



USER'S MANUAL

of

Proposal Management System

*Scheme for Promotion of Academic Research
Collaboration (SPARC)*



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1. ABOUT THE SCHEME

Scheme for Promotion of Academic and Research Collaboration (SPARC) aims at improving the research ecosystem of India's higher educational institutions by facilitating academic and research collaborations between Indian institutions and the best institutions in the world from 28 selected nations to jointly solve problems of national and international relevance in the first phase.

2. OVERVIEW

In order to facilitate fundamental and socially relevant research in India, lot of emphasis is being laid for strengthening collaboration between Indian research groups with top research groups in the world, so that Indian scientists and students can interact with the finest minds in the world.

SPARC builds on the solid foundation laid by Global Initiative of Academic Networks (GIAN) and offers a scheme to support longer term research program where it not only funds for long term visit by the international faculty (2 to 8 months) but would also fund the travel and sustenance of Indian students at the university / institute of the international collaborator. The program aims at exposing large number of young students, the torch bearers of the future generation, to state-of-the-art developments in science and technology, thereby increasing the number of highly trained scientific manpower in the country, as well as significantly enhance the visibility of Indian science and scientists in the world map of highly advance science. It is expected that some of the joint ideas would not only lead to breakthrough in science, but would also result in sustainable technological products that will be beneficial to mankind at large, in addition to fulfilling the needs of India.

The major outcome of the SPARC initiative will be strong research collaboration between Indian research groups with best-in class faculty and renowned research group in the leading universities of the world, in areas that are at the cutting edge of science or with direct social relevance to the mankind, specifically of India. Long term stay of international faculty will lead to tangible result such as large number of high impact research publications, solution to key national and international problems, development of niche courses, high quality text books and research monographs, imbibing of best practices from top international academicians and researchers, strong bilateral cooperation, and improved world reputation and ranking of Indian Institutes.

3. PROCESS FOR PROPOSAL SUBMISSION

The following figure describes the brief overview of the process to be followed for proposal submission through SPARC Proposal Management System (PMS). The process starts with nominating a coordinator by the head of the Institute through email. After receiving the nomination, national coordinator (IIT Kharagpur) will assign the nominated person as the local coordinator of the Institute in PMS.

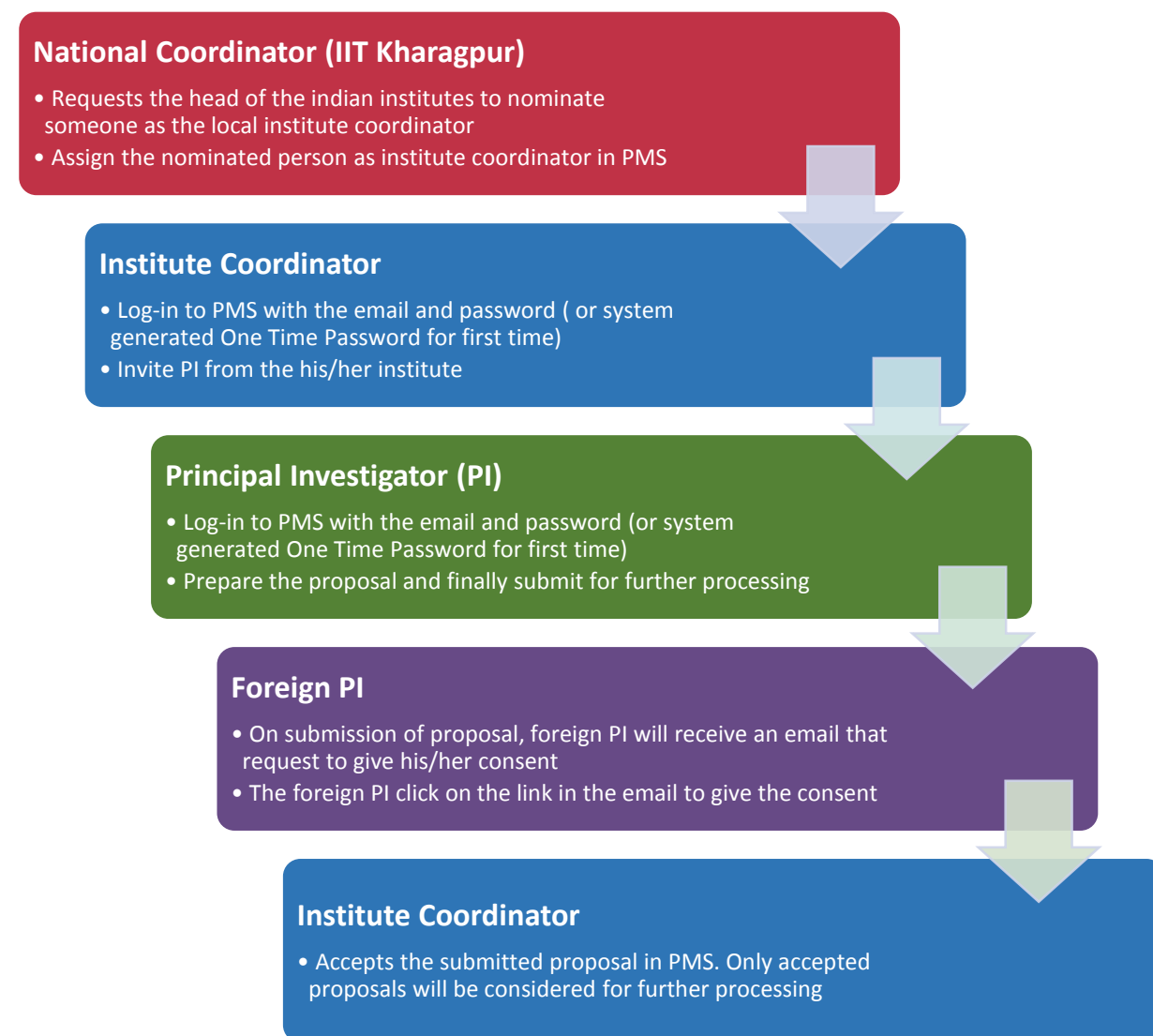
During this process, the PMS will send a system generated email which confirms the assignment. In case the nominated person is new to the system, the email will also contain the one-time-password (OTP) which can be used for login. The password should be changed and profile should be updated first to get access to other functionalities of PMS. The PMS will facilitate the Institute coordinators to invite principal investigator (PI) from their Institute to submit a proposal.

Once the institute coordinator invites a PI through PMS, the system will send an auto-generated invitation email to the PI. In case the PI is new to the system, the email will also contain the one-time-password (OTP) which can be used for login. The password should be changed and profile should be updated first for getting access to other functionalities of PMS. The PI can, thereafter, submit the proposal.

The proposal form contains multiple sections which should be filled up before final submission. These are described in the later part of this document. The PI can view the draft proposal at any time. After final submission, changes are not allowed and PI can download the final version of the proposal in PDF format.

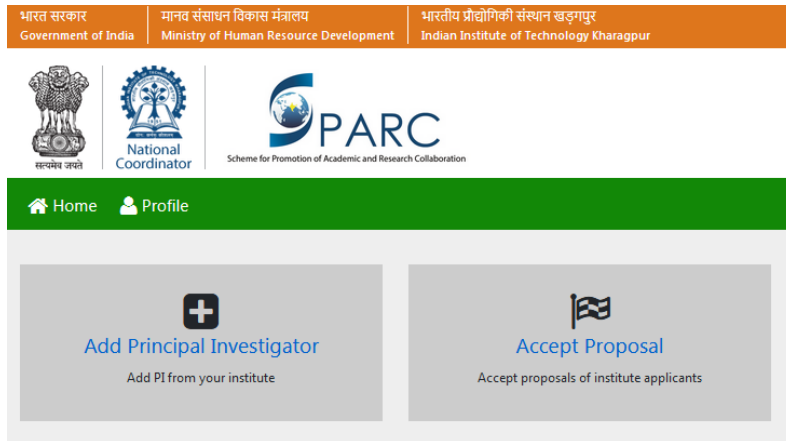
During the final submission, the system will send an email to the foreign PI for giving his/her consent online. The PMS will also facilitate the PI to resend the email. The foreign PI should click on the link mentioned in the email or open it in the browser. The foreign PI can download the proposal and click on the “Accept” button to give his/her consent.

The institute coordinator can thereafter accept the submitted proposal through PMS. The proposal accepted by the institute coordinator will only be considered for further processing.

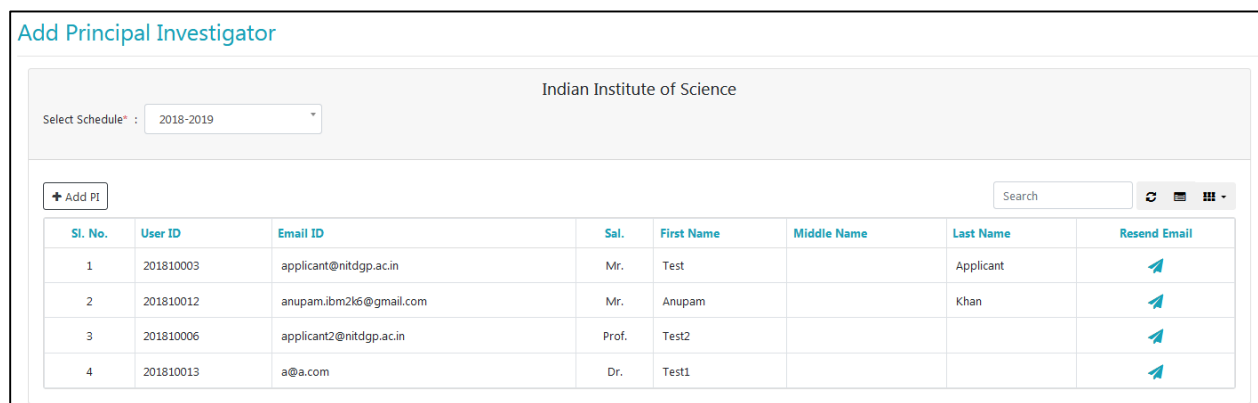


3.1 Invitation to Principal Investigator by Institute Coordinator

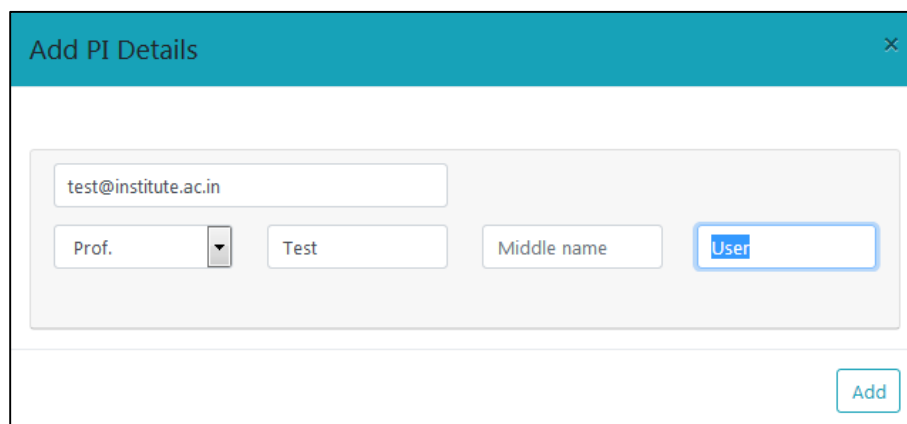
Step1: Login and click on Add Principal Investigator



Step 2: Click on “Add PI” button

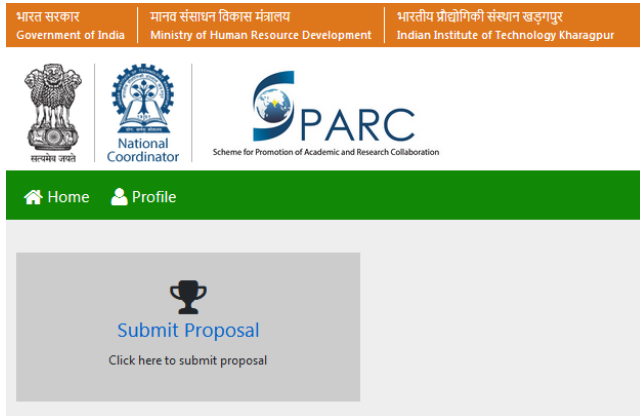


Step 3: Enter email id of the principal investigator. Enter his/her name and click on “Add”. The “Resend Email” option can be used to resend the invitation email to the PI.

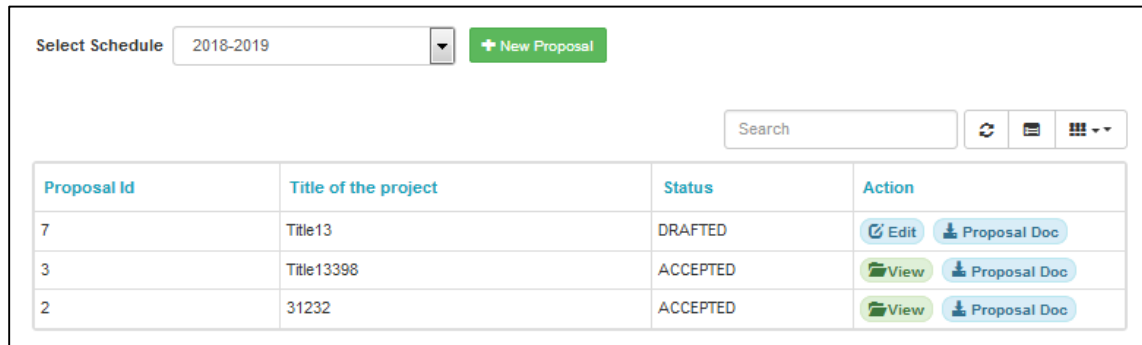


3.2 Proposal Submission by Principal Investigator

Step 1: Login and click on “Submit Proposal”



Step 2: Click on “New Proposal” for creating a new proposal. “Edit” option can be used for updating already created proposal. After submission, “Edit” option will be replaced by “View”. The “Proposal Doc” option will be available throughout the submission process. The PI can view the draft/final copy of the proposal document using this button.



Step 3: Enter the details in “Title Page” and click on “Save and Next”. The other sections will be activated after saving details of title page. All sections are mandatory except “Project Personnel”.

The screenshot shows the 'Title Page' form in the PARC submission system. It includes the following fields:

- Title of Project***: Text input field containing 'Title13'.
- Thrust Area***: Dropdown menu with 'Convergence' selected.
- Sub-domain***: Dropdown menu with 'Advanced Manufacturing' selected.
- Abstract (250 words)***: Rich text editor containing 'SSS'. A word count indicator at the bottom right shows 'Words: 1, Characters: 3'.
- Keywords (at least 5 comma(,) separated)***: Text input field containing 'Key,Key2,Key3,key4,key5'.
- Save and Next**: A green button at the bottom right of the form.

Step 4: Enter the details of Indian PI and Co-PIs and click on “Save and Next”. You can also add more than one Indian Co-PI.



Indian PI (2-pg CV should be uploaded in Documents Section)

Salutation* First Name* Middle Name Last Name

Home Institute* Department* Phone*

Email Address* Nationality* Passport #

Indian Co-PI (2-pg CV of ALL Indian co-PIs should be uploaded in Documents Section as single PDF)

Salutation* First Name* Middle Name Last Name

Home Institute* Department* Phone*

Email Address* Nationality* Passport #

Step 5: Enter the details of International PI and Co-PIs and click on “Save and Next”. You can also add more than one International Co-PI.



International PI (2-pg CV should be uploaded in Documents Section)

Salutation* First Name* Middle Name Last Name

Institute* Department* Country*

Phone* Email Address* Nationality* Passport #

International Co-PI (2-pg CV of ALL foreign co-PIs should be uploaded in Documents Section as single PDF)

Salutation* First Name* Middle Name Last Name

Institute* Department* Country*

Phone* Email Address* Nationality* Passport #

Step 6: Enter project personnel details (if applicable or available) and click on the “Save and Next” button. You can add details of multiple personnel also. Alternately you can click on the “Skip” button.

Personnel (2-pg CV should be uploaded in Documents Section, if available)

Salutation*
Dr.

First Name*
khh

Middle Name
Middle Name

Last Name
Last Name

Institute*
Bharathiar University

Designation*
Post-doctoral Researcher

Country*
India

[Click here to add personnel](#)

[Skip](#) [Save and Next](#)

Step 7: Enter budget details and click on “Save and Next”

	SPARC (INR in Lakhs)*	Indian Institute (INR in Lakhs)*	Foreign Institute (INR in Lakhs)*	Other Source (INR in Lakhs)*	TOTAL (INR in Lakhs)
Travel - International Faculty*	12	0	0	0	12.00
Travel - International Scholar*	0	0	0	0	0
Travel - Indian Faculty*	0	0	0	0	0
Travel - Indian Scholar*	0	0	0	0	0
Publication - Monograph*	0	0	0	0	0
Workshop / Symposium*	0	0	0	0	0
Overhead and Contingency*	1	Upto 20% or 15 Lakhs whichever is lower			
TOTAL	13.00	0	0	0	13.00

Budget break-up: Upload further break up as a separate file in Documents Section

[Save and Next](#)

Step 8: Enter expertise details.

Mention prior expertise of investigators in the domain area (250 words)*

Words: 0, Characters: 0

Expertise: Upload list of relevant project, publications and patents by Investigators in Documents Section

[Save and Next](#)

Step 9: Upload supporting documents. The documents with star marks are mandatory.

Only PDF documents may be uploaded

CV of Indian PI (2-page)(max 500 kb)*	Choose file	Upload	Download
CV of Indian co-PIs (collate individual 2-page CVs) (max 500 kb)*	Choose file	Upload	
CV of International PI (2-page)(max 500 kb)*	Choose file	Upload	
CV of International co-PIs (collate individual 2-page CVs) (max 500 kb)*	Choose file	Upload	
CV of Research personnel (collate individual 2-page CVs)(max 500 kb)	Choose file	Upload	
Other Technical Details (max 500 kb)	Choose file	Upload	
Monograph outline(max 500 kb)*	Choose file	Upload	

Step 10: Please check the checkbox to accept the terms and condition and submit the proposal by clicking on the “Final Submit” button. The drafted proposal can be downloaded using “Preview Proposal” button. On submission, the system will send a mail to the international PI which contains a request for giving consent.

Preview Proposal

I accept the terms and conditions

FINAL SUBMIT

3.3 Consent by International PI


The international PI can give his/her consent by either clicking on the link or opening the link in a browser. The international PI can download the submitted proposal from that link as well. The consent will be recorded once he/she clicks on the “Accept button”.

I agree to jointly work on the following proposal, if approved finally

Title : Title13398

Institute : National Institute of Technology Durgapur

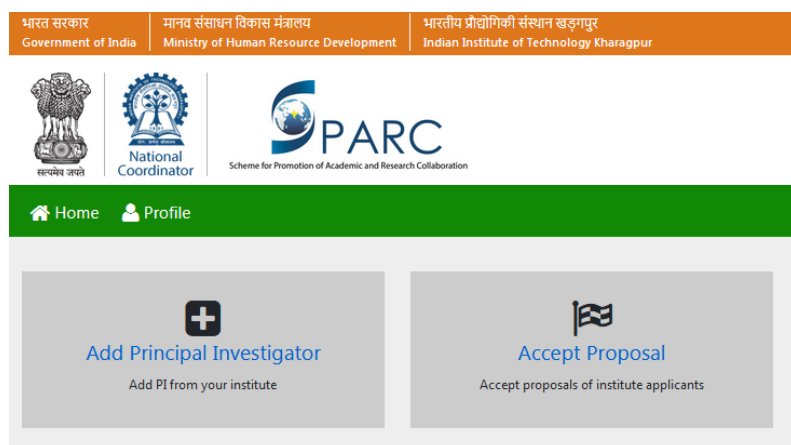
Submitted by : Mr. Test Applicant

Download : 

I Agree *You have already given your consent*

3.4 Acceptance by Institute Coordinator

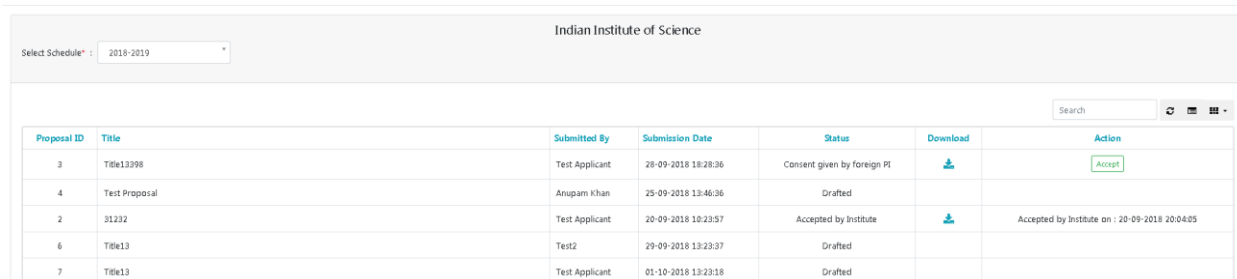
Step 1: Click on “Accept Proposal”.





The screenshot shows the top navigation bar with logos for the Government of India, Ministry of Human Resource Development, and Indian Institute of Technology Kharagpur. Below this are logos for the National Coordinator and PARC (Scheme for Promotion of Academic and Research Collaboration). A green navigation bar contains 'Home' and 'Profile' links. The main content area features two large buttons: 'Add Principal Investigator' (with a plus icon) and 'Accept Proposal' (with a flag icon). The 'Accept Proposal' button is highlighted, indicating it is the next step.

Step 2: The list will show all proposals submitted by the PI of the Institute. The institute coordinator can also download the proposals. The institute coordinator can accept the proposals (by clicking on the “Accept” button) once the consent is given by the International PI.

Accept Proposal



The screenshot shows the 'Accept Proposal' interface for the Indian Institute of Science. It includes a 'Select Schedule*' dropdown menu set to '2018-2019'. Below the menu is a table with columns for Proposal ID, Title, Submitted By, Submission Date, Status, Download, and Action. The table contains five rows of proposal data.

Proposal ID	Title	Submitted By	Submission Date	Status	Download	Action
3	Title13398	Test Applicant	28-09-2018 18:28:36	Consent given by foreign PI		Accept
4	Test Proposal	Anupam Khan	25-09-2018 13:46:36	Drafted		
2	31232	Test Applicant	20-09-2018 10:23:57	Accepted by Institute		Accepted by Institute on : 20-09-2018 20:04:05
6	Title13	Test2	29-09-2018 13:23:37	Drafted		
7	Title13	Test Applicant	01-10-2018 13:23:18	Drafted		