

eProMIS

Web enabled project management information system,

Department of Biotechnology, Ministry of Science & Technology, GOI

(eProMIS Peer User Guide)

```
var net = require("net");

Array.prototype.remove = function(i) {
  for (var j = 0; j < this.length; j++) {
    if (e == this[j]) { return this.splice(j, 1) }
  }
};

function Client(stream) {
  this.name = null;
  this.stream = stream;
}

var clients = [];

var server = net.createServer(function (stream) {
  var client = new Client(stream);
  clients.push(client);

  stream.setEncoding("utf8");
  stream.addListener("connect", function () {
    stream.write("Welcome, enter your name!");
  });

  stream.addListener("data", function (data) {
    if (client.name == null) {
      client.name = data.trim().replace(/\s/g, "");
      stream.write("=====");
      clients.forEach(function(c) {
        if (c != client) {
          c.stream.write(client.name + "\n");
        }
      });
    }
  });

  return;
});

var command = data.trim().replace(/\s/g, "");
if (command) {
  if (command[0] == 'u') {
    clients.forEach(function(c) {
      stream.write("- " + c.name + "\n");
    });
  } else if (command[0] == 'q') {
    // ...
  }
}
```

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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.

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 Signing In the Application

The screenshot displays the eProMIS application interface. At the top, there is a navigation bar with the following links: SUBMISSION GUIDELINES, REVIEWER GUIDELINES, TASKFORCE GUIDELINES, and SAMPLE FORMS OF SUBMISSION. A button labeled "New Users? Please register here" is also visible. Below the navigation bar, the main content area is divided into two sections. The left section, titled "OBJECTIVES:", lists four goals: providing a user-friendly system for online submission, providing status information, enabling online peer review, and facilitating monitoring. The right section, titled "Login to your account", contains a login form with fields for username (admin), password (masked with dots), and a captcha (JPRM7Q). There is a "Remember Me" checkbox and a "Login" button. A "Forgot your Password" link is also present.

Under **Login:** type the following things:

1. **Username:** type the name as registered with the application
2. **Password:** type your password
3. **Captcha:** Copy the characters as shown in **blue color**, and type them in the textbox.

Note: The English alphabets must be entered in capital as everything is case sensitive.

If you type wrongly in any of these fields for three consecutive times, you would not be able to access the application for the next 30 minutes (due to security reasons).

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:

Forgot Your Password?

To receive your password, please enter Email Id entered at the time of registration.

User Name *

Email Id *

SGQ2ZB
Enter the text shown above

SUBMIT **CANCEL**

- ✚ Type your name as specified in application, in **User Name**.
- ✚ Type your email id as you had specified during the registration, in **Email Id**, and click **Submit**.
- ✚ Once both the fields match you will be asked for a new password of your choice

2.3 Edit Profile

Before submitting any project, you can edit your profile, if you had entered any wrong information at the time of registration regarding your personal information and contact details.

Personal Information

Title	<input type="text" value="--Select--"/>	*	First Name	<input type="text"/>	*	
Middle Name	<input type="text"/>		Last Name	<input type="text"/>	*	
Date of Birth	<input type="text" value="01/12/2016"/>		Gender	<input type="text" value="Male"/>		
Area of Specialization	<input type="text" value="--Select--"/>					*
Institution	<input type="text" value="--Select--"/>					*
Note: Institute can only be changed if you have not submitted any projects earlier.						
Department	<input type="text"/>	*	Designation	<input type="text" value="PI"/>	*	

Communication Particulars

Address	<input type="text"/>		Country	<input type="text" value="--Select--"/>	*
State	<input type="text" value="--Select--"/>	*	District	<input type="text" value="--Select--"/>	
City	<input type="text" value="--Select--"/>		Pin	<input type="text"/>	
Mobile No.	<input type="text"/>		Phone No.	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>		Email	<input type="text"/>	*

All fields mark in Red(*) are mandatory.

Note: Send a mail for any assistance at epromis.dbt@nic.in

2.4 Changing The Password

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

The following rules for creating a new password:

- ✚ 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 @.

Change Password

Old Password	<input type="text"/>	*
New Password	<input type="text"/>	*
Confirm Password	<input type="text"/>	*

Note: Password must be atleast 8 characters having one lowercase letter, uppercase letter, digit, special character (Ex:- Dbt*1234)

SUBMIT

All fields mark in Red(*) are mandatory.

Type the old password, in **Password**

Type the new password, in **new password**, and **Confirm Password**.

Click **Submit**

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

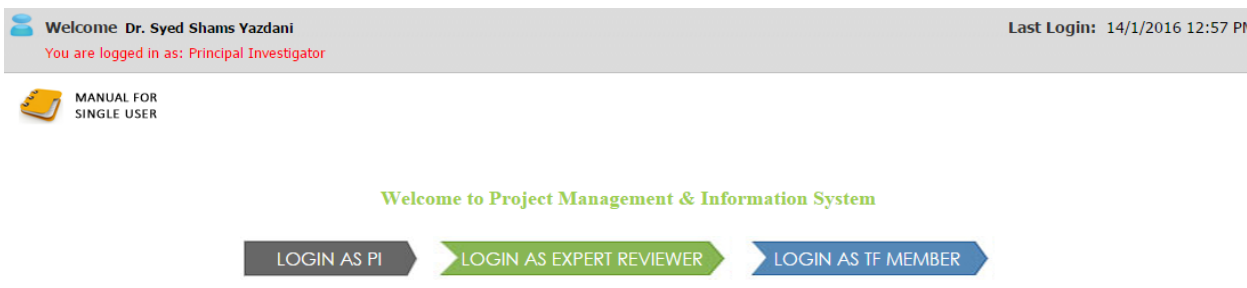
This **eProMIS** application is all about approving the projects submitted by different PIs who also use this application; the authoritative users in a series perform their responsibilities by verifying the details of projects to know whether they are authentic and achievable. Each user has different 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:

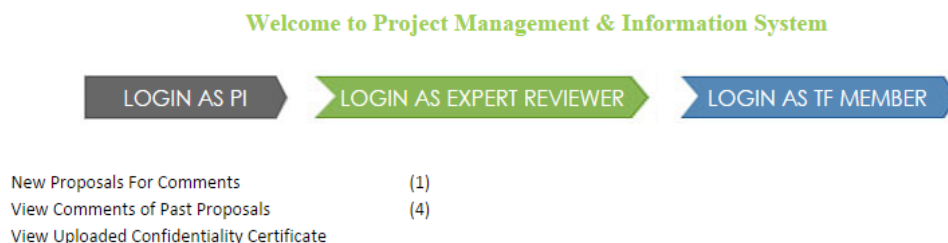
- ✚ **Technical Requirements:** Whether the technology going to be used is legally permissible. The PI team is aware of precautionary steps that are taken against the physical and financial risks.
- ✚ **Staffing Requirements:** The responsibilities to everyone are properly explained.
- ✚ **Timeline Requirements:** Assurance from the PI team must be clear whether they can meet the deadline of each task.
- ✚ **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 equipment's, land and raw materials.

3.2 Accessing the Peer section of the Application

Once you have signed in into your account, a screen will be displayed as shown below, asking you to view the dashboard of what type of user you want to access in case you have been assigned the multiple roles.



If you are a Peer, Click **Login AS EXPERT REVIEWER**, a screen will open which is displayed below



3.3 Working with the Peer Module

The peer module has only three links: **New Proposals for Comments**, **View Comments of Past Proposals** and **Upload Confidentiality Certificate**.

The peer module depends on the work of different PD users. As per their request, you need to verify the projects. Your comments are mandatory without which the proposals cannot be assigned to TaskForce.

3.3.1 New Proposals for Comments, a screen will be displayed as shown below.

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.

New Proposals for Comments

S NO	PROJECT TITLE	PD COMMENTS	COMMENTS EXPECTED BY	ACTION
1	Engineering of cellulase enzymes of <i>Aspergillus fumigatus</i> NITDGPKA3 for enhancing their activity and development of recombinant cellulosic <i>Saccharomyces cerevisiae</i> for bioethanol production from rice straw. BT/PR13127/PBD/26/447/2015 Sudit Sekhar Mukhopadhyay (National Institute of Technology, Durgapur)	With an aim to promote research in the area of Energy Biosciences in the country, The Department of Biotechnology has set up Task Forces to identify the priority areas based on the need of the country and also helps the Department to develop coordinated programmes. A thorough assessment of the proposals by the experts in the related fields helps the funding agency to identify proposals of merit. With this background, you are requested to kindly evaluate the above project and give your opinion .Your recommendations regarding the acceptance/rejection/modification, if any, of the project may be supported by specific reasons. Your comments will greatly help the Department in taking the appropriate decision on the project proposal.	18/09/2015	View Proposal Add Proposal Documents Comments

PD COMMENTS:

With an aim to promote research in the area of Energy Biosciences in the country, The Department of Biotechnology has set up Task Forces to identify the priority areas based on the need of the country and also helps the Department to develop coordinated programmes. A thorough assessment of the proposals by the experts in the related fields helps the funding agency to identify proposals of merit. With this background, you are requested to kindly evaluate the above project and give your opinion .Your recommendations regarding the acceptance/rejection/modification, if any, of the project may be supported by specific reasons. Your comments will greatly help the Department in taking the appropriate decision on the project proposal.

To Add a Comment of a Project;

1. Click the **Add Comments** link.
2. To view the full proposal you may click **on View proposal** link.
3. To view only the documents of the respective proposal you can use the link **Proposal Documents**.
4. You have to provide the comments based on the PD (Programme Division comments) provided to you which is also displayed in the table.
5. In the new page, under **Actions**, click The following screen appears

Proposal Evaluation Format

Significance and Innovation

1. Is the Project Scientifically/Academically significant?	--Select-- ▼
2. Is there any innovation in the approach?	--Select-- ▼
3. Can the project generate	
New Knowledge	--Select-- ▼
New Methods	--Select-- ▼
New technology	--Select-- ▼
Any Other Comments	<input type="text"/>
	Characters Remaining: 500

Approach and Work Plan

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

Researchers and Environment

Do the researchers have the necessary expertise and competence to carry out this Project	--Select-- ▼
Is the Project management and the division of labor appropriate and well-planned?	--Select-- ▼

6. 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:

- a. Is the Project Scientifically/Academically significant?
- b. Is there any innovation in the approach?
- c. Can the project generate
- d. New Knowledge
5. New Methods
6. New technology
7. Any Other Comments

7. 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

8. 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

Budget

Is the proposed budget appropriate? (If No) Please Elaborate

Characters Remaining: 500

Are the requested equipment required? (If Yes) Please Elaborate

Characters Remaining: 500

Are the manpower requirement appropriate? (If Yes) Please Elaborate

Characters Remaining: 500

9. 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 equipment's 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

Characters Remaining: 500

Does this research involve vertebrate animals?

Please Elaborate

Characters Remaining: 500

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

Is there a clear justification and a bio containment plan?

Does this research involve?

Characters Remaining: 500

10. 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?

Overall Evaluation

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

Characters Remaining: 500

What are the main strengths of this proposal?

Characters Remaining: 500

What are the main weaknesses of this proposal?

Characters Remaining: 500

Final Recommendation

Comments/Remarks

Characters Remaining: 2000

SAVE AS DRAFT

SUBMIT

11. 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?

10. 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.

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

12. Perform anyone of the following actions:
 1. **Save as Draft:** Click to save the project.
 2. **Submit:** Click to submit to the DBT.

3.3.2 Viewing Comments of Past Proposal, a screen will be displayed as shown below.

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

View Comments of Past Proposals

PROJECT TITLE	ACTION
Biotechnological conversion of Agricultural waste into Fermentable Sugars and ethanol by thermo alkaline stable bacillus sp.	View Proposal View Proposal Documents View Comments
Biodiesel production through natural and engineered microbial lipases	View Proposal View Proposal Documents View Comments
Metagenomic Analysis of Microbial Fuel Cell to Identify Novel Exoelectrogenic Bacteria and Elucidate the Role of Microbial Community in Electron Transfer	View Proposal View Proposal Documents View Comments
Development of a pilot scale mixotrophic algal cultivation process from Dark Fermentation spent Effluent (DFE): Algal biomass as feed stock for biohydrogen production, a fourth generation biofuel technology'	View Proposal View Proposal Documents View Comments

To View Comments of Past Proposal;

1. Click the **View Comments** link.
2. In the new page, under **Actions**, click **View Comments**.

1 of 2 ? Find | Next

Proposal Evaluation Format

Project Title :"Biotechnological conversion of Agricultural waste into Fermentable Sugars and ethanol by thermo alkaline stable bacillus sp.[BT/PR3327/PBD/26/280/2011]"

Reviewer Name :Dr. Syed Shams Yazdani

Project Investigator :Dr. C S Patil ,B.V. Bhoomaraddi College of Engineering and Technology

Comment Received on: 15/12/2011

Significance and Innovation

1.	Is the Project Scientifically/Academically significant?	Not Provided
2.	Is there any innovation in the approach?	Yes
3.	Can the project generate	
	New Knowledge	Yes
	New Methods	No
	New technology	Yes
	Any Other Comments	No

Approach and Work Plan

	Is there a clear hypothesis that drives this work	No
	Is the research plan clearly presented and realistic	No
	Is Proposed Schedule clearly indicated	Yes

3.3.3 Uploading the Confidential Certificate, a screen will be displayed as shown below.

When you login for the first time with your username, you need to submit a confidential certificate. This certificate contains an 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:

Upload Confidentiality Certificate

Upload Confidentiality Certificate No file chosen

****Please download Confidentiality Certificate given below in word document and upload a signed and scanned copy in PDF format.**
[Download Confidentiality Certificate](#)

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

4. 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 of submitted documents.

CANCEL

General Information	Regulatory Clearance Document	no file provided
Technical Details	Additional Information	dbt bioethanol2015January
Declaration	Declaration Document	SSM

Budget Details

Institute	Quotations For Equipments
National Institute of Technology, Durgapur	Budgetray_Quote_Workstation_Biotechnology_NIT_03_02_2015

BioData

Project Investigator/Co-Investigator	Additional Information	List of Publication in the peer review Journal of impact factor 1 and above
Dr. Sudit Mukhopadhyay	no file provided	no file provided
Dr. Kaustav Aikat	no file provided	no file provided
Dr. Angshuman Bagchi	no file provided	no file provided

Other Documents

Institute	Documents
National Institute of Technology, Durgapur	MOA no file provided
	Asset
	Manpower
	SOE
	UC

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.

Thank You

Now, you may begin with proposal submission