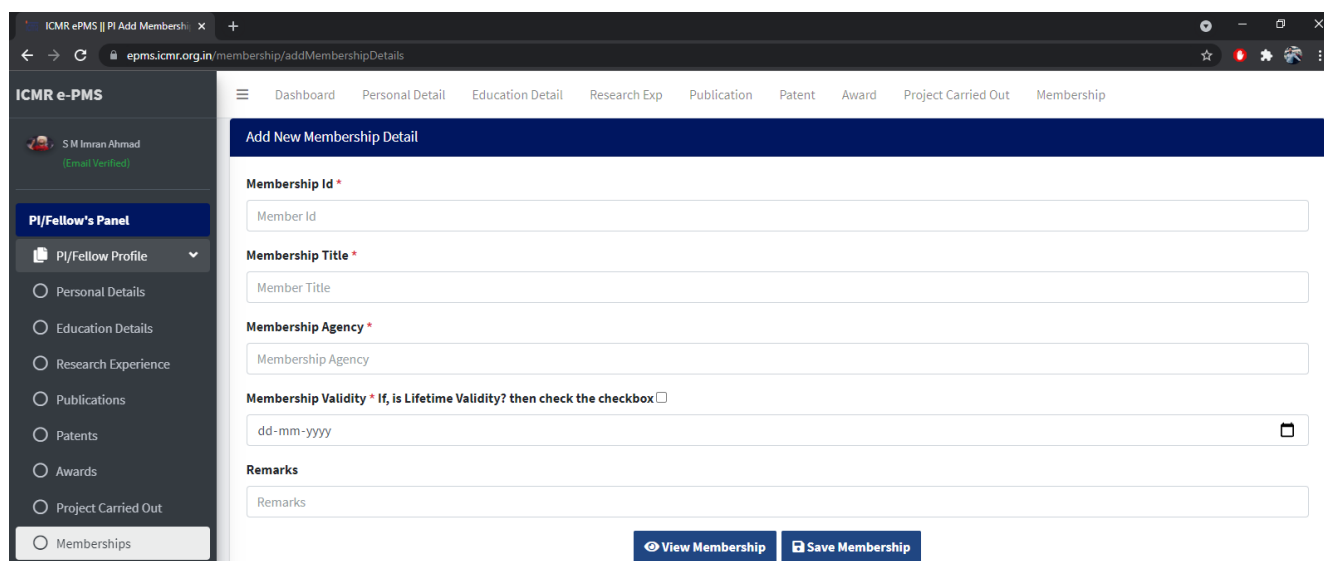
The screenshot shows a web browser window with the URL `epms.icmr.org.in/projectcarried/addProjectDetails`. The page title is "Add New Project Carried out Detail". On the left, there is a sidebar for "ICMR e-PMS" with a user profile for "S M Imran Ahmad (Email Verified)" and a "PI/Fellow's Panel" menu. The main content area contains the following form fields:

- Project Title \***: A text input field labeled "Project Name".
- Project / Sanction No.\***: A text input field labeled "Project No.".
- Funding Agency \***: A text input field labeled "Funding Agency".
- Funding Amount (Rs.) \***: A text input field labeled "Funding Amount".
- Start Date \***: A date picker field labeled "dd-mm-yyyy".
- End Date \***: A date picker field labeled "dd-mm-yyyy".
- Remarks**: A text input field labeled "Remarks".

At the bottom of the form, there are two buttons: "View Project Carried out" and "Save Project Carried out".

Figure 2.8: Project Details

## 2.8 Membership (of Scientific bodies) details: It includes Membership ID, Membership detail, Validity date, Remarks



The screenshot shows a web browser window with the URL `epms.icmr.org.in/membership/addMembershipDetails`. The page title is "Add New Membership Detail". On the left, there is a sidebar for "ICMR e-PMS" with a user profile for "S M Imran Ahmad (Email Verified)" and a "PI/Fellow's Panel" menu. The main content area contains the following form fields:

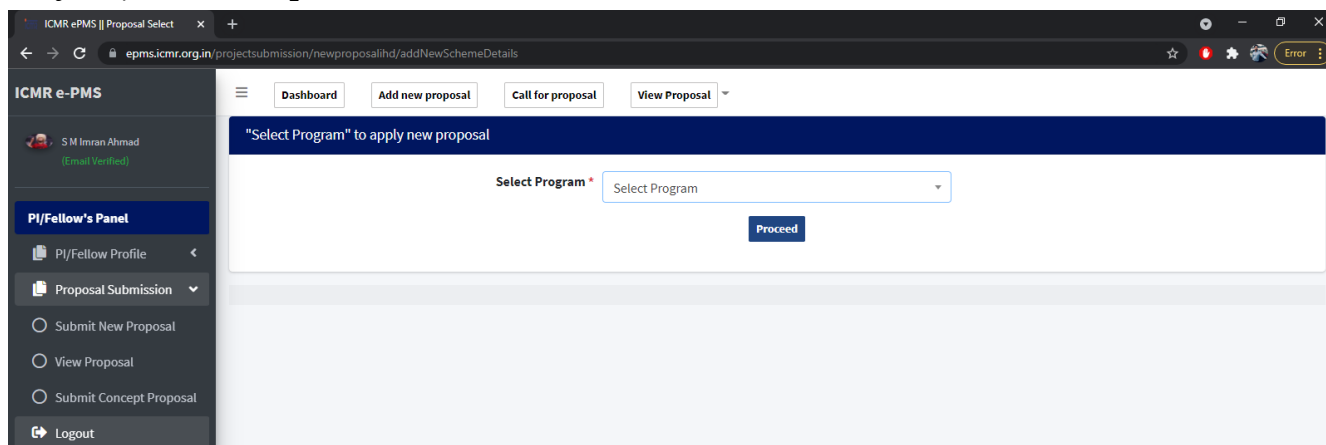
- Membership Id \***: A text input field labeled "Member Id".
- Membership Title \***: A text input field labeled "Member Title".
- Membership Agency \***: A text input field labeled "Membership Agency".
- Membership Validity \***: A date picker field labeled "dd-mm-yyyy" with a note: "If, is Lifetime Validity? then check the checkbox ".
- Remarks**: A text input field labeled "Remarks".

At the bottom of the form, there are two buttons: "View Membership" and "Save Membership".

Figure 2.9: Membership Details

## STEP 3: Submit New International Collaborative Projects/HMSC

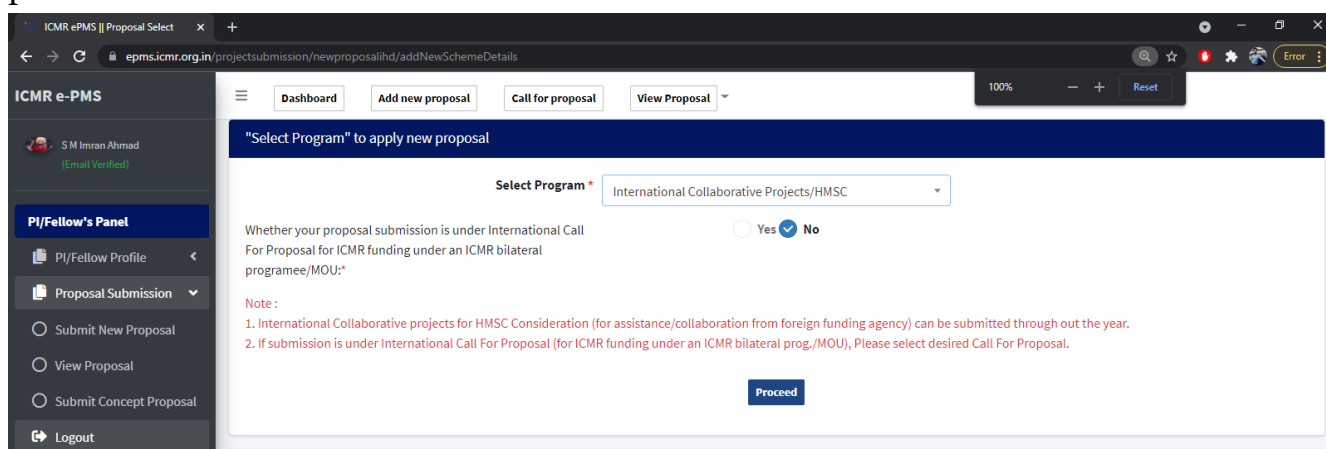
Select Submit New Proposal as given in Figure 3.1 to submit New International Collaborative Projects/HMSC Proposal.



The screenshot shows the ICMR e-PMS interface. The user is logged in as S M Imran Ahmad. The main content area is titled '"Select Program" to apply new proposal'. It features a dropdown menu labeled 'Select Program \*' with the text 'Select Program' inside. Below the dropdown is a blue 'Proceed' button. The left sidebar contains a 'PI/Fellow's Panel' with options for 'PI/Fellow Profile', 'Proposal Submission', 'Submit New Proposal', 'View Proposal', 'Submit Concept Proposal', and 'Logout'.

Figure: 3.1 Submit New Proposal

Select Program 'International Collaborative Projects/HMSC submission' OR select No (if submission is not under Any Bilateral Call For Proposal of ICMR) as given in Figure 3.2 to proceed.



The screenshot shows the same ICMR e-PMS interface as Figure 3.1, but with the 'Select Program \*' dropdown menu set to 'International Collaborative Projects/HMSC'. Below the dropdown, there is a question: 'Whether your proposal submission is under International Call For Proposal for ICMR funding under an ICMR bilateral programme/MOU:'. There are two radio buttons: 'Yes' and 'No', with 'No' selected. Below this is a 'Note' section with two points: '1. International Collaborative projects for HMSC Consideration (for assistance/collaboration from foreign funding agency) can be submitted through out the year.' and '2. If submission is under International Call For Proposal (for ICMR funding under an ICMR bilateral prog./MOU), Please select desired Call For Proposal.' A blue 'Proceed' button is at the bottom.

Figure: 3.2 Select Program (HMSC)

**International Collaborative Projects submission through HMSC contains 4 screens**

SCREEN 1/4 contains following 5 points to be filled in by the PI. A screenshot of the Screen 1 is shown in figure 3.3

ICMR e-PMS

S M Imran Ahmad  
(Email Verified)

**PI/Fellow's Panel**

PI/Fellow Profile <

Proposal Submission ▾

Submit New Proposal

View Proposal

Submit Concept Proposal

Logout

Dashboard
Add new proposal
Call for proposal
View Proposal ▾

**PROPOSAL SUBMISSION FOR HMSC CONSIDERATION**

**Programme: International Collaborative Projects/HMSC**

Proposal submission is under International Call: No

**1. GENERAL INFORMATION**

**Full name of PI\***

Mr

**Designation\***

:

**Email Address**

nad@gmail.com

**Institute Name (As filled in profile)\***

P

**2. PROPOSAL INFORMATION**

**Cdac Old Proposal Id\***

Cdac Proposal Id

**Title of the Research Proposal (Max. characters length 3500)\***

Research Proposal Title

**Foreign funding agency\***

Select Foreign funding agency ▾

**Foreign Collaborating Institute**

Select Collaborating Institute ▾

**Please indicate whether the project has been approved and sanctioned by Foreign funding agency/approval (consent) of foreign collaborator.** (If approved, please provide a copy of approval letter in the upload document section)\*

Approved  Under process

Remarks under process (Max. characters length 3500)

**Subject Area\***

Select Subject Area ▾

**Project Duration in months\***

Project duration in months

**Budget for Indian PI (INR)\*** Note: use "0" if no budget

Budget in INR

**3. NUMBER OF PARTICIPATING INVESTIGATORS DETAILS**

**Multi Centric Study YES/NO:** \*  Yes  No

**Number of Participating Centres in India** Use "0" if no centres

Number of Participating Center in India

**Number of Participating Centres Globally** Use "0" if no centres

Number of Participating Center in Globally

**4. INDIAN INVESTIGATOR DETAILS:** Fill the Indian investigator form and Click to Add button Note: you can also delete already filled entries

Email Address (Max. 100 characters)	Full Name with title (Max. 100 characters)	Institute (Max. 255 characters)	Designation (Max. 100 characters)	Contact (Only number)	Select role		
Enter Email	Name	Institute	Designation	Contact	Select Role ▾		
<a href="#" style="background-color: #003366; color: white; padding: 2px 5px;">Click to add</a>							
#	Email Address	Full Name	Institute	Designation	Contact No.	Role	Action
1	eemran.ahmad@gmail.com	Mr S M Imran Ahmad	P.G.D.A.V. College	Scientist B	8826622964	PI	

**5. DO YOU HAVE FOREIGN INVESTIGATOR DETAILS** Select Yes/No

**Foreign Investigator Details:** \*  Yes  No

Email Address (Max. 100 characters)	Full Name (Max. 100 characters)	Institute (Max. 255 characters)	Designation (Max. 100 characters)	Contact (Only number)	Select role
Email	Name	Institute	Enter Designation	Contact	Select Role ▾
<a href="#" style="background-color: #003366; color: white; padding: 2px 5px;">Click to add</a>					

Back
[Save and Next](#)

Figure 3.3 Proposal Details

SCREEN 2/4 contains list of essential Documents to be uploaded as given in Figure (PDF format only, Max. size 10 MB only). Research Proposal and ICMR summary sheet are mandatory to be submitted. Format wherever applicable is available in downloadable format in the list. A screenshot of the Screen 2 is shown in figure 3.4

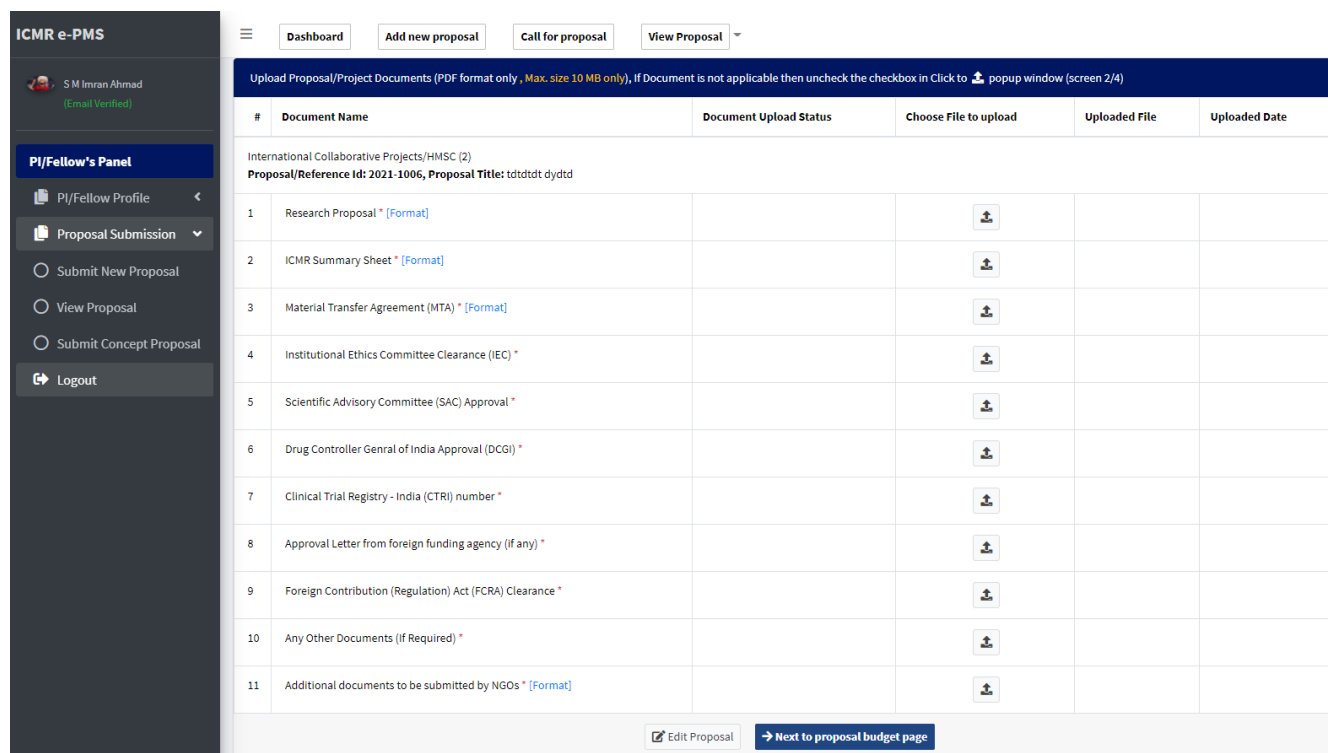


Figure 3.4 Upload Proposal Documents

SCREEN 3/4 Submission of Budget. It contains following 8 details for Year wise Budget for Indian PI. A screenshot of the Screen 1 is shown in figure 3.5

1. Staff (Manpower)
2. Contingency (Recurring)
3. Equipment
4. Travel
5. Overhead charges

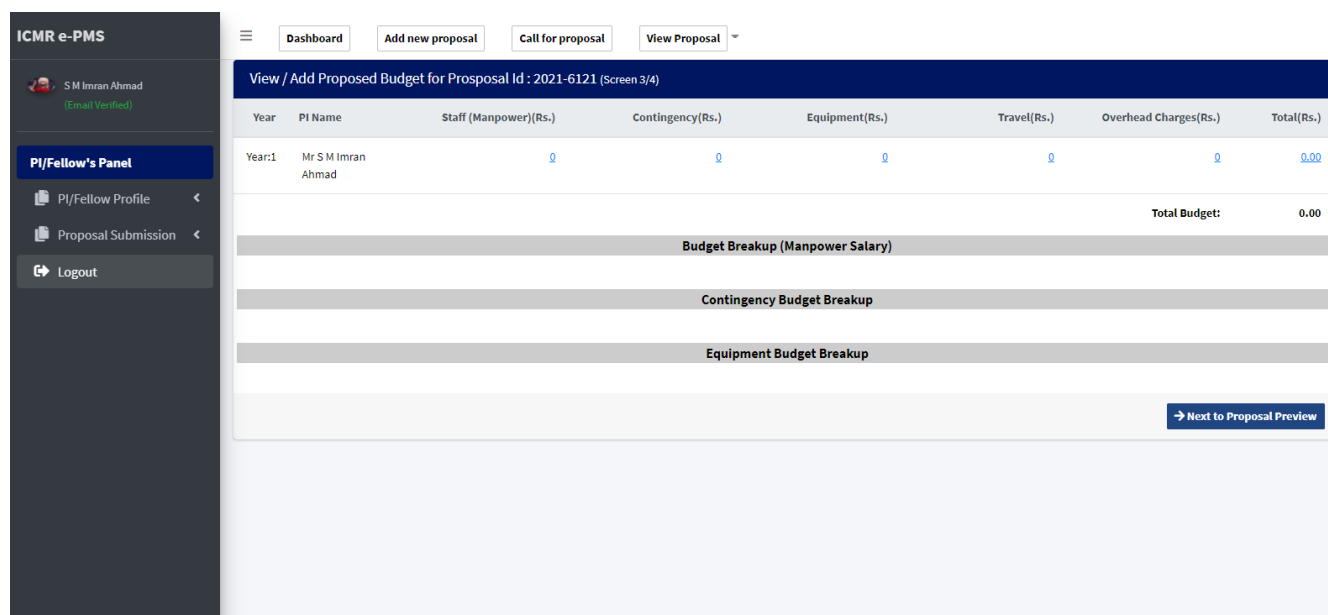


Figure 3.5 Submission of Budget details year wise

Add Staff/Manpower Budget Breakup (Staff Budget Breakup) for the Proposal Id : 2021-7896 and Year: 1  
Total Budget Amount of this proposal in INR 200000.00

Designation	No. of Person Required	Select Months	Cost Per Person(Rs.)	Total Cost (Rs.)	Action
<input type="text" value="==Select=="/>	<input type="text"/>	<input type="text" value="==Select=="/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save/Add More"/>

Budget Breakup (Manpower Salary)

Figure 3.5A Staff (Manpower) Budget

Add (Contingency Budget Breakup) for the Proposal Id : 2021-7896 and Year: 1

Contingency Name	Cost in (Rs.)	Justification	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save/Add More"/>

Contingency Budget Breakup

Figure 3.5B Contingency Budget

Add (Equipment Budget Breakup) for the Proposal Id : 2021-7896 and Year: 1

Equipment Name	Equipment Model(optional)	Equipment Manufacturer(optional)	Equipment Type
<input type="text" value="Equipment Name"/>	<input type="text" value="Equipment Model"/>	<input type="text" value="Equipment Manufacturer"/>	<input type="text" value="==Select=="/>
Cost in (Rs.)	Justification	Action	
<input type="text" value="0.00"/>	<input type="text"/>	<input type="button" value="Save/Add More"/>	

Equipment Budget Breakup

Figure 3.5C Equipment Budget

Add (Travel Budget Breakup) for the Proposal Id : 2021-7896 and Year: 1

Travel (if any)	Cost in (Rs.)	Action
<input type="text" value="Travel Cost"/>	<input type="text" value="0.00"/>	<input type="button" value="Save/Add More"/>

Figure 3.5D Travel Budget

Add (Overhead Budget Breakup) for the Proposal Id : 2021-7896 and Year: 1

Overhead Charges (if any)	Cost in (Rs.)	Action
<input type="text" value="Overhead Cost"/>	<input type="text" value="0.00"/>	<input type="button" value="Save/Add More"/>

Note:-

5% overhead charges to Universities and 3% overhead charges to other institutes. A maximum of 5% overhead charges on the approved budget (excluding budget for equipments) or the actual expenditure incurred.

Figure 3.5E Overhead Budget

SCREEN 4/4 is a preview of full details entered by PI for the proposal and final submission. Preview option allows to see details in one go and PI has the option to modify details before final submission.

**ICMR e-PMS**

S M Imran Ahmad  
(Email Verified)

**PI/Fellow's Panel**

- PI/Fellow Profile
- Proposal Submission
- Submit New Proposal
- View Proposal
- Submit Concept Proposal
- Logout

Dashboard
Add new proposal
Call for proposal
View Proposal

(Screen 4/4)

### Indian Council of Medical Research (ICMR)

Department of Health Research  
(Ministry of Health and Family Welfare)

Online application of HMSC detailed proposal

Project in **Draft Stage**

<b>1. Proposal Id</b>	2021-7896
<b>2. PI Name</b>	M d (Scientist B)
<b>3. Title of the Research Proposal</b>	Research Proposal Title - XYZ
<b>4. Foreign Funding Agency</b>	Abc, India
<b>4. Foreign Collaborating Institute</b>	
<b>5. Subject Area</b>	Antimicrobial Resistance
<b>6. Project Duration (in Months)</b>	24 Months
<b>7. Budget for Indian PI (₹)</b>	₹ 200,000.00
<b>8. Multicentric Study</b>	Yes
<b>9. No. of Participating Centres in India</b>	20
<b>10. No. of Participating Centres Globally</b>	30

Indian Investigators

#	Name	Institute	Designation	Email	Contact No.	Role in Proposal
1	Mr S M Imran Ahmad	P.G.D.A.V. College	Scientist B	emran.ahmad@gmail.com	8826622964	PI
2	Sahil	xyz institutes	Prof.	sahil@xyz.com	4466556644	Co-PI

Foreign Investigators

#	Name	Institute	Designation	Email	Contact No.	Role in Proposal
1	xyz yxz	xyz	yyxx	xyz@yzx.com	0000000000	PI

Documents for International Collaborative Projects/HMSC consideration

#	Document Name	Is Applicable?	Uploaded Document	Remarks
1	Research Proposal	Yes	<a href="#">View</a>	Research Proposal
2	ICMR Summary Sheet	Yes	<a href="#">View</a>	ICMR Summary Sheet
3	Material Transfer Agreement (MTA)	Yes	<a href="#">View</a>	Material Transfer Agreement (MTA)
4	Institutional Ethics Committee Clearance (IEC)	Yes	<a href="#">View</a>	Institutional Ethics Committee Clearance (IEC)
5	Scientific Advisory Committee (SAC) Approval	No	Document not applicable	NA
6	Drug Controller Genral of India Approval (DCGI)	No	Document not applicable	NA
7	Clinical Trial Registry - India (CTRI) number	Yes	<a href="#">View</a>	Clinical Trial Registry - India (CTRI) number
8	Approval Letter from foreign funding agency (if any)	No	Document not applicable	NA
9	Foreign Contribution (Regulation) Act (FCRA) Clearance	No	Document not applicable	NA
10	Any Other Documents (If Required)	No	Document not applicable	NA
11	Additional documents to be submitted by NGOs	No	Document not applicable	NA

Budget details

Year	PI Name	Staff/Manpower	Equipment	Recurring	Travel	Overhead Charges	Total Budget
Year:1	Mr S M Imran Ahmad	0.00	0.00	0.00	0.00	0.00	0.00
Year:2	M d	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total in (₹):</b>							<b>0.00</b>

Budget breakup details (Staff/Manpower)

#	Budget Year	PI Name	Designation	No. of Person(nos)	Require Month(nos)	Cost Per Person(₹)	Total Cost in (₹)
No Record							

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](#)
[Submit Proposal](#)

Copyright © 2021 Indian Council of Medical Research, BMI Division. All rights reserved. Tuesday, October 26, 2021 10:50:45 AM

Figure 3.6 Complete Proposal Preview



1. Before Clicking on final submission button, PI can edit the proposal at any stage.
2. PI can click on Submit Proposal option for final submission to the ICMR. After final submission PI will receive the confirmation of submission of proposal by an email with the proposal Id which can be used for further communications.
3. Proposal cannot be edited after final submission.
4. Status of the submitted proposal can be seen through the dashboard also.

## View Proposal/Check Status

Select View Proposal as given in Figure 4.1 to view/edit the draft/submitted International Collaborative Projects/HMSC Proposal.

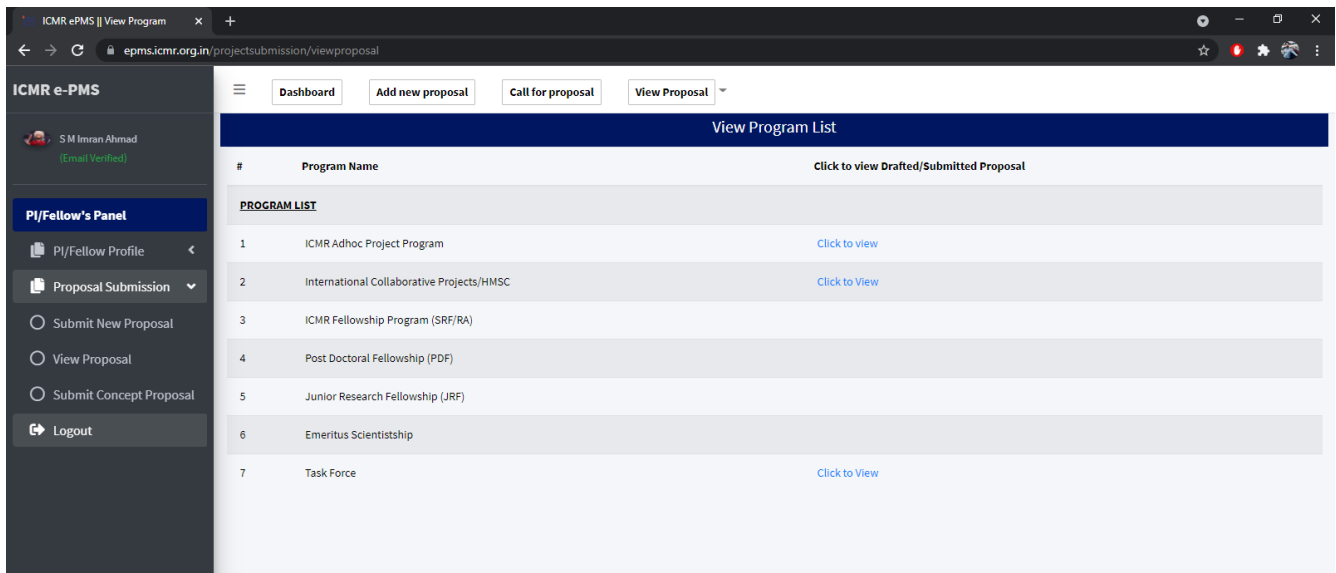


Figure 4.1 View Proposal

Select Click to View as given in Figure 4.2 to view the list of draft/submitted International Collaborative Projects/HMSC Proposal.

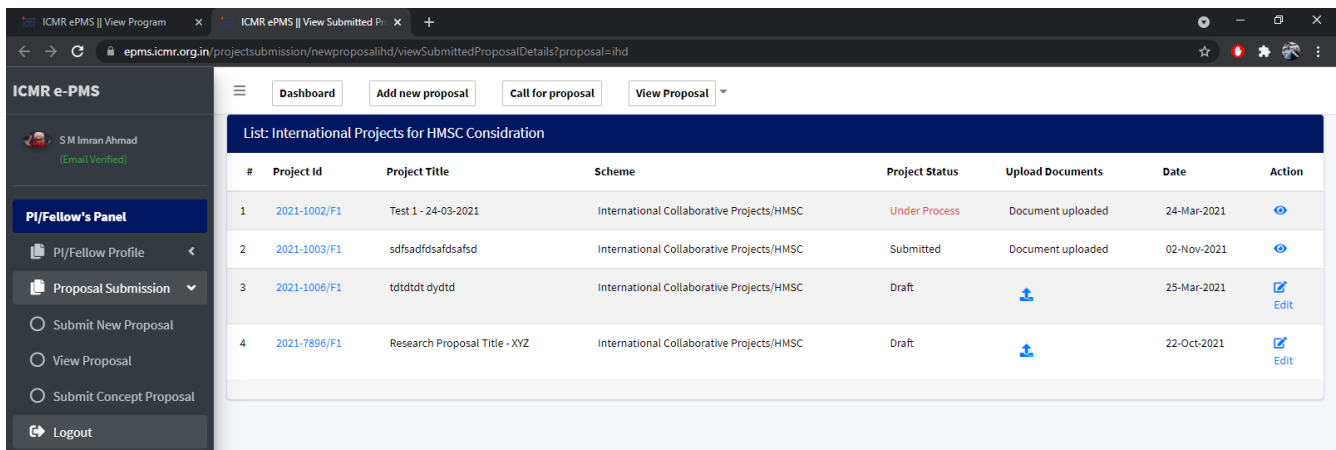


Figure 4.2 Click to View the list of proposals



International Health Division (IHD)  
Indian Council of Medical Research  
V. Ramalingaswami Bhawan  
Ansari Nagar, New Delhi - 110029, India  
[www.epms.icmr.org.in](http://www.epms.icmr.org.in)