**eProMIS
Release 1.0**

Table of Contents

1. Preface

About the Guide

The guide helps the peers of Department of Bio Technology (DBT) to perform their peer reviews.

Intended Audience of the Guide

The peers of DBT are expected to know the basics of computer and Internet usage.

Organization of the Guide

The descriptions of each chapter are as shown in the following table:

Sr No	Chapter	Description
1	Preface	Shows what this user guide contains
2	About ePomis	Describes about the application in brief
3	Before you Begin	Describes the basic things which are important and might be frequently used.
4	Working of the Peer Module	Explains the core activities of Peers

Acronyms Used in the Guide

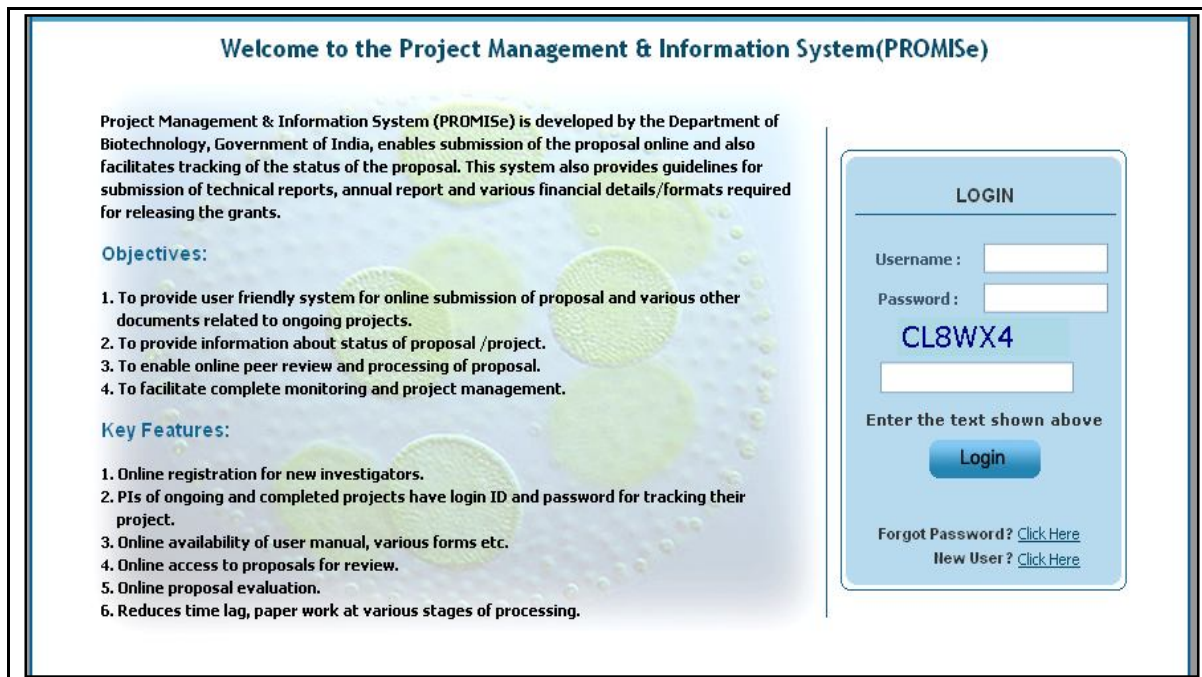| eProMIS	Project Management & Information application
URL	Uniform Resource Locator
PI	Principal Investigator
TF	Task Force
IFD	Finance Department

2. Before You Begin

The following things you must be aware while starting any task This helps to work optimally and achieve the results.

2.1 Logging the Application

To Log on to the Application;

1. Type the eProMIS URL in the Internet browser.

The following page appears:

Welcome to the Project Management & Information System(PROMISe)

Project Management & Information System (PROMISe) is developed by the Department of Biotechnology, Government of India, enables submission of the proposal online and also facilitates tracking of the status of the proposal. This system also provides guidelines for submission of technical reports, annual report and various financial details/formats required for releasing the grants.

Objectives:

1. To provide user friendly system for online submission of proposal and various other documents related to ongoing projects.
2. To provide information about status of proposal /project.
3. To enable online peer review and processing of proposal.
4. To facilitate complete monitoring and project management.

Key Features:

1. Online registration for new investigators.
2. PIs of ongoing and completed projects have login ID and password for tracking their project.
3. Online availability of user manual, various forms etc.
4. Online access to proposals for review.
5. Online proposal evaluation.
6. Reduces time lag, paper work at various stages of processing.

LOGIN

Username :
Password :

CL8WX4

Enter the text shown above

Login

Forgot Password? Click Here
New User? Click Here

Fig 1: Entering the Login Credentials

2. Under **Login**, type the following things:
    1. **Username**: type the name as registered with the application
    2. **Password**: type your password
    3. **Captcha**: In the Enter the text shown above field, type the letters shown above to this field.

If you type any of the details for three consecutive times, you are denied access for next thirty

minutes.

2.2 Requesting the Forgotten Password

This application allows you to request the same password upon forgetting it.
An email is sent by administrator who provides the same password which you can later
on change it.

To Request for the Forgotten Password;

1. In the home page, besides Forget Passwords, click the **Click Here** link**.**

    The following page appears**:**

Fig 2: Requesting a Password

2. Type your name as specified in application, in **User Name.**
3. Type your email id as you had specified during the registration, in **Email Id**., and click
    Submit.

2.3 Changing Your Profile

Before submitting any project, you can change your profile if you had edited any wrong

information regarding your personal information and contact details.

To Change Your Profile;

1. Click **Edit Profile**

The following screen appears**:**

Welcome Ravi Chandran   Back Home Edit Profile Change Password Logout
Current Login: 9/2/2011 2:44 PM   Last Login: 9/2/2011 2:42 PM

Fig 3: Changing Your Profile

2. Under **Personal Information**. enter or select the following details to modify your profile.

- **Title**:
- **First Name, Middle name and Last name**
- **Date of Birth**: Type your date of birth
- **Area of Specialization and Department**

3. Under **Communication Particulars**, enter or select the following details to modify your details which related to communicating with you:

- **Address to Pin:** Change the Address
- **Mobile No, Phone No, and Fax:** Change the contact numbers
- **Email:** Change your personal email Id**.**

4. Click **Submit**

2.4 Changing The Password

You can change the password periodically for better security and privacy.

The following rules for creating a new password are;

- Must not have less than eight characters
- Must have 1 lowercase (small alphabet) and 1 upper case (big alphabet)
- Must have one numeric character
- Must have one special character such as *,%, and @.

To Change you Password;

1. Click **Change Password**.

   The following screen appears:

Fig 4: Changing the Password

2. Type the old password , in **Password**
3. Type the new password , in **New password** ,and **Confirm Password**.

2.5 Changing the Details of Record or Activity

When viewing the list of created records, almost all types of record contain an edit link to change the details of respective record. Sometimes details of specific records are changed depending upon such as location and domains.

In addition, A record can be made inactive when it is not required for the future process in the system. Similarly in the case of its vice-versa

2.6 Deleting a Record

When viewing the list of created records, almost all types of record contain a delete link to delete the respective record. If you click delete, the following alert message is displayed with the message **Are you sure, you want to delete the record?**

Fig 5: Alert Message – Deleting a Record

This alert message is displayed to prevent any user who might have accidentally clicked the **Delete** link.

You can do anyone of the following:

- Click **OK** to remove the selected record.
- Click **Cancel** to keep the selected record.

2.7 Working with Buttons

The following two buttons appear almost on every page while adding or updating a record.

1. **Save**: To save the value you have entered recently in that form.
2. **Cancel:** To cancel the changes made while updating the fields of the form.

2.8 Viewing the Report Viewer

The Report viewer is useful for knowing viewing the proposals.

To View the Report Viewer;

1. The followings tools help you to know how each field helps in viewing the
    report in the way you want :
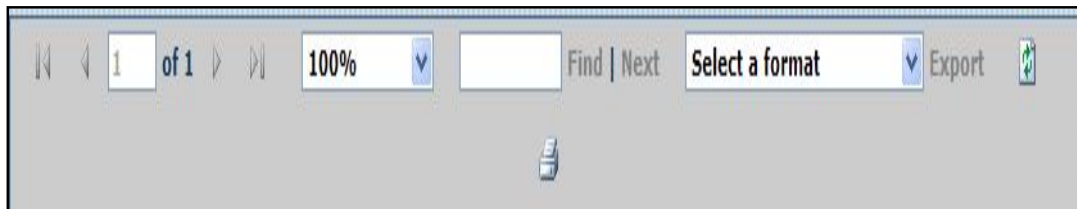
Fig 6: The Report Viewer Toolbar

-   **page 1 of 1:** 1 of 1:means you are at page number 1 and total number of pages are 1.
    Type the number of page where you want to go.
-   **100 %** means the size of document.
-   **Find /Next**: Type the text you want to find, and click **Find**. Click **Next** to find the
    next occurrences of the text.

2. Select anyone of the following formats:
    -   **XML file with report data**:: Opens as an XML file which has pre-defined tags
        which is useful in finding texts by its type.
    -   **CSV (comma delimited)**: Opens as a notepad file
    -   **TIFF File**:: Opens as a tiff file
    -   **Acrobat (PDF) file**: Opens as a PDF file which cannot be easily modified.
    -   **Web Archiv**e: Opens as a HTML file
    -   **Excel:** Opens as an MS_Excel file, which can be useful in calculations.

3. Click **Export** to view the report in the selected format.

3. Introduction and Home Page of the Peer Module

This chapter explains about the eProMIS application. To start working on the application, each link of the home page are fully explained.

3.1 About eProMIS

This eProMIS application is all about approving the projects submitted by different PIs who also use this application, The authoritative users in a series perform their responsibilities by verifying the details of projects to know whether they are authentic and achievable. Each user has different roles. They must understand nature of projects and interests of Biotechnology Department to appropriately fund these PIs.

The application helps in knowing whether the basic requirements are met. The basic requirements are as shown in the following:

1. **Technical Requirements**: Whether the technology going to be used is legally permissible. The PI team is aware of precautionary steps that are taken against the physical and financial risks.
2. **Staffing Requirements:** The responsibilities to everyone are properly explained**.**
3. **Timeline Requirements:** Assurance from **t**he PI team must be clear whether they can meet the deadline of each task.
4. **Budget Requirements**: Whether the total amount fixed is sufficient as a lot of grant is required for payment of salaries, payment to vendors and purchasing equipments, land and raw materials.

3.2 Uploading the Confidential Certificate

When you login for the first time with your username, you need to submit a confidential certificate. This certificate contains a agreement that you need to make with DBT.

To Upload the Confidential Certificate;

1. Once you login with the Username given to you as a Peer.
The following screen appears:

Fig 7: Upload the Confidential Certificate

2. Click **Browse** to locate the confidential certificate document, and then click **Upload.**

3.3 Home Page of Peer Module

The Home Page contains the following two links:

- **New Proposals For Comments :** Adding comments to new proposal
- **View Comments of Past Proposals:** Viewing comments of past proposal

The number enclosed in the brackets denotes the number of records related to that link.

The home page is displayed as shown in the following**:**

Fig 8.: Home Page of Peer Module

4. Working with the Peer Module

The peer module has only two links: **New Proposals For Comments** , and **View Comments of Past Proposals**.

New proposal means the recent proposals submitted by PI. Whereas past proposals means the proposals for which you had given a comment.

The peer module depends on the work of different PD users. As per their request , you need to verify the projects.

Peer comments are mandatory without which the proposals cannot be assigned to TF.

4.1 Adding Comments of a Project

After studying the proposal, you can express your doubts and oppose those process and materials which you do not agree. You must consider whether the work force is competent and the final goal is ethical and safe.

Finally, whether you would like to recommend the project, and then provide your views.

To Add a Comment of a Project;

1. Click the **Add New Proposals For Comments** link.
2. In the new page, under **Actions**, click
    The following screen appears**:**

Proposal Evaluation Format

Significance and Innovation

1. Is the Project Scientifically/Academically significant?	Yes	*
2. Is there any innovation in the approch?	Yes	*
3. Can the project generate		
New Knowledge	Yes	*
New Methods	Yes	*
New technology	Yes	*
Any Other Comments	Looks astonishing	

Approach and Work Plan

Is there a clear hypothesis that drives this work	Yes	*
Is the research plan clearly presented and realistic	Yes	*
Is Proposed Schedule clearly indicated	Yes	*
Are Research Objectives clearly presented	Yes	*
Are Proposed Methods appropriate for the project	Yes	*
Is it a 5-year grant proposal (If Yes)	Yes	*
Is preliminary data given by PI	Yes	*
Is the preliminary data relevant to the work plan	Yes	*

Researchers and Environment

Do the researchers have the necessary expertise and competence to carry out this Project	Yes	*
Is the Project management and the division of labour appropriate and well-planned?	Yes	*
Is the institutional environed(e.g space, facilities, colleagues, etc) supportive of this research?	Yes	*
Significance of the project for doctoral and post-doctoral training?	A new findings are expected	
If a consortium is involved, what is its significance? Do the various parts complement each other?	yes	

Fig 9: Adding a Comment -I

3. Under **Significance and Innovation,** select or enter the fields to specify the important points and innovative you have seen in the project**.,** as shown in the following**:**

   1. Is the Project Scientifically/Academically significant?
   2. Is there any innovation in the approach?
   3. Can the project generate
   4. New Knowledge

5. New Methods
6. New technology
7. Any Other Comments

4. Under **Approach and Work Plan**, select the fields to specify whether the work plan and goals are realistic., as shown in the following:

    1. Is there a clear hypothesis that drives this work
    2. Is the research plan clearly presented and realistic
    3. Is Proposed Schedule clearly indicated
    4. Are Research Objectives clearly presented
    5. Are Proposed Methods appropriate for the project
    6. Is it a 5-year grant proposal (If Yes)
    7. Is preliminary data given by PI
    8. Is the preliminary data relevant to the work plan

5. Under **Research and Environment,** select or enter the fields to specify whether the labour are competent and organised well to execute the project, as shown in the following**:**

    1. Do the researchers have the necessary expertise and competence to carry out this Project
    2. Is the Project management and the division of labour appropriate and well-planned?
    3. Is the institutional environed(e.g space, facilities, colleagues, etc) supportive of this research?
    4. Significance of the project for doctoral and post-doctoral training?
    5. If a consortium is involved, what is its significance? Do the various parts complement each other?

The following screen covers areas: Budget

Fig 10: Adding a Comment -II

6. Under **Budget,** select or enter the fields to specify whether the money required is sufficient or over, as shown in the following:

   1. Is the proposed budget appropriate? Please Elaborate
   2. Are the requested equipments required? (If Yes) Please Elaborate
   3. Is the manpower requirement appropriate? (If Yes) and Please Elaborate

   The following screen covers areas**:**

Ethics and Bio Safety

Does this research involve human subjects? (If Yes)
Please Elaborate and a plan for their protection
No *

Does this research involve vertebrate animals?
Please Elaborate
No *

Is there a clear justification and a plan for their protection?
Yes

Is there a clear justification and a bio containment plan?
Yes

Does this research involve?
Toxins *

Yes, there is a provisio of First Aid

Overall Evaluation

Comments

Please provide a one-paragraph summary of your evaluation and a clear recommendation with justification.
AST *

What are the main strengths of this proposal?
AST *

What are the main weaknesses of this proposal?
AST *

Final Recommendation
Recommended *

Comments/Remarks
AST

Save as Draft   Submit

Fig 11: Adding a Comment -III

7.   Under **Ethics and Bio Safety,** select or enter the fields to specify whether the project is

ethically sound :and physically safe.

1. Does this research involve human subjects? (If Yes) Please Elaborate, a plan for their protection
2. Does this research involve vertebrate animals?Please Elaborate
3. Is there a clear justification and a plan for their protection?
4. Is there a clear justification and a bio containment plan?
5. Does this research involve?

8. Under **Overall Evaluation**, select or enter the fields to describe the limits and opportunities of the project as shown in the following;

   1. Please provide a one-paragraph summary of your evaluation and a clear recommendation with justification.
   2. What are the main strengths of this proposal?
   3. What are the main weaknesses of this proposal?

9. From the **Final Recommendations** drop-down list, select anyone of the following:

   1. **Recommended:** To recommend to the DBT for approving the project
   2. **Recommended with Revision:** To recommend a review to the DBT.
   3. **Not Recommended:** To not recommend the project, the project is removed from the application.

10. Type the feedback and views you want to give about the project, in **Comments/ Remarks.**

11. Perform anyone of the following actions:

    1. **Save as Draft**: Click to save the project.
    2. **Submit**: Click to submit to the DBT.

4.2 Viewing Comments of Past Proposal

Knowing the comments of previous proposals help you to know the decisions and observations you had made.

To View Comments of Past Proposal;

1. Click the **View Comments of Past Proposals** link.
2. In the new page, under **Actions**, click **View Comments.**
   The "**Proposal Evaluation Format** "page is displayed, which contains   various fields.

For more information, refer to "**Adding Comments of a Proposal**" on page 12.

4.3 Viewing Proposals of New Projects

To View the Proposals of New Projects;

1. Click the **New Proposals For Comments** link.
2. In the new page, under **Actions**, click **View Proposal**.
   The proposals appear in reports viewer format:

4.4 Viewing Proposals of Past Projects

To view the Proposals of Past Projects;

1. Click the **View Comments of Past Proposals** link.
2. In the new page, under **Actions**, click **View Proposal**.
   The proposals appear in reports viewer format.**:**

Appendix: Viewing the Proposal Documents

Whenever you click the **View Proposal Documents** link ,which exists in those screens
where a list of projects is displayed. For each proposal, the PI uploads some mandatory and
optional documents .

To View the Proposal Documents;

1. The following figure is displayed with list f submitted documents.

Uploded Documents

Page	Document Type	Document
General Information	Regulatory Clearance Document	Regulatory Clerance
Technical Details	Additional Information	ASTY
Declaration	Declaration Document	Decalrtionsigned

Budget Details

Institute	Quotations For Equipments
7 AIR FORCE HOSPITAL	qUOTTAIONFOREQUIPMENTS

BioData

Project Investigator/Co-Investigator	Additional Information	List of Publication in the peer review Journal of impact factor 1 and above
Mr. Krishna Sharma	ASTY	Krishna_CV
Mr. ASTY ASTY	no file provided	no file provided

Cancel

Fig 12: Viewing the Uploaded Documents

2. The following table explains the contents of each document.

Page	Document
General Information	If any regulatory clearance was mandatory, that time a respective document is uploaded
Technical Details	Any additional technical document needed

Page	Document
Declaration	Any declared document needed
Budget Details	Quotation of equipments you gathered
Bio Data	Your Bio data and also of other PIs and Co-PIs

3. Click the name of respective document to view.
   The documents open in a new window**.**