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

भारतीय आयुविज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

User Manual for Submission of International Collaborative Projects through HMSC





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

2021

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



Step 2: PI Profile

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

## STEP 1: PI Registration/Login

#### **STEP 1: PI Registration**

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



Figure: 1.1

**2.** Click on the "Register " for <u>New Registration</u> 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.

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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

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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	≡ Dashboard Personal Detail Education Detail Research Exp Publication Patent Award Project Carried Out Membership	
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O Research Experience	Middle Name	
O Publications	Middle Name	
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O Awards	Last Name	
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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.

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O Research Experience	Institute/College	
O Publications	Passing Year *	
O Patents	Select Passing Year	•
O Awards	④ View	
O Project Carried Out		
O Memberships		

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.

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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

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Figure 2.5: Publication Details

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Figure 2.5a: Publication details form entry





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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

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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)

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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

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Figure 2.8: Project Details

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

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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.

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O Submit New Proposal		
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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.

ICMR ePMS    Proposal Select ×	+	• - • ×
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🐗 > S M Imran Ahmad	"Select Program" to apply new proposal	
(Email Verified)	Select Program * International Collaborative Projects/HMSC *	
PI/Fellow's Panel	Whether your proposal submission is under International Call	
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📋 Proposal Submission 🛛 🗸	Note :	
O Submit New Proposal	<ol> <li>International Collaborative projects for HMSC Consideration (for assistance/collaboration from foreign funding agency) can be submitted through out the year.</li> <li>If submission is under International Call For Proposal (for ICMR funding under an ICMR bilateral prog./MOU). Please select desired Call For Proposal.</li> </ol>	
O View Proposal		
O Submit Concept Proposal	Proceed	
🗈 Logout		

Figure: 3.2 Select Program (HMSC)



## 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

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	PROPOSAL SUBMISSION F	OR HMSC CONSIDERATION					
			Programme: Internation	al Collaborative Projects/HMSC			
Followia Denal			Proposal submission	is under International Call: No			
DI/Eellow Profile	1. GENERAL INFORMATION						
Proposal Submission	Full name of PI*		Designation*		Email Address		
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View Proposal	Institute Name (As filled in profi	le)*					
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	2. PROPOSAL INFORMATION	1					
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	Research Proposal Title						
	Foreign funding agency *						10
	Select Foreign funding ager	ncy					•
	Foreign Collaborating Instit	ute					
	Select Collaborating Institu	te					•
	Please indicate whether the in the upload document section) *	project has been approved and	sanctioned by Foreign fundi	ng agency/approval (consent) of	foreign collaborator.(If approved	l, please provide a copy	of approval letter
	OApproved OUnder process						
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	Subject Area *						
	Select Subject Area						•
	Project Duration in months*		Budget for Indian PI (INR)	Note: use "0" if no budget			
	Project duration in months		Budget in INR				
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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

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🚓 S M Imran Ahmad	Uplo	Upload Proposal/Project Documents (PDF format only , Max. size 10 MB only), If Document is not applicable then uncheck the checkbox in Click to 🛓 popup window (screen 2/4)												
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	8	Approval Letter from foreign funding agency (if any) $^{\ast}$		٤.										
	9	Foreign Contribution (Regulation) Act (FCRA) Clearance $^{\ast}$		<b>1</b>										
	10	Any Other Documents (If Required) *		<b>1</b>										
	11	Additional documents to be submitted by NGOs * [Format]		٤.										
		🔀 Edit	Proposal → Next to proposal budg	et page										

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

ICMR e-PMS	≡ [	Dashboard	Add new proposal Call for proposal	View Proposal				
🚛 S M Imran Ahmad	View	/ Add Proposed	d Budget for Prosposal Id : 2021-6121 (se	creen 3/4)				
(Email Verified)	Year PI Name Staff (Manpower)(	Staff (Manpower)(Rs.)	Contingency(Rs.)	Equipment(Rs.)	Travel(Rs.)	Overhead Charges(Rs.)	Total(Rs.)	
PI/Fellow's Panel	Year:1	Mr S M Imran Ahmad	٩	Q	٥	Q	٥	<u>0.00</u>
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Figure 3.5 Submission of Budget details year wise

Add Staff/Manpower Budg Total Budget Amount of th	dd Staff/Manpower Budget Breakup (Staff Budget Breakup) for the Proposal Id : 2021-7896 and Year: 1 x x otal Budget Amount of this proposal in INR 200000.00								
Designation	No. of Person Required	Select Months	Cost Per Person(Rs.)	Total Cost (Rs.)	Action				
==Select== 🗸		==Select==	✓		Save/Add More				

Budget Breakup (Manpower Salary)

Figure 3.5A Staff (Manpower) Budget

Add (Contingency Bud	dget Breakup) for the Pro	pposal Id : 2021-7896 and Yea	ar: 1 ×
Coningency Name	Cost in (Rs.)	Justification	Action
			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				
Equipment Name	Equipment Model	Equipment Manufacturer	==Select==	~			
Cost in (Rs.)	Justification	Action					
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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					
Travel Cost	0.00	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				
Overhead Cost	0.00	Save/Add More				
Note:-	~					
5% overhead charges to Universitites and 3	% overhead charges to other institutes. A m	aximum of 5% overhead charges on the approved 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.

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	6. Proj	ject Duration (in Mo	nths)	24 Months								
	7. Bud	get for Indian PI (रे)		₹200,000.00								
	8. Mult	ticentric Study		Yes								
	9. No. India	of Participating Cen	tres in	20								
	10. No Global	o. of Participating Ce Ily	ntres	30								
							Indian Investi	gators				
		Name		Institute		Designation	Er	nail		Contact No.	Role in Pr	roposal
	1	Mr S M Imran Ahm	ad	P.G.D.A.V.	College	Scientist B	e	emran.ahmad@gmail.com		8826622964	PI	
	2	Sahil		xyz institu	ites	Prof.	sa	ahil@xyz.com		4466556644	Co-PI	
							Foreign Invest	igators				
	#	Name	Institu	te	Designat	ion	Email		Contact No.	R	ole in Proposal	
	1	xyz yxz	xyz		уухх		xyz@yxz.c	om	0000000000	P	2	
					Docu	uments for Internatio	nal Collaborati	ive Projects/HMSC consid	leration			
	#	Document Name				Is Applic	able?	Uploaded Document	F	temarks		
	1	Research Proposa	ı			Yes		Niew		Research Proposal		
	2	ICMR Summary SI	neet			Yes		🔁 View		ICMR Summary Sheet		
	3	Material Transfer	Agreement (MTA)	)		Yes		🔁 View		Material Transfer Agree	ment (MTA)	
	4	Institutional Ethic	s Committee Cle	arance (IEC)		Yes		View		Institutional Ethics Com	nmittee Clearance (II	EC)
	5	Scientific Advisor	Committee (SA	C) Approval		No		Document not applicable	e	NA		
	6	Drug Controller G	enral of India App	proval (DCGI)		No		Document not applicable	e	NA		
	7	Clinical Trial Regis	try - India (CTRI)	number		Yes		Diew 🔁		Clinical Trial Registry - I	India (CTRI) number	
	8	Approval Letter fr	om foreign fundi	ng agency (if an	y)	No		Document not applicable	e	NA		
	9	Foreign Contribut	ion (Regulation)	Act (FCRA) Clear	rance	No		Document not applicable	e	NA		
	10	Any Other Docum	ents (If Required	)		No		Document not applicable	e	NA		
	11	Additional docum	ents to be submi	itted by NGOs		No		Document not applicable	e	NA		
							Budget det	ails				
	Year	PI Name			Staff	/Manpower	Equipment	Recurring	Travel	Overhe	ad Charges	Total Budget
	Year:1	Mr S M Im	ran Ahmad			0.00	0.00	0.00	0.00		0.00	0.00
	Year:2	м	d			0.00	0.00	0.00	0.00		0.00	0.00
												Total in (₹): 0.00
						Budget bro	eakup details (	Staff/Manpower)				
	#	Budget Year	PI Name	e Desi	ignation	No. of Person(n	os)	Require Month(nos)		Cost Per Pe	erson(₹)	Total Cost in (₹)
							No Recor	rd				
							Declaratio	on				
	l her false of	reby declare that the r incorrect at any sta	entries in this fo ge, my project/pr	rm and the addi roposal shall be	itional particula liable to cancel	ars, if any, furnished he lation / termination wit	rewith are true thout notice or	to the best of my knowled any compensation in lieu t	ge and belief. I u thereof.	inderstand that in the e	event of my informat	tion being found
	🖶 Print								🕑 Edit Pr	oposal 🖬 Submit	Proposal	
	Copyright	© 2021 Indian Co	uncil of Medic	al Research,	<b>BMI Division</b>	. All rights reserved.				Tu	iesday, October 20	6,2021 10:50:45:A

#### 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.

ICMR ePMS    View Program X				•	- 0	ı x
← → C 🔒 epms.icmr.org.in/	/projectsubr	mission/viewproposal		☆ (		😵 :
ICMR e-PMS	=	Dashboard Add new proposal Call for proposal	View Proposal *			
🚙 🗸 S M Imran Ahmad			View Program List			
(Email Verified)	#	Program Name	Click to view Drafted/Submitted Proposal			
PI/Fellow's Panel	PROG	RAM LIST				
🕒 PI/Fellow Profile 🛛 🖌	1	ICMR Adhoc Project Program	Click to view			
📙 Proposal Submission 🛛 🗸	2	International Collaborative Projects/HMSC	Click to View			
O Submit New Proposal	3	ICMR Fellowship Program (SRF/RA)				
O View Proposal	4	Post Doctoral Fellowship (PDF)				
O Submit Concept Proposal	5	Junior Research Fellowship (JRF)				
C Logout	6	Emeritus Scientistship				
	7	Task Force	Click to View			

#### 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.

CMR ePMS    View Program 🛛 🗙 🔚 ICMR ePMS    View Submitted Pr 🗙 🕂							<b>o</b> -	o x
← → C (a) epms.icmr.org.in/projectsubmission/newproposallihd/viewSubmittedProposalDetails?proposal=ihd							☆ 🕻	🔹 😵 E
ICMR e-PMS	=	Dashboard	Add new proposal Call for pro	posal View Proposal *				
S M Imran Ahmad (Email Verified)	List: International Projects for HMSC Considration							
	#	Project Id	Project Title	Scheme	Project Status	Upload Documents	Date	Action
PI/Fellow's Panel	1	2021-1002/F1	Test 1 - 24-03-2021	International Collaborative Projects/HMSC	Under Process	Document uploaded	24-Mar-2021	0
📫 Pl/Fellow Profile 🛛 <	2	2021-1003/F1	sdfsadfdsafdsafsd	International Collaborative Projects/HMSC	Submitted	Document uploaded	02-Nov-2021	•
🕒 Proposal Submission 🛛 🖌	3	2021-1006/F1	tdtdtdt dydtd	International Collaborative Projects/HMSC	Draft	£	25-Mar-2021	<b>E</b>
O Submit New Proposal								Eur
O View Proposal	4	2021-7896/F1	Research Proposal Title - XYZ	International Collaborative Projects/HMSC	Draft	<b>±</b>	22-Oct-2021	🗹 Edit
O Submit Concept Proposal								
🔂 Logout								

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